

New Zealand Institute of Skills and Technology Council 29 May 2026 ordinary meeting



Location: Microsoft Teams

29 May 2026 10:15 AM

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2.3 Minutes (draft) of the ordinary meeting held 24 April 2026 (ordinary meeting)			10
3. Chief Executive's open report	Gus Gilmore	10:20 AM-10:25 AM	15
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		17
Closed agenda			
7. Administration (closed)	Sue McCormack	10:25 AM-10:30 AM	19
7.1 Minutes (draft) of the closed portion of the ordinary meeting held 24 April 2026			19
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8.	Regular reporting			29
8.1	Chief Executive's report	Gus Gilmore	10:30 AM-11:00 AM	29
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9.	Matters for Council decision arising from the Finance, Risk and Audit Committee	Jeremy Morley	11:15 AM-11:20 AM	
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10.1	Audit Engagement Letter received 20 May 2026 from Audit New Zealand			54
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11.1	Representation letter to Audit New Zealand for year ended 31 December 2025			71
12.	He take atu anō Any other business (confidential)			
13.	Confirmation of actions from this meeting	Sue McCormack and Rebecca Donne	11:25 AM-11:30 AM	

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](#) 80

Next meeting date: 26 June 2026 (Wellington)

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
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 21 May 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	6-13	Friday-Friday	Extraordinary meeting	E-meeting via Diligent
	27	Friday	Ordinary meeting	Buddle-Findlay offices, Auckland
April	24	Friday	Ordinary meeting	Online
May	29	Friday	Ordinary meeting	Online
June	26	Friday	Ordinary meeting	TEC offices, Wellington
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

Chair: Bill Moran

Month	Day Date	Venue
January	Thursday 15	Online
	Friday 30	MIT, Ōtara
April	Friday 24	Online
July	Friday 24	TBC

Finance, Risk and Audit Committee

Chair: Jeremy Morley

Month	Day Date	Venue
May	Friday 29	Online
August	Friday 28	TBC
November	Friday 27	TBC

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		

* The May meeting of Te Poari Akoranga has been postponed to early June due to illness

NZIST Council Register of Interests

13 May 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
Bill Moran Member	WorkSafe NZ	Deputy Chair
	Chamber Music at the World's Edge Foundation USA	Chair
	At the World's Edge Music Foundation UK	Trustee
	Parliamentary Education Trust	Trustee
	Iti Kōpara Charitable Trust	Trustee
	Hoops and Life Awhi Trust	Trustee
	New Zealand Qualifications Authority	Deputy Chair
	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	Chair
Aotearoa Jazz Education and Performance Charitable Trading Trust	Trustee	
Teorongonui Josie Keelan Member	Hoani Waititi Kaumātua Advisory Rōpū	Member
	Te Kāhui o Wikitoria Trust	Advisory Member

Name	Interest	Nature of Interest
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

Minutes for New Zealand Institute of Skills and Technology Council 24 April 2026 ordinary meeting

24/04/2026 | 10:00 AM - - Auckland, Wellington New Zealand Standard Time

Online via Microsoft Teams

Attendees (4)

Sue McCormack (Acting Chair); Jeremy Morley; Teorongonui 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 Change and Transition Lead), Deborah Young (Ako Excellence Director, items 4.1 and 11.1), , Johnny Tramoundanas-Can (Government Relations Director, item 9.4), Clarke Raymond (Strategy and Performance Director, item 10.1), Jo Smaill (Audit New Zealand, item 10.1)

Open agenda

The meeting started at 10.03am.

1. Welcome/apologies/notices

No apologies were received for this meeting.

2. Administration (open)

Bill Moran took the Chair for the Open portion of the meeting while Sue McCormack dealt with technology issues.

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.

2.2 Register of interests

The meeting Chair reminded members to declare any agenda items where a conflict arises between their role as a member of 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 ordinary meeting held 27 March 2026 (ordinary meeting)

There were no matters arising from the open minutes.

RESOLVED (B. Moran)

That the Council approve the minutes of NZIST Council open meeting held 27 March 2026 as a true and correct record subject to adding the reason for the Chair's lateness.

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. In particular it noted that 2026 enrolments are down on forecast due in part to the impact of programme closures and the challenges around visa processing for international learners

The Council noted that Peseta Sam Lotu-liga would be finishing at MIT-Unitec this month and acknowledged his very good work, achievements and contribution to the sector during his time as Executive Director of MIT-Unitec.

4. Reports from committees

4.1 Report from open portion of Te Poari Akoranga meeting held 15 April 2026

NZIST Council received the report titled 'Open portion of Te Poari Akoranga meeting held 15 April 2026 and noted that Te Poari Akoranga received reports and noted approvals from

- NorthTec
- Tai Poutini Polytechnic
- WITT

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 (J. Morley/T.J. Keelan)

That the public be excluded from the remainder of this 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 agenda.

Item	General subject of each matter to be considered	Section(s)
8.	Administration	
8.1	Minutes (draft) of the closed portion of the meeting held 27 March 2026	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	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
9.2	Chief Financial Officer report	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
9.3	Wellbeing and safety report	Section 9(2)(g)(ii) OIA
9.4	Transition and disestablishment report	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA Section 9(2)(j) OIA
10.	Risk and compliance	
10.1	2025 Audit and annual report	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
11.	Reports from and related to committees	

11.1	Report from closed portion of Te Poari Akoranga meeting held 15 April 2026	Section 9(2)(a) OIA Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
11.2	Tier 2 remuneration review	Section 9(2)(a) OIA Section 9(2)(g)(ii) OIA Section 9(2)(j) OIA
12.	Inwards correspondence (confidential)	
12.1	Letter from Acting Chief Executive of Tertiary Education Commission	Section 9(2)(j) OIA
13.	Outwards correspondence (confidential)	
13.1	Letter to Acting Chief Executive of Tertiary Education Commission	Section 9(2)(g)(ii) 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

And that:

- certain employees from NZIST, namely: James Smith, Kirsten Sargent, Deborah Young, Johnny Tramoundanas-Can and Clarke Raymond
- certain employees from Audit New Zealand, namely Jo Smaill

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 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 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).

The meeting moved into a public excluded session at 10.10am.

The meeting closed at 11.38am.

DRAFT

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. More detailed planning for transition and establishment activities continues. Transition Plan development has now begun with input from our business divisions. We received audit clearance within the statutory timeframe of 30 April for the first time since NZIST was established. The annual report has been sent to Minister Simmonds.

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

Financial performance

2026 Enrolments

2. As at 8 May 2026, EFTS for our four business divisions (NorthTec, Whitireia and WelTec, WITT and Tai Poutini Polytechnic) overall remained down 7% compared with the same time in 2025. Domestic EFTS are currently down 5% compared with the same time last year. Our international enrolments are down 31%. This decrease is largely because business divisions stopped delivering a number of programmes that were financially unviable to support broader work to prepare for their exit from NZIST. While total EFTS are currently lower than 2026 budgeted EFTS and enrolments as at the same time in 2025, business divisions are also reporting lower expenditure than budgeted. Whitireia and WelTec is putting a plan in place to increase enrolments for the second half of 2026 and into 2027.

Table 1: 2026 EFTS enrolments and variances as at 8 May 2026

Division	2026 YE EFTS Budget	2026 YE EFTS Forecast	2026 YTD EFTS	2025 YTD EFTS	Var 26vs25	Var%	2026 % of YE Budget	2026 % of YE Forecast	2025 % of YE Budget
NTC	1,735	1,634	1,220	1,228	-8	-1 %	70 %	75 %	58 %
TPP	188	164	98	139	-41	-29 %	52 %	60 %	66 %
WAW	3,772	3,719	3,311	3,617	-306	-8 %	88 %	89 %	91 %
WIT	1,181	1,158	1,016	1,061	-45	-4 %	86 %	88 %	81 %
Total	6,877	6,675	5,645	6,045	-400	-7 %	82 %	85 %	80 %

Diagram 1: 2026 enrolments by TEC funding source and subject area as at 8 May 2026



Progressing disestablishment and transition

- We continue to work closely with the Tertiary Education Commission to confirm the requirements for Transition Plans. For NorthTec, WITT, and Whitireia and WelTec the requirements and expectations will be very similar to the 2025 Transition Plan process. For Tai Poutini Polytechnic (TPP), we expect some minor changes given TPP will be transitioning to the Open Polytechnic of New Zealand (OPNZ). We are working closely with OPNZ to ensure any activities during 2026 align with OPNZ operating model for delivery on the West Coast.
- We have begun the development of the Transition Plans and expect to be submitting the first Transition Plan (NorthTec, WITT, and Whitireia and WelTec) by mid-August and the TPP Transition Plan by mid-September. We are working closely with our business divisions to ensure accurate information and data to be included in the Transition Plans. Draft plans will be presented to Council at its July and August meetings respectively.

Other matters

2025 audit

- We have received audit clearance from Audit New Zealand within the statutory timeframe of 30 April for the first time since NZIST's establishment. We are currently finalising and printing the 2026 Annual Report so that the Minister for Tertiary Education can table it in Parliament.

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:

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8.2	Wellbeing and safety report	Section 9(2)(g)(ii) OIA
9.	Matters for Council decision arising from the Finance, Risk and Audit Committee	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
10.	Inwards correspondence (confidential)	
10.1	Audit New Zealand NZIST Audit Engagement Letter, 20 May 2025	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA Section 9(2)(j) OIA

Item	General subject of each matter to be considered	Section(s)
11.	Outwards correspondence (confidential)	
11.1	Representation letter to Audit New Zealand for year ended 31 December 2025	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
12.	He take atu anō Any other business (confidential)	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA Section 9(2)(j) OIA
13.	Confirmation of actions from this meeting	Section 9(2)(g)(ii) OIA

Interests

Section	Interest
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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).