New Zealand Institute of Skills and Technology Council 30 October 2026 ordinary meeting

Location: Tertiary Education Commission offices

30 October 2026 10:00 AM - 12:00 PM

Agenda Topic			Presenter	Time	Page
Open agenda					
Karakia tīmatanga					3
1.	Welcome/apologies/notices		Sue McCormack		
2.	Administration (open)		Sue McCormack	10:00 AM-10:05 AM	4
	2.1	Council membership and 2026 schedule of committees and workplan			4
	2.2	Register of interests			9
	2.3	Minutes (draft) of the ordinary meeting held 25 September 2026 (ordinary meeting)			11
3.	Correspondence				
There is no correspondence to report to the Open meeting this month.					
4.	He take atu anō | Any other business (open)				
5.	Resolution to exclude the public		Sue McCormack		15
Closed agenda					
6.	Administration (closed)		Sue McCormack	10:05 AM-10:10 AM	
	6.1	Minutes (draft) of the closed portion of the ordinary meeting held 25 September 2026			
	6.2	Minutes of the extraordinary meeting held 22 October 2026			

	6.3	Ngā mahi hei | Actions			
7.	Regular reporting				18
	7.1	Chief Executive's report	Gus Gilmore	10:10 AM-10:40 AM	18
	7.2	Chief Financial Officer Report	James Smith	10:40 AM-11:00 AM	25
	7.3	Wellbeing and safety report	Kirsten Sargent	11:00 AM-11:15 AM	55
	7.4	Transition and disestablishment report	Kirsten Sargent	11:15 AM-11:35 AM	63
8.	Risk and compliance				77
	8.1	Wintec Foundation Trust deed of variation	James Smith	11:35 AM-11:40 AM	77
	8.2	Government reporting requirements for Council approval in 2027	Gus Gilmore	11:40 AM-11:50 AM	
9.	Inwards correspondence (confidential)			11:50 AM-11:55 AM	102
	9.1	Letter from Chief Executive, Tertiary Education Commission Received 23 October 2026			102
10.	Outwards correspondence (confidential)				
There is no outward confidential correspondence to report this month.					
11.	He take atu anō | Any other business (confidential)				
12.	Confirmation of actions from this meeting		Sue McCormack and Rebecca Donne	11:55 AM-12:00 PM	
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					103

Next ordinary meeting date: 27 November 2026 (MIT and Unitec Otara campus)

Karakia tīmatanga | Opening incantation

Whakarongo rā e Rongo	Listen o Rongo
Ki a mātou	to us
te manawa nei	offering gratitude
ki te rongo taketake,	for the peace and harmony
te whiwhia, te rawea	that allows us to enjoy
te whiwhi-ā-nuku	the gifts of the earth
whiwhi-ā-rangi	and the heavens
i takea mai i te kāhui o ngā ariki.	bequests of a higher order.
kia tūturu ka whakamau ai kia tina, Tīna! (everybody)	And bind it firmly, firmly!
Hui e?	Do we all concur?
Tāiki e!	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
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

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2026 Schedule of NZIST Council and Committee meetings

as at 1 October 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~~	~~Te Awakairangi Campus, Petone~~
August	~~10-11~~	~~Monday-Tuesday~~	~~Extraordinary meeting~~	~~E-meeting via Diligent~~
	~~28~~	~~Friday~~	~~Ordinary meeting~~	~~Ara, Christchurch~~
September	~~17~~	~~Thursday~~	~~Extraordinary meeting~~	~~Online~~
	~~25~~	~~Friday~~	~~Ordinary meeting~~	~~Online~~
October	~~22~~	~~Thursday~~	~~Extraordinary meeting~~	Online
	30	Friday	Ordinary meeting	TEC offices, Wellington
November	27	Friday	Ordinary meeting	MIT, Ōtara

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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~~	~~Te Awakairangi Campus, Petone~~

Finance, Risk and Audit Committee

Chair: Jeremy Morley

Month	Day | Date	Venue
~~May~~	~~Friday 29~~	~~Online~~
~~August~~	~~Friday 28~~	~~Ara, Christchurch~~
November	Friday 27	Auckland

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~~		
~~April~~	~~Wednesday 15~~	~~Online~~	Gus Gilmore	Chief Executive
~~May~~	~~CANCELLED~~		Emma Osborne	WITT representative
~~June~~	~~Wednesday 17~~	~~Online~~	Fiona Beals	Whitireia & WelTec representative
~~July~~	~~Wednesday 22~~	~~Online~~		
~~August~~	~~CANCELLED~~		Joan Taylor	NorthTec representative
~~September~~	~~Wednesday 16~~	~~Online~~		
October	CANCELLED		Annabell Dey	Tai Poutini Polytechnic representative
November	Wednesday 18	Online		
			Dahrian Watene	Learner representative

APPROVED 12 December 2025
Updated 17 September 2026

New Zealand Institute of Skills and Technology
Annual Governance Work Plan 2026

		Financial Year 2026											
	Frequency	January	February	March	April	May	June	July	August	September	October	November	December
Council	**Monthly**	**Fri 30 Jan**	**Wed 25 Feb**	**Fri 27 Mar**	**Fri 24 Apr**	**Fri 29 May**	**Fri 26 Jun**	**Fri 24 Jul**	**Fri 28 Aug**	**Fri 25 Sep**	**Fri 30 Oct**	**Fri 27 Nov**	
Chief Executive's report	Monthly	x	x	x	x	x	x	x	x	x	x	x	
Financial report	Monthly	x	x	x	x		x	x		x	x		
2026 policies	One-off	x											
Contentious legal matters	Quarterly	x											
Wellbeing and Safety report	Monthly	x	x	x	x	x	x	x	x	x	x	x	
Chief Executive performance review	Six-monthly	KPIs										Annual	
Transition and disestablishment	Monthly		x	x	x		x	x		x	x		
Tai Poutini Polytechnic wellbeing and safety review	One-off		x										
Risk report	Quarterly		x										
Treasury report	Quarterly		x										
Audit and annual report	Annually		Draft		Approval								
Legislative compliance	Annually		x										
2026 Communications plan	One-off		x										
2026 plan	One-off		x										
Statements of commitment to wellbeing and safety	Annually			x									
Disestablishment update	One-off			x									
Other essential policies, procedures and frameworks required	As required					AI Governance							
2027 Investment plan	Annually						x						
Whangārei Education Hub	One-off							x					
Officer wellbeing and safety due diligence	Annually							6-monthly plan				Review	
Transition Plans	As required							x	TPP				
Pastoral code self-review	Annually							x					
2027 Statement of performance expectations *	Annually									Draft		Final	
2027 Budget *	Annually												
Financial approvals	As required											Insurance	
Briefing to Incoming Minister (if required - dependent on election)	Triennially												
Appointment and Remuneration Committee	**6-monthly**	**Thu 15 Jan**			**Fri 24 Apr**			**Fri 24 Jul**					
Chief Executive recruitment process		x											
Chief Executive KPIs		x											
Tier 2 remuneration review					x								
Chief Executive performance review								6-monthly					
Te Poari Akoranga	**Monthly**	**Thu 22 Jan**		**Wed 18 Mar**	**Wed 15 Apr**	**Wed 20 May**	**Wed 17 Jun**	**Wed 15 Jul**	**Wed 19 Aug**	**Wed 16 Sep**		**Wed 18 Nov**	
Reports from local academic committees	Monthly	x		x	x	x	x	x	x	x		x	
Academic risk monitoring and environmental scan	Monthly	x		x	x	x	x	x	x	x		x	
2026 workplan for Te Poari Akoranga	Annually	x											
Monitoring reports	As required	x											
Te Kawa Maiorooro	As required				x	x							
NZ Nursing Council feedback	One-off					x							
Investment plan	Annually						x						
Pastoral code self-review	Annually							x					
Te Poari Akoranga self-assessment for 2026	Annually											x	
2027 meeting dates and workplan (if required)	Annually											x	
Unified programme approvals	As required												

* The 2027 Statement of Performance Expectations and 2027 Budget will be considered at an extraordinary meeting

APPROVED 12 December 2025
Updated 17 September 2026

New Zealand Institute of Skills and Technology
Annual Governance Work Plan 2026

		Financial Year 2026											
	Frequency	January	February	March	April	May	June	July	August	September	October	November	December
Finance, Risk and Audit Committee	**Quarterly**					**Fri 29 May**			**Fri 28 Aug**			**Fri 27 Nov**	
Report from CFO	Quarterly					x			x			x	
Treasury report	Quarterly					x			x			x	
Property report	Quarterly					x			x			x	
Disestablishment plans and progress	Quarterly					x			x			x	
Internal audit monitoring	Quarterly					x			x				
Contentious legal matters	Quarterly					x			x			x	
Risk report	Quarterly					x			x			x	
CAMS external assessment	One-off					x							
Digital disestablishment	One-off					x							
Solvency assessment	Annually								x				
Status of external audit recommendations	Annually								x				
Pre-year-end review of issues and assumptions	Annually								x				
Crown financial statements	Annually								x				
2027 Audit plan and fee letter (if required)	Annually											x	
Annual committee self-review	Annually											x	

* The 2027 Statement of Performance Expectations and 2027 Budget will be considered at an extraordinary meeting

NZIST Council Register of Interests

21 September 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
	New Zealand Schools Property Agency	Member from no later than 1 November 2026
Bill Moran Member	WorkSafe NZ	Deputy Chair
	Chamber Music at the World's Edge Foundation USA	Chair
	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
	NZ Treasury Audit, Finance and Risk Committee	Independent member
	Arts Council of NZ (Creative NZ)	Member
	Te Kōki, NZ School of Music, Victoria University of Wellington	Advisory Committee Member
	Ministry of Health Audit, Finance and Risk Committee	Chair
	Barnardos Aotearoa New Zealand	Chair
	Aotearoa Jazz Education and Performance Charitable Trading Trust	Trustee
	Social Investment Agency Risk and Audit Committee	Independent member
	GovHub Ltd	Chair

Name	Interest	Nature of Interest
Teorongonui Josie Keelan Member	Hoani Waititi Kaumātua Advisory Rōpū	Member
	Te Kāhui o Wikitoria Trust	Advisory 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

Minutes for New Zealand Institute of Skills and Technology Council 25 September 2026 ordinary meeting

25/09/2026 | 09:30 AM - 11:30 AM - Auckland, Wellington New Zealand Standard Time
Online via Microsoft Teams

Attendees (3)

Sue McCormack (Acting Chair); Jeremy Morley; Teorongonui Josie Keelan

Management in attendance:

Gus Gilmore (Chief Executive), Rebecca Donne (Governance Director - minutes), James Smith (Chief Financial Officer, Clarke Raymond (Director Strategy and Performance, item 8.4)

Open agenda

Karakia tīmatanga

The Chief Executive delivered karakia tīmatanga and the meeting commenced at 9.30am.

1. Welcome/apologies/notices

The Council noted that Bill Moran has provided apologies for this meeting.

The Council acknowledged the death of Grant Klinkum, former Chief Executive of NZQA whose funeral was held on the same day as this meeting.

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.

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.

DRAFT

No additional interests were declared.

2.3 Minutes (draft) of the ordinary meeting held 28 August 2026 (ordinary meeting)

RESOLVED (S. McCormack)

That the Council approve the minutes of NZIST Council open meeting held 28 August 2026 as a true and correct record.

CARRIED

3. Report from open portion of Te Poari Akoranga meeting held 16 September 2026

RESOLVED (T.J. Keelan/J. Morley)

That the Council:

1. *Receive the report titled 'Open portion of Te Poari Akoranga meeting held 16 September 2026'.*
2. *Note that Te Poari Akoranga received reports and noted approvals from:*
    - *NorthTec*
    - *Tai Poutini Polytechnic*
    - *Western Institute of Technology at Taranaki*
    - *Whitireia and WelTec*

4. Correspondence

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

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

No other business was raised.

6. Resolution to exclude the public

RESOLVED (S. McCormack)

That the public be excluded from the remainder of the meeting. This resolution is 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 per the table below:

DRAFT

Item	General subject of each matter to be considered	Section(s)
7.	**Administration**	
7.1	Minutes (draft) of the closed portion of the meeting held 28 August 2026	Section 9(2)(a) OIA Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA Section 9(2)(j) OIA
7.2	Minutes (draft) of the extraordinary e-meeting held 17 September 2026	Section 9(2)(b)(ii) OIA Section 9(2)(f)(iv) OIA Section 9(2)(i) OIA Section 9(2)(j) OIA
7.3	Ngā mahi hei | Actions	Section 9(2)(g)(ii) OIA
8.	**Regular reporting**	
8.1	Chief Executive's Report	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
8.2	Chief Financial Officer Report	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
8.3	Wellbeing and safety report	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA
8.4	Transition and disestablishment report	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA Section 9(2)(j) OIA
9.	**Report from closed portion of Te Poari Akoranga meeting held 16 September 2026**	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
10.	**Inwards correspondence (confidential)**	
10.1	Letter from The Audit Office received 31 August 2026	Section 9(2)(i) OIA
12.	**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)(f)(iv) OIA Section 9(2)(i) OIA Section 9(2)(j) OIA

DRAFT

13.	**Confirmation of actions from this meeting**	Section 9(2)(g)(ii) OIA

And that certain employees of NZIST, namely James Smith and Clarke Raymond, 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 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)(f)(iv) OIA	To maintain the constitutional conventions for the time being which protect the confidentiality of advice tendered by Ministers of the Crown and officials.
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)(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).

CARRIED

The Council moved into a public excluded session at 9.40am.

The meeting closed at 10.22am.

DRAFT

New Zealand Institute of Skills and Technology Council Meeting

5. 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)
6.	**Administration**	
6.1	Minutes (draft) of the closed portion of the meeting held 25 September 2026	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA Section 9(2)(j) OIA
6.2	Minutes (draft) of the extraordinary e-meeting held 22 October 2026	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
6.3	Ngā mahi hei | Actions	Section 9(2)(g)(ii) OIA
7.	**Regular reporting**	
7.1	Chief Executive's Report	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
7.2	Chief Financial Officer Report	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
7.3	Wellbeing and safety report	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA

Item	General subject of each matter to be considered	Section(s)
7.4	Transition and disestablishment report	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA Section 9(2)(j) OIA
8.	**Risk and compliance**	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
8.1	Wintec Foundation Trust deed of variation	Section 9(2)(h) OIA
8.2	Government reporting requirements for Council approval in 2027	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
9.	**Inwards correspondence (confidential)**	
9.1	Letter from Chief Executive of Tertiary Education Commission	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA
11.	**He take atu anō | Any other business (confidential)**	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.	**Confirmation of actions from this meeting**	Section 9(2)(g)(ii) OIA

The Acting Chair will also move those certain employees from NZIST, namely James Smith and Kirsten Sargent, 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)(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	Interest
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).