



Tertiary Education Report: Letters for Ministerial appointments to two university councils

Date:	12 March 2019	TEC priority:	Medium
Security level:	In Confidence	Report no:	B-19-00381
		Minister's office No:	

ACTION SOUGHT		
	Action sought	Deadline
Hon Chris Hipkins Minister of Education	<p>Note your decision to make appointments to two university councils was notified to Cabinet at its meeting on 11 March 2019;</p> <p>sign and send:</p> <ul style="list-style-type: none"> • letters of appointment; • letters notifying the Chancellors about the appointments; and • a letter of thanks to the outgoing Ministerial appointee. 	
<p>Enclosure: Yes</p> <ul style="list-style-type: none"> • Appendix A: Draft letters to Ministerial appointees; • Appendix B: Draft letters to Chancellors; 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 - Withdrawn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 two university councils was notified to Cabinet at its meeting on 11 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 Chancellors 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

12 March 2019

Hon Chris Hipkins

Minister of Education

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Purpose

1. This paper provides you with the letters needed to complete the appointments to two university councils. It also provides you with letters to notify the Chancellors about your decisions and a letter of thanks to the outgoing Ministerial appointee.

Background

2. The Cabinet meeting of 11 March 2019 will note your intention to make the following appointments:
 - Appoint Ms Rachael NEWSOME as a member of the University of Auckland council for a term from 1 April 2019 to 31 December 2022.
 - Reappoint Mr Ben VANDERKOLK as a member of the Massey University council from 1 April 2019 to 31 December 2021.
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 Chancellors about the appointments made to their councils.
5. Letter of thanks to outgoing Ministerial appointees (Appendix C refers) – Peter Kiely NZOM.

Media release

6. We have provided a draft media release to your office.