



Te Pūkenga

Te Poari Akoranga o Te Pūkenga Meeting

Date Wednesday, 12 July 2023

Time 9.30am-10.50am

Venue MIT Ōtara campus, ND317 Boardroom (3rd floor ND Block)
Gate 11, 53 Ōtara Road, Ōtara

Te Poari Akoranga Members

Megan Gibbons (Co-chair)	Henry Geary
Kieran Hewitson (Co-chair)	Annemarie Gillies
Michael Alsford	Patrick Hape
Linda Aumua	Kieran Hewitson
Fiona Beals	Diane Lithgow
Te Urikore Biddle	Fionna Moyer
Mary-Liz Broadley	Doug Pouwhare
Glynnis Brook	Marama Rawiri
Te Wai Collins	Jasmine Te Hira
	Deborah Young

In Attendance Jeanette Fifield, Academic Governance Co-ordinator, Te Pūkenga
Tagaloatele Peggy Fairbairn-Dunlop, Council Member, Te Pūkenga
(to act as an observer and advisor, where appropriate)

Morning tea

OPEN AGENDA

1.	9.45am Karakia Timatanga	
2.	Welcome Patrick Hape, Co-chair Te Ohu Whakahaere Ōritetanga Marama Rawiri, Interim Co-chair Te Ohu Whakahaere Appeals Fionna Moyer, Co-chair Te Ohu Whakahaere Quality Rebecca Donne, Council Secretariat Te Pūkenga (Observer) Apologies Michael Alsford, Te Urikore Biddle, Te Wai Collins	
3.	Administration	
3.1	Te Poari Akoranga meeting schedule calendar 2023	Attachment 3.1
3.2	Te Poari Akoranga Ohu Whakahaere o te Poari Akoranga Updated membership list For noting	Attachment 3.2
3.3	Open minutes of Previous meeting Scheduled meeting held 10 May 2023 For approval	Attachment 3.3

OPEN AGENDA

3.4	Matters Arising	
4.	<i>Megan Gibbons</i> Te Pūkenga Council meeting Verbal update	
5.	Ohu Whakahaere o Te Poari Akoranga	
5.1	10am <i>Deb Young / Fionna Moyer</i> Te Ohu Whakahaere Quality Verbal update	
5.1.1	Draft Minutes of the scheduled meeting held on 16 June 2023 For information	Attachment 5.1.1
5.1.2	Minutes of the scheduled meeting held on 18 May 2023 For information	Attachment 5.1.2
5.2	10.10am <i>Fiona Beals / Annemarie Gillies</i> Te Ohu Whakahaere Rangahau Māori, Research and Postgraduate Verbal update	
5.2.1	Draft Minutes of the scheduled meeting held on 9 May 2023 For information	Attachment 5.2.1
5.3	10.20am <i>Diane Lithgow / Doug Pouwhare</i> Te Ohu Whakahaere Approvals	
5.3.1	Verbal update scheduled meeting held on 28 June 2023	
5.3.2	Minutes of the scheduled meeting held on 17 May 2023 For information	Attachment 5.3.2
STANDING ITEM		
	Te Ohu Whakahaere Approvals List of approved programmes by NZQA For information	
		Attachment 5.3.3

OPEN AGENDA

5.4	<p>10.30am <i>Glynnis Brook / Marama Rawiri</i> Te Ohu Whakahaere Appeals Verbal update</p>	
5.4.1	Verbal update scheduled meeting held on 28 June 2023	
5.4.2	<p>Minutes of the scheduled meeting held on 17 May 2023 For information</p>	Attachment 5.4.2
5.5	Te Ohu Whakahaere Ako	
5.5.1	<p>Draft Minutes of the scheduled meeting held on 25 May 2023 For information</p>	Attachment 5.5.1
5.6	<p>10.40am <i>Patrick Hape</i> Te Ohu Whakahaere Ōritetanga Verbal update</p>	
5.6.1	<p>Draft minutes of the scheduled meeting held on 8 May 2023 For information</p>	Attachment 5.6.1
6.	<p>10.45am General Business</p>	
7.	Next scheduled meeting	
7.1	Wednesday, 16 August 2023, 9am-3pm, online via Microsoft Teams	
8.	<p>Formal Motion for Moving into Closed Session</p> <p><i>IT WAS RESOLVED THAT TO THE EXTENT THAT THE LOCAL GOVERNMENT OFFICIAL INFORMATION AND MEETINGS ACT 1987 (LGOIMA) MAY APPLY, THE PUBLIC BE EXCLUDED FROM THE CLOSED SESSION OF THE MEETING IN ACCORDANCE WITH SECTION 48(1) OF LGOIMA AND THE PARTICULAR INTERESTS PROTECTED BY SECTION 9 OF THE OFFICIAL INFORMATION ACT 1982 (SPECIFICALLY, TO PROTECT THE PRIVACY OF NATURAL PERSONS AND TO PROTECT INFORMATION WHERE THE MAKING AVAILABLE OF SUCH INFORMATION WOULD BE LIKELY UNREASONABLY TO PREJUDICE THE COMMERCIAL POSITION OF TE PŪKENGA, WHICH WOULD BE PREJUDICED BY THE HOLDING OF THE RELEVANT PARTS OF THE PROCEEDINGS OF THE MEETING IN PUBLIC.</i></p>	
Break		



Te Poari Akoranga o Te Pūkenga

Meeting 2023 Calendar

Month	Date	Day	Meeting	Activity	Venue
Nov 2022	2 November 16 November	Wed	Te Poari Akoranga	Meeting	Online via Microsoft Teams
Dec 2022	7 December	Wed	Te Poari Akoranga	Meeting	Online via Microsoft Team
Mar-2023	22 February	Wed	Te Poari Akoranga	Meeting	Online via Microsoft Teams
Apr-2023	29 March	Wed	Te Poari Akoranga	Meeting	Online via Microsoft Teams
May-2023 **	3 May 10 May	Wed	Te Poari Akoranga	Meeting	Online via Microsoft Teams
Jun-2023 ** CANCELLED	7, 14 21 June	Wed	Te Poari Akoranga	Meeting	Online via Microsoft Teams
Jul-2023	12 July	Wed	Te Poari Akoranga	Meeting	Face-to-face, MIT Te Pūkenga, Ōtara, Auckland
Aug-2023	16 August	Wed	Te Poari Akoranga	Meeting	Online via Microsoft Teams
Sept-2023	20 September	Wed	Te Poari Akoranga	Meeting	Online via Microsoft Teams
Oct-2023	25 October	Wed	Te Poari Akoranga	Meeting	Face-to-face, Ara Te Pūkenga
Nov-2023	22 November	Wed	Te Poari Akoranga	Meeting	Online via Microsoft Teams
Dec-2023	TBC				

Te Poari Akoranga o Te Pūkenga

Name	Role
Megan Gibbons	Co-Chair
Kieran Hewitson	Co-Chair
Michael Alsford	Member (Co-Chair Te Ohu Whakahaere Ako)
Linda Aumua	Member (Interim Kaimahi Advisory Committee Rep)
Fiona Beals	Member (Co-Chair Te Ohu Whakahaere Rangahau Māori, Research and Postgraduate)
Te Urikore Biddle	Member (Chair Te Ohu Whakahaere Ōritetanga)
Mary-Liz Broadley	Member (Interim Kaimahi Advisory Committee Rep)
Glynnis Brook	Member (Co-Chair Te Ohu Whakahaere Appeals)
Te Wai Collins	Member (Co-Chair Te Ohu Whakahaere Ako)
Henry Geary	Member (Interim Learner Advisory Committee)
Annemarie Gillies	Member (Co-Chair Te Ohu Whakahaere Rangahau Māori, Research and Postgraduate)
Diane Lithgow	Member (Co-Chair Te Ohu Whakahaere Approvals)
Doug Pouwhare	Member (Co-Chair Te Ohu Whakahaere Approvals)
Jasmine Te Hira	Member (Kōmiti Māori Rep)
Deborah Young	Member (Co-Chair Te Ohu Whakahaere Quality)
Patrick Hape	Member (Co-Chair Te Ohu Whakahaere Ōritetanga)
Fionna Moyer	Member (Co-Chair Te Ohu Whakahaere Quality)
Marama Rawiri (Interim)	Member (Co-Chair Te Ohu Whakahaere Appeals)
Vacancy	Member (Interim Learner Advisory Committee)

Ohu Whakahaere o te Poari Akoranga | Subcommittees of Academic Board

Te Ohu Whakahaere Ako

Name	Role
Michael Alsford	Co-chair
Te Wai Collins	Co-chair
Maria Aabjerg	Member
Jon Bailey	Member
Peter Bayliss	Member
Selena Chan	Member
Damon Harrison	Member
Melanie Katu	Member
Judy Magee	Member
Mark Nichols	Member
Paul Neumann	Member
Joce Williams	Member
	Ex-officio

Te Ohu Whakahaere Academic Appeals

Name	Role
Glynnis Brook	Co-chair
Marama Rawiri (Interim)	Co-chair
Sue Crossan	Member
Julie McDonald	Member
Dell Raerino	Member
Vacancy	Member
Vacancy	Member
Vacancy	Member
Vacancy	Member
Vacancy	Member
Vacancy	Member

Te Ohu Whakahaere Ōritetanga

Name	Role
Te Urikore Biddle	Co-chair
Patrick Hape	Co-chair
Donna Cavell	Member
Matiu Julian	Member
Janine Kapa	Member
Erin Lincoln	Member
Megan Potiki	Member
Merirangitiria Rewi	Member
Helen Taimarangai	Member
Simone Anderson	Member
Warwick Pitts	Member

Te Ohu Whakahaere Approvals

Name	Role
Diane Lithgow	Co-chair
Doug Pouwhare	Co-chair
Kim Davies	Member
Harry Leder	Member
Liz McKenzie	Member
Veraneeca Taiepa	Member
Denise Williams	Member
Shelley Wilson	Member
Leoni Drew	Member
Rose Marsters	Member
Paul Neumann	Member
Paula Simeon	Member
Ginny Vincent	Member
Maggie Wells	Member
	Ex-officio

Te Ohu Whakahaere Quality

Name	Role
Deborah Young	Co-chair
Fionna Moyer	Co-chair
Greg Durkin	Member
Carmel Haggerty	Member
Gianetta Lapsley	Member
Sue Roberts	Member
Joan Taylor	Member
Carolyn Terpstra	Member
Fiona Campbell	Member
Malama Saifoloi	Member
	Ex-officio

Te Ohu Whakahaere Rangahau Māori, Research and Postgraduate

Name	Role
Fiona Beals	Co-chair
Annemarie Gillies	Co-chair
Ruth Crawford	Member
Tepora Emery	Member
Marrin Haggie	Member
Suzanne Miller	Member
Michael Shone	Member
Jonathan Sibley	Member
John Stansfield	Member
Natalie Waran	Member
Federico Freschi	Member
Allen Hill	Member
Vacancy	Ex-officio



Te Pūkenga

Te Poari Akoranga (Academic Board) MINUTES – Open

Wednesday, 10 May 2023

Minutes

These are the Open minutes of a meeting of Te Poari Akoranga held on Wednesday, 10 May 2023 at 9am, online via Microsoft Teams.

Present

Te Poari Akoranga Members

Megan Gibbons (Co-Chair)
 Kieran Hewitson (Co-Chair)
 Michael Alford
 Linda Aumua
 Fiona Beals
 Te Urikore Biddle

Glynnis Brook
 Mary-Liz Broadley
 Te Wai Collins
 Henry Geary
 Annemarie Gillies
 Diane Lithgow

Megan Gibbons chaired the meeting.

In Attendance

Jeanette Fifield, Academic Governance Coordinator, Te Pūkenga.
 Tagaloatele Peggy Fairbairn-Dunlop, Council member, Te Pūkenga (to act as an observer and advisor, where appropriate).

Quorum

The Chair noted that a quorum of members were present at the meeting and declared the meeting open.

1. Karakia Tīmatanga

The Chair welcomed everyone to the meeting and opened the meeting with a karakia.

2. Welcome / Apologies

The Chair noted apologies received from P Fairbairn-Dunlop (Open session), D Pouwhare, J Te Hira, D Young.

3. Administration

3.1 Te Poari Akoranga Calendar and Schedule of Committees 2023

Received for information. Calendar update for the scheduled meeting on 14 June 2023.

The Chair thanked the members for their attendance at the face-to-face wananga held in Wellington.

It was agreed to schedule face-to-face quarterly Te Poari Akoranga meetings – July and October 2023. It was agreed to hold meetings in regions where the members are able to fly in and out on the meeting day. The face-to-face meeting in July will be held in Auckland (MIT, Ōtara campus) and the October meeting in Christchurch (Ara | Te Pūkenga).

Actions:

1. J Fifield will update the calendar appointments with the face-to-face meetings and locations.
2. L Aumua will organise the room booking at Manukau Institute of Technology | Te Pūkenga Otara campus for the July meeting.
3. G Brook will organise the room booking at Ara | Te Pūkenga for the October meeting.

3.2 Te Poari Akoranga | Ohu Whakahaere o te Poari Akoranga

Membership list received for information.

**3.3 Open Minutes of the Previous Meeting
Scheduled meeting – 22 February 2023**

Resolution:

Te Poari Akoranga approved the minutes of the open meeting of Te Poari Akoranga held on 22 February 2023, as a true and accurate record of the meeting.

Moved: K Hewitson

Seconded: H Geary

CARRIED

3.4 Matters Arising

- clarification to the Minutes of the last meeting Item 4. Te Pūkenga Council Report Update – Correct - bullet point 1 *Council commended the suite of nursing degrees for submission to NZQA*
- D Lithgow, F Beals and G Brook will work together to draft a request to send to the programme development team to provide Te Poari Akoranga with a written report:
 - how are the development team providing assurance that there is a robust system in place prior to submission of programme approvals to Te Ohu Whakahaere Approvals?

Action:

For information: G Brook will send a copy of Ara | Te Pūkenga programme tracking sheet to D Lithgow.

- G Brook will present some dates to ngā ohu co-chairs to meet face-to-face to discuss the interdependencies between ngā ohu Whakahaere and the landscape, moving forward

- timeline for Entry Requirements project – Information and data collation has begun and planning the next steps is in progress (M Gibbons, F Moyer)
- clarification of Te Poari Akoranga’s involvement in the NZQA 2023 EER for Te Pūkenga central. The members were informed NZQA have requested that self-assessment of particular practices and where Te Poari Akoranga are at in relation to self-evaluation.. The visit is planned for the end of September 2023 and will include other areas. Further work on the approach will be considered. F Moyer is submitting a paper to Te Ohu Whakahaere Quality at their next meeting. Te Poari Akoranga will also receive the paper for information.

Action:

M Gibbons will include clear communications in her academic update to the network of the NZQA self-assessment visit.

4. Te Pūkenga Council Report Update

No update.

5. Ohu Whakahaere o Te Poari Akoranga

5.1 Te Ohu Whakahaere Quality

5.1.1 Draft minutes of the meeting held on 12 April 2023.

The members received the draft minutes of the meeting held on 12 April 2023. The minutes will be approved at the scheduled meeting of Te Ohu Whakahaere Quality on 18 May 2023.

5.2 Te Ohu Whakahaere Rangahau Māori, Research and Postgraduate

The members received a verbal update which included:

- scheduled meeting of te ohu held on 9 May 2023
 - The members raised serious concern in relation to rangahau and research particularly with the delay of a structure
 - If the situation continues the viability of research may be at risk across the network
 - There has been no operational side from ACLS (formerly ADI) so it hasn’t had a visible presence in Te Pūkenga national office.
 - The members noted attrition within research offices across the network
- M Gibbons is meeting with te ohu members on 25 May 2023
 - day-to-day functioning of the research offices
 - a transition plan for core research functions
 - core messaging in relation to operational guidance for ethics
 - clarification of what is happening operationally with external research grants
 - concern re PBRF and the operational support required
 - clarification of business divisions research office delegations. Delegations will be released to business divisions soon which will provide clarification and assist in decision making.

Discussion included:

- supporting emerging researchers in business divisions
- integrating WBL research staff in future research discussions
- encourage short term gains, attendance at research symposiums both local and nationally
- support for the development of a long-term strategy to keep kaimahi invested and engaged with research
- taking time to design to get the functions right
- research will continue in the regions and current locations and continue to be supported in the way it has been.

5.2.1 Draft minutes of the scheduled meeting held on 4 April 2023

The members received the draft minutes of the meeting held on 4 April 2023. The minutes were approved at the scheduled meeting of Te Ohu Whakahaere Rangahau, Māori Research and Postgraduate on 9 May 2023.

5.3 Te Ohu Whakahaere Approvals

The members received a verbal update.

- te ohu now have a full complement of membership
- D Lithgow acknowledged the caliber of knowledge and skills brought by the new members who have hit the ground running.

Discussion included:

- Te Poari Akoranga commend the themes captured in the minutes, in particular the lack of robust consultation
- it was recommended resolutions pending approval where actions are still required be approved pending changes that have been identified; conditional approval
- support the recommendation for implementing work based learning and future programme design. Future discussions are supported in relation to innovation and multiple-flex modes of delivery in programme design. Acknowledge the current funding system (TEC) does not allow for multi-modes of delivery.

5.3.2 Draft minutes of the meeting held on 19 April 2023

The members received the draft minutes of the meeting held on 19 April 2023. The minutes will be approved at the scheduled meeting of Te Ohu Whakahaere Approvals on 17 May 2023.

STANDING ITEM

Te Ohu Whakahaere Approvals – List of programmes approved by NZQA

Actions:

1. D Lithgow, F Beals and G Brook will work together to draft a request to send to the programme development team to provide Te Poari Akoranga with a written report:
 - how are the development team providing assurance that there is a robust system in place prior to submission of programme approvals to Te Ohu Whakahaere Approvals?

2. Recommend the development team reach out to the network to seek support from existing staff with expertise and specialist knowledge in this space and to share the workload.
3. D Lithgow et al will send the proposed request to the members by email for acceptance. Te Poari Akoranga Co-chairs will send the request to the development team on behalf of Te Poari Akoranga.

5.4 Te Ohu Whakahaere Academic Appeals

Deferred to the Closed session.

5.5 Te Ohu Whakahaere Ako

The members received a verbal update.

- co-chairs shared the ToR feedback from Te Poari Akoranga. Revisions will be formalised by te ohu by end of June 2023
- co-chairs confidence re: face-to-face wananga and the direction and scope of te ohu to provide assurance in teaching and learning delivery
- te ohu have agreed to submit a collective and considered submission on the organisational design when it is released for consultation on 12 June 2023
- seek approval from M Gibbons to organise a face-to-face te ohu whakahaere wananga to continue development of ToRs, map out the ohu dependencies, review initiatives that will sit with te ohu and work on the organisational design submission
- socialising te ohu with the network – Te Whare or a central space
- propose a central Academic Governance email address as a repository where the network can connect, share correspondence and enquiry about items of relevant interest, for Te Poari Akoranga consideration
- cognisant of the uncertain landscape for kaimahi until the organisational design has stood-up
- membership vacancies – two workbased learners (work based learning knowledge and experience in what mātauranga Māori looks like in a work)
- next scheduled meeting of te ohu 25 May 2023.

Actions:

1. Te Poari Akoranga to give further thought to work based learning kaimahi/colleagues who may fit te ohu ToR membership and encourage them to contact M Alsford and T Collins.
2. M Alsford and T Collins to seek approval from M Gibbons re: te ohu face-to-face meeting/wananga.

5.5.1 Draft minutes of the meeting held on 13 April 2023

The members received the draft minutes of the meeting held on 13 April 2023. The minutes will be approved at the next scheduled meeting on 25 May 2023.

5.6 Te Ohu Whakahaere Ōritetanga

The members received a verbal update.

- Te ohu members have asked a question of Te Poari Akoranga re: self-assessment exercise and applying the expectations detailed in the CQI policy against the work that Te Poari Akoranga are doing, along with te ohu, for example how are we enabling inclusivity and equity; how do our systems, processes and practices reflect Te Tiriti? How are we embedding continuous improvement mahi inside te ohu and Te Poari Akoranga as it relates to Te Tiriti and equity?
- presentations received from LEEA (M McGeedy), Te Tiriti Outcomes (J Kapa)
- Pacific strategy in development
- continue to develop member capability to understand the strategic direction and priorities of Te Pūkenga
- development of ohu mapping document – ToRs focussed, including casting a quality lens over key areas identified. capability, responsive practices, wellbeing and outcomes
- language within the ToRs are currently being reviewed by te ohu to ensure the adoption of words, for example kaitiaki, is acceptable
- next scheduled meeting of te ohu is 12 June 2023.

Discussion included:

- oversight and confidence of the work being undertaken, and the reporting process (both up and down)
- synergy between ngā ohu and relationships with other groups
- workflow planning and clarity of timelines throughout operational processes of what we do and how we do it.

Action:

J Fifield will send the mapping document to Te Poari Akoranga, for information.

6. Next scheduled meeting

Wednesday, 14 June 2023, 9am-3pm, online via Microsoft Teams.

7. Formal Motion for Moving into the Closed session

The Chair moved the formal motion to move into the Closed session.

Resolution:

IT WAS RESOLVED THAT TO THE EXTENT THAT THE LOCAL GOVERNMENT OFFICIAL INFORMATION AND MEETINGS ACT 1987 (LGOIMA) MAY APPLY, THE PUBLIC BE EXCLUDED FROM THE CLOSED SESSION OF THE MEETING IN ACCORDANCE WITH SECTION 48(1) OF LGOIMA AND THE PARTICULAR INTERESTS PROTECTED BY SECTION 9 OF THE OFFICIAL INFORMATION ACT 1982 (SPECIFICALLY, TO PROTECT THE PRIVACY OF NATURAL PERSONS AND TO PROTECT INFORMATION WHERE THE MAKING AVAILABLE OF SUCH INFORMATION WOULD BE LIKELY UNREASONABLY TO PREJUDICE THE COMMERCIAL POSITION OF TE PŪKENGA, WHICH WOULD BE PREJUDICED BY THE HOLDING OF THE RELEVANT PARTS OF THE PROCEEDINGS OF THE MEETING IN PUBLIC.

Moved: M Gibbons
Seconded: K Hewitson
CARRIED

The Open session closed at 11.15am.

Actions from this meeting - Open			
	Detail	Owner	Due Date
1005-3.1	<p>Calendar and scheduled of meetings</p> <ol style="list-style-type: none"> J Fifield will update the calendar appointments with the face-to-face meetings and locations. L Aumua will organise the room booking at Manukau Institute of Technology Te Pūkenga Otara campus for the July meeting. G Brook will organise the room booking at Ara Te Pūkenga for the October meeting. 	JF LA GB	June 2023
1005-3.4	<p>Matters Arising</p> <ol style="list-style-type: none"> For information: G Brook will send a copy of Ara Te Pūkenga programme tracking sheet to D Lithgow. M Gibbons will include clear communications in her academic update to the network of the NZQA self-assessment visit. 	GB/DL MG	May 2023
1005-11.2	<p>Standing Item – List of Approvals</p> <ol style="list-style-type: none"> D Lithgow, F Beals and G Brook will work together to draft a request to send to the programme development team to provide Te Poari Akoranga with a written report: <ul style="list-style-type: none"> how are the development team providing assurance that there is a robust system in place prior to submission of programme approvals to Te Ohu Whakahaere Approvals? Recommend the development team reach out to the network to seek support from existing staff with expertise and specialist knowledge in this space and to share the workload. D Lithgow et al will send the proposed request to the members by email for acceptance. Te Poari Akoranga Co-chairs will send the request to the development team on behalf of Te Poari Akoranga. 	DL/FB/GB	May/June 2023
1005-5.5	<p>Te Ohu Whakahaere Ako</p> <ol style="list-style-type: none"> Te Poari Akoranga to give further thought to work based learning kaimahi/colleagues who may fit te ohu ToR membership and encourage them to contact M Alsford and T Collins. M Alsford and T Collins to seek approval from M Gibbons re: te ohu face-to-face meeting/wananga. 	TPA MA/TC	June 2023
1005-5.6	<p>Te Ohu Whakahaere Ōritetanga</p> <p>J Fifield will send the mapping document to Te Poari Akoranga, for information.</p>	TB/JF	May 2023

Te Poari Akoranga o Te Pūkenga

Tuhinga taupokia

Cover Note

5 July 2023

Title	Attachment 5.1.1, Attachment 5.1.2 Draft minutes of the scheduled meeting held on 16 June 2023 Minutes of the scheduled meeting held on 18 May 2023
Provided by	Jeanette Fifield – Academic Governance Coordinator
For	Information

Recommendation

It is recommended that Te Poari Akoranga:

1. Receive the draft minutes of the scheduled meeting of Te Ohu Whakahaere Quality held on 16 June 2023, for information.
2. Receive the minutes of the scheduled meeting of Te Ohu Whakahaere Quality held on 18 May 2023, for information.



Te Poari Akoranga o Te Pūkenga

Ohu Whakahaere o te Poari Akoranga | Subcommittees of Academic Board

TE OHU WHAKAHAERE QUALITY MINUTES

Friday, 16 June 2023 at 11am

Minutes

These are the minutes of the meeting of Te Ohu Whakahaere Quality held on Friday, 16 June 2023, online via Microsoft Teams.

Present

Members

Deb Young (Co-chair), Ara | Te Pūkenga
 Fiona Moyer (Co-chair), Te Pūkenga
 Fiona Campbell (Member), MIT | Te Pūkenga
 Greg Durkin (Member), BCITO | Te Pūkenga
 Gianetta Lapsley (Member), UCOL | Te Pūkenga
 Sue Roberts (Member), Connexis | Te Pūkenga
 Joan Taylor (Member), Northtec | Te Pūkenga

In Attendance

Jeanette Fifield, Academic Governance Co-ordinator, Te Pūkenga
 Ulrika Bonning, Anna Williams, Item 7

Deb Young chaired the meeting.

Quorum

The Chair noted that a quorum of members was present at the meeting and declared the meeting open.

1. Karakia Timatanga

The meeting was opened with a karakia by the Chair.

2. Welcome / Apologies

The Co-chair welcomed everyone to the meeting. Apologies were received from C Haggerty, M Saifoloi and C Terpstra.

The members received a verbal update of te ohu Co-chair position. F Moyer has accepted Te Ohu Whakahaere Quality Co-chair role, congratulations.

3. Disclosure of Conflicts of Interest

No conflicts of interest declared.

4. Administration

4.1 2023 Ohu meeting calendar schedule

For information.

4.2 2023 Te Poari Akoranga meeting calendar schedule

For information.

- Te Poari Akoranga will hold quarterly face-to-face meetings:
 - 12 July 2023, Auckland (MIT | Te Pūkenga Ōtara campus)
 - 25 October 2023, Christchurch (Ara | Te Pūkenga).

4.3 Ngā ohu membership list

For information.

4.4 Minutes of the Previous Meeting

Scheduled meeting – 18 May 2023

Resolved:

Te Ohu Whakahaere Quality approved the minutes of the meeting held on 18 May 2023 as a true and correct record.

Moved: J Taylor

Seconded: G Lapsley

CARRIED

4.5 Matters Arising

4.6 Action List Updated

The members received a verbal update of the status of actions.

D Young informed members of her secondment as Quality Lead in Te Pūkenga central quality team, reporting to M Gibbons. A WBL Quality Lead representative to join the central quality team is under consideration.

The members request that an open process for the secondment a WBL representative be undertaken.

Action:

D Young and F Moyer will take the members request that an open process for secondment of a WBL Quality Lead representative be undertaken, back to Pourangi Mātauranga me ngā Pūnaha Ako | DCE Academic Centre and learning Systems.

5 2023 Quality workplan

The members received a verbal update of the GANTT chart tasks and tracking system.

- Moderation framework – agenda item 7
- Entry requirements have been developed with an ITP focus
- F Moyer will be attending the next meeting of Te Ohu Whakahaere Ako to speak to generative AI
- Completion dates of tasks are fast approaching

6. Consultation – Organisational Design and Change

Consultation with kaimahi will begin in the week beginning 12 June 2023 and run for five (5) weeks.

Integrated consultation with:

- Ako Delivery
- Learner and Employer Experience and Attraction
- Academic Centre and Learning Systems
- Tiriti Outcomes;
- Communications function of the Office of the Chief Executive (OCE)

Action:

This item will be placed on the agenda of the next meeting.

The Chair welcomed Ulrika Bonning and Anna Williams to the meeting.

7. Moderation Framework

The members received a verbal update and an overview of product moderation framework, approach, systems and findings from working group, implementation of 2026 and the transition inbetween and product testing undertaken.

Discussion took place. Feedback included:

- do we need to have the level of complexity throughout the threads?
- clarification that the threads are components of moderation
- simplification of what the document is? And what is being talked about?
- need to understand the language used throughout the framework
- clarification of the intended audience being the developers of the systems and who are these people?
- what is missing is the piece to inform me as a teacher what do I need to do? to meet moderation requirements?
- future vision and scope? How will this be managed by a multi-mode position and how this will operate in the workplace for all educators?
- not able to see how the framework fits – support national roles that will be mighty – we have skill within the network to do this. Vision of how this will work in practice and come up with effective moderation?

Action:

Bring framework back to the next meeting of te ohu for further discussion and endorsement: moderation framework, systems approach and requirements for systems.

The Chair thanked U Bonning and A Williams for their mahi and attendance. U Bonning and A Williams left the meeting.

8. General Business

8.1 Possible face-to-face meeting dates

Action:

The Chair will send proposed dates to the members for consideration.

9. Items for inclusion in the next agenda

- Moderation Framework
- Consultation – organisational design and change

10. Next meeting

Wednesday, 5 July 2023, 10am-12pm, online via Microsoft Teams.

The Chair thanked the members for their attendance and participation.

11. Karakia whakamūtunga – D Young.

The meeting closed at 12.05pm.

Actions from this meeting

Date	Detail	Owner	Status
1606-4	D Young and F Moyer will take the members request that an open process for secondment of a WBL Quality Lead representative be undertaken, back to Pourangi Mātauranga me ngā Pūnaha Ako DCE Academic Centre and learning Systems.	DY	
1606-6	This item will be placed on the agenda of the next meeting.	JF	
1606-7	Bring framework back to the next meeting of te ohu for further discussion and endorsement: moderation framework, systems approach and requirements for systems.	DY/JF	
1606-8.1	The Chair will send proposed dates to the members for consideration.	DY	



Te Poari Akoranga o Te Pūkenga

Ohu Whakahaere o te Poari Akoranga | Subcommittees of Academic Board

TE OHU WHAKAHAERE QUALITY MINUTES

Thursday, 18 May 2023 at 10am

Minutes

These are the minutes of the meeting of Te Ohu Whakahaere Quality held on Thursday, 18 May 2023, online via Microsoft Teams.

Present

Members

Deb Young (Co-chair), Ara | Te Pūkenga
Fiona Campbell (Member), MIT | Te Pūkenga
Greg Durkin (Member), BCITO | Te Pūkenga
Carmel Haggerty (Member), Witireia/Weltec | Te Pūkenga
Gianetta Lapsley (Member), UCOL | Te Pūkenga - lateness
Sue Roberts (Member), Connexis | Te Pūkenga
Malama Saifoloi (Member), Unitec | Te Pūkenga
Joan Taylor (Member), Northtec | Te Pūkenga
Caroline Terpstra (Member), Otago Polytechnic | Te Pūkenga

In Attendance

Jeanette Fifield, Academic Governance Co-ordinator, Te Pūkenga

Deb Young chaired the meeting.

Quorum

The Chair noted that a quorum of members was present at the meeting and declared the meeting open.

1. Karakia Timatanga

The meeting was opened with a karakia by the Chair.

2. Welcome / Apologies

The Co-chair welcomed everyone to the meeting. An apology was received from F Moyer.

3. Administration

3.1 2023 Ohu meeting calendar schedule

For information.

3.2 2023 Te Poari Akoranga meeting calendar schedule

For information.

- Te Poari Akoranga face-to-face wananga held on 27 April 2023, in Wellington.
- Te Poari Akoranga will hold quarterly face-to-face meetings:
 - 12 July 2023, Auckland (MIT | Te Pūkenga Ōtara campus)
 - 25 October 2023, Christchurch (Ara | Te Pūkenga).

3.3 Ngā ohu membership list

For information.

3.4 Minutes of the Previous Meeting

Scheduled meeting – 12 April 2023

Resolved:

Te Ohu Whakahaere Quality approved the minutes of the meeting held on 12 April 2023 as a true and correct record.

Moved: G Durkin

Seconded: J Taylor

CARRIED

Minor spelling corrections – p1 'new', p5 'Pastoral'

3.3 Matters Arising

3.4 Action List Updated

- 1204-5 – Quality workplan: pending clarity of quality functions and how they will work following the release of the academic structure to ensure we do not have duplication of efforts across the network – PENDING
- 1204-5 – NZQA self-assessment visit – Preparatory report for te ohu - IN PROGRESS (F Moyer)
- 1204-6 – Te Kahui Mātauranga review of Child Protection Policy (WBL context) – IN PROGRESS (meeting scheduled week beginning 22 May 2023) (G Durkin)
- 1204-6 Gant Chat – DEFERRED to July meeting
- 1204-4 National Pastoral Care Policy – APPROVED
- 1204-4 Template – IN DEVELOPMENT

4. 2023 Quality workplan

The members received the updated plan as at 14 April 2023, for information.

- keen to see more support in Te Pūkenga Quality central
- improve socialising and communications to the network

Action:

D Young will put forward communications to M Gibbons for inclusion in the academic panui to the network.

- D Young and F Moyer will work to develop the gant chart.
- clarification of delegation of approval processes

5. Academic Centre and Learning Systems (ACLS) – List of academic policies

The members received the updated list, for information.

- socialising policies across the network
- prioritise and identify workflow (what we can do now and what can be undertaken in 2024).

6. General Business

Academic Quality, Programme Development and Learning and Teaching hui

The members received an summary overview of the Academic Quality, Programme Development and Learning and Teaching hui held in Wellington on 28 April 2023.

Action:

D Young will send the presentation to the members, for information.

Consultation – Organisational Design and Change

Consultation with kaimahi will begin in the week beginning 12 June 2023 and run for five (5) weeks.

Integrated consultation with:

- Ako Delivery
- Learner and Employer Experience and Attraction
- Academic Centre and Learning Systems
- Tiriti Outcomes;
- Communications function of the Office of the Chief Executive (OCE)

Action:

For discussion at the next meeting of te ohu scheduled on 15 June 2023.

Te Ohu Co-chair role

Action:

D Young will discuss with M Gibbons to seek an interim solution and report back to the members.

Other

External moderator – the members discussed and sought clarification to when an external moderator may be used within the network. An external moderator may be engaged when you are delivering a unified programme).

7. Next meeting

Friday 16 June 2023, 10am-12pm, online via Microsoft Teams.

Apologies received for the next meeting from C Haggerty and C Terpstra.

The Chair thanked the members for their attendance and participation.

8. Karakia whakamūtunga – D Young.

The meeting closed at 11.10am.

Actions from this meeting

Date	Detail	Owner	Status
1805-4	D Young will put forward communications to M Gibbons for inclusion in the academic panui to the network.	DY	
1805-6	Academic Quality, Programme Development and Learning and Teaching hui D Young will send the presentation to the members, for information. Consultation – Organisational Design and Change For discussion at the next meeting of te ohu scheduled on 15 June 2023. Te Ohu Co-chair role D Young will discuss with M Gibbons to seek an interim solution and report back to the members.	DY	

Te Poari Akoranga o Te Pūkenga

Tuhinga taupokia

Cover Note

5 July 2023

Title	Attachment 5.2.1 Draft minutes of the scheduled meeting held on 9 May 2023
Provided by	Jeanette Fifield – Academic Governance Coordinator
For	Information

Recommendation

It is recommended that Te Poari Akoranga:

1. Receive the draft minutes of the scheduled meeting of Te Ohu Whakahaere Rangahau Māori, Research and Postgraduate, held on 9 May 2023, for information.



Te Poari Akoranga o Te Pūkenga

Ohu Whakahaere o te Poari Akoranga | Subcommittees of Academic Board

TE OHU WHAKAHAERE RANGAHAU MĀORI, RESEARCH AND POSTGRADUATE Tuesday, 9 May 2023 at 9.30am

Minutes

These are the minutes of the meeting of Te Ohu Whakahaere Rangahau Māori, Research and Postgraduate held on Tuesday, 9 May 2023 online via Microsoft Teams.

Present

Members

Fiona Beals (Co-Chair), Whitireia/WellTec | Te Pūkenga
 Annemarie Gillies (Co-Chair), EIT | Te Pūkenga
 Ruth Crawford (Member), WITT | Te Pūkenga
 Tepora Emery (Member), Toi Ohomai | Te Pūkenga
 Marrin Haggie (Member), Wintec | Te Pūkenga
 Allen Hill (Member), Ara | Te Pūkenga
 Suzanne Miller (Member), Otago Polytechnic | Te Pūkenga
 Michael Shone (Member), Ara | Te Pūkenga
 Jonathan Sibley (Member), EIT | Te Pūkenga
 Natalie Waran (Member), EIT | Te Pūkenga

F Beals chaired the meeting.

In Attendance

Jeanette Fifield, Academic Governance Co-ordinator, Te Pūkenga

Quorum

The Co-chair noted that a quorum of members were present and declared the meeting open.

1. Karakia Timatanga

M Haggie opened the meeting with a karakia.

2. Welcome and Apologies

The Chair welcomed everyone to the meeting. An apology was received from F Freschi.

3. Declaration of Conflict of Interest

No conflicts of interest declared.

4. Administration

4.1 2023 Te Poari Akoranga meeting calendar schedule

Received for information.

4.2 Ngā ohu membership list

Received for information.

4.3 Minutes of the meeting held on 4 April 2023

Resolved:

Te Ohu Whakahaere Rangahau Māori, Research and Postgraduate approved the minutes of the meeting held on 4 April 2023 as a true and correct record.

Moved: J Sibley

Seconded: M Haggie

CARRIED

4.4 Matters Arising

- minuted concerns have been submitted to Te Poari Akoranga and M Gibbons (Pourangi Mātauranga me ngā Pūnaha Ako | DCE Academic Centre and learning Systems)
- co-chairs met with M Gibbons to discuss the concerns
- a meeting with M Gibbons and te ohu is scheduled on Thursday 25 May 2023.

Actions:

1. F Beals and A Gillies agree to reach out to the research directors to get a picture of the state of research and undertake a stock-take of research activity in Te Pūkenga.
2. F Beals and A Gillies are requested to formally express the concerns raised by te ohu at the next meeting of Te Poari Akoranga scheduled on 10 May 2023
 - if this situation continues the viability of Research in Te Pūkenga may continue to deteriorate.
3. Te ohu request a transition plan
 - what is it we want and what isn't working well
 - support needed.
4. Te ohu request Te Pūkenga to reconsider the decision to delay Rangahau Research and Postgraduate in the upcoming June consultation process.

5. Next meeting

Tuesday, 6 June 2023, 9.30am-11.30am, Online via Microsoft Teams.

The Co-chair thanked the members for their attendance.

6. Karakia Whakamutunga – M Haggie.

The meeting closed at 10am.

Actions from this meeting

Date	Detail	Owner	Status
0905-4.4	<ol style="list-style-type: none"> 1. F Beals and A Gillies agree to reach out to the research directors to get a picture of the state of research and undertake a stock-take of research activity in Te Pūkenga. 2. F Beals and A Gillies are requested to formally express the concerns raised by te ohu at the next meeting of Te Poari Akoranga scheduled on 10 May 2023 <ul style="list-style-type: none"> - if this situation continues the viability of Research in Te Pūkenga may continue to deteriorate. 3. Te ohu request a transition plan <ul style="list-style-type: none"> - what is it we want and what isn't working well - support needed. 4. Te ohu request Te Pūkenga to reconsider the decision to delay Rangahau Research and Postgraduate in the upcoming June consultation process. 	FB/AG	

DRAFT

Te Poari Akoranga o Te Pūkenga

Tuhinga taupokia

Cover Note

5 July 2023

Title	Attachment 5.3.1 Minutes of the scheduled meeting held on 17 May 2023
Provided by	Jeanette Fifield – Academic Governance Coordinator
For	Information

Recommendation

It is recommended that Te Poari Akoranga:

1. Receive the draft minutes of the scheduled meeting of Te Ohu Whakahaere Approvals, held on 17 May 2023, for information.



Te Poari Akoranga o Te Pūkenga

Ohu Whakahaere o te Poari Akoranga | Subcommittees of Academic Board

TE OHU WHAKAHAERE APPROVALS MINUTES

Wednesday, 17 May 2023 at 2pm

Minutes

These are the minutes of the meeting of Te Ohu Whakahaere Approvals held on Wednesday, 17 May 2023 online via Microsoft Teams.

Present

Members

Diane Lithgow (Co-chair), WBL Limited
Doug Pouwhare (Co-chair), ServiceIQ | Te Pūkenga
Leoni Drew (Member), ToiOhomai | Te Pūkenga
Paul Neumann (Member), MITO | Te Pūkenga
Paula Simeon (Member), Wintec | Te Pūkenga
Veraneeca Taiepa (Member), Unitec | Te Pūkenga
Denise Williams (Member), Careerforce | Te Pūkenga
Maggie Wells (Member), Otago Polytechnic | Te Pūkenga
Shelley Wilson (Member), Wintec | Te Pūkenga

In Attendance

Jeanette Fifield, Academic Governance Co-ordinator, Te Pūkenga.
Tim Stevens, Kaihautu - Quality Assurance & Approvals, Te Pūkenga.
Linda Fowler, Steve Marshall, Julie Thorburn– Agenda item 4.
D Van den Broek, K Cheng, K Pati (Working Group) Agenda item 4.
John Bourke, BCITO | Te Pūkenga – Agenda item 5.
Michelle Allwright, Connexis | Te Pūkenga – Agenda item 6.

D Lithgow and D Pouwhare Co-chaired the meeting.

Quorum

The Co-chair noted a quorum of members were present and declared the meeting open.

1. **Karakia Tīmatanga**

D Lithgow opened the meeting with a karakia.

2. **Welcome / Apologies**

The Co-chairs welcomed everyone to the meeting.

Apologies were received from M Boswell, K Davies, H Leder, L McKenzie, R Marsters, G Vincent.

3. **Administration**

3.1 **Minutes of the previous meetings**

3.1.1 **Action List scheduled meeting held on 19 April 2023**

The members received the action list and provided an update of the status and/or completions of actions.

It was agreed to clarify the approval/acceptance process undertaken by owners and the members who are responsible for actions before sign-off by te Ohu Co-chairs to complete the approval process.

3.1.2 **Scheduled meeting – 19 April 2023**

Resolved:

Te Ohu Whakahaere Approval approved the minutes of the meeting held on 19 April 2023 as a true and correct record.

Moved: D Lithgow

Seconded: D Williams

CARRIED

Correction – p9 should read ‘harakeke’

3.1.3 **Scheduled meeting – 22 March 2023**

Resolved:

Te Ohu Whakahaere Approval approved the minutes of the meeting held on 22 March 2023 as a true and correct record.

Moved: D Lithgow

Seconded: S Wilson

CARRIED

Scheduled meeting – 15 February 2023

Resolved:

Te Ohu Whakahaere Approval approved the minutes of the meeting held on 15 February 2023 as a true and correct record.

Moved: D Pouwhare

Seconded: V Taiepa

CARRIED

The Co-chair welcomed L Fowler, S Marshall, J Thorburn and members of Te Pūkenga Construction Management and Quantity Surveying working group, D Van den Broek, K Cheng, K Pati (Working Group) invited to the meeting to provide subject matter expertise.

4. New programme approval and accreditation

2740 NZ Diploma in Construction with strands in Construction Management and Quantity Surveying (Level 6)

Programme document set comprised of:

- Memo overview
- Programme Approval and Accreditation (PAA) document
- Ohu critique document.

Reviewed by D Pouwhare, P Simeon, G Vincent.

The members received a verbal overview of the programme.

- the programme is being unified as a result of the last date of assessment of 31 December 2023
- the programme has not been designed and redeveloped
- the programme has been updated as a result of qualification version changes:
 - To reflect the revision in the qualification that signals that graduates of this qualification will be able to work in supervised roles on small, medium and large building design projects throughout the programme
 - To reflect the minor GPO changes made (to reflect current industry terminology) and course changes to align with these changes, including the redistribution of 30 credits from GPOs to emphasise the strand specific competencies and weight more fairly the scope of work a new graduate will engage in.
 - To include the additional qualification outcome to recognise the diversity of the New Zealand construction sector workforce and also the need for leadership that supports physical and mental well-being.
- the programme of study is delivered by Ara | Te Pūkenga
- the documentation has been prepared using Te Pūkenga template. Updated business specific information has been replaced by Te Pūkenga information accordingly
- inclusion of the staff list will be included in the PoS on completion

- engagement has focussed on socialisation and consultation has been that of information sharing of the unified programme details with current kaiako and internal and external partners, and offering an opportunity to provide feedback
- shared course codes have been used in both 2740 NZ Diploma in Construction with strands in Construction Management and Quantity Surveying (Level 6) and 2416 NZ Diploma in Architectural Technology (Level 6); CONS being specific to construction. Work has been undertaken cross-collaboratively.

The reviewers (and the members) have undertaken evaluation of the programme, and have provided feedback and comments in the critique document, for consideration and/or discussion by the unification/programme team. The team have had an opportunity to address feedback and comments submitted prior to today's meeting which included:

- confirmation to business divisions developing their own transition plan for inclusion in their documentation
- socialisation undertaken with industry (WDC). No feedback was received
- changes and corrections have been accepted and updated to learning outcomes and assessment mapped to graduate profile outcomes as submitted in the critique document
- learning outcomes changes (Appendix 4 Courses) have been acknowledged and clarifications are being sought by L Fowler (development team)
- correction – programme duration details is 2 Years
- development approach 1.2 - Otago Polytechnic has been added
- clarification of correct programme credits for Construction Management strand – confirm 120 credits
- clarification of correct programme credits for Quantity Surveying strand – confirm 135 credits
- statement (section 3) has been included - progression pathway to a higher level of study (Bachelor degree).

Resolved:

Te Ohu Whakahaere Approvals conditionally approve the approval and accreditation of 2740 NZ Diploma in Construction with strands in Construction Management and Quantity Surveying (Level 6), subject to

1. Updating the PAA document with the agreed amendments.
2. Submission of both the original and track-changed documents to te ohu reviewers, to review, accept amendments and endorse approval and accreditation.
3. Submission of final PAA document and recommendation of approval and accreditation by Co-chairs Te Ohu Whakahaere Approvals.

Moved: D Pouwhare

Seconded: D Williams

CARRIED

Actions:

1. J Thorburn (development team) will make the agreed changes and update the PAA document and send both the original and final track-changed PAA document to te ohu reviewers, for acceptance.
2. The reviewers will submit the final document to te ohu Co-chairs for final sign-off and recommendation of approval and accreditation for submission to NZQA.
3. The Co-chairs will provide an update to the members of the outcome of the final approval and accreditation at the next scheduled meeting of te ohu Whakahaere Approvals.

2416 NZ Diploma in Architectural Technology (Level 6)

Programme document set comprised of:

- Memo overview
- Programme Approval and Accreditation (PAA) document
- Ohu critique document.

Reviewed by D Williams, V Taiepa and M Wells.

The members received a verbal overview of the programme.

- the programme is being unified as a result of the last date of assessment of 31 December 2023
- the programme has not been designed and redeveloped
- the programme has been updated as a result of qualification version changes:
 - To reflect the revision in the qualification that signals that graduates of this qualification will be able to work in supervised roles on small, medium and large building design projects throughout the programme
 - To reflect the minor GPO changes made (to reflect current industry terminology) and course changes to align with these changes, including the redistribution of 30 credits from GPOs to emphasise the strand specific competencies and weight more fairly the scope of work a new graduate will engage in
- the programme of study is delivered by Ara | Te Pūkenga
- the documentation has been prepared using Te Pūkenga template. Updated business specific information has been replaced by Te Pūkenga information accordingly
- inclusion of the staff list will be included in the PoS on completion
- engagement has focussed on socialisation and consultation has been that of information sharing of the unified programme details with current kaiako and internal and external partners, and offering an opportunity to provide feedback

The reviewers (and the members) have undertaken evaluation of the programme, and have provided feedback and comments in the critique document, for consideration and/or discussion by the unification/programme team. The team have had an opportunity to address feedback and comments submitted prior to today's meeting which included:

- suggested changes have been accepted to learning outcomes and assessment mapped to graduate profile outcomes as submitted in the critique document. Further revisions and clarifications to other changes will be undertaken and amended as accepted
- suggested changes to Appendix 4 Courses will be reviewed and amended as appropriate
- clarification provided of the shared course codes used in 2740 NZ Diploma in Construction with strands in Construction Management and Quantity Surveying (Level 6) and 2416 NZ Diploma in Architectural Technology (Level 6).

The reviewers acknowledged L Fowler for her work and for providing guidance to the reviewer's throughout their evaluation.

Resolved:

Te Ohu Whakahaere Approvals conditionally approve the approval and accreditation of 2416 NZ Diploma in Architectural Technology (Level 6), subject to:

1. Updating the PAA document with the agreed amendments.
2. Submission of both the original and track-changed documents to te ohu reviewers, to review, accept amendments and endorse approval and accreditation.
3. Submission of final PAA document and recommendation of approval and accreditation by Co-chairs Te Ohu Whakahaere Approvals.

Moved: D Williams

Seconded: V Taiepa

CARRIED

Actions:

1. J Thorburn (development team) will make the agreed changes and update the PAA document and send both the original and final track-changed PAA document to te ohu reviewers, for acceptance.
2. The reviewers will submit the final document to te ohu Co-chairs for final sign-off and recommendation of approval and accreditation for submission to NZQA.
3. The Co-chairs will provide an update to the members of the outcome of the final approval and accreditation at the next scheduled meeting of te ohu Whakahaere Approvals.

The Co-chair thanked L Fowler, S Marshall, J Thorburn, D Van den Broek, K Cheng, K Pati, for their participation and attendance. The development team left the meeting.

The Co-chair welcomed J Bourke and A Avelar to the meeting.

5. (WBL) New programme approval and accreditation

4237 NZ Certificate in Construction Trades Supervision (Level 5) with strands in Commercial Construction, Construction Related Manufacturing, Construction Related Trades, and Residential Building

Programme document set comprised of:

- Programme Approval and Accreditation (PAA) document made up of glossary appendices and course descriptors
- Supporting documentation
- Ohu critique document.

Reviewed by members D Pouwhare, P Simeon, G Vincent

The members received a verbal overview of the programme.

- programme has been developed to respond to the demand for a work-based learning delivery mode
- the programme includes unit standards
- there are both similarities and differences between the two programmes.
- the development team (BCITO) are cognisant of implementing work-based learning in future programme design and development, through the programme transformation process and unification of programmes to meet the needs of all ākonga.

The Programme of Study (PoS) - 4237 NZ Certificate in Construction Trades Supervision (Level 5) with strands in Commercial Construction, Construction Related Manufacturing, Construction Related Trades, and Residential Building, was submitted to te ohu and approved in October 2022.

The Reviewers (and the members) have undertaken evaluation of the programme, and have provided feedback and comments in the critique document, for consideration and/or discussion by the unification/programme team. Discussion included:

- clarification provided re the exclusion of the English Language requirements
- a case-by-case basis is undertaken at the discretion of the employer and training advisor
- clarification why the programme does not provide for international enrolments

Action:

From a consistency perspective English Language requirements should align with other level 5 qualifications. D Lithgow will provide guidance to J Bourke, confirmation whether English language is not required.

- review and include clear ākonga transition arrangements

- evidence of industry only consultation. Lack of wider consultation - learner voice group and other stakeholder groups (Māori, Pacific and Disabled groups)

Action:

J Bourke and development team will review the consultation section and seek further feedback.

- observation of Te tiriti partnership commitments with mana whenua iwi and hapū examples both used limited to ideas presently
- no identified priorities for building cultural capability and alignment with Te Pae Tawhiti
- commend initiative to develop BCITO kaimahi Māori and Pacific communities
- clarification provided in relation to Resources Māori Training Advisors dedicated to developing strategy and direction under the guidance of Principal Advisors Māori. Eight roles are dedicated to ākonga Māori success

Resolved:

Te Ohu Whakahaere Approvals conditionally approve the approval and accreditation of 4237 NZ Certificate in Construction Trades Supervision (Level 5) with strands in Commercial Construction, Construction Related Manufacturing, Construction Related Trades, and Residential Building, subject to:

1. The development team updating the PAA document with the revisions and amendments accepted and agreed.
2. Submission of both the original and track-changed documents to te ohu Co-chairs for review and final sign-off for recommendation of approval and accreditation, for submission to NZQA.

Moved: D Pouwhare

Seconded: D Lithgow

CARRIED

Actions:

1. J Bourke will make the changes and send both the original and track-changed final PAA document to te ohu Co-chairs for final sign-off and recommendation of approval and accreditation for submission to NZQA.
2. The Co-chairs will report the outcome of the final approval and accreditation at the next meeting of te ohu Whakahaere Approvals.

The Co-chair thanked J Bourke and Avelar for their participation and attendance. J Bourke and A Avelar left the meeting.

The Co-chair welcomed M Allwright to the meeting.

6. (WBL) New programme approvals and accreditation

2453 NZ Certificate in Business (Introduction to Team Leadership) (Level 3)

Programme document set comprised of:

- Programme Approval and Accreditation (PAA) document
- Supporting documentation
- Ohu critique document.

Reviewed by members K Davies, R Marsters, P Neumann

The members received a verbal overview of the programme.

- acknowledge the offering of an approved campus-based programme of study. A mapping exercise undertaken by the development team (WBL) was unsuccessful.

The reviewers have undertaken evaluation of the programme, and have provided feedback and comments in the critique document, for consideration and/or discussion by the unification/programme team.

Learning Works (subsidiary of Wintec | Te Pūkenga) have a work- based learning programme available to the network.

Actions:

1. It is recommended M Allwright meet with Learning Works (subsidiary of Wintec | Te Pūkenga).
2. D Lithgow will introduce M Allwright to the appropriate kaimahi at Learning Works and provide support to M Allwright to initiate discussions.
3. S Wilson will send to M Allwright the Wintec | Te Pūkenga site link that provides the programme overview – for information and awareness.

The Co-chair thanked M Allwright for her mahi and for the extensive documentation submitted to te ohu for review.

Approval and accreditation of this programme is paused until a resolve on how best to move forward has been determined.

2462 NZ Certificate in Project Management (Level 4)

Programme document sets comprised of:

- Programme Approval and Accreditation (PAA) document
- Supporting documentation
- Ohu critique document.

Reviewed by members L Drew, L McKenzie, S Wilson.

- Commend M Allwright and the development team for providing a robust programme with extensive supporting documentation

- te ohu recognise prior access to the critique document by applicants as an effective step and to provide an opportunity for applicants to review and address feedback and comments by reviewers prior to meeting attendance.

Action:

Te ohu will apply this insight and learning going forward and share access to applicants of the critique document throughout the review process.

The reviewers have undertaken evaluation of the programme, and have provided feedback and comments in the critique document, for consideration and/or discussion by the unification/programme team. Discussion included:

- review programme details re: Ngā kaupapa o te Tiriri o Waitangi and multi-culturalism in Aotearoa New Zealand and make explicit on how this is being achieved within the programme
- evidence of industry and TITO consultation only. Lack of wider consultation undertaken
- clarification why the programme does not provide for international student enrolments
- clarification to the exclusion of the English Language requirements and how this is assessed
- revise wording in course learning outcomes (Appendix 1), as per the feedback provided in the critique document
- revise and include indicative content in the learning outcomes
- align statements in unit standards and indicative standards in the learn outcomes
- revise unit standard credit values, for accuracy against the learning outcomes and assessment mapped to graduate profile outcomes
- review and strengthen support for learner statements – specific provision for Māori and Pacific ākonga
- revise programme completion duration to align with 60 credit qualification, for accuracy.

Resolved:

Te Ohu Whakahaere Approvals conditionally approve the approval and accreditation of 2462 NZ Certificate in Project Management (Level 4) subject to:

1. The revisions and amendments accepted as agreed and the PAA document updated accordingly.
2. Submission of both the original and track-changed documents to te ohu reviewers, to review, accept amendments and endorse approval and accreditation.
3. The reviewers will submit the final PAA document for sign-off and recommendation of approval and accreditation to the Co-chairs Te Ohu Whakahaere Approvals

Moved: D Pouwhare

Seconded: D Lithgow

CARRIED

Actions:

1. T Stevens and P Neumann will provide support and guidance to M Allwright to review feedback provided in the critique document and to make amendments in the PAA document and to submit both the original and final track-changed document to te ohu reviewers, for acceptance and endorsement.
2. The reviewers will submit the final document to te ohu Co-chairs for final sign-off and recommendation of approval and accreditation for submission to NZQA.
3. The Co-chairs will provide an update to the members of the outcome of the final approval and accreditation at the next scheduled meeting of te ohu Whakahaere Approvals.

The Co-chairs thanked M Allwright for her attendance and mahi. M Allwright left the meeting.

7. General

Reflections

- identify and assign actions to agreed members of development teams to carry-out and close the loop to provide confidence and assurance to te ohu of the completion of processes of approvals
- memos were helpful for new members while finding their feet
- a need identified to inform the submitters what to can expect throughout the application and submission process and their meeting attendance
- provide access of to the critique document to the submitters to address feedback/comments prior to meeting attendance
- share introductory information to submitters and new kaimahi to prepare them coming into this environment and attendance to meetings
- consider alignment to PoS and utilizing other parts of wider network who are delivering same programmes to share information with WBL business divisions, for awareness
- provide guidance and preparatory information re: expectations as in relation to the underserved co-horts?
- provide more information and guidance to WBL divisions.

The Co-chairs thanked the members for their mahi and attendance.

8. Next meeting

Wednesday, 21 June 2023, 2pm-4pm, online via Microsoft Teams.

9. Closing karakia – D Pouwhare.

The meeting closed at 4.00pm.

TE OHU WHAKAHAERE APPROVALS

ACTION ITEMS

Meeting held on Wednesday, 17 May 2023

Date	Detail	Owner	Status
1705-4	<p>2740 NZ Diploma in Construction with strands in Construction Management and Quantity Surveying (Level 6)</p> <ol style="list-style-type: none"> 1. J Thorburn (development team) will make the agreed changes and update the PAA document and send both the original and final track-changed PAA document to te ohu reviewers, for acceptance. 2. The reviewers will submit the final document to te ohu Co-chairs for final sign-off and recommendation of approval and accreditation for submission to NZQA. 3. The Co-chairs will provide an update to the members of the outcome of the final approval and accreditation at the next scheduled meeting of te ohu Whakahaere Approvals. 		
1705-4	<p>2416 NZ Diploma in Architectural Technology (Level 6)</p> <ol style="list-style-type: none"> 1. J Thorburn (development team) will make the agreed changes and update the PAA document and send both the original and final track-changed PAA document to te ohu reviewers, for acceptance. 2. The reviewers will submit the final document to te ohu Co-chairs for final sign-off and recommendation of approval and accreditation for submission to NZQA. 3. The Co-chairs will provide an update to the members of the outcome of the final approval and accreditation at the next scheduled meeting of te ohu Whakahaere Approvals. 		
1705-5	<p>4237 NZ Certificate in Construction Trades Supervision (Level 5) with strands in Commercial Construction, Construction Related Manufacturing, Construction Related Trades, and Residential Building</p> <ol style="list-style-type: none"> 1. From a consistency perspective English Language requirements should align with other level 5 qualifications. D Lithgow will provide guidance to J Bourke, confirmation whether English language is not required. 2. J Bourke and development team will review the consultation section and seek further feedback. 3. J Bourke will make the changes and send both the original and track-changed final PAA document to te ohu Co-chairs for final sign-off and recommendation of approval and accreditation for submission to NZQA. 4. The Co-chairs will report the outcome of the final approval and accreditation at the next meeting of te ohu Whakahaere Approvals. 		
1705-6	<p>2453 NZ Certificate in Business (Introduction to Team Leadership) (Level 3)</p> <ol style="list-style-type: none"> 1. It is recommended M Allwright meet with Learning Works (subsidiary of Wintec Te Pūkenga). 2. D Lithgow will introduce M Allwright to the appropriate kaimahi at Learning Works and provide support to M Allwright to initiate discussions. 3. S Wilson will send to M Allwright the Wintec Te Pūkenga site link that provides the programme overview – for information and awareness. 		

Date	Detail	Owner	Status
	Approval and accreditation of this programme is paused until a resolve on how best to move forward has been determined.		
1705-6	<p>2462 NZ Certificate in Project Management (Level 4)</p> <ol style="list-style-type: none"> 1. T Stevens and P Neumann will provide support and guidance to M Allwright to review feedback provided in the critique document and to make amendments in the PAA document and to submit both the original and final track-changed document to te ohu reviewers, for acceptance and endorsement. 2. The reviewers will submit the final document to te ohu Co-chairs for final sign-off and recommendation of approval and accreditation for submission to NZQA. 3. The Co-chairs will provide an update to the members of the outcome of the final approval and accreditation at the next scheduled meeting of te ohu Whakahaere Approvals. 		

From: [Tristin King](#)
To: [Jeanette Fifield](#)
Cc: [Megan Gibbons](#); [Kieran Hewitson](#); [Diane Lithgow](#)
Subject: RE: Te Pukenga Programme Unification
Date: Tuesday, June 6, 2023 9:34:19 AM
Attachments: [image001.png](#)

Kia ora Jeanette,

Apologies for not seeing thing on Thursday.

Its been great having some conversations around this space, and I'm currently preparing a paper for Megan regarding some proposed process changes to ensure quality standards are met (and/or exceeded).

Julie has advised programmes currently in the pipeline to submit for approval are undergoing the following:

Socialisation - Confirming that currently we ask for a full quality deep dive at the socialisation phase, as this allows us to resolve any significant issues such as structural issues etc, so that we can resolve early in the process prior to consultation

Consultation - Following consultation and prior to submission to Te Ohu we do a further Quality Ohu Critique (but this should not throw up any significant structural issues etc as these should have been resolved in socialisation) and then respond to the quality feedback/critique so that Te Ohu receive the updated version.

Prior to Ohu meeting - Also we are aiming to review Te Ohu feedback/critique prior to the appointment and try to resolve anything they suggest in advance of the meeting too, but this relies on Te Ohu members making updates and sometimes they don't do this until the hour or so prior to the meeting.

I've had a couple of great meetings with Kieran and Di, looking towards what the future process looks like, which will be submitted for approval. We are working through how this comes into being around the Te Pukenga consultation and will advise.

Nga mihi nui

TK

Kia pai to ra | Have a good day

Tristin King (he/him)

Programme Manager (Te Tukanga Whakakotahi | Unification), Academic Centre & Learning Systems

M 021 546 468

tepukenga.ac.nz

From: Jeanette Fifield <Jeanette.Fifield@tepukenga.ac.nz>

Sent: Tuesday, May 23, 2023 6:46 PM

To: Tristin King <Tristin.King@tepukenga.ac.nz>

Cc: Megan Gibbons <Megan.Gibbons@tepukenga.ac.nz>; Kieran Hewitson <Kieran.Hewitson@tepukenga.ac.nz>; Diane Lithgow <Diane.Lithgow@tepukenga.ac.nz>

Subject: Te Pukenga Programme Unification

Kia ora koutou (Development Team)

Te Poari Akoranga would like a flowchart from the programme development unification workstream regarding the quality check processes in place in provide assurance to te ohu before programmes are submitted for approval - ensuring that the NZQA Evaluation Criteria and any other appropriate external registration/approval bodies are included across the design cycle and that expertise and specialised knowledge is drawn upon across the network.

Te Poari Akoranga would like a similar flowchart for WBL.

The next scheduled meeting of Te Poari Akoranga meeting is on Wednesday, 14 June 2023 – therefore this work will need to be completed and submitted to Te Poari Akoranga **by 5pm Friday 2 June 2023 (acknowledging Kings Birthday stat holiday on 5 June 2023).**

Nga mihi nui,
Megan Gibbons and Kieran Hewitson
Co-Chairs Te Poari Akoranga

Jeanette Fifield

Academic Governance Coordinator



M 022 038 3309
tepukenga.ac.nz

Te Poari Akoranga o Te Pūkenga

Tuhinga taupokia

Cover Note

5 July 2023

Title	Attachment 5.4.2 Minutes of the scheduled meeting held on 17 May 2023
Provided by	Jeanette Fifield – Academic Governance Coordinator
For	Information

Recommendation

It is recommended that Te Poari Akoranga:

1. Receive the minutes of the scheduled meeting of Te Ohu Whakahaere Appeals, held on 17 May 2023, for informaton.



Te Poari Akoranga o Te Pūkenga

Ohu Whakahaere o te Poari Akoranga | Subcommittees of Academic Board

TE OHU WHAKAHAERE APPEALS MINUTES

Wednesday, 17 May 2023 at 11am

Minutes

These are the minutes of the meeting of Te Ohu Whakahaere Appeals held on Wednesday 17 May 2023, online via Microsoft Teams.

Present

Members

Glynnis Brook (Co-chair), Ara | Te Pūkenga
Marama Rawiri (Co-chair), Careerforce | Te Pūkenga
Julie McDonald (Member), Open Polytechnic | Te Pūkenga

In Attendance

Jeanette Fifield, Academic Governance Co-ordinator, Te Pūkenga

G Brook chaired the meeting.

Quorum

The Chair noted a quorum of members was not reached. Items for approval will be ratified at the next meeting of Te Ohu Whakahaere Appeals, subject to a quorum of members present.

1. Karakia Timatanga

M Rawiri opened the meeting with a karakia.

The karakia has been placed in the teams channel, for information and for members to share with their colleagues if they wish.

2. Welcome / Apologies

The Chair welcomed everyone to the meeting.

Apologies were received from S Crossan (late) and D Raerino.

Member resignation received from C Williamson, who has been appointed Executive Director of Otago Polytechnic | Te Pūkenga. Congratulations.

3. Disclosure of Conflict of Interest

Register of disclosure of conflicts of interest reviewed. No additions required.

4. Minutes and Actions from Previous meeting

Face-to-face wananga held on 20-21 April 2023 at Ara | Te Pūkenga.

- G Brook will discuss and seek guidance from Te Poari Akoranga, te ohu discretion to meet face-to-face with ākongā at Inquiry Panel (if ākongā prefer face to face hui) and the financial resources to support this mahi
- G Brook will follow-up legal advice required
- in progress, discussions at Te Poari Akoranga to how te ohu will be supported with unpopular (appeals) decisions
- two (2) appeals re: inquiries
 - will serve as a test as to how the business divisions respond and te ohu mandate with the business divisions
- a support a meeting before an appeals inquiry panel
- important that the panel are on the same page and the opportunity to learn from learnings and testing as te ohu evolves
- G Brook will follow-up with M Gibbons te ohu training and support.

5. Health, Safety and Wellbeing

The members received a verbal update.

No concerns raised. Discussion included the need for an Appeals Officer.

6. Reports from Te Poari Akoranga

The members received a verbal update.

- robust discussion and moving toward progress
- feedback specific to te ohu – papers submitted were well received
- approval of ToRs
 - Action: final ToRs, ready for distribution**
- approval to send out EOI to extend membership, noting the call for interest includes academic and non-academic kaimahi
- approval of Co-chair M Rawiri (3 months interim), effective 10 May 2023
- appeals officer job description submitted to M Gibbons, Pourangi Mātauranga me ngā Pūnaha Ako | DCE Academic Centre and Learning Systems. G Brook will follow-up with M Gibbons, an interim solution until the governance structure has been implemented
- programme entry requirements project- work currently being undertaken across the network
- delegations have been agreed at Council and communications to the network will be advised soon

- P Winder gave a high level presentation 'update pre-consultation' in relation to the upcoming Kaimahi Korero – Te Pūkenga ELT Roadshow
- concerns, complaints, and appeals policy – provided policy for information, submitted to Te Ohu Whakahaere Quality.

7. Active Appeals lodged with te ohu

The members received a verbal update.

- three (3) appeals in process
- need to place a timeframe on the process so ākongā are not waiting for too long
- one of the appeals is a Learner who has requested a face-to-face inquiry. The Learner is being represented by a Lawyer. M Rawiri will organise a room for the Panel inquiry at Career Force Auckland. G Brook will send the date of the inquiry to M Rawiri and the panel.

8. Reports to te ohu

Nil.

9. Reflections on progress and processes of te ohu

Quarterly report template – draft CCA

G Brook working through with copies of business division policies at dealing with appeals at local level.

Actions:

1. The members are invited to provide feedback to G Brook.
2. The template will be tabled at the next scheduled meeting for ratification.

Notice of Appeal

Recommend the document be placed online.

- postal address removed
- if at open polytechnic, what part of the region are you in? include a region box? provide clarification.

Actions:

1. G Brook will submit to Te Poari Akoranga for inclusion in the agenda at their scheduled meeting on 14 June 2023.
2. Recommend NOFA be implemented, and review based on learnings (in particular if it does not work for ākongā).

Acknowledgement Letters

G Brook thanked the members for all their mahi and for the feedback received.

- external contacts / information (appeal bodies) updated and there is consistency across the letters.
- received for information by Te Poari Akoranga.

10. General Business

Te ohu work plan

Action: G Brook will work on plan and send out draft to the members.

Schedule of meetings up to August 2023

Action: Send out appointments to the members.

11. Next meeting

Next meeting is scheduled on Wednesday, 21 June 2023, 11am-1pm, online via Microsoft Teams.

G Brook thanked the members for their attendance and commitment to the mahi ahead.

12. Poroporoaki

M Rawiri.

The meeting closed at 12.05pm.

Actions from this meeting

Date	Detail	Owner	Status
1705-6	ToRs Final ToRs, ready for distribution	GB	Complete
1705-9	Quarterly report template - draft CCA 1. The members are invited to provide feedback to G Brook. 2. The template will be tabled at the next scheduled meeting for ratification.	Te ohu GB/JF	June 2023
1705-9	Notice of Appeal 1. G Brook will submit to Te Poari Akoranga for inclusion in the agenda at their scheduled meeting on 14 June 2023. 2. Recommend NOFA be implemented, and review based on learnings (in particular if it does not work for ākongā).	GB/JF	June 2023
2517-10	Te ohu work plan G Brook will work on plan and send out draft to the members. Schedule of meetings up to August 2023 Send out appointments to the members.	GB	May 2023

Te Poari Akoranga o Te Pūkenga

Tuhinga taupokia

Cover Note

5 July 2023

Title	Attachment 5.5.1 Draft minutes of the scheduled meeting held on 25 May 2023
Provided by	Jeanette Fifield – Academic Governance Coordinator
For	Information

Recommendation

It is recommended that Te Poari Akoranga:

1. Receive the draft minutes of the scheduled meeting of Te Ohu Whakahaere Ako, held on 25 May 2023, for information.



Te Poari Akoranga o Te Pūkenga

Ohu Whakahaere o te Poari Akoranga | Subcommittees of Academic Board

TE OHU WHAKAHAERE AKO MINUTES

Thursday, 25 May 2023 at 10am

Minutes

These are the minutes of the meeting of Te Ohu Whakahaere Ako held on Thursday 25 May 2023, online via Microsoft Teams.

Present

Members

Michael Alford (Co-chair), MITO | Te Pūkenga
Te Wai Collins (Co-chair), Wintec | Te Pūkenga
Maria Aabjerg (Member), Open Polytechnic | Te Pūkenga (lateness)
Jon Bailey (Member), UCOL | Te Pūkenga (lateness)
Peter Bayliss (Member), Tai Poutini | Te Pūkenga
Selena Chan (Member), Ara | Te Pūkenga
Damon Harrison (Member), Careerforce | Te Pūkenga
Melanie Katu (Member), ToiOhomai | Te Pūkenga
Judy Magee (Member), Otago Polytechnic | Te Pūkenga
Paul Neumann (Member), MITO | Te Pūkenga
Mark Nichols (Member), Open Polytechnic | Te Pūkenga (lateness)
Joce Williams (Member), Unitec | Te Pūkenga

T Collins chaired the meeting.

Quorum

The Chair noted that a quorum of members was present at the meeting and declared the meeting open.

1. Karakia Tīmatanga

T Collins opened the meeting with a karakia.

2. Welcome / Apologies

The Co-chair welcomed everyone to the meeting.

3. Disclosure of Conflicts of Interest

A register of the disclosure of conflicts of interest will be adopted by te ohu. The members are requested to fill in the register. For awareness, a register is also being adopted by Te Poari Akoranga me ngā ohu whakahaere, who have not yet implemented a register as a standing agenda item.

Action:

1. Disclosure of Conflicts of Interest will remain a Standing agenda item.
2. T Collins will upload the register in te ohu teams channel.

4. Administration

4.1 Ngā ohu membership list

Received for information.

- P Hape appointed Co-chair, Te Ohu Whakahaere Ako
- M Rawiri appointed interim Co-chair (three months), Te Ohu Whakahaere Appeals

4.2 Minutes of the previous meeting

Resolved:

Te Ohu Whakahaere Ako approved the minutes of the meeting held on 13 April 2023 as a true and accurate record.

Moved: T Collins

Seconded: J Williams

CARRIED

4.3 Matters Arising

4.4 Action list

The members received an update of the status of actions.

0903-4 & 1304-4 ToRs. Ongoing revisions by te ohu.

1304-04 ex-officio. M Alsford has held a brief conversation with R Nyhof and will follow-up. The members are also invited to put forward other names to M Alsford and T Collins.

1304-6.1 consultation – organisational design and change, 12 June 2023. Cognisant of a period of uncertainty for kaimahi and members, continuation of a collective response is supported. This will be placed on the agenda at the next scheduled meeting on 22 June 2023 by which time consultation will have been released.

2304-6.2 socialising of ngā ohu and implementation of a central governance address is in progress (Te Poari Akoranga).

5. Te Poari Akoranga face-to-face wananga, 28 April 2023

The members received a verbal update of the face-to-face wananga held on 28 April 2023, MITO, Wellington, which was a great opportunity to meet colleagues face-to-face and whakawhanaungatanga session.

Discussion included:

- cross-collaborations and synergy between ngā ohu
- alignment of workflows between ngā ohu will progress post structure
- mapping exercise
 - **S Chan has placed a link in the meeting chat (responsibility matrix), for information**
- ngā ohu roles
- work plan development
- te ohu whakahaere Ako scope, working towards
 - Whiria Te Ako
 - Modes of delivery
 - Information and learnings around Service and delivery trials
 - ToRs revisions to align as "Ako" – agenda item 6
- Te Whatu Kairangi – distinct piece of work for immediate consideration – agenda item 7.

6. Te Ohu Whakahaere Ako Terms of Reference (ToRs) – Purpose and scope and responsibilities following further feedback from Te Poari Akoranga

The members received a verbal update of the further discussions held at Te Poari Akoranga at their scheduled meeting held on 10 May 2023.

T Collins has updated ToRs revised as a result of feedback and clear direction received from Te Poari Akoranga. The updated ToRs have been tabled for further review. Discussion included.

- section 1 – clarification of leadership and assurance
- support mapping of ohu responsibilities to provide clarity to roles, lead, consultation, information
- LEEA support (learner support)
- transition of Whiria Te Ako to the network – ohu oversight will happen here
- tikanga statements – key areas of Whiria Te Ako
- service delivery trials – in a process of very small trials of new delivery approaches, insights coming and ohu being a point of connection for the trials
- teaching and learning impacts on learners – ensure flexibility to enable learner success
- teaching and learning awards – contribution
- clarity of the areas that te ohu can contribute to
- collaborations and interdependencies with ngā ohu
- **best** practice - recommend **better** practice
- delivery modes – inclusion of commentary on new programmes
- membership – encourage ākonga representation.

Action:

The members are encouraged and invited to provide comments/feedback directly into the ToR document placed in te ohu Teams channel.

7. Te Whatu Kairangi nomination submission

The members received a verbal overview of the award. Te Whatu Kairangi celebrates outstanding tertiary educators who are making a difference to learners, their whānau and communities (Ako Aotearoa).

- nomination has been received for review by te ohu
- timeframe – end of June 2023
- te ohu to consider its involvement in the 2023 process

Actions:

1. M Alsford will update the working group (J Bailey, D Harrison, S Chan, J Williams and J Magee) on the 2023 nomination process. The group will consider the planning required for te ohu involvement in 2024.
2. M Alsford will advise the applicant to proceed with the 2023 nomination using the current process already underway.
3. Te ohu will consider its involvement in 2024 following feedback from the working group.

Note: updates made to actions post-meeting.

Other Awards

Discussion took place on other award applications that te ohu may oversee. The members were cognisant of the potential work flow and timeframes to review such applications in a timely manner.

Action:

Te ohu will have further discussions and give further consideration to developing a process for how review/endorsements of applications will be processed.

8. Consultation – Organisational Design and Change

Consultation with kaimahi will begin in the week beginning 12 June 2023 and run for five (5) weeks.

Action:

A working group (T Collins, S Chan, P Bayliss, P Neumann) will draft a collective submission, for review and discussion at the next scheduled meeting on 22 June 2023.

9. General Business

Te ohu face-to-face wananga

Approval has been sought through Te Poari Akoranga (M Gibbons) to hold a face-to-face wananga to start work on te ohu workplan and mapping. A suggested date of 27 July or 31 August is proposed.

Action:

T Collins and M Alsford will keep members updated of progress.

Survey (future topics for vocational education presentations)

Actions:

1. S Chan will place the survey in the meeting chat for members to find out future topics for vocational education presentations.
2. The members are invited to complete to provide guidance for planning.

10. Next meeting

Thursday, 22 June 2023, 10am-12pm, online via Microsoft Teams.

The Co-Chairs thanked the members for their attendance and contributions to today's discussions.

11. Karakia whakamutunga – T Collins.

The meeting closed at 11.30am.

Actions from this meeting

Date	Detail	Owner	Status
2505-3	Disclosure of Conflicts of Interest Register 1. Disclosure of Conflicts of Interest will remain a Standing agenda item. 2. T Collins will upload the register in te ohu teams channel.	TC	Ongoing
2505-6	ToRs The members are encouraged and invited to provide comments/feedback directly into the ToR document placed in te ohu Teams channel.	Te ohu	June 2023
2505-7	Te Whatu Kairangi nomination submission 1. M Alsford will update the working group (J Bailey, D Harrison, S Chan, J Williams and J Magee) on the 2023 nomination process. The group will consider the planning required for te ohu involvement in 2024. 2. M Alsford will advise the applicant to proceed with the 2023 nomination using the current process already underway. 3. Te ohu will consider its involvement in 2024 following feedback from the working group.	MA/JP/DH/ SC/JW/JM	June 2023

2505-7	<p>Other Awards</p> <p>Te ohu will have further discussions and give further consideration to developing a process for how review/endorsements of applications will be processed.</p>		
2505-8	<p>Consultation – organisational design and change</p> <p>A working group (T Collins, S Chan, P Bayliss, P Neumann) will draft a collective submission, for review and discussion at the next scheduled meeting on 22 June 2023.</p>	TC/SC/PB/PN	June 2023
2505-9	<p>Face-to-face wananga</p> <p>T Collins and M Alsford will keep members updated of progress.</p>		
2505-9	<p>Survey (future topics for vocational education presentations)</p> <ol style="list-style-type: none"> 1. S Chan will place the survey in the meeting chat for members to find out future topics for vocational education presentations. 2. The members are invited to complete to provide guidance for planning. 	SC	Complete

DRAFT

Te Poari Akoranga o Te Pūkenga

Tuhinga taupokia

Cover Note

5 July 2023

Title	Attachment 5.6.1 Draft minutes of the scheduled meeting held on 8 May 2023
Provided by	Jeanette Fifield – Academic Governance Coordinator
For	Information

Recommendation

It is recommended that Te Poari Akoranga:

1. Receive the draft minutes of the scheduled meeting of Te Ohu Whakahaere Ōritetanga, held on 8 May 2023, for information.



Te Poari Akoranga o Te Pūkenga

Ohu Whakahaere o te Poari Akoranga | Subcommittees of Academic Board

TE OHU WHAKAHAERE ŌRITETANGA

Monday, 8 May 2023 at 10am

Minutes

These are the minutes of the meeting of Te Ohu Whakahaere Ōritetanga held on Monday, 8 May 2023 online via Microsoft Teams.

Present

Members

Te Urikore Biddle (Chair), Wintec | Te Pūkenga
Simone Andersen (Member Learner and Employer Experience and Attraction Representative), Te Pūkenga
Matiu Julian (Member Kaimahi), PrimaryITO | Te Pūkenga
Janine Kapa (Member Te Tiriti Outcomes Nominee), Te Pūkenga
Merirangitīria Rewi (Kaimahi Member), Wintec | Te Pūkenga
Helen Taimarangai (Member Pacific Representative), Competenz | Te Pūkenga

T Biddle chaired the meeting.

In Attendance

Jeanette Fifield, Academic Governance Co-ordinator, Te Pūkenga
Mark McGeady, Kaikōkiri - Director Learner Insights and Evaluation LJE, Te Pūkenga

Quorum

The Co-chair noted that a quorum of members were present and declared the meeting open.

1. Karakia Timatanga

T Biddle opened the meeting with a karakia.

2. Welcome and Apologies

The Chair welcomed everyone to meeting.

Apologies were received from D Cavell, P Hape, E Lincoln, W Pitts, M Potiki.

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3. Administration

3.1 2023 Te Poari Akoranga meeting calendar schedule

Received for information.

3.2 Ngā ohu membership list

Updated list received for information.

3.3 Minutes of the previous meeting

Scheduled meeting - 17 April 2023.

Resolved:

Te Ohu Whakahaere Ōritetanga approved the minutes of the meeting held on 17 April 2023 as a true and correct record.

Moved: T Biddle

Seconded: M Rewi

CARRIED

Correction – Apology received from J Kapa.

3.4 Matters Arising

Nil.

3.5 Action List

The members received a verbal update of the status of actions.

1704-3	Ohu Teams channel – member access	Complete
1705-3	LEEA actions	
	1. Agenda item 7 presentation by W Pitts – M McGeady (LEEA).	Agenda Item 7, 8 May 2023
	2. S Andersen will inform her unit Te Ohu Whakahaere Ōritetanga has been established.	Complete
	3. The Chair will request that all policies that impact on our priority learners are submitted to Te Ohu Whakahaere Ōritetanga for endorsement to submit to Te Poari Akoranga for approval, recognizing the shared role and responsibilities of work undertaken by ngā ohu, eg endorsement of transformational programmes, frameworks, national strategies.	T Biddle progressing
	4. J Fifield will place the Equity and Learner Success Strategy in te ohu Teams Channel.	Complete
1704-6	Te Pūkenga National Strategic Disability Action Plan	
	1. The members are encouraged to complete the achieved disability confidence 101 and training opportunities on TEC website.	In progress, ongoing
	2. The Chair will invite G Cleland to a future meeting of te ohu when development on the work plan begins to continue the conversation.	Further invitation to G Cleland will

		be scheduled at a later date
1704-7	<p>General Business</p> <ol style="list-style-type: none"> 1. The members are requested to give further consideration of te ohu training needs. 2. Te Pae Tawhiti – the members are requested to read the document. The framework is approved and available on Te Pūkenga website. 3. CQI Policy – the members are requested to read the document. The – Policy is approved and available on Te Pūkenga website. 	<p>Ongoing</p> <p>Agenda item 6, 8 May 2023</p> <p>For awareness</p>
1704-7.1	<p>Understanding what quality looks like</p> <ol style="list-style-type: none"> 1. The Chair (with support from M Julian) reach out and invite member(s) of Te Pūkenga Pacifica fono to share where they are at and how te ohu can support/manaaki to our Pacifica whānau and understanding our points of difference and to gain an insight into what Pacifica quality space looks like. 2. The Chair (with support from S Andersen) take the opportunity to have a conversation with Mātauranga Māori Iwi Leaders Group (MILG) to seek guidance to Māori concepts, for example when we use the term kaitiaki? Having parameters in place so te ohu are doing things in the right way? And drawing on specialist expertise to guide the way forward. 	<p>update on development of Pacific strategy - in progress</p> <p>in progress – review of wording across frameworks and policies, for consistency</p>
1704-7.3	<p>Chair report/update to Te Poari Akoranga</p> <p>The Chair will provide a verbal update and/or a summation of the discussions held, including:</p> <ul style="list-style-type: none"> • focus has been to build better awareness to inform the development of te ohu work plan • presentation and verbal overview by G Cleland of Te Pūkenga National Strategic Disability Action Plan • verbal overview by S Andersen of LEEA initiatives and projects occurring • continued review and revision of Te ohu ToR, in particular the role and function of te ohu. J Fifield to ensure members have access to the correct and complete ToR document • overview of mahi te ohu can expect to receive to apply an Ōritetanga lens over? This will become clearer once development of te ohu work plan has begun • acknowledge synergy and cross-collaboration with ngā ohu. 	<p>Te Poari Akoranga scheduled meeting 10 May 2023</p>

4. **STANDING ITEM** **Whakawhanaungatanga**

Whakawhanaunga will be placed on the agenda as a Standing Item. Members will take turns leading the session (10 minutes) which will provide an opportunity to build relationships with each other which will play an important role in our success as te ohu whakahaere as we navigate courageous conversations to achieve equitable outcomes for Māori, Pacific and ākongā with disabilities.

Whakawhanaungatanga H Taimarangi.

- 'what whakawhanaungatanga means to H Taimarangi – building relationships and getting to know one another
- Pacific context – Va Feiloaki (space to connect), use Feiloaki and often used in the context when you meet someone for the first time or reconnecting with family members
- H Taimarangi's memories growing up in New Zealand as a child of mixed heritage
- Overview of H Taimarangi's bio – grew up in Auckland, Gen X, latchkey kid coming home to an empty house while both parents worked, Tongan/Cook Island heritage, Bachelor of Education, Postgraduate degrees in Public Policy and Education, currently works for Competenz | Te Pūkenga.

The Chair thanked H Taimarangi for her presentation and sharing her story.

The Chair welcomed J Kapa (member Te Tiriti Outcomes nominee) and M McGeady (Learner and Employer Experience Attraction, Te Pūkenga – agenda item 7) to the meeting. A whakawhanaungatanga session took place.

5. **Te Pae Tawhiti presentation**

The members received a presentation and update on Te Pae Tawhiti *Te Tiriti o Waitangi Excellence Framework*. Insights included:

- appointment of Paora Amunson, Pourangi Hua Tiriti | Deputy Chief Executive, March 2023
- an overview of Te Pae Tawhiti – foundational framework developed for Te Pūkenga Quality Management System
- identifies clear expectation of what Te Pūkenga does and that we do it well and we respond with excellence (developed firmly with legislation, Te Pūkenga charter and the Minister's letter of expectation)
- tool to provide guidance for self-assessment processes
- evolution of Te Pae Tawhiti over a two year period from 2020-2022
- network insights report prepared July 2021
- leads from across the respective (subsidiaries) engaged to implement Te Pae Tawhiti, and to say this has not reached its full potential but has connected everyone across the network with the intention to share and scale some practices with potential.
- key insight was the development of the Māori Capability Framework (building cultural capability and Māori leadership across the network)

- development and implementation of the Continuous Improvement Quality policy
- development of a Tiriti blueprint to operationalise Te Tiriti in Te Pūkenga and with Tiriti Partnership model
- insights and evaluation conceptual framework
- mapping undertaken late 2022, early 2023, what, when, how and how of Te Pae Tawhiti.

2023 update

- preparation for the next phase of development
- waiting for appointment of DCE Tiriti Outcomes
- developed Tiriti o Waitangi business plan, draft matrix and templates
- developed summary reports for each of the four regions (based on reporting that was undertaken over a 12 month period)
- developed Te Pae Tawhiti induction modules (senior leaders) ready for implementation and socialisation across the network
- development of resources to support implementation
- webpage review and update
- overview of Ngā Matapono (CQI policy principles).

Next steps

- organisational structure (consultation June-July 2023)
- development of Te Tiriti o Waitangi Excellence Strategy
- Te Pae Tawhiti action planning and reporting process
- CQI policy – socialisation and development of procedures
- update post consultation to te ohu (July-August 2023).

Discussion included:

- Māori leaders forums meet and greet with Paora Ammunson
- acknowledge preparation for the transformation of change
- who determined what te tiriti excellence is and what was the role of hapu and iwi within the determination – further work to be undertaken and still to be advanced
- monitoring of mātauranga Māori, for further thinking in relation to te ohu mapping development, consistent use of language (eg. kaitiakitanga)
- support working collaboratively and in unison to implement, access resources, support mechanisms and specialist expertise available – meetings are in progress to address the socialisation, implementation and induction of Te Pae Tawhiti
- transition plan
- preparation of resource ready to release to the network – four stage continuum, starting point through to embedded practices and learnings along the way
- the role of te ohu as a critical friend to supporting the success of Te Pae Tawhiti.

The Chair thanked J Kapa for her presentation and insights.

Actions:

1. J Kapa requested to send presentation to J Fifield to upload to te ohu channel, for information.
2. Ohu members to give consideration to what does capability look like for ākonga success, disability success – ongoing discussions.
3. Ohu members to think about synergies between other strategies and Te Pae Tawhiti – ongoing discussions.

The Chair welcomed M McGeady (Learner and Employer Experience Attraction, Te Pūkenga)

6. Learner and Employer Experience Attraction (LEEA)

The members received a comprehensive presentation (including quantitative and qualitative data) of Te Pūkenga performance, to date.

- performance – current state, where opportunities are, what our priorities could look like, hot spots, overall performance
- equity and ākonga success - strategic vision in response to the Learner Success plan
- learner Success plan – annual plan (response to performance)
- te ohu role as a critical friend to LEEA
- supporting opportunities to improve learner success – identify where inequity exists in the system and to understand our own performance.

Key points (Performance)

- growing disparity in 2022 in qualification completion rates (Māori and Pacific) ākonga
- course completion rates - disparity for (Māori and Pacific) ākonga has widened 2021-2022 reporting year
- declining participation from Māori and Pacific learners across all levels in the provider based network
- significant disparity in credit achievement rates across the WBL business divisions and priority cohorts
- average programme completion rates for WBL remain close

Insights included:

- disparity is increasing
- 2022 was a poor year from Te Pūkenga performance toward our learners
- work currently happening in LEEA to address attrition rates to identify all of the variables that contribute to the outcomes
- learner Success plan initiatives will be mapped to the variables to effect change to achieve parity
- te ohu note Te Pūkenga has confirmed (to TEC) that we will deliver parity of outcomes by 2031
- Te Pūkenga will be financially stable by 2027 – achieving a milestone on the journey of parity, being able to make parity based decisions in the future
- vision for ākonga success and equity – 5 keys goals that are consistent with Te Pae Tawhiti

- Rautaki Ōritetanga me te Angitu Ākonga Equity and ~Ākonga Success Strategy 2023-2033 is ready to submit to Te Pūkenga Council for approval
- to be successful, strong collaboration across the network is key
- there is synergy across a number of areas in Te Pūkenga to achieve successful outcomes.

How can Te Ohu Whakahaere Ōritetanga support kaimahi to give effect to learner outcomes?

- stronger responsive practices and parity of outcomes in the classroom and training environment to lead to parity of outcomes
- as a critical friend:
 - te ohu can reach into the focus on academic practice where that LEEA does not have the reach into
 - support LEEA to build the bridge across ecosystems, Ako delivery and LEEA so we can effect change (retention, completion and other success factors).

Discussion included:

- support for consistent messaging
- learnings and insights from provider business divisions
- ensuring LEEA are supported and have a voice in the prioritisation of where the opportunities lie
- how do we support and invest in the community and employer capability to connect our learners – build stronger collaborations, sharing best practices
- support for versatility of resources and delivery modes to achieve success in the community
- how do we transform capability into outcomes?
- supporting the network to understand the need to make evidence based decisions and for te ohu to lead and champion initiatives that flow from various strategies and frameworks (Te Pae Tawhiti, LEEA, Disability, Pacific)
- what next following the period of transition (consultation organisational structure, June 2023)
- regional priority reporting process – LEEA and regions?

Actions:

1. M McGeady requested to send presentation to J Fifield to upload to te ohu channel, for information.
2. J Fifield will request data sets for Rohe 1, 2, 3, and 4 priorities at regional levels from M McGeady
3. J Kapa and S Andersen will work together to draft a suggested mapping pathway to provide clarity of approvals processes

The Chair thanked M McGeady for his attendance and presentation which provided insights into supporting opportunities to improve learner success and to identify where inequity exists in the system and to understand our own performance.

7. Items for next Agenda

7.1 Standing Items

- Whakawhanaungatanga
- Te Ohu Whakahaere Ōritetanga Terms of Reference.
The members are requested to review ToRs and proposed changes to ensure appropriate wording/spelling is aligned, eg. Moana Pacific, description of disability learners, cultural capability, performance criteria (monitoring Māori learners – acknowledging what is in Te Pūkenga charter and legislation), accuracy of changes, membership.

7.2 Invitations/Presentations:

- Pacific Strategy – Sam Pseta
- Whiria Te Ako – Richard Nyhof

Scheduled meeting on 12 June 2023

- Quality Management System – Fionna Moyer
- Draft Self-assessment framework – Fionna Moyer
- WDC presentation – relationship between WBL and employers (cultural competency)
- Mātauranga Māori – Layelin Stewart, National Ako Director – Mātauranga Māori

7.3 Chair report and update to Te Poari Akoranga

The Chair will provide a verbal update and/or a summation of the discussions held, including:

- status of the socialisation of the Continuous Quality Improvement policy
- Te Tiriti Excellence framework
- the importance of Ako Network Directors responsible for programmes to engage and share information with WDCs
- te ohu whakahaere Ōritetanga support the view that we need to make evidence based decisions (both qualitative and quantitative data)
- learner member representation on Te Ohu Whakahaere Ōritetanga
 - S Andersen will take membership position forward
 - T Biddle will seek approval for meeting attendance payments to learner representatives

8. Next meeting

Monday, 12 June 2023 (9.30am-12.30am), online via Microsoft Teams.

The Chair thanked the members for their attendance and participation.

9. Karakia Whakamutunga – T Biddle.

The meeting closed at 12pm.

Actions from this meeting

2305-5	<p>Te Pae Tawhiti</p> <ol style="list-style-type: none"> 1. J Kapa will send her presentation to J Fifield to upload to te ohu channel, for information. 2. Ohu members to give consideration to what does capability look like for ākongā success, disability success – ongoing discussions. 3. Ohu members to think about synergies between other strategies and Te Pae Tawhiti – ongoing discussions. 		
2305-6	<p>LEEA presentation</p> <ol style="list-style-type: none"> 1. M McGeedy requested to send presentation to J Fifield to upload to te ohu channel, for information. 2. J Fifield will request data sets for Rohe 1, 2, 3, and 4 priorities at regional levels from M McGeedy. 3. J Kapa and S Andersen will work together to draft a suggested mapping pathway to provide clarity of approvals processes. 		
2305-7.1	<p>ToRs</p> <p>The members are requested to review ToRs and proposed changes to ensure appropriate wording/spelling is aligned, eg. Moana Pacific, description of disability learners, cultural capability, performance criteria (monitoring Māori learners – acknowledging what is in Te Pūkenga charter and legislation), accuracy of changes, membership.</p>		
2305-7.2	<p>Invitation to scheduled meeting on 12 June 2023</p> <ul style="list-style-type: none"> • Quality Management System – Fionna Moyer • Draft Self-assessment framework – Fionna Moyer • WDC presentation – relationship between WBL and employers (cultural competency) • Mātauranga Māori – Layelin Stewart, National Ako Director – Mātauranga Māori • Wayne Ngata 		
2305-7.3	<p>Te Poari Akoranga Chair update</p> <ul style="list-style-type: none"> • status of the socialisation of the Continuous Quality Improvement policy • Te Tiriti Excellence framework • the importance of Ako Network Directors responsible for programmes to engage and share information with WDCs • te ohu whakahaere Ōritetanga support the view that we need to make evidence based decisions (both qualitative and quantitative data) • learner member representation on Te Ohu Whakahaere Ōritetanga <ul style="list-style-type: none"> – S Andersen will take membership position forward – T Biddle will seek approval for meeting attendance payments to learner representatives 		