



Tertiary Education Report: Letters for Ministerial appointments to eight tertiary education institution councils

Date:	27 March 2019	TEC priority:	Medium
Security level:	In Confidence	Report no:	B-19-00448
		Minister's office No:	

ACTION SOUGHT

	Action sought	Deadline
Hon Chris Hipkins Minister of Education	<p>Note your decision to make appointments to eight tertiary education institution councils was notified to Cabinet at its meeting on 25 March 2019;</p> <p>Sign and send:</p> <ul style="list-style-type: none"> • letters of appointment; • letters notifying the council Chairs about the appointments; and • a letter of thanks to the outgoing Ministerial appointee. 	As soon as is practicable
<p>Enclosure: Yes</p> <ul style="list-style-type: none"> • Appendix A: Draft letters to Ministerial appointees; • Appendix B: Draft letters to Chairs; and • Appendix C: Draft letter to outgoing Ministerial appointee 	Round Robin: Yes/No	

CONTACT FOR TELEPHONE DISCUSSION (IF REQUIRED)

Name	Position	Telephone	1st contact
Gillian Dudgeon	Deputy Chief Executive, Delivery	s9(2)(a)	
s9(2)(a)	Principal Advisor, Monitoring and Crown Ownership	s9(2)(a)	s9(2)(a) ✓

THE FOLLOWING DEPARTMENTS/AGENCIES HAVE SEEN THIS REPORT

- DPMC MPI ENZ ERO MBIE MoE MFAT
 MPP MSD NZQA NZTE TEC TPK Treasury

- Minister's Office to Complete:** Approved Declined
 Noted Needs change
 Seen Overtaken by Events
 See Minister's Notes Withdrawn

Comments:

Recommendations

Hon Chris Hipkins, Minister of Education

It is recommended that you:

1. **note** that your decision to make appointments to eight tertiary education institution councils was notified to Cabinet at its meeting on 25 March 2019;
2. **sign** and **send** the attached letters of appointment for the Ministerial appointees (Appendix A refers); these letters include a declaration and consent form and a summary of Ministerial expectations;
3. **sign** and **send** the attached letters notifying the council Chairs about the appointments (Appendix B refers);
4. **sign** and **send** the attached letter of thanks to the outgoing Ministerial appointee (Appendix C refers); and
5. **agree** that the TEC release this briefing once a press release announcing the appointments has been made, with information containing personal information (the appendices) withheld.

AGREED / NOT AGREED



Gillian Dudgeon

Deputy Chief Executive, Delivery Directorate
Tertiary Education Commission

27 March 2019

Hon Chris Hipkins

Minister of Education

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Purpose

1. This paper provides you with the letters needed to complete appointments to eight tertiary education institution councils. It also provides you with draft letters to notify the council Chairs about your decisions and a letter of thanks to the outgoing Ministerial appointee.

Background

2. The Cabinet meeting of 25 March 2019 noted your intention to make the following appointments, all of which are effective from 1 May 2019 to 30 April 2020:
 - Reappoint Ms Janie ANNEAR ONZM as a council member and as Deputy Chair of Ara Institute of Canterbury.
 - Reappoint Mr Stephen COLLINS and Ms Elizabeth HOPKINS as council members of Ara Institute of Canterbury.
 - Reappoint Ms Geraldine TRAVERS MNZM as a council member and as Chair of the Eastern Institute of Technology and reappoint Mr Michael MORGAN, a council-appointed member, as Deputy Chair.
 - Reappoint Ms Rachael TUWHANGAI as a council member of Manukau Institute of Technology.
 - Reappoint Ms Bronwyn YATES QSM as a council member of NorthTec.
 - Reappoint Mr Andrew ENGLAND as a council member of Tai Poutini Polytechnic.
 - Reappoint Ms Ngaroma TAHANA as a council member of Toi Ohomai Institute of Technology.
 - Appoint Mr Lyal FRENCH-WRIGHT as a council member of UCOL and reappoint him as a council member and as Deputy Chair of WITT.
 - Reappoint Mr Robin BROCKIE as a council member and as Chair of WITT.
3. Letters to the Ministerial appointees are attached for your signature (Appendix A refers). Two documents are attached to the letters of appointment:
 - a. a declaration and consent form for the purposes of obtaining consent to the appointment, confirmation of eligibility and a declaration of any conflicts of interest; and
 - b. a summary of Ministerial expectations of all TEI council members.
4. Letters are also attached (Appendix B refers) to notify council Chairs about the appointments made to their councils.
5. We have also provided a draft letter of thanks to the single outgoing Ministerial appointee (Appendix C refers) – Pamela JEFFRIES.