

Hon Penny Simmonds

Minister for the Environment
Minister for Vocational Education
Associate Minister for Social Development and Employment



10 March 2026

Scott Haines JP

9(2)(a)

By email 9(2)(a)

Dear Scott,

Notice of appointment as a member of Tertiary Education Commission Board

I am pleased to inform you that I have appointed you as a member of the Board of the Tertiary Education Commission (TEC). I have set out the terms of your appointment below and will shortly publish a notice in the *New Zealand Gazette* confirming your appointment.

Term

Your appointment is for a three-year term beginning from 1 July 2026. This reflects the availability you have advised given the dates of TEC Board meetings in the coming months.

Roles and duties

You received a position description, which explains your roles and duties as a member. You should familiarise yourself with sections 49-61 and 62-68 of the [Crown Entities Act 2004](#). These sections set out the collective and individual duties of Crown entity boards and their members, including disclosure of interests.

For further information on the specific functions and governance arrangements of the TEC, please refer to sections 400 to 429 and Schedule 18 of the [Education and Training Act 2020](#).

You should also be familiar with all sections in Part 4 of the Act, which sets out the legislative framework for the tertiary education and training system, including the changes enacted by the [Education and Training \(Vocational Education and Training System\) Amendment Act](#) to re-establish regional polytechnics and other changes to the vocational education system.

Conflicts of interest

During the appointment process, you completed a Disclosure Form. You have potential conflicts that reflect the experience and expertise of a secondary school principal, and because Burnside High School receives a relatively small amount of funding from the TEC.

These potential conflicts need to be managed in consultation with the Board Chair. While funding for Burnside High School is unlikely to be a Board decision, you may need to step out of discussions and voting if matters arise relating to these interests.

I also expect you to declare any further conflict(s) of interest (actual, potential or perceived) to the Chair as they arise, and for suitable mitigation strategies to be agreed. I expect you will consistently act in the best interests of the Board and the TEC as a Crown entity.

Fees

TEC Board members are eligible to be paid \$42,369 per annum, based on an assumed 30 days' commitment per annum.¹ This is in accordance with the Cabinet [Fees Framework](#).

I am aware you have already been provided with the attached information on how your eligibility is affected by being a secondary school principal. You will need to work with the Board Chair and Secretary (and your school Board) to agree how this will be managed.

If you become a public sector employee during your term

Appointments of public servants and public sector employees to Crown boards are made in exceptional circumstances where it is clear the Board will directly benefit, following an open process to seek candidates from the private and community sectors. This means that if you are considering employment in the public sector (other than your school), it may have implications for your Board role. Please contact the Director, Monitoring and Appointments, at the Ministry of Education for advice if this possibility arises. Her contact details are provided below.

Expenses

All Board members are entitled to be paid out of the TEC's funds, reasonable and actual allowances for travelling and other expenses relating to the performance of their duties and responsibilities as Board members. The TEC will administer the payment of any expenses you incur during your tenure.

Ethical conduct

The Public Service Commission's (PSC) [Code of Conduct for Crown Entity Board Members](#) applies to your role as a TEC Board member. All members of the Board must be aware of the importance of acting ethically and with personal integrity, conducting themselves professionally, using information properly and being politically impartial. You must maintain the interest and enthusiasm needed to contribute effectively to the performance of the Board throughout their term.

Public Service principles

The Board is responsible for ensuring that the TEC upholds the Public Service principles when carrying out its functions (see PSC's [Guidance](#)). The principles comprise political neutrality,

¹ A payment of fees to a member is not subject to GST. However, if a person is undertaking a taxable activity, such as a consulting company, and accepts office as part of their taxable activity, any service supplied by that person as holder of that office is deemed to be supplied in the course or furtherance of that taxable activity. Accordingly, the member must return GST on fees they charge for services as a director.

providing free and frank advice, making merit-based appointments and fostering a culture of open government and stewardship.

Confidentiality and public comment

You will receive confidential information and will be a party to confidential discussions. You will be responsible for taking all reasonable steps to maintain the security of the information provided to you and maintaining confidentiality of Board discussions.

Resignation and removal from office

The TEC is a Crown agent and the Crown Entities Act 2004 provides that the responsible Minister may remove a member from the board of a Crown agent at any time. Removal of a member is by written notice to the person and the Board. You may also, at any time, resign from the Board by notifying the responsible Minister and the Chair in writing.

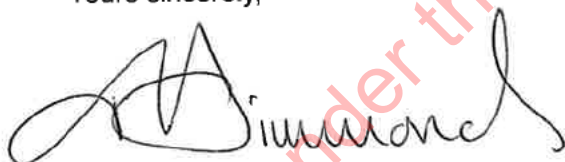
More information

The PSC [Crown Entity Resource Centre](#) provides relevant guidance and standards for board members. There is also a resource about the [all of government requirements and legal expectations](#) for Crown entities.

If you have any questions or concerns about your appointment, please contact Jennifer Heersping, Director of Monitoring and Appointments, at the Ministry of Education. Jennifer's phone number is 04 463 7734, and her email is Jennifer.Heersping@education.govt.nz.

I hope you will enjoy your time on the Board of the TEC, and I look forward to working with you.

Yours sincerely,



Hon Penny Simmonds

Minister for Vocational Education

CC	Dr Alan Bollard, Board Chair, Tertiary Education Commission
CC	Tim Fowler, Chief Executive, Tertiary Education Commission
CC	Jennifer Heersping, Director, Monitoring and Appointments, Ministry of Education

Enclosed: Fees Advice Sheet

Fees Advice Sheet

Cabinet has confirmed that under the [Cabinet Fees Framework CO \(25\) 2](#) (CFF) any public sector employee who is appointed **in their own right** to a board or advisory group, cannot claim both the fee and their ordinary pay if they work on their board or advisory group duties during ordinary working hours (CFF Section C, 74-80).

Questions and Answers

Q.1 Does this apply to me?

Yes, if you are, or become, an employee of any of **these organisations**:

- A department, ministry or Crown entity (including schools);
- An agency in the wider public sector, a tertiary education institution or wānanga;
- A statutory entity in a Ministerial portfolio, e.g., Teaching Council of Aotearoa New Zealand; or
- Any local authority as defined in section 5(1) of the Local Government Act.

Q 2. In what circumstances could I receive fees if I am employed in one of the above entities?

Consider these four scenarios to see which applies best to your situation. If none apply, you would not be able to claim board/advisory group fees.

Scenario 1: You agree with your employer that you will take annual or special unpaid leave to do the board/advisory group work. You can be paid the daily fee personally because you do the role outside of your ordinary working hours as secondary employment. If this might apply to you, please discuss this **as early as possible** with the Board secretariat.

Scenario 2. Where the board/advisory group work is undertaken by a teacher or teaching-principal in ordinary working hours, they can be offered, or can ask for, 'Teacher Release days' to be paid to their school. This recompenses the school for having less of the teacher/teaching-principal's time and funds relievers. If this might apply to you, please discuss this **as early as possible** with the Board secretariat.

Scenario 3. For non-teaching principals, your school may be able to receive your fees and add them to school funds to recognise the provision of your expertise. If this might apply to you, please discuss this **as early as possible** with the Board secretariat.

Scenario 4. If you are working as a full-time academic, you may be eligible to be paid fees as secondary employment. This depends on your contract conditions, and you will need to discuss this with your employer. Once you have clarification, please discuss this **as early as possible** with the Board secretariat. Part-time academics should confirm to the Board secretariat that they will undertake board/advisory group work outside of their ordinary working hours.

Q 3. Are any other payments allowed? (applies to any board/advisory group member)

Travel

Fee payment for *time* spent travelling to and from board/advisory meetings is only claimable if you are receiving a daily fee *and* travelling longer than 3 hours in a normal business day *and* if the relevant agency agrees to pay a pro-rata fee (CFF Section C, 83-85). The direct travel expenses you incur are reimbursed by the relevant agency as stated in your letter of appointment.

Additional work or responsibilities

For those paid annual fees, Ministerial approval is needed for payments regarding extra responsibilities. Cabinet approval may be required if payment is deemed significant enough (CFF Section C, 131-148).

Office of Hon Penny Simmonds

Minister for Tertiary Education
Minister of Science, Innovation and Technology
Associate Minister for Social Development and Employment



Michelle Findlater

29 APR 2026

By email: 9(2)(a)

Dear Michelle

Notice of appointment as a member of Tertiary Education Commission Board

I am pleased to inform you that I have appointed you as a member of the Board of the Tertiary Education Commission (TEC). I have set out the terms of your appointment below and will shortly publish a notice in the *New Zealand Gazette* confirming your appointment.

Term

Your appointment is for a three-year term beginning from 1 May 2026. I understand you have been advised of upcoming TEC Board meeting dates.

Roles and duties

I am advised that you have previously received a position description, which explains your roles and duties as a member. You should familiarise yourself with sections 49-61 and 62-68 of the [Crown Entities Act 2004](#). These sections set out the collective and individual duties of Crown entity boards and their members, including disclosure of interests.

For further information on the specific functions and governance arrangements for the TEC, please refer to sections 400 to 429 and Schedule 18 of the [Education and Training Act 2020](#).

You should also be familiar with all sections in Part 4 of the Act, which sets out the legislative framework for the tertiary education and training system, including the changes enacted by the [Education and Training \(Vocational Education and Training System\) Amendment Act](#) to re-establish regional polytechnics and make other changes to the vocational education system.

Conflicts of interest

During the appointment process, you completed a disclosure form. You have potential conflicts that reflect your significant experience and connections across the automotive industry,

including roles with the Motor Trade Association (MTA) and Motor Industry Training Association (MITO) and Southland Institute of Technology (SIT).

I acknowledge that you have advised officials you intend to stand down from some current roles to prioritise being a TEC Board member and to mitigate potential conflicts of interest. There may still be some residual risks of conflicts. I expect you to discuss and agree whether and how these would need to be managed in consultation with the Board Chair. You may need to step out of discussions and voting if matters arise relating to these interests.

I recognise it will be important for you to maintain your connections across the automotive industry. I expect you will be vigilant in how you manage your TEC Board role in doing so.

I also expect you to declare any further conflict(s) of interest (actual, potential or perceived) to the Chair as they arise, and for suitable mitigation strategies to be agreed. I expect you will consistently act in the best interests of the Board and the TEC as a Crown entity.

Fees

TEC Board members are eligible to be paid \$42,369 per annum, based on an assumed 30 days' commitment per annum.¹ This is in accordance with the [Cabinet Fees Framework](#).

If you become a public sector employee during your term

Please refer to the attached information sheet for specific information on eligibility for fees in a scenario where you were to become employed by a public sector entity.

If you consider employment in the public sector, it may have implications for your Board role. Please contact the Director, Monitoring and Appointments, at the Ministry of Education for advice if this scenario arises. Her contact details are provided below.

Expenses

All Board members are entitled to be paid out of the TEC's funds, reasonable and actual allowances for travelling and other expenses relating to the performance of their duties and responsibilities as Board members. The TEC will administer the payment of any expenses you incur during your tenure.

Ethical conduct

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The Board is responsible for ensuring that the TEC upholds the Public Service principles when carrying out its functions (see PSC's [Guidance](#)). The principles comprise political neutrality, providing free and frank advice, making merit-based appointments and fostering a culture of open government and stewardship.

Confidentiality and public comment

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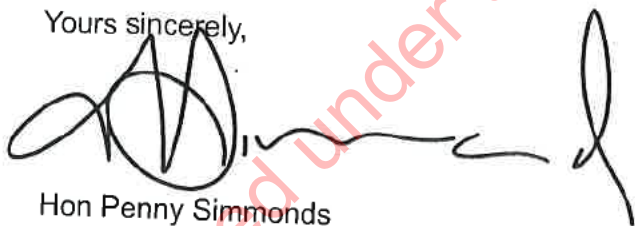
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If you have any questions or concerns about your appointment, please contact Jennifer Heersping, Director of Monitoring and Appointments, at the Ministry of Education. Jennifer's phone number is 04 463 7734, and her email is Jennifer.Heersping@education.govt.nz.

I hope you will enjoy your time on the Board of the TEC, and I look forward to working with you.

Yours sincerely,



Hon Penny Simmonds

Minister for Tertiary Education

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Dr Alan Bollard, Board Chair, Tertiary Education Commission
Tim Fowler, Chief Executive, Tertiary Education Commission
Jennifer Heersping, Director, Monitoring and Appointments, Ministry of Education

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