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15 May 2023

s9(2)(a)

Dear s9(2)(a)

**Official Information Act 1982 request – copies of ENZ full board meetings February 2022 – March 2023 and dates for 2023 calendar year**

I refer to your Official Information Act (OIA) request to Education New Zealand, received on 30 March 2023, seeking information as below:

*Dear Education NZ,*

*May I kindly request the full board meeting for ENZ from February 2022 to now. I understand from my recent OIA request that the board meets 10 times a year. It would be great to also understand the meeting date set for this year.*

*Also, to ensure transparency, I encourage the board to regularly published the full meeting minutes on the website.*

*Yours faithfully,*

s9(2)(a)

Please find attached copies of Education New Zealand Manapou ki te Ao's Board minutes for the period February 2022 – March 2023. Note that there was no meeting held in January 2023, which is consistent with previous years.

This information is being partially released to you, subject to the following withholding grounds of the OIA;

- Section 9(2)(b)(ii) - 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) – the confidentiality of advice tendered by Ministers of the Crown and officials;
- Section 9(2)(g)(i) - maintain the effective conduct of public affairs through the free and frank expression of opinions by or between or to Ministers of the Crown or members of an organisation or officers and employees of any department or organisation in the course of their duty;

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- Section 18(d) - that the information requested is or will soon be publicly available.

Regarding the second part of your request, please find below the dates for ENZ Board meetings for the remainder of 2023:

Month	Board meeting for 2023
January	N/A
February	22 February
March	22 March
April	26 April
May	29 May
June	21 June
July	31 July
August	28 August
September	20 September
October	18 October
November	27 November
December	11 December

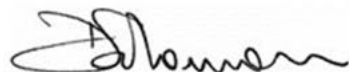
Thank you for your comment on providing our Board minutes on our website.

In preparing this information release ENZ has considered the public interest considerations in section 9(1) of the OIA. You have the right to seek an investigation and review by the Ombudsman of this decision.

Information about how to make a complaint is available at <https://www.ombudsman.parliament.nz/> or freephone 0800 802 602.

Please note that it is our policy to proactively release our responses to official information requests, where possible. We do not publish requesters' personal information. Please contact us if you have any questions about this.

Yours sincerely



Di Solomon  
General Manager  
Government Relations

# Education New Zealand – Manapou ki te Ao

## Board Meeting Minutes

Tuesday 22 February 2022, 9.30am to 3.08pm

Education New Zealand, Level 5 Lambton House, 160 Lambton Quay, Wellington and via Zoom

PRESENT: Steve Maharey (Chair), Lyn Provost, Linda Sissons, Daniel Wilson, Rachael Tuwhangai, Ziena Jalil

IN ATTENDANCE: Grant McPherson, Karim Dickie (Secretary)

Abby Humphries (for item 2.4)

Matt Penney, Di Solomon (for item 2.5)

Dr Angela Beaton, Leon Fourie, Paul Irwin, Richard Kyle (for item 3.1)

Di Solomon, Shelley Robertson, Fiona O’Leary, Andy Jackson, Freddy Ernst, Dan Tasker, Corwin Wallens (for item 3.2)

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### 1.1 Apologies

Nil.

### 1.2 Disclosures of interest

The register was noted.

### 1.3 Minutes of the previous meeting and action items

The Chair proposed that the minutes of the 16 December 2021 meeting be approved as a true and accurate record.

**Moved:** Daniel Wilson

**Seconded:** Lyn Provost

### 1.4 Oral update by the Chair

The Chair gave a brief update on recent meetings and welcomed the addition of a new Board member.

## 2.1 Update from Chief Executive

The Chief Executive’s report was taken as read. The CE informed the Board that the audit of ENZ had been completed, that no major issues had been raised and that ENZ had retained its ratings. He advised the Chair and Deputy Chair that they would be required to sign the Letter of Representation. The CE highlighted well-being as an ongoing concern, commenting that it was a challenging

environment for staff. Further, the global competitive environment and impact on New Zealand's attractiveness contributed to the challenges.

The Board asked about the allocation of 5,000 cohort and how that was being managed. The Board were keen to understand whether there was anything else they should do in terms of well-being given they are Officers under the Health and Safety Act. The CE advised that he would investigate further and update them on the terms of responsibilities in the next CE's report. The Board asked about the working from home environment and whether staff were adequately resourced to do their work. Further, whether the present Lambton Quay office layout was adequate with the current number of staff.

The Board asked about the staff turnover figure, commenting that it was high compared to the past. The CE advised that ENZ was keeping up with staff replacements and that the recruitment process was always rigorous to ensure ENZ employed the best candidates.

The Board were keen to ensure the Minister was fully across the serious competition to New Zealand, and that the sector and Minister were aware of the position New Zealand was in. The CE advised there was regular and ongoing communication, including in the fortnightly update to the Minister.

The Board said it would be useful for them to engage with all staff again.

## 2.2 Update on implementation of Cultural Review recommendations

The status of the Cultural Review recommendations were noted. In relation to staff diversity, the Board asked for a breakdown by ethnicity of tier two and three staff, and pay equity information. The CE advised he would get this data.

The Board also expressed interest in getting an update from Updraft Consulting. The CE advised that the Board would have an update on the review at the April meeting, with a focus on aligning all the recommendations with the proposed structure ahead.

## 2.3 Organisational review

The organisational review was discussed during the Board only session.

## 2.4 Quarterly report for 1 October 2021 to 31 January 2022 and Crown Entity proposed measures for 2022/23

The Board discussed ENZ's performance during the second quarter of 2021/22, being the quarter between 1 October and 31 December 2021, and discussed the proposed Crown entity Estimates measures for 2022/23 in Appendix 2.

The Board commented that ENZ's leadership role needed to be stronger in the report and suggested adding a short statement about what ENZ is actively doing, including the Minister's direction for ENZ.

The Board asked for the key on the A3 *ENZ's Impact, Performance and Organisational measures* to be updated, commenting that it needed to be clearer and expanded. The Board recommended that the executive summary be used to highlight key messages and operating status.

Subject to amendments, the Chair proposed that the Board approve sending ENZ's quarterly report for 1 October to 31 December 2021 to the Minister of Education and approve the proposed Crown entity Estimates measures for 2022/23 in Appendix 2.

**Moved:** Daniel Wilson

**Seconded:** Rachael Tuwhangai

## 2.5 New policies – Risk Management; ICT Acceptable Use

The Chief Financial and Information Officer (CFIO) outlined the two policies which were being put forward for approval. On Risk Management, he noted that it was decoupling a combined policy and procedure. The Information Communications Technology (ICT) policy was due for renewal and about keeping the policy updated to the new cloud-based ICT environment. The CFIO advised that all communication channels, including messaging apps, were covered and staff received regular reminders about acceptable use. The Board suggested the wording be strengthened to state that the sharing of passwords is prohibited. The CFIO advised that he worked closely with other NZ Inc and Education Sector agencies on a regular basis and the policy was generally aligned.

The Board noted that ENZ has assessed the effectiveness of the risk management and ICT acceptable use policies and recommended some amendments.

The Board noted that the Audit and Risk Committee has reviewed the risk management and ICT acceptable use policies, made some further recommendations, and agreed to refer the two policies to the Board for approval.

The Board approved the new Risk management policy in Appendix 1 for the period 1 March 2022 to 30 June 2023 (to align the review with the Audit and Risk Committee's annual risk discussion).

**Moved:** Lyn Provost

**Seconded:** Rachael Tuwhangai

The Board approves the new ICT acceptable use policy in Appendix 3 for three years from 1 March 2022 to 28 February 2025.

**Moved:** Lyn Provost

**Seconded:** Rachael Tuwhangai

### 4.1 Information only papers

The Board noted the Communications report – December 2021 to January 2022 and the Industry Team 2021 Year in Review.

### General Business

No general business items were discussed.

### 3.1 Update on Te Pūkenga's International Education Strategy

The Deputy Chief Executive – Delivery and Academic and Chief Executive of Toi Ohomai Institute of Technology provided the Board with an update on Te Pūkenga's international education strategy, the five key goals and the specific actions and steps expected to be implemented in order to facilitate the achievement of the goals outlined in the strategy.

### 3.2 Ministry of Education – introduction and policy overview

The Board were provided with a high-level policy overview and update on Ministry of Education-led policy workstreams by the Deputy Secretary – Policy, Group Manager – International Education Policy, and other MoE officials. This included consultations underway, the 5,000 student cohort and Ministerial travel options for 2022/23.

The meeting closed at 3.08pm.

Minute	Action	Progress	Responsible
<b>Meeting: 21 October 2021</b>			
2.3	Board to receive regular status updates on Cultural Review implementation at Board meetings into 2022.	On agenda. See item 2.2.	Grant McPherson
<b>Meeting: 16 December 2021</b>			
3.1	Manaaki New Zealand Scholarships Programme – ENZ to get written assurances from MFAT that it would be able to meet reporting requirements, that an Official development assistance (ODA) funding perspective is obtained, in addition to a pro forma report that is to be tested with Treasury.  ENZ to consult with lawyers prior to entering any contractual arrangements, and that the financial risk is detailed and on the record.	Completed.	Lisa Futschek Matt Penney
3.2	List of institutions in New Zealand engaged in indigenous education internationally to be compiled.	In progress. See CE's report – <i>Kono - Enhancing ENZ's core capability</i>	Karl Wixon
3.2	Te Tiriti workshop to be arranged for the Board in 2022.	To take place at Board meeting on 21 June 2022.	Karl Wixon
<b>Meeting: 22 February 2022</b>			
2.1	Board to be provided with update on responsibilities as Officers under the Health and Safety Act.	Completed. Included in CE's Report to the Board at interim Board meeting in March.	Grant McPherson
2.1	Virtual meeting between Board and all staff to be arranged.	To be arranged in May 2022.	Karim Dickie
2.2	Grant to provide Board with breakdown by ethnicity of tier two and three staff, and pay equity information.	Completed. Included in CE's Report to the Board at interim Board meeting in March.	Grant McPherson
2.2	Updraft to provide the Board with an update at April Board meeting.	To be arranged for June Board meeting, as new structure is taking effect.	Grant McPherson
2.5	ICT Policy wording about the sharing passwords to be amended.	Completed.	Matt Penney

# Education New Zealand – Manapou ki te Ao

## Board Meeting Minutes

Wednesday 9 March 2022, 6.30pm to 7.15pm

via Zoom

PRESENT: Steve Maharey (Chair), Lyn Provost, Linda Sissons, Daniel Wilson, Rachael Tuwhangai (from 6.49pm), Ziena Jalil

IN ATTENDANCE: Grant McPherson, Karim Dickie (Secretary)  
Paul Irwin, Euan Howden

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### 1.1 Disclosures of interest

Lyn Provost declared that she sat on a Board alongside Dr Damon Salesa, Vice-Chancellor of the Auckland University of Technology (AUT).

### 1.2 Product and Service Diversification pilot project funding

The General Manager – Partnerships and Marketing outlined the two proposals, AUT Ventures and The Mind Lab. He advised the Board that they had been short-listed from eight proposals received during the product and service diversification pilot round in December 2021. The Board noted the two proposals required funding.

The Board were supportive and approved the funding requested in the separate pilot proposals provided for each provider, AUT Ventures and The Mind Lab.

**Moved:** Linda Sissons

**Seconded:** Lyn Provost

### 1.3 Update from the Chief Executive

The Chief Executive informed the Board that Education Export Levy (EEL) substitution funding for ENZ is likely to be cut and that this would have an impact on ENZ's work programme. The Board Chair suggested a meeting with the Minister be arranged.

The CE also provided the Board with an update on COVID-19 and its impact on staff in New Zealand and offshore, noting that a number of staff and family members had been affected. He advised the Board that ENZ has business continuity plans in place.

# Education New Zealand – Manapou ki te Ao

## Minutes Special Board Meeting

Monday 4 April 2022, 12midday to 1.30pm

via Zoom

PRESENT: Steve Maharey (Chair), Lyn Provost, Linda Sissons, Daniel Wilson, Rachael Tuwhangai, Ziena Jalil

IN ATTENDANCE: Grant McPherson (Chief Executive), Karim Dickie (Secretary)

Lisa Futschek (General Manager – International), Matt Penney (Chief Financial and Information Officer), Sahinde Pala (Director – Student Experience and Global Citizens), Michelle Hancock (Contractor)

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### 1.1 Disclosures of interest

Noted.

### 1.2 Manaaki New Zealand Scholarships Programme: Updated Business Case for ENZ to partner with MFAT

The Board noted the Updated Business Case to partner with the Ministry of Foreign Affairs and Trade (MFAT) on the delivery of the Manaaki New Zealand Scholarships Programme.

The General Manager – International outlined the changes since the Interim Business Case was presented to the Board in December and addressed specific points the Board had raised previously, including the governance structure.

The Chair commented that the Business Case was extremely detailed and well thought-through. The Board questioned the earlier transition timing and potential risk to ENZ. Further, whether overhead costs such as stationery and building space had been considered, as well as time required of the Chief Executive and leadership team. Given the current operating environment and budgetary challenges, the Board asked for assurances that taking on the scholarships programme would not negatively impact ENZ's own work programme.

The Board were given assurances that those risks had been considered and factored into the operating model. They were advised that MFAT personnel would be providing support for the transition, including a dedicated change manager and that the programme would be leveraged throughout ENZ including at leadership team level.

The General Manager – International highlighted the opportunity that the scholarships could provide across a range of education providers and noted that approximately 60 percent of scholarship recipients came from markets that Education New Zealand was focused on. Resourcing in a tight labour market and long-term recruitment was recognised as a risk.

The Board asked about the high technology costs and whether ENZ would be looking to leverage existing technology. The Board also queried Application Programming Interface (API) and who would be managing the data overall. They were informed that a new scholarship system would be required under the future state operating model and ENZ would retain responsibility for holding the core data, and that this had potential to enhance the processing of ENZ's own scholarship administration.



The Board were pleased that an ENZ Board member would sit on the MFAT Governance Group, and that ENZ's involvement would help provide an opportunity to inform future investment. The Board asked about leveraging alumni and what Te Tiriti obligations might look like in tangible terms. On alumni, they were advised that MFAT would retain a dedicated alumni team, but ENZ would also have a scholar experience manager who would link in. On Te Tiriti obligations, the Board were informed that work was underway in this area and there would be a clearer understanding in the coming weeks.

The Board complimented those involved on the Business Case for the thorough work done.

The Board noted that next steps entail ENZ agreeing to a Service Delivery Contract with MFAT, finalising planning to transition the scholarships administration from MFAT to ENZ, and further activity outlined in the Management Case.

The Board agreed that the rationale presented in the Updated Business Case is satisfactory for ENZ to commit to a Service Delivery Contract, within the parameters of the Updated Business Case.

The Board approved ENZ's Chief Executive exercising his delegations in signing a Service Delivery Contract following MFAT's approval of its associated Business Case which will be considered by its Governance Group on 14 April 2022.

**Moved:** Lyn Provost

**Seconded:** Ziena Jalil

The meeting closed at 12.58pm.

Released under the Official Information Act 1982

# Education New Zealand – Manapou ki te Ao

## Interim Board Meeting Notes

Tuesday 24 May 2022, 9.30am to 12.30pm

Via Zoom and Education New Zealand, Level 5 Lambton House, 160 Lambton Quay, Wellington

PRESENT: Steve Maharey (Chair), Lyn Provost, Linda Sissons, Daniel Wilson, Rachael Tuwhangai, Ziena Jalil

IN ATTENDANCE: Grant McPherson, Karim Dickie (Secretary)

Shaun Sheldrake, Stephanie Ellis (for item 1.2)

Vignesh Nagasubramanian, Abby Humphries, Di Solomon (for item 1.3)

Angela Meredith, Matt Penney, Paul Irwin, Fiona Cameron, Lisa Futschek, Laura Simpson, Di Solomon, Geoff Bilborough, Sahinde Pala (for item 2.1)

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### 1.1 Chief Executive's report

The Chief Executive's report was taken as read. The CE informed the Board that top of mind was the Cultural review and organisational change, the ability to deliver Cohort 4 (5,000 students), upcoming Ministerial travel and staff wellbeing. He updated the Board about his upcoming travel with the Minister of Education to the United States of America, Brazil and Chile, commenting that education would be front and centre over two weeks. Referencing media reports, the Board were interested to know about current student visa numbers and Cohort 4.

### 1.2 Update on Cultural Review and organisation change

The Chief Executive updated the Board on the organisational structure and Cultural Review. Shaun Sheldrake from Updraft Consulting and Stephanie Ellis from Strategic Pay provided their perspective on the implementation and forward plan for 2022.

### 1.3 Quarterly report for 1 January – 31 March 2022

The Board discussed Education New Zealand's performance during the third quarter of 2021/22, being the quarter between 1 January and 31 March 2022.

The Board requested changes to the narrative and foreword of the Quarterly report for 1 January – 31 March 2022, asking that it include a note that future reports will be different in form. The Board asked that the Chief Executive review amendments before the Quarterly report is sent to the Minister of Education.

### 2.1 New Zealand International Education Strategy (NZIES) Refresh

The Board noted that the Ministry of Education is leading the refresh of the New Zealand International Education Strategy (NZIES). The Board noted that public consultation on the draft refreshed Strategy closes on 24 June 2022 and that ENZ will be able to provide feedback on the Strategy during and

after the public consultation. The Board also discussed a letter the Board Chair received from the Minister of Education.

### General Business

No general business items were discussed.

The meeting closed at 12.05pm.

Released under the Official Information Act 1982

# Education New Zealand – Manapou ki te Ao

## Board Meeting Minutes

Wednesday 21 June 2022, 9.30am to 3.30pm

Via Zoom and Education New Zealand, Level 5 Lambton House, 160 Lambton Quay, Wellington

PRESENT: Steve Maharey (Chair), Linda Sissons, Daniel Wilson, Rachael Tuwhangai, Ziena Jalil

APOLOGIES: Lyn Provost

IN ATTENDANCE: Grant McPherson, Karim Dickie (Secretary)

Matt Penney, Fiona Cameron, Lisa Futschek, Di Solomon, Ed Tuari, Laura Simpson, Geoff Bilbrough, Sahinde Pala, Alex Spencer (for items 2.2 to 4.1)

Abby Humphries (for item 3.1)

Vikram Selveraj, Minnie Kalo Voi, Gerald Ryan (for item 3.3)

Paul Irwin, Euan Howden, Tim Brown, Karl Wixon (for items 3.6 to 3.7)

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### 1.1 Apologies

Lyn Provost

### 1.2 Disclosures of interest

The register was noted.

### 1.3 Minutes of the previous meeting and action items

The Chair proposed that the minutes of the 27 April 2022 be approved as a true and accurate record.

**Moved:** Rachael Tuwhangai

**Seconded:** Ziena Jalil

The Chair proposed that the meeting notes of the 24 May 2022 be approved as a true and accurate record.

**Moved:** Rachael Tuwhangai

**Seconded:** Ziena Jalil

## 1.4 Oral update by the Chair

The Chair gave a brief summary of recent engagements and updated the Board on the governance review that was in the process of getting underway.

## 2.1 Update from Chief Executive

The Chief Executive's report was taken as read. The CE informed the Board that ENZ's finances were tracking well in the lead up to the end of the financial year. He spoke about his visit to the United States of America for NAFSA, and to Brazil and Chile in South America. He informed the Board that the trip exceeded all expectations and provided the Minister with a broad view of international education beyond student recruitment. The Board were interested to know whether an education component was included in the Prime Minister's itinerary to Europe.

The Board discussed Appendix 2 – the Strategic Business Plan 2021/22 dashboard and were interested to understand the 15 projects listed. The Board recommended that the strategy session planned for 21 July be deferred, stating that it would be premature given the refreshed New Zealand International Education Strategy (NZIES) would still not be finalised.

## 2.2 Update on organisation change

The Chief Executive provided the Board with an update on the organisation change process, including new appointments. He advised the Board that the process had gone well, and there was one senior position to appoint. He gave an overview of director level appointments and operations management and advised that new staff had been recruited for key roles in the insights and finance teams. In terms of cultural change, the CE said there was a lot of emphasis on values and what is expected. He advised that the review of delegations was still in progress. The Board were interested to know about recruitment of Māori to the current vacancies.

## 3.1 Statement of Intent and Statement of Performance Expectations

The Board noted that ENZ has reviewed the draft Statement of Intent and Statement of Performance Expectations in line with feedback from the Board, the Minister, and ENZ's Crown monitoring agencies. The Board provided feedback on:

- Statement of Intent (SOI) 2022-2026 impact measures and narrative
- Statement of Performance Expectations 2022/23 performance measures and operational framework.

The Board approved and agreed to publish the draft Statement of Intent 2022-2026 and draft Statement of Performance Expectations 2022/23 by 30 June 2022.

The Board noted that the refreshed New Zealand International Education Strategy (NZIES) may lead to changes in ENZ's operating environment, and its strategic intent.

The Accountability Manager advised the Board that the timing of when the NZIES is finalised will determine whether it is practical for ENZ to amend the SOI, or instead to draft a new SOI for the 2023/24 financial year.

Given the timeline for finalising the NZIES has not been confirmed, the Accountability Manager advised the Board that drafting a new SOI in time for the 2023/24 year may be a more pragmatic approach. The Board supported this approach.

**Moved:** Daniel Wilson

**Seconded:** Rachael Tuwhangai

### 3.2 Business Plan 2022/23

The Chief Financial and Information Officer took the Board through the draft Business Plan 2022/23, including key areas of focus in deliverables for the next 12 to 18 months. The Board described it as a realistic plan in a difficult environment.

The Board approved ENZ's Business Plan for 2022/23 in Appendix 1.

**Moved:** Linda Sissons

**Seconded:** Daniel Wilson

### 3.4 Oral update by the Audit and Risk Committee Chair

The Acting Chair of the Audit and Risk (ARC) committee gave a brief update on the ARC meeting which took place on Wednesday 15 June. The Board Chair suggested that David Nalder speak to the ARC on risk instead of the Board in the first instance.

### 3.5 ENZ's strategic issues and risks for 2022/23

The Board noted that ENZ and the Audit and Risk Committee have reviewed the strategic issues and risks against the current operating environment. The Board discussed the strategic issues in Appendix 1 and the strategic risks in Appendix 2 for 2022/23 and provided feedback on additional areas of focus. The Board provided feedback on the prototype risk reporting dashboard in Appendix 3 which reflects the Board's feedback.

The Board agreed to schedule bi-annual risk discussions which are aligned with the Audit and Risk Committee, and requested regular updates at each full Board meeting.

**Moved:** Linda Sissons

**Seconded:** Ziena Jalil

### 3.3 Meeting with three members of the New Zealand International Students' Association

The Board met virtually with three members of the New Zealand International Students' Association (NZISA) and were updated on the NZISA's priorities and the experiences of international students studying in New Zealand.

### 3.6 Focus on Strategic Objective Two: Pono

The Board noted the paper on Strategic Objective Two – Pono identified in ENZ's Business Plan 2021/22. The Board received an update on the Diversification of international education products and services programme.

The Board noted programme achievements over the past 12 months and ENZ's initial assessment of progress and learnings. The Board discussed ENZ's key learnings, insights and next steps for the Product and Service Diversification Programme.

The Board discussed having a Board representative on the Advisory Group. The Board expressed its comfort with former Board member Victoria Spackman continuing in this role and reporting through to the Board when required.

The Board agreed to the continuation of the Advisory Group and that the Board considers meeting with some of its members in the future when appropriate.

The Board discussed the future role of this Programme and how it could be funded and resourced beyond the end of the CRRF funding in June 2023. The Board commented s9(2)(g)(i)

### 3.7 Product Innovation Fund: Funding request for innovation submissions referred by Steering Group

The Board were advised that a paper seeking the Board's approval to the funding will be circulated at a future date.

### 4.1 Information only papers

The Board noted the Communications report – April to May 2022 and the findings from ENZ's indigenous education stocktake.

### General Business

No general business items were discussed.

The meeting closed at 3.38pm.

Minute	Action	Progress	Responsible
<b>Meeting: 21 October 2021</b>			
2.3	Board to receive regular status updates on Cultural Review implementation at Board meetings into 2022.	Oral update to be provided by the Chief Executive, see item 2.2 Update on organisation change	Grant McPherson
<b>Meeting: 16 December 2021</b>			
3.2	Te Tiriti workshop to be arranged for the Board in 2022.	New date to be determined following meeting between Chief Maori Advisor and Board Chair.	Karl Wixon
<b>Meeting: 22 February 2022</b>			
2.1	Virtual meeting between Board and all staff to be arranged.	Hybrid event to be organised, with Wellington-based Board members attending in person.	Karim Dickie
<b>Meeting: 27 April 2022</b>			
1.4	David Nalder to be approached to speak to the Board on risk.	Completed. David Nalder to speak to the Board at August Board meeting. See agenda item **.	Karim Dickie
3.2	Strategy session, including discussion on the strategic framework, to be included as part of the July interim Board meeting.	Deferred to later date when refreshed New Zealand International Education Strategy (NZIES) is finalised.	Grant McPherson

Meeting: 21 June 2022			
1.4	ENZ Monitors – MoE and MBIE – to be invited to speak to the Board to outline expectations.	Completed. Fiona O'Leary invited to speak to Board at August Board meeting. See agenda item **	Karim Dickie

Released under the Official Information Act 1982



# Education New Zealand – Manapou ki te Ao

## Interim Board Meeting Notes

Tuesday 21 July 2022, 9.00am to 10.20am

Via Zoom and Education New Zealand, Level 5 Lambton House, 160 Lambton Quay, Wellington

PRESENT: Steve Maharey (Chair), Lyn Provost, Linda Sissons, Daniel Wilson (until 10.00am), Rachael Tuwhangai, Ziena Jalil

IN ATTENDANCE: Grant McPherson

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### 1.1 Chief Executive's report

The Chief Executive's report was taken as read. The CE spoke about planning for the New Zealand International Education Conference (NZIEC) 2022. He updated the Board on the student visa processing challenges that exist and the outcomes of a joint Education and Immigration Ministers meeting which took place on 5 July. The Board discussed recent developments at Te Pūkenga. The CE also provided an update on the Fit for Purpose change process, advising all Senior Leadership Team members have been appointed. He also advised that only two members of the SLT will receive a remuneration increase, both based on performance and equity.

### 1.2 Prime Minister's Scholarships for Asia and Latin America – Lincoln University invoice for payment

The Board noted that ENZ has followed its policies, processes, and selection criteria in approving applications for the Prime Minister's Scholarships for Asia and Latin America.

The Board noted that three of the 30 approved applications were from Lincoln University, the funding total of which exceeds the Chief Executive's financial delegation.

The Board noted that ENZ is undertaking a review of its financial delegations and plans to seek the Board's approval to a higher financial delegation for the Chief Executive to approve all pass-through costs to Scholarship recipients.

The Board approved payment of the Lincoln University invoice in Appendix 1 for three approved programmes totalling \$313,000.

**Moved:** Lyn Provost

**Seconded:** Ziena Jalil

### General Business

No general business items were discussed.

The meeting closed at 10.20am.

# Education New Zealand – Manapou ki te Ao

## Board Meeting Minutes

Tuesday 23 August 2022, 10.00am to 4.10pm

Via Zoom and Education New Zealand, Level 5 Lambton House, 160 Lambton Quay, Wellington

PRESENT: Steve Maharey (Chair), Lyn Provost, Linda Sissons, Daniel Wilson (except between 12.00-12.30pm), Rachael Tuwhangai, Ziena Jalil

IN ATTENDANCE: Grant McPherson, Karim Dickie (Secretary)

Matt Penney, Fiona Cameron (virtual), Lisa Futschek, Di Solomon (virtual), Ed Tuari (virtual), Laura Simpson, Geoff Bilbrough, Sahinde Pala (virtual), Alex Spencer (for items 2.1 to 4.1)

Kirk Hope, Rachel Simpson (for item 3.2)

Fiona O'Leary, Shelley Robertson (for item 3.3)

Abby Humphries (for item 3.4)

Matthew Nalder (for item 3.6)

Paul Irwin (for items 3.8)

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### 1.1 Apologies

Nil.

### 1.2 Disclosures of interest

The register was noted.

### 1.3 Minutes of the previous meeting and action items

The Chair proposed that the minutes of the 21 June 2022 meeting be approved as a true and accurate record.

**Moved:** Ziena Jalil

**Seconded:** Linda Sissons

The Chair proposed that the notes of the 21 July 2022 meeting be approved as a true and accurate record.

**Moved:** Lyn Provost

**Seconded:** Daniel Wilson

## 1.4 Oral update by the Chair

The Chair gave a brief summary of recent engagements, including attending a Crown Entities Forum and meeting with Audit New Zealand. He spoke about his participation in the New Zealand International Education Conference (NZIEC) and congratulated the staff involved with organising the five-day event. The Board endorsed the Chair's comments, describing the conference as a tremendous effort, professional and well attended.

## 2.1 Update from Chief Executive

The Chief Executive's report was taken as read. The CE updated the Board on recent Ministerial activity, including the Minister's international travel plans and the Prime Minister's upcoming engagement with international students. He spoke about the New Zealand International Education Conference (NZIEC) and the positive feedback received. Also, the recent sector survey results which showed ENZ was adding value to the sector. The CE advised the Board about his outreach programme, including recent meetings with Te Pūkenga and University Vice Chancellors. He updated the Board on feedback received, including on Immigration New Zealand and the challenges of timely visa processing.

## 3.2 Engagement with Business New Zealand

The Board met with Kirk Hope, Chief Executive of Business New Zealand, and Rachel Simpson, Business New Zealand's Manager – Education, Skills and Immigration, and discussed key business issues related to the significance of international education to New Zealand.

## 3.3 Engagement with the Ministry of Education as ENZ's leading Crown monitoring agency

The Board met with Fiona O'Leary, Director – Monitoring and Appointments, and Shelley Robertson, Group Manager – International Education Policy, from the Ministry of Education. Discussion covered the current policy and monitoring environment, future monitoring and the Education Crown Entity Monitoring Framework.

## 3.6 Risk management

David Nalder from Efficus Limited spoke to the Board on risk management. The Chair of the Audit and Risk (ARC) Committee noted the suggestions. The Board agreed these would be discussed in more depth at a future ARC meeting before coming back to the Board for further consideration.

## 3.4 Quarterly Report for 1 April to 30 June 2022

The Board discussed Education New Zealand's (ENZ's) performance during the fourth quarter of 2021/22, being the quarter between 1 April and 30 June 2022.

The Board provided feedback on the report and approved sending ENZ's quarterly report for 1 April to 30 June 2022 to the Minister of Education.

## 3.5 Oral update by the Audit and Risk Committee Chair

The Chair of the Audit and Risk (ARC) committee gave a brief update on the ARC meeting which took place on 28 July 2022. The ARC Chair advised that they covered the Chief Executive and Board

expenses, the end-of-year financial results and the Auditor General's report on the monitoring framework for Crown Entities.

The ARC Chair recommended that the minutes of all future ARC meetings be included in future Board meeting papers for full Board member information and approval.

### 3.7 Proposed Partnership Governance Group membership of the Manaaki New Zealand Scholarship Programme

The Board discussed which potential Board member the Board would like to propose as the Board's representative on the Partnership Governance Group of the Manaaki New Zealand Scholarship Programme.

The Board identified and agreed that Linda Sissons would be the Board member on the Partnership Governance Group of the Manaaki New Zealand Scholarship Programme.

Noting the extra responsibilities that the Chair of the Audit and Risk Committee, and representative on the Partnership Governance Group of the Manaaki New Zealand Scholarship Programme undertake, the Chair asked that they receive an uplift in remuneration. The Chief Financial Officer approved this in principle.

**Moved:** Ziena Jalil

**Seconded:** Daniel Wilson

### 3.9 Review of Information and Management Records policy

The Board noted the General Manager Corporate Services has reviewed the updated Information and Records Management Policy and associated guidelines in Appendix 1 and recommends its adoption.

The Board queried whether ENZ had a current disposal schedule, commenting that a retention and disposal policy was important. Subject to the inclusion of additional text ("and the Board") to include them in the policy, the Board approved the reviewed Information and Records Management Policy in Appendix 1 for three years from 1 September 2022 to 31 August 2025.

**Moved:** Daniel Wilson

**Seconded:** Lyn Provost

### 3.10 Board meeting dates and proposed work programme for 2022-23

The Board approved the meeting dates for 2023. The proposed work programme was discussed, with further consideration to be given to meeting locations in 2023.

### 3.8 Te Whare Wānanga o Awanuiārangi proposal – Iwi Taketake

The Board discussed the Te Whare Wānanga o Awanuiārangi proposal and asked the General Manager – Diversification to check with the New Zealand Qualifications Authority (NZQA) whether there are any regulatory constraints they should be complying with, in particular the pastoral code and quality assurance. For monitoring purposes, the Board recommended that this become standard practice with new innovation initiatives.

The Board agreed for \$450,000+GST funding to be released to the pilot 'Iwi taketake: Co-construction of an Indigenous Postgraduate Curriculum' in partnership with Te Whare Wānanga o Awanuiārangi, as part of the COVID-19 Response and Recovery Fund, funded through the Diversification of International Education Products and Services Programme of work.

**Moved:** Linda Sissons

**Seconded:** Rachael Tuwhangai

### 3.1 Staff engagement: Interim results of Pulse survey

The Board noted and discussed the initial results and insights derived from the 10-question Pulse survey six weeks into Fit For Purpose (FFP). The Board commented that ENZ staff had been working in a difficult environment and the response was a reasonable reflecting of that. The Board requested that future reports include a clear set of follow-up actions.

### 4.1 Information only papers

The Board noted the Focus on Strategic Objective: Hono, Chief Executive's Gifts, Benefits and Expenses disclosure and the Communications report: June to July 2022.

### General Business

No general business items were discussed.

The meeting closed at 4.10pm

Minute	Action	Progress	Responsible
<b>Meeting: 21 October 2021</b>			
2.3	Board to receive regular status updates on Cultural Review implementation at Board meetings into 2022.	Oral update to be provided by the Chief Executive, during item 3.1 Chief Executive's report.	Grant McPherson
<b>Meeting: 16 December 2021</b>			
3.2	Te Tiriti workshop to be arranged for the Board in 2022.	Workshop to be arranged in November/December 2022.	Ed Tuari
<b>Meeting: 22 February 2022</b>			
2.1	Virtual meeting between Board and all staff to be arranged.	Staff engagement to take place at Board meeting on Thursday 15 December.	Karim Dickie
<b>Meeting: 27 April 2022</b>			
3.2	Strategy session, including discussion on the strategic framework, to be included as part of the July interim Board meeting.	On agenda. See item 2.1 Strategy session	Grant McPherson
<b>Meeting: 23 August 2022</b>			
3.6	Recommendations from David Nalder to be on agenda of next Audit and Risk Committee meeting for discussion. Recommendations to come to full Board for consideration.	To be discussed at next Audit and Risk Committee meeting in November.	Matt Penney, Alex Spencer

3.7	Noting the extra responsibilities that the Board Deputy Chair, Chair of the Audit and Risk Committee, and representative on the Partnership Governance Group of the Manaaki New Zealand Scholarship Programme undertake, the Chair asked that they receive an uplift in remuneration.	Closed. The Board Chair asked for the request to be withdrawn given it could not be done internally.	Matt Penney
3.8	Te Whare Wānanga o Awanuiārangi proposal – Iwi Taketake (TWWoA). General Manager – Diversification to check with the New Zealand Qualifications Authority (NZQA) whether there are any regulatory constraints they should be complying with, in particular the pastoral code and quality assurance. For monitoring purposes, this approach is to become standard practice with new innovation initiatives.	Completed. ENZ met with NZQA's Policy and International team of the Quality and Assurance division and there were no concerns raised. The team expressed interest in the opportunity to explore indigenous education accreditation offshore in partnership with TWWoA. This has been confirmed in a written response	Paul Irwin

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# Education New Zealand – Manapou ki te Ao

## Interim Board Meeting Notes

Thursday 22 September 2022, 9.30am to 12.30pm

Via Zoom and Education New Zealand, Level 5 Lambton House, 160 Lambton Quay, Wellington

PRESENT: Steve Maharey (Chair), Linda Sissons, Daniel Wilson, Ziena Jalil

IN ATTENDANCE: Matt Penney (Acting Chief Executive), Grant McPherson, Karim Dickie (Secretary)

APOLOGIES: Lyn Provost, Rachael Tuwhangai

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### 1.1 Chief Executive's update

The Chief Executive's report was taken as read. The Acting Chief Executive updated the Board on top priorities, including progress on the cultural review and organisational change, visa processing, staff wellbeing and finance.

### 2.1 Review of people and operations delegations

The Board noted that ENZ has reviewed the people and operations delegation. The Board asked for scholarship spending figures to be included in future bi-monthly reporting to the Board.

The Board approved the Manaaki scholarship programme change of delegations.

**Moved:** Linda Sissons

**Seconded:** Daniel Wilson

### 2.2 Deed of lease

The Board discussed and approved the deed of lease for ENZ's new office arrangement in Auckland.

**Moved:** Ziena Jalil

**Seconded:** Daniel Wilson

### General Business

The Chair advised that a request to uplift the remuneration of Board members taking on extra responsibilities was withdrawn given it could not be done internally.

The Chief Executive noted three upcoming Ministerial missions, a budget letter from the Minister of Finance and the status of ENZ's budget bid process.

The meeting closed at 11.45am.

# Education New Zealand – Manapou ki te Ao

## DRAFT Board Meeting Minutes

Thursday 20 October 2022, 9.30am to 12.41pm

Via Zoom and Education New Zealand, Level 5 Lambton House, 160 Lambton Quay, Wellington

PRESENT: Steve Maharey (Chair), Lyn Provost (until 10.18am), Linda Sissons, Daniel Wilson, Ziena Jalil

IN ATTENDANCE: Grant McPherson, Karim Dickie (Secretary)

Matt Penney (virtual), Fiona Cameron, Lisa Futschek, Di Solomon, Ed Tuari, Geoff Bilbrough, Sahinde Pala (virtual), Wendy Kerr (virtual), Alex Spencer (for items 2.1 to 5.1.4), Sanjay Sewambar (for item 2.1)

APOLOGIES: Rachael Tuwhangai

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### 1.1 Apologies

Rachael Tuwhangai.

### 1.2 Disclosures of interest

The register was noted. Update received from Ziena Jalil to remove MIT and Unitec roles.

### 1.3 Minutes of the previous meeting and action items

The Chair proposed that the minutes of the 23 August 2022 meeting be approved as a true and accurate record.

**Moved:** Daniel Wilson

**Seconded:** Linda Sissons

The Chair proposed that the notes of the 22 September 2022 meeting be approved as a true and accurate record.

**Moved:** Daniel Wilson

**Seconded:** Linda Sissons



## 1.4 Oral update by the Chair

The Chair provided a brief update on the Ministry of Education process to appoint a new Board Chair.

## 2.1 Strategy session

The Board and Senior Leadership Team held a session on the ENZ strategy for 2022/23. The Board discussed the ENZ strategy tree and noted appendix items 2 to 7 which provided background context on ENZ's operating environment and the Minister's expectations of ENZ.

The Board highlighted the need for clarity around ENZ's strategy and supported a simplified framework which fits with the Statement of Intent (SOI). Further, that clear links with the Kono, Hono, Pono, Tono headings be drawn. The Board suggested that the vision of the strategy tree be replaced with the vision outcome in the New Zealand International Education Strategy (NZIES).

The Board highlighted the need to keep the Ministry of Education fully informed and in agreement with ENZ's 2022/23 strategy, recommending that ENZ seek in writing approval from the Deputy Secretary – Policy.

The Board were advised that a 2022/23 strategy would be included on the December Board meeting agenda for Board approval.

## 2.2 Board/Senior Leadership Team engagement

The Board and Senior Leadership Team discussed preferred ways of working. The Board expressed interest in receiving key messages at the conclusion of each meeting which they could share with stakeholders. The Chair recommended that the agenda be structured so that the Senior Leadership Team attend a specific part of the meeting rather than the full meeting. Attendance at other parts of the meeting would be determined in advance by the Chair in consultation with the Chief Executive and Secretary.

## 3.2 Update from Chief Executive

The Chief Executive's report was taken as read. The CE updated the Board on the Fit for Purpose organisation change and the number of appointments since 1 June 2022. He advised the Board that ENZ would be relocating its office in Auckland from Quay Street to Queen Street. The CE updated the Board on recent engagement with Immigration New Zealand and discussion around visa processing.

## 4.1 Information only papers

The Board noted the Focus on Strategic Objective: Kono, the Diversification of international education products and services – Strategic scan, the 2022/23 Strategic Business Plan dashboard, and the Communications report: 1 August to 30 September 2022.

On the diversification of international education products and services, the Board were interested in receiving an update on the Te Whare Wānanga o Awanuiārangi project.

## General Business

No general business items were discussed.

The meeting closed at 12.41pm

Minute	Action	Progress	Responsible
<b>Meeting: 21 October 2021</b>			
2.3	Board to receive regular status updates on Cultural Review implementation at Board meetings into 2022.	See item 3.1 Chief Executive's report – Appendix 1 – Update on organisation change.	Grant McPherson
<b>Meeting: 16 December 2021</b>			
3.2	Te Tiriti workshop to be arranged for the Board in 2022.	Workshop deferred to February/April 2023.	Ed Tuari
<b>Meeting: 22 February 2022</b>			
2.1	Virtual meeting between Board and all staff to be arranged.	On agenda, see item 2.2. Video message to be recorded for offshore staff.	Karim Dickie
<b>Meeting: 23 August 2022</b>			
3.6	Recommendations from David Nalder to be on agenda of next Audit and Risk Committee meeting for discussion. Recommendations to come to full Board for consideration.	Ongoing. Discussed at Audit and Risk Committee meeting on 14 November; interim Board meeting on 17 November. See item 3.7 Bi-annual risk discussion	Matt Penney, Alex Spencer
<b>Meeting: 20 October 2022</b>			
2.1	Board to receive background information on ENZ's budget bid submission.	Completed. Information included as appendix item at interim Board meeting on 17 November.	Matt Penney
2.2	Board to receive key messages at the conclusion of full Board meetings.	See item 4.1.2 Communications report: 1 October to 30 November 2022.	Geoff Bilbrough
4.1	Board to receive an update on the Te Whare Wānanga o Awanuiārangi project.	See item 2.1 Diversification of international education products and services: Programme update	Wendy Kerr

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# Education New Zealand – Manapou ki te Ao

## DRAFT Interim Board Meeting Notes

Thursday 17 November 2022, 9.30am to 11.15am

Via Zoom and Education New Zealand, Level 5 Lambton House, 160 Lambton Quay, Wellington

PRESENT: Steve Maharey (Chair), Lyn Provost, Linda Sissons, Daniel Wilson, Ziena Jalil, Rachael Tuwhangai

IN ATTENDANCE: Matt Penney (Acting Chief Executive), Karim Dickie (Secretary)

APOLOGIES: Nil

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### 1.1 Chief Executive's update

The Chief Executive's report was taken as read. The Acting Chief Executive updated the Board on top priorities, including progress on the cultural review and organisational change, staff wellbeing and finance. He also provided the Board with the latest Immigration New Zealand international student visa information.

On international student visa approvals, noting negative sentiment at a recent New Zealand Indian Business Council event the Board suggested ENZ raise this when meeting with Immigration New Zealand. Further, that ENZ encourages Immigration New Zealand to provide more guidance to education providers on desired student profiles (by country, region, cities), noting the nuances of each market.

The Board highlighted that international student school enrolment figures were encouraging, especially at those schools which retained internal international student recruitment capability. The Board commented that this would be worth bringing to the Minister's attention.

### 2.1 Oral update from the Chair of the Audit and Risk Committee

The Chair of the Audit and Risk Committee (ARC) provided an update on the ARC meeting held on Monday 14 November. She outlined the agenda items covered, including the issues and risks register and the finance report for the 4 months to 31 October 2022. The ARC Chair gave an update on the ENZ assurance programme and noted that the Chief Executive expenses: July 2022 to October 2022 had been approved. She noted the Board expenses: July 2022 to October 2022.

The ARC Chair clarified that Board Chair expenses will now be explicitly approved by her, and that a policy for Board member professional development needs to be developed. The Board were advised that the minutes of the 14 November ARC meeting will be included in the papers for the next full Board meeting on 15 December 2022.

### 2.2 Budget 2023

s9(2)(f)(iv)

The Acting Chief Executive advised the Board that the next financial year would be challenging for ENZ, noting inflation and cost pressures. He highlighted a number of revenue streams, including the

restart of the Education Export Levy (EEL) on 1 January 2023, and events and interest revenue. The Chair suggested that partnership opportunities be explored as a possible option for ENZ.

### General Business

The Board discussed the ENZ Quarter 1 report to the Minister - July to September 2022 which had been circulated via email for approval. The Board approved sending the report to the Minister of Education subject to the front narrative being updated.

The December agenda was discussed and advance apologies were received by Lyn Provost.

The meeting closed at 11.15am.

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# Education New Zealand – Manapou ki te Ao

## Board Meeting Minutes

Thursday 15 December 2022, 9.30am to 4.40pm

Education New Zealand, Level 5 Lambton House, 160 Lambton Quay, Wellington

PRESENT: Steve Maharey (Chair), Linda Sissons, Daniel Wilson, Rachael Tuwhangai, Ziena Jalil

IN ATTENDANCE: Grant McPherson, Karim Dickie (Secretary)

Matt Penney, Fiona Cameron, Lisa Futschek, Ed Tuari, Sahinde Pala, Wendy Kerr, Alex Spencer (for items 1.4 to 4.1), Tim Brown, Christina Gomes (for item 2.1), Peter Winder and Richard Kyle (for item 3.2), Laura Simpson (for item 3.3 and 3.6), Alison Adams, Pam Ford and John Allen (for item 3.3), Abby Humphries (for item 3.4)

APOLOGIES: Lyn Provost

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### 1.1 Apologies

Lyn Provost.

### 1.2 Disclosures of interest

The register was noted. New interest received from Linda Sissons.

### 1.3 Minutes of the previous meeting and action items

The Chair proposed that the minutes of the 20 October 2022 meeting be approved as a true and accurate record; noted meeting notes of the 17 November 2022 interim meeting.

**Moved:** Linda Sissons

**Seconded:** Ziena Jalil

### 1.4 Oral update by the Chair

The Chair provided a brief update on the Public Service Pay discussions.

### 2.1 Diversification of international education products and services: Programme update

The Board received an update on the delivery and insights of the diversification of international education products and services workstream, and an overview of the next steps for the COVID-19 Response and Recovery Fund (CRRF) funded Diversification of Products and Services programme.

The Board noted the programme achievements over the past six months, ENZ's assessment of insights and learnings and the remaining work programme priorities. The Board considered and discussed ENZ's key learnings, insights and next steps for the Product and Service Diversification Programme, including how it may assist with the engagement plan. The Board also discussed the future role of this Programme and how it could be funded and resourced beyond the end of the CRRF funding in June 2023.

The Board expressed enthusiasm for the programme of work and acknowledged the financial challenges posted by the end of CRRF funding in June 2023. Further, the Board expressed interest in receiving an update in 2023.

### 3.1 Chief Executive's report

The Chief Executive's report was taken as read. The CE updated the Board on the organisation change process and progress since 1 June 2022. The Board noted the progress made and that areas raised by the Cultural Review and Staff Engagement Survey had been addressed or were well advanced. He also discussed staff wellbeing, the ENZ strategy and planning process and the COVID-19 Response and Recovery Fund (CRRF) and September 2023 report due to Treasury. He also raised the Baseline Impact Valuation (BIV) and advised them that the February 2023 meeting would cover this item in more depth. In addition, the February agenda would also include the sector engagement plan and review of ENZ's international footprint.

### 3.2 Te Pūkenga

Peter Winder, Chief Executive of Te Pūkenga, provided an update to the Board on Te Pūkenga's progress. The Board discussed the challenges, opportunities and next steps to support Te Pūkenga and its international education strategy. The Board expressed interest in having annual engagement with the Chief Executive of Te Pūkenga.

### 3.3 Economic Development Agencies

The Board met with representatives of Economic Development Agencies: Alison (Ali) Adams, Chief Executive of ChristchurchNZ, John Allen, Chief Executive of WellingtonNZ, and Pam Ford, Director – Investment and Industry at Auckland Unlimited.

### 3.4 Draft 2021/22 Annual Report

The Board discussed the draft 2021/22 Annual Report. The Board noted that the year-end audit of ENZ will commence in late January 2023, that two members of the Board will be asked to sign the letter of representation to Audit New Zealand after the Board has approved the Annual Report 2021/2 and that the approval process for the Annual Report requires a final audit report.

Further, the Board noted that ENZ is considering its impact and performance measures for the development of its next Statement of Intent and Statement of Performance Expectations and that ENZ does not currently consider there will be significant changes to these measures.

The Board endorsed the updated draft the Annual Report 2021/22 which incorporates the Board's feedback, and agreed that ENZ provide the draft Annual Report 2021/22 to Audit New Zealand ahead of its year-end audit of ENZ.

**Moved:** Daniel Wilson

**Seconded:** Rachael Tuwhangai

### 3.5 Biannual risk discussion

The Board noted the current strategic issues and risks facing ENZ and the international education sector as outlined in Appendix 1. The Board provided feedback on the strategic issues and risks to support the development of the Statement of Intent 2023-27. The Board also noted that ENZ's Senior Leadership Team (SLT) reviews and updates the strategic issues and risks registers monthly.

The Board discussed a range of matters, including whether there are other areas of strategic risk. The Board recommended management consider whether any changes to ENZ's approach or positioning of its strategic issues or risks was required and if there were any areas that ENZ should consider deprioritising.

The Board expressed interest in the framework being reviewed. The Board asked that the negative experiences of international students in New Zealand/impact on diaspora reporting back to market country be included as a risk. The previous recommendations of David Nalder were raised. The General Manager – Corporate Services advised the Board that David Nalder would be meeting with the Operations team to discuss business planning and performance related issues. It was agreed that the Audit and Risk Committee would discuss these matters at the next opportunity.

### 3.6 Proposed 2023 Board/Sector engagement plan

The Board noted and provided feedback on the proposed approach for the Board's engagement with the sector in 2023. The Chair commented that an All of Government Forum including Immigration New Zealand and Ministry of Education officials, could be useful.

### 4.1 Information only papers

The Board noted the Focus on Strategic Objective: Kono – He Rautaki Māori, the Communications report: 1 October to 30 November 2022, the Baseline valuation, the confirmed minutes of the Audit and Risk Committee meeting on 28 July 2022 and the draft minutes of the Audit and Risk Committee meeting on 14 November 2022.

On the paper, Focus on Strategic Objective: Kono – He Rautaki Māori, the Board were interested to know about ENZ's engagement with indigenous scholars in the South Pacific, and the cultural capability app which is in development.

### General Business

No general business items were discussed.

The meeting closed at 3.49pm

Minute	Action	Progress	Responsible
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<b>Meeting: 21 October 2021</b>			
2.3	Board to receive regular status updates on Cultural Review implementation at Board meetings into 2022.	Completed. Summary provided at the December Board 2022 meeting. Future updates on organisational development will be included in the Chief Executive's report.	Grant McPherson
<b>Meeting: 16 December 2021</b>			
3.2	Te Tiriti workshop to be arranged for the Board in 2022.	Workshop deferred to April 2023 or when a new Board Chair is appointed.	Ed Tuari
<b>Meeting: 23 August 2022</b>			
3.6	Recommendations from David Nalder to be on agenda of next Audit and Risk Committee meeting for discussion. Recommendations to come to full Board for consideration.	Ongoing. Discussed at Audit and Risk Committee meeting on 14 November; interim Board meeting on 17 November; Board meeting on 15 December. David Nalder is meeting with the Operations team to discuss integrating risk with decision-making within ENZ's planning and reporting processes. An update will be provided to the Audit and Risk Committee in April 2022.	Matt Penney, Alex Spencer
<b>Meeting: 20 October 2022</b>			
2.2	Board to receive key messages at the conclusion of full Board meetings.	Completed. See item 4.1.2 Communications report: 1 December to 31 January 2023. To be included in all future Communications reports.	Geoff Billbrough
<b>Meeting: 15 December 2022</b>			
3.5	Issues and Risk register to be reviewed, noting feedback received on risk mitigation and RAG ratings	Ongoing work to amend the Risk management policy and procedure to provide for the identification of inherent and residual risk. The updated policy and procedure will be considered by the Audit and Risk Committee in April, then the Board in June. Once the changes have been implemented, the dashboard will then be redesigned to incorporate the Board's feedback.	Alex Spencer



# Education New Zealand – Manapou ki te Ao

## DRAFT Board Meeting Minutes

Wednesday 22 February 2023, 9.30am to 3.40pm

Education New Zealand, Level 5 Lambton House, 160 Lambton Quay, Wellington

PRESENT: Steve Maharey (Chair), Lyn Provost, Linda Sissons, Daniel Wilson, Ziena Jalil

IN ATTENDANCE: Grant McPherson, Karim Dickie (Secretary)

Matt Penney, Fiona Cameron, Lisa Futschek, Ed Tuari, Sahinde Pala, Wendy Kerr, Alex Spencer (for items 2.1 to 4.1), Sanjay Sewambar (for item 3.1), Abby Humphries (for item 3.1 and 4.1), Angela Meredith, John Wren and Marie Clark (for item 3.3), Duncan Robb (for item 4.2).

APOLOGIES: Rachael Tuwhangai (from 11.17am onwards)

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### 1.1 Apologies; Disclosures of interest

Rachael Tuwhangai left the meeting at 11.17am.

The register was noted. Updates from Lyn Provost included addition of Commissioner of Parliamentary Standards; deletion of International Auditing and Assurance Standards Board role.

### 1.2 Minutes of the previous meeting and action items

The Chair proposed that the minutes of the 15 December 2022 meeting be approved as a true and accurate record.

**Moved:** Linda Sissons

**Seconded:** Daniel Wilson

### 1.3 Oral update by the Chair

The Chair provided a brief update. He noted a delay in Board appointments, the change of Minister of Education and the Prime Minister's support for international education.

## 2.1 Chief Executive's report

The Chief Executive's report was taken as read. The CE updated the Board on his external and internal priorities. He provided an overview on the state of the sector, New Zealand government agency engagement and driving ENZ as a results-based organisation. The Board were interested to understand the differing rates of international student enrolments at universities, as well as the shortage of homestay accommodation available nationwide.

The Board expressed interest in having Immigration New Zealand visa processing reports included as an appendix item to the Chief Executive's report again. The Board requested that future updates on people also include the figures of Māori staff and a breakdown of FTEs in Auckland and Wellington.

The Board expressed interest in inviting Andy Jackson, Ministry of Education Deputy Secretary – Policy, to the next meeting to provide an update on changes at the Ministry and to address items from Board members.

On the forward agenda, the Board agreed to holding the April meeting in Auckland and the August meeting in Christchurch.

### 3.1 Estimates of Appropriations for 2023/24

The Board noted that ENZ is considering new impact measures while developing a new Statement of Intent 2023-2027, as directed by the previous Minister of Education.

The Board noted that ENZ is considering new performance measures while developing its Statement of Performance Expectations 2023/24 and that these measures are designed to align closely with the New Zealand International Education Strategy 2022-2030. Further, the Board noted the table in the paper which set out the full matrix of proposed SOI, SPE and Estimates measures.

The Board approved the proposed measures for the Estimates for Appropriations for the 2023/24 financial year.

**Moved:** Linda Sissons

**Seconded:** Ziena Jalil

### 3.2 Rebuilding and transforming the sector

The Board noted the current planning activities and their alignment across ENZ and the progress made towards 2023/24 ENZ planning.

The Board provided feedback on the proposed direction for the Action Plan to Rebuild and Transform the sector. The Board were interested to better understand how Te Tiriti underpins ENZ's work programmes and requested more information about priority markets, current investment in them and how they are determined.

### 3.3 Baseline Valuation

The Board noted the briefing to the Minister of Education in Appendix 1, the final version of the Baseline Valuation in Appendix 2, and the Baseline Valuation Insights Report in Appendix 3 were provided to the Board for information at the 15 December 2022 meeting. The Board discussed these documents, in particular the details outlined in the Executive Summary of the briefing to the Minister of Education. The Board provided feedback on the draft press release, commenting that it should emphasize the value international education contributed to New Zealand previously and the potential it could bring again.

### 4.1 Minister's Quarterly report: Quarter 2 (October to December 2022)

The Board discussed Education New Zealand's (ENZ's) performance during the second quarter of 2022/23, being the quarter between 1 October and 31 December 2022.

Subject to incorporating Board feedback, the Board approved sending ENZ's quarterly report for 1 October to 31 December 2022 to the Minister of Education.

**Moved:** Ziena Jalil

**Seconded:** Daniel Wilson

## 4.2 Wellington premises

The Board raised accessibility and whether the new design would be user friendly for those with disabilities. The Board questioned s9(2)(b)(ii) and the exit provisions if ENZ needed to end the lease early. The Board also questioned the size and were assured it is adequate for foreseeable staff numbers.

The Board noted the total financial commitment for the full term of the new lease is s18(d) over nine years.

The Board noted that all costs for the hard fitout and renovations will be met by the Landlord and that ENZ may upgrade items at its own expense, such as the kitchen, some offices, and other fixtures. The exact fitout will be determined as part of the design process which will involve staff consultation. The costs are likely to be within the Chief Executive's delegation.

The Board approved ENZ to enter into a new lease agreement with Robt. Jones Holdings Limited for the premises at Level 5, 160 Lambton Quay in Wellington.

The Board authorised two ENZ Board members to sign the new Agreement to Lease and Deed of Lease.

**Moved:** Ziena Jalil

**Seconded:** Daniel Wilson

## 4.1 Information only papers

The Board noted the Focus on Strategic Objective: Tone paper and the Communications report: 1 December 2022 to 31 January 2023.

## General Business

No general business items were discussed.

The meeting closed at 2.00pm

Minute	Action	Progress	Responsible
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<b>Meeting: 16 December 2021</b>			
3.2	Te Tiriti workshop to be arranged for the Board in 2022.	Workshop discussed with new Chair and decision made to defer. Specific date to be determined.	Ed Tuari
<b>Meeting: 23 August 2022</b>			
3.6	Recommendations from David Nalder to be on agenda of next Audit and Risk Committee meeting for discussion. Recommendations to come to full Board for consideration.	Ongoing. Discussed at Audit and Risk Committee meeting on 14 November; interim Board meeting on 17 November; Board meeting on 15 December. David Nalder is meeting with the Operations team to discuss integrating risk with decision-making within ENZ's planning and reporting processes. An update will be provided to the Audit and Risk Committee in April 2022.	Matt Penney, Alex Spencer
<b>Meeting: 15 December 2022</b>			
3.5	Issues and Risk register to be reviewed, noting feedback received on risk mitigation and RAG ratings.	Ongoing work to amend the Risk management policy and procedure to provide for the identification of inherent and residual risk. The updated policy and procedure will be considered by the Audit and Risk Committee in April, then the Board in June. Once the changes have been implemented, the dashboard will then be redesigned to incorporate the Board's feedback.	Alex Spencer
<b>Meeting: 22 February 2023</b>			
2.1	Immigration New Zealand visa processing reports to be re-included as an appendix item to CE's report. People update to include figures of Māori staff; breakdown of FTEs in Auckland and Wellington. Information on differing international enrolment rates among universities to be provided.	See item 2.1 Chief Executive's report.	Alex Spencer, Fiona Cameron
2.1	Andy Jackson, Ministry of Education Deputy Secretary – Policy, to be invited to meet the Board in March to provide an update on changes at the Ministry and to address items from the Board.	Completed. Meeting took place on 22 March 2023.	Karim Dickie
3.2	Information on priority markets, current investment in them and how they are determined to be provided to the Board.	On agenda of April 2023 Board meeting.	Matt Penney

Meeting (Interim): 22 March 2023			
2.1	Proposed measures to be reassessed and circulated to the Board ahead of testing at the April Audit and Risk Committee meeting. Following that, the measures would be put forward for final approval at the April Board meeting.	On agenda of April Audit and Risk Committee meeting. Circulate to ARC members and the Board on 6 April 2023.	Di Solomon, Abby Humphries

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# Education New Zealand – Manapou ki te Ao

## DRAFT Interim Board Meeting Notes

Wednesday 22 March 2023, 10.00am to 12.00pm

Education New Zealand, Level 5 Lambton House, 160 Lambton Quay, Wellington

PRESENT: Steve Maharey (Chair), Lyn Provost, Linda Sissons, Daniel Wilson, Rachael Tuwhangai, Ziena Jalil

IN ATTENDANCE: Grant McPherson, Karim Dickie (Secretary)

Matt Penney and Di Solomon (for items 1.1 and 2.1), Fiona Cameron, Lisa Futschek, Sahinde Pala, Wendy Kerr, Geoff Bilbrough Andy Jackson, Katrina Sutich and John Brooker (for item 1.1)

Sanjay Sewambar and Abby Humphries (for item 2.1)

APOLOGIES: Nil.

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### Board only

The Board noted the finish of Steve Maharey's term as Chair and the appointment of Tracey Bridges.

#### 1.1 Engagement with the Ministry of Education

Senior leaders from the Ministry of Education joined the Board session. The MoE officials discussed recent organisational changes at the Ministry and outlined the new structure. The Board and MoE officials discussed the Ministry's policy framework on international education.

#### 2.1 Performance measures for the Statement of Intent 2023-27 and the Statement of Performance Measures 2023/24

The Board noted that the ENZ proposed measures includes the Estimates of Appropriations measures as approved by the Board at its February 2023 meeting.

The Board noted that ENZ intends for those measures to be ENZ's Impact Measures for its Statement of Intent 2023-2027 and that ENZ will include two management measures relating to staff wellbeing and Crown-Māori obligations in its Statement of Intent 2023-2027.

The Board provided feedback on the measures and asked for more specificity. It was agreed that the proposed measures would be reassessed and tested at the April Audit and Risk Committee meeting before being put forward for Board approval at the April Board meeting. It was agreed that the full Board would be sent the measures at the same time as Audit and Risk Committee members.

### General Business

No general business items were discussed. The meeting closed at 12midday.