

New Zealand Institute of Skills and Technology Council 25 February 2026 ordinary meeting



Location: TEC Offices

25 February 2026 09:30 AM - 02:30 PM

Agenda Topic	Presenter	Time	Page
Council only time		09:30 AM-10:00 AM	
Open agenda			
Karakia timatanga			4
1. Welcome/apologies/notices	Sue McCormack		
2. Administration (open)	Sue McCormack	10:00 AM-10:05 AM	5
2.1 Council membership and 2026 schedule of committees and workplan			5
2.2 Register of interests			9
2.3 Minutes (draft) of the ordinary meeting held 30 January 2026 (ordinary meeting)			11
3. Chief Executive's open report	Gus Gilmore	10:05 AM-10:10 AM	16
4. Correspondence			
There is no correspondence to note on the open portion of the agenda			
5. He take atu anō Any other business (open)			
6. Resolution to exclude the public	Sue McCormack		19
Closed agenda			
7. Administration (closed)	Sue McCormack	10:10 AM-10:15 AM	22
7.1 Minutes (draft) of the closed portion of the ordinary meeting held 30 January 2026			22

7.2	Minutes (draft) of extraordinary e-meeting held 31 January 2026			29
7.3	Ngā mahi hei Actions			31
8.	Regular reporting			32
8.1	Chief Executive's report	Gus Gilmore	10:15 AM-11:15 AM	32
8.2	Financial report	James Smith	11:15 AM-11:25 AM	41
8.3	Wellbeing and safety report	Kirsten Sargent	11:25 AM-11:40 AM	66
8.4	Transition and disestablishment report	Johnny Tramoundanas-Can and Kirsten Sargent	11:40 AM-12:00 PM	69
	Engagement with TEC Board		12:00 PM-01:00 PM	75
	30 minutes discussion with TEC Board at 12pm, followed by lunch at 12.30pm			
	Regular reporting continued		01:00 PM-01:10 PM	
	Time to conclude any discussions from prior to engagement with TEC Board			
9.	Risk and compliance			79
9.1	Risk report	Clarke Raymond	01:10 PM-01:20 PM	79
9.2	Legislative compliance	Kara Hiron	01:20 PM-01:25 PM	87
9.3	Treasury report	James Smith	01:25 PM-01:30 PM	122
9.4	Draft Annual Report 2025	James Smith and Clarke Raymond	01:30 PM-01:50 PM	157
9.5	Report from Audit New Zealand on the interim audit of NZIST for the year ended 31 December 2025	James Smith and Jo Smail	01:50 PM-02:00 PM	189
10.	Update from the Minister on Council Fees	Sue McCormack	02:00 PM-02:10 PM	
11.	Inwards correspondence (confidential)			
	There is no confidential inwards correspondence to receive			
12.	Outwards correspondence (confidential)			
	There is no confidential outwards correspondence to note			
13.	He take atu anō Any other business (confidential)			

14. Confirmation of actions from this meeting Sue McCormack 02:10 PM-02:15 PM
and Rebecca
Donne

The purpose of this agenda item is to confirm the actions that have arisen at this meeting. The Governance Director will identify the actions which have been recorded for the Chief Executive and Chair to confirm.

[Karakia whakakapi](#)

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Next meeting date: 27 March 2026 (Auckland)

Karakia tīmatanga | Opening incantation

Whakarongo rā e Rongo

Ki a mātou

te manawa nei

ki te rongō taketake,

te whiwhia, te rawea

te whiwhi-ā-nuku

whiwhi-ā-rangi

i takea mai i te kāhui o ngā ariki.

kia tūturu ka whakamau ai kia tina, Tīna! (everybody)

Hui e?

Tāiki e!

Listen o Rongo

to us

offering gratitude

for the peace and harmony

that allows us to enjoy

the gifts of the earth

and the heavens

bequests of a higher order.

And bind it firmly, firmly!

Do we all concur?

We concur!

New Zealand Institute of Skills and Technology Council member terms

Member	Start date	Current term ends	Appointed by
Sue McCormack (Acting Chair)	1 April 2023	31 March 2027	Minister of Education
Sam Huggard	1 April 2020	31 March 2026	Minister of Education
Dr Teorongonui Josie Keelan	2 November 2021	31 March 2027	Interim Māori Advisory Committee nomination
Jeremy Morley	1 September 2022		Minister of Education
Bill Moran	1 April 2023	31 March 2027	Minister of Education

2026 Schedule of NZIST Council and Committee meetings

as at 16 February 2026

Council

Month	Date	Day	Activity	Venue
January	16-19	Friday– Monday	Extraordinary meeting	E-meeting via Diligent
	30	Friday	Ordinary meeting	MIT, Ōtara
February	25	Wednesday	Ordinary meeting	TEC offices, Wellington
March	27	Friday	Ordinary meeting	Auckland
April	24	Friday	Ordinary meeting	TBC
May	29	Friday	Ordinary meeting	Online
June	26	Friday	Ordinary meeting	TBC
July	24	Friday	Ordinary meeting	TBC
August	28	Friday	Ordinary meeting	TBC
September	25	Friday	Ordinary meeting	TBC
October	30	Friday	Ordinary meeting	TBC
November	27	Friday	Ordinary meeting	TBC

Appointment and Remuneration Committee

Month	Day Date	Venue	Members	Role
January	Thursday 15	Online	Bill Moran	Chair
	Friday 30	MIT, Ōtara	Sue McCormack	Member
			Sam Huggard	Member

Academic Board | Te Poari Akoranga

Month	Day Date	Venue	Members	Role
January	Thursday 22	MIT, Ōtara	Deborah Young	Chair (Ako Excellence Director)
March	Wednesday 18	Online	Gus Gilmore	Chief Executive
April	Wednesday 15	Online	Fiona Beals	Whitireia and WelTec representative
May	Wednesday 20	Online	Emma Osborne	WITT representative
June	Wednesday 17	Online	Joan Taylor	NorthTec representative
July	Wednesday 15	Online	Annabell Dey	Tai Poutini Polytechnic representative
August	Wednesday 19	Online	Dahrian Watene	Learner representative
September	Wednesday 16	Online		
October	Tuesday 20	Online		
November	Wednesday 18	Online		

NZIST Council Register of Interests

1 January 2026

Name	Interest	Nature of Interest
Sue McCormack Acting Chair	Canterbury Earthquakes Insurance Tribunal	Judicial Officer
	University of Canterbury	Past Chancellor
	Dress for Success	Honorary solicitor
Teorongonui Josie Keelan Member	Hoani Waititi Kaumātua Advisory Rōpū	Member
Jeremy Morley Member	Wellington Free Ambulance	Contractor
	Racing New Zealand	Chair and Director
	Warwick Trust	Settlor, Trustee, and Beneficiary
	Wellington Over 60s Cricket	Treasurer and Member
	Wellington Bridge Club Inc	Honorary Auditor
	OnTrack Racing Limited	Director and Chair
	Department of Internal Affairs Ministerial Advisory Committee for the Cessation of Greyhound Racing	Fixed-Term Contractor
Sam Huggard Member	New Zealand Educational Institute Te Riu Roa	Employee
Bill Moran Member	WorkSafe NZ	Deputy Chair
	Chamber Music at the World's Edge Foundation USA	Chair
	Chamber Music at the World's Edge Foundation NZ	Chair
	At the World's Edge Music Foundation UK	Trustee

Name	Interest	Nature of Interest
	Parliamentary Education Trust	Trustee
	Iti Kōpara Charitable Trust	Trustee
	Hoops and Life Awhi Trust	Trustee
	New Zealand Qualifications Authority	Deputy Chair
	Pioneer Energy	Director
	Pioneer Energy Renewables GP	Director
	Pioneer Energy Group GP	Director
	TAB New Zealand	Director
	Queenstown Lakes District Council Audit, Finance and Risk Committee	Independent Member
	Arts Council of NZ (Creative NZ) Audit, Finance and Risk Committee	Independent member
	Te Kōki, NZ School of Music, Victoria University of Wellington	Advisory Committee Member
	Ministry of Health Finance and Risk Committee	Independent member
	Barnardos Aotearoa New Zealand	Trustee

Minutes for New Zealand Institute of Skills and Technology Council 30 January 2026 ordinary meeting

30/01/2026 | 10:00 AM - - Auckland, Wellington New Zealand Standard Time

MIT Otaru campus

Attendees (5)

Sue McCormack (Acting Chair); Jeremy Morley; Sam Huggard; Teorongoi Josie Keelan; William Moran;

Management in attendance:

Gus Gilmore (Chief Executive); Rebecca Donne (Governance Director - minutes); James Smith (Chief Financial Officer); Kirsten Sargent (People and Culture Transition and Change Lead)

Open agenda

Karakia timatanga

The meeting started at 10.53am with karakia delivered by Josie Keelan.

1. Welcome/apologies/notices

There were no apologies received.

2. Administration (open)

2.1 Council membership and 2026 schedule of committees and workplan

The Council noted:

- the membership terms, 2026 workplan and schedule of meetings for 2026.
- that all future meetings would be held in Wellington, unless there was a reason to hold a specific meeting elsewhere.
- that Audit New Zealand would attend, as required, on advice from the Chief Financial Officer and in consultation with Audit NZ.

2.2 Register of interests

The Acting Chair reminded members to declare any agenda items where a conflict arises between their role as a member of NZIST Council and any private or other external interest they may have, and to stand aside from decision making in respect of that item.

No additional interests were declared.

2.3 Minutes (draft) of the meeting held 12 December 2025 (ordinary meeting)

There were no matters arising from the open minutes.

RESOLVED (B. Moran/S. Huggard)

That the Council approve the minutes of NZIST Council open meeting held on 12 December 2025 as a true and correct record.

CARRIED

3. Chief Executive's open report

The Council received the report titled 'Chief Executive's Report to Council - Open Session' and noted the update on current issues, key achievements and highlights arising during the reporting period.

4. Reports from Committees

4.1 Report from open portion of Te Poari Akoranga meeting held 22 January 2026

The Council received the report titled 'Open portion of Te Poari Akoranga meeting held 22 January 2026' and noted that Te Poari Akoranga received reports and noted approvals from:

- Ara Institute of Canterbury
- Careerforce
- NMIT
- Tai Poutini Polytechnic

5. Correspondence

There was no correspondence to note on the open portion of the agenda.

6. He take atu anō | Any other business (open)

No other business was raised.

7. Resolution to exclude the public

RESOLVED (B. Moran/S. Huggard)

That the public be excluded from the remainder of the meeting. This resolution will be made in reliance on section 48(1) of the Local Government Official Information and Meetings Act 1987 (LGOIMA) (noting NZIST is subject to Part 7 of the LGOIMA) and the particular interests protected by section 9 of the Official Information Act 1982 (OIA) which would be prejudiced by the holding of the relevant parts of the proceedings of the meeting in public. The general subject of each matter to be considered while the public is excluded and the reason for passing the resolution in relation to each matter are as per the table below:

Item	General subject of each matter to be considered	Section(s)
8.	Administration	
8.1	Minutes of the closed portion of the meeting held 12 December 2025	Section 9(2)(a) OIA Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(h) OIA Section 9(2)(i) OIA Section 9(2)(j) OIA
8.2	Minutes of the e-meeting held 16 January 2025	Section 9(2)(g)(ii) OIA Section 9(2)(h) OIA Section 9(2)(j) OIA
8.3	Ngā mahi hei Actions	Section 9(2)(g)(ii) OIA
9.	Regular reporting	
9.1	Chief Executive's closed report	Section 9(2)(g)(ii) OIA Section 9(2)(h) OIA Section 9(2)(i) OIA
9.1.1	2026 Chief Executive KPIs	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
9.2	Financial report	Section 9(2)(g)(ii) OIA Section 9(2)(h) OIA Section 9(2)(i) OIA Section 9(2)(j) OIA
9.3	Wellbeing and safety report	Section 9(2)(g)(ii) OIA Section 9(2)(h) OIA Section 9(2)(i) OIA
10.	Risk and compliance	

10.1	Standing delegations register	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
10.2	Contentious legal matters	Section 9(2)(h) OIA
11.	Reports from and relating to Committees	
11.1	Report from Appointment and Remuneration Committee meeting held 15 January 2026	Section 9(2)(a) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA Section 9(2)(j) OIA
11.2	Report from closed portion of Te Poari Akoranga meeting held 22 January 2026	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
11.3	Final minutes for Committees	Section 9(2)(a) OIA Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(h) OIA Section 9(2)(i) OIA Section 9(2)(j) OIA
12.	Inwards correspondence (confidential)	
12.1	Letter from Office of the Auditor General received 28 January 2025	Section 9(2)(g)(ii) OIA
13.	Outward correspondence (confidential)	
13.1	Letter to Audit New Zealand 19 December 2025	Section 9(2)(i) OIA
13.2	Letters of appointment to Te Poari Akoranga	Section 9(2)(a) OIA
13.3	Letters of thanks to advisory committees and outgoing members of Te Poari Akoranga	Section 9(2)(a) OIA
14.	He take atu anō Any other business (confidential)	
		Section 9(2)(a) OIA Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(h) OIA Section 9(2)(i) OIA Section 9(2)(j) OIA
15.	Confirmation of actions from this meeting	
		Section 9(2)(g)(ii) OIA

Interests

Section	Interest
Section 9(2)(a) OIA	To protect the privacy of natural persons, including that of deceased natural persons.
Section 9(2)(b)(ii) OIA	To protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.
Section 9(2)(g)(ii) OIA	To maintain the effective conduct of public affairs through the protection of such Ministers, members of organisations, officers, and employees from improper pressure or harassment.
Section 9(2)(h) OIA	To maintain legal professional privilege.
Section 9(2)(i) OIA	To enable a Minister of the Crown or any public service agency or organisation holding the information to carry out, without prejudice or disadvantage, commercial activities.
Section 9(2)(j) OIA	To enable a Minister of the Crown or any public service agency or organisation holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).

And that certain employees from NZIST, namely Kirsten Sargent, James Smith and Deborah Young be permitted to remain at the meeting, after the public has been excluded because of their specific knowledge in relation to the above items. This knowledge, which will be of assistance in relation to the matters above to be discussed, is relevant to those matters because they have assisted in the progression of such matters.

CARRIED

The Council moved into a public excluded session at 10.58am.

The meeting finished at 12.47pm.

Report to	New Zealand Institute of Skills and Technology (NZIST) Council
Title	Chief Executive's report to Council – open session
Provided by	Gus Gilmore, Chief Executive Tumuaki
For	Information
Classification	Unclassified
Endorsement (if any)	N/A

Recommended resolutions

It is recommended that NZIST Council (the Council):

1.	Receive the report titled 'Chief Executive's report to Council – open session'.
2.	Note the update on current issues, key achievements and highlights arising during the reporting period.

Executive summary | Kōrero whakapōpoto

1. We continue to plan for expected transition and disestablishment activities based on a set of assumptions. This planning is subject to the Government's decisions on the end state for our remaining business divisions. We expect the Government's decisions to be made around the end of the first quarter of 2026. Media interest remained low.

Key activity during reporting period | Ngā mahi matua i te wā o te pūrongo

Media

2. Media interest in NZIST remains low. There has been no reporting on NZIST specifically and we have not had any media queries. We expect this to be the case for the 2026 year. There may be interest as the remaining business divisions transition out and NZIST disestablishes.
3. The Minister continues to receive Written Parliamentary Questions from several Members of Parliament related to NZIST. These tend to be matter specific and not specifically about transition or our disestablishment.

Financial performance

2026 Enrolments

4. At 6 February 2026, EFTS for our four business divisions (NorthTec, Whitireia and WelTec, WITT and Tai Poutini Polytechnic) overall were down 3% compared with the same time in 2025. Domestic EFTS

are currently down 2% compared with the same time last year. Our international enrolments are currently down 30% although this is from a low base. We understand that several of the other standalone ITPs are also currently experiencing similar trends in their enrolments for 2026.

Division	2026 YE EFTS Budget	2026 YTD EFTS	2025 YTD EFTS	Var	Var%	2026 % of YE Budget	2025 % of YE Budget
NTC	1,735	1,042	1,057	-14	-1 %	60 %	50 %
TPP	188	88	112	-24	-22 %	47 %	53 %
WAW	3,772	3,010	3,081	-71	-2 %	80 %	78 %
WIT	1,181	904	964	-60	-6 %	77 %	74 %
Total	6,877	5,045	5,215	-169	-3 %	73 %	69 %



Progressing disestablishment and transition

2026 Planning

- We continue to undertake planning for 2026 including our core operations, disestablishment activities and possible work required to prepare the four business divisions that remain with NZIST, for their exit. We are awaiting the Government to make further decisions on our business divisions early this year which will inform more detailed planning and implementation of preparatory activities for their transition.
- We expect to be able to provide further updates at the Council’s March or April 2026 meetings, subject to the timing of Government’s decisions.

Other matters

WITT Graduation

- On 13 February I attended the WITT Graduation Ceremony. 976 WITT learners graduated for 2026, an increase of 44 compared to 2025. It was pleasing to see strong numbers graduating across a broad range of programmes, with certificates, diplomas and degrees awarded in areas including trades, business, nursing and healthcare, hospitality, hair and beauty, exercise, horticulture and agriculture, as well as environmental management and pest operations.
- A total of 41 special awards were presented at graduation, recognising students for their exceptional academic achievement, commitment and work ethic.

9. Of particular note were the 14 trainee carpenters involved in a collaboration between WITT and Ōkahu Inuāwai hapū of Ngāruahine Iwi in South Taranaki. As part of their training, the group contributed to a project to build whare for uri (descendants) of Ōkahu Inuāwai hapū and the wider Ngāruahine whānau, with the first of four planned homes completed at the end of last year. Most graduates from this programme have now secured employment, representing a strong outcome for both learners and the community.

New Zealand Institute of Skills and Technology Council Meeting

6. Resolution to exclude the public

It will be moved by the Acting Chair that the public be excluded from the remainder of the meeting. This resolution will be made in reliance on section 48(1) of the Local Government Official Information and Meetings Act 1987 (LGOIMA) (noting NZIST is subject to Part 7 of the LGOIMA) and the particular interests protected by section 9 of the Official Information Act 1982 (OIA) which would be prejudiced by the holding of the relevant parts of the proceedings of the meeting in public.

The general subject of each matter to be considered while the public is excluded and the reason for passing the resolution in relation to each matter are as follows:

Item	General subject of each matter to be considered	Section(s)
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7.1	Minutes (draft) of the closed portion of the meeting held 30 January 2026	Section 9(2)(a) OIA Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(h) OIA Section 9(2)(i) OIA Section 9(2)(j) OIA
7.2	Minutes (draft) of the extraordinary e-meeting held 31 January 2026	Section 9(2)(a) OIA Section 9(2)(g)(ii) OIA Section 9(2)(h) OIA Section 9(2)(j) OIA
7.3	Ngā mahi hei Actions	Section 9(2)(g)(ii) OIA
8.	Regular reporting	
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Item	General subject of each matter to be considered	Section(s)
8.3	Wellbeing and safety report	Section 9(2)(g)(ii) OIA Section 9(2)(h) OIA Section 9(2)(i) OIA
8.4	Transition and disestablishment report	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
9.	Risk and compliance	
9.1	Risk report	Section 9(2)(g)(ii) OIA
9.2	Legislative compliance	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(h) OIA Section 9(2)(i) OIA Section 9(2)(j) OIA Section 9(2)(k) OIA
9.3	Treasury report	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
9.4	Draft Annual Report 2025	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
9.5	Report from Audit New Zealand on the interim audit of NZIST for the year ended 31 December 2025.	Section 9(2)(g)(ii) OIA
10.	Update from the Minister on Council fees	Section 9(2)(g)(ii) OIA
13.	He take atu anō Any other business (confidential)	Section 9(2)(a) OIA Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(h) OIA Section 9(2)(i) OIA Section 9(2)(j) OIA Section 9(2)(k) OIA
14.	Confirmation of actions from this meeting	Section 9(2)(g)(ii) OIA

The Acting Chair will also move that:

- certain employees from NZIST, namely: James Smith, Kara Hiron, Kirsten Sargent, Clarke Raymond and Johnny Tramoundanas-Can
- certain employees from Audit New Zealand, namely Jo Smail

be permitted to remain at the meeting, after the public has been excluded because of their specific knowledge in relation to the above items. This knowledge, which will be of assistance in relation to the matters above to be discussed, is relevant to those matters because they have assisted in the progression of such matters.

Interests

Section	Interest
Section 9(2)(a) OIA	To protect the privacy of natural persons, including that of deceased natural persons.
Section 9(2)(b)(ii) OIA	To protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.
Section 9(2)(g)(ii) OIA	To maintain the effective conduct of public affairs through the protection of such Ministers, members of organisations, officers, and employees from improper pressure or harassment.
Section 9(2)(h) OIA	To maintain legal professional privilege.
Section 9(2)(i) OIA	To enable a Minister of the Crown or any public service agency or organisation holding the information to carry out, without prejudice or disadvantage, commercial activities.
Section 9(2)(j) OIA	To enable a Minister of the Crown or any public service agency or organisation holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).
Section 9(2)(k) OIA	To prevent the disclosure or use of official information for improper gain or improper advantage.