

Minutes for Te Poari Akoranga | Academic Board November hui

22/11/2023 | 09:00 AM - Auckland, Wellington New Zealand Standard Time

Online via Teams

Attendees (9)

Kieran Hewitson (Chair); Fiona Beals; Mary-Liz Broadley; Glynnis Brook; Te Wai Collins; Annemarie Gillies; Janine Kapa; Deborah Young; Henry Geary

In attendance:

Tagaloatele Peggy Fairbairn-Dunlop (Council representative); Louise Courtney (Governance Advisor, minutes)

Apologies:

Megan Gibbons, Linda Aumua, Fionna Moyer, Marama Rawiri, Michael Alsford, Doug Pouwhare, Jasmine Te Hira, Diane Lithgow, and Glynnis Brook for lateness (arrived at 9:49am during item 5.4.2)

Karakia tīmatanga

The hui opened with karakia led by K. Hewitson at 9:02am.

1. Welcome and apologies

Apologies were received and accepted from M. Gibbons, L. Aumua, F. Moyer, M. Rawiri, M. Alsford, D. Pouwhare, J. Te Hira, and D. Lithgow for absence, and G. Brook for lateness.

2. Administration

2.1 Te Poari Akoranga membership and meeting schedule calendar 2023

Updates were provided to the membership list.

ACTION: Update Glynnis Brook's role in the membership list to remove the word 'Academic' (Assignee(s): Louise Courtney; Due Date: 25/01/2024)

ACTION: Update membership of Ngā Ohu Whakahaere to reflect resignations. (Assignee(s): Louise Courtney, Haley Passmore; Due Date: 25/01/2024)

2.2 Register of Interests

J. Kapa provided an update to her interests.

ACTION: Update Janine Kapa's role in the Register of Interests (Assignee(s): Louise Courtney; Due Date: 25/01/2024)

2.3 Open minutes of hui 25 October 2023

RESOLVED (K. Hewitson / A. Gillies)

THAT Te Poari Akoranga accept as a true and accurate record the minutes of the open portion of the Te Poari Akoranga meeting held 25 October 2023.

CARRIED

2.4 Action List

- Self-assessments are being addressed at this hui, so this item can now be closed.
- The Education Quality Forum item can be closed. The template needs to be sent to Te Pūkenga business divisions and may be able to be added as a late item to the hui Education Quality Forum hui being held Thursday 23 November.
- Access to programmes going to NZQA is an on-going action.

3. Academic Monitoring

It had been identified that Te Pūkenga did not previously have oversight of the actions and outcomes of New Zealand Qualifications Authority (NZQA) monitoring visits, which resulted in a letter from NZQA to the DCE Academic Centre and Learning Systems.

Te Poari Akoranga noted and received action plans from:

- New Zealand Diploma of IT Technical Support (Level 5) - Whitireia | WelTec
- New Zealand Diploma in Web Development and Design (Level 5) – NMIT
- New Zealand Certificate in Health and Wellbeing (Social and Community Services) Level 4 – NorthTec
- New Zealand Certificate in English Language (Academic) Level 4 – NorthTec
- Core Skills National External Moderation - WITT

Te Poari Akoranga acknowledged the support received from the Kaikōkiri - Director Academic Quality. Future reports on monitoring will be provided to Te Ohu Whakahaere Academic Quality by the Excellence Team.

4. Review of Te Kawa Maiooro

Te Poari Akoranga noted that the review of Te Kawa Maiooro was a light review with no new policies or procedures, and supports the grandparenting policy continuing to apply until the full organisation structure is in place. The aim is to continue to use Te Kawa Maiooro throughout 2024.

The Committee discussed concerns that assessment in Te Reo Māori is a significant commitment and whether there were processes/policies in place that would guide how this is managed across the organisation.

The Committee provided feedback to include “or delegate”, but limit this to one management tier below the reporting role and add a section regarding whether items can be sub-delegated.

RESOLVED (D. Young / M-L. Broadley)

THAT Te Poari Akoranga:

- a) *Receive the report titled ‘Review of Te Kawa Maiorooro’, reviewed and updated Te Kawa Maiorooro document, and spreadsheet of proposed delegations.*
- b) *b. Review the updated Te Kawa Maiorooro document and spreadsheet of proposed delegations.*
- c) *c. Approve the revised version of Te Kawa Maiorooro and proposed release date of January 2024.*
- d) *d. Provide feedback on the proposed delegations for Te Kawa Maiorooro, noting commentary from Te Ohu Whakahaere Quality for the consideration by Te Poari Akoranga.*
- e) *e. Note that delegations will be added into Te Kawa Maiorooro once appointments have been made.*
- f) *f. Note the document version will be amended to 24.02 when the delegations have been updated.*

CARRIED

ACTION: *Follow up with Finance regarding the fees structure for RPLs, or whether it continues with policies of legacy campus. (Assignee(s): Louise Courtney; Due Date: 25/01/2024)*

5. Ngā Ohu Whakahaere o Te Poari Akoranga

5.2 Te Ohu Whakahaere Quality

5.2.1 Minutes of meeting held 8 November 2023

The minutes of the meeting held 8 November 2023 were noted.

5.2.2 Te Ohu Whakahaere Quality Self-Assessment for 2023

The Co-Chair of Te Ohu Whakahaere Quality provided an overview that this is a stable Ohu which has now settled into a good working group.

RESOLVED (D. Young / M-L Broadley)

THAT Te Poari Akoranga receive the “Receive Te Ohu Whakahaere Quality 2023 Annual Report”.

CARRIED

5.3 Te Ohu Whakahaere Approvals

5.3.2 Te Ohu Whakahaere Approvals Self-Assessment for 2023

RESOLVED (K. Hewitson / M-L. Broadley)

THAT Te Poari Akoranga receive the "Te Ohu Whakahaere Approvals Annual Report".

CARRIED

5.4 Te Ohu Whakahaere Ako

Te Poari Akoranga noted that a resignation from co-chair M. Alsford had been received.

ACTION: Send Michael Alsford a letter of thanks for his role as Co-Chair of Te Ohu Whakahaere Ako.

(Assignee(s): Louise Courtney; Due Date: 24/01/2024)

5.4.2 Te Ohu Whakahaere Ako Self-Assessment for 2023

The Co-Chair of Te Ohu Whakahaere Ako provided an overview that the ohu had:

- a stable and productive membership which have learned to work together.
- a good year of whakawhanaungatanga in working with key working groups.
- focused on work-based learning and Mātauranga Māori.
- noted the ways in which the ohu could contribute were being addressed through the new roles in the organisation structure.

The Committee enquired how the Ohu are addressing disability representation were advised that it is working with the Interim Learners' Advisory Committee (ILAC) on a way to address the lack of representation.

RESOLVED: (TW. Collins / J. Kapa)

THAT Te Poari Akoranga receive the "Te Ohu Whakahaere Ako Annual Report".

CARRIED

5.5 Te Ohu Whakahaere Ōritetanga

5.5.2 Te Ohu Whakahaere Ōritetanga Self-Assessment for 2023

The Chair advised that Te Ohu Whakahaere Ōritetanga had a lean membership in 2023 due to resignations including those of the co-chairs in July. Members have confirmed their willingness to continue into 2024, and are awaiting confirmation of the Te Poari Akoranga Terms of Reference in order to align te ohu's terms of reference with it. It also proposes including three learner representatives for 2024.

RESOLVED: (J. Kapa / F. Beals)

THAT Te Poari Akoranga:

- Receive the "Te Ohu Whakahaere Ōritetanga Annual Report";*
- Note the Continuous Quality Improvement Plan for 2024.*

CARRIED

5.5.3 Te Ohu Whakahaere Mapping Exercise - Five Priority Areas of Focus for 2024

RESOLVED: (J. Kapa / F. Beals)

THAT Te Poari Akoranga:

- a) Approve the mapping document which identifies the five priority areas of focus for Te Ohu Whakahaere Ōritetanga for 2024.
- b) Note that the mapping document will form the workplan for Te Ohu Whakahaere Ōritetanga for 2024.

CARRIED

5.6 Te Ohu Whakahaere Rangahau, Research and Postgraduate

5.6.2 Te Ohu Whakahaere Rangahau, Research & Postgraduate Self-Assessment for 2023

The Co-Chair of Te Ohu Whakahaere Rangahau Research and Postgraduate noted the loss of research active kaimahi across the business divisions but acknowledged that leadership is now in place that could support te ohu and ELT have now provided a position that can support PBRFs and the Ethics Framework.

RESOLVED: (A. Gillies / G. Brook)

THAT Te Poari Akoranga:

- a) Receive the "Te Ohu Whakahaere Rangahau Research and Postgraduate Annual Report";
- b) Consider the appointment of the Rangahau & Research Director as a co-chair for this Ohu.

CARRIED

5.1 Te Ohu Whakahaere Appeals

5.1.1 Minutes of meeting held 1 November 2023

The minutes of the meeting held 1 November 2023 were noted.

5.1.2 Te Ohu Whakahaere Appeals Self-Assessment for 2023

The Co-Chair of Te Ohu Whakahaere Appeals provided an overview of the self-assessment highlighting that it has a committed membership, but the appeals process is time-consuming and that there had been a change in the terms of reference from Academic Appeals to all appeals. There was discussion regarding the role of the Council Secretariat team in relation to Te Poari Akoranga and ngā Ohu Whakahaere.

RESOLVED (G. Brook / T-W. Collins)

THAT Te Poari Akoranga:

- a) Receive the “Te Ohu Whakahaere Appeals Annual Report”.
- b) Determine the function and purpose of Te Ohu Appeals and if this is to retain an operational function, to determine and set in place the appropriate resourcing.
- c) Reflect on the interrelationship between Te Ohu Whakahaere Appeals and the mechanisms that ensure clear messaging across and between these committees, and up and down to Te Poari itself, so to avoid undue delays and lack of clarity of current decisions.

CARRIED

ACTION: Meet to discuss function of TOW Appeals regarding operations and governance. (Assignee(s): Glynnis Brook, Deb Young, Megan Gibbons; Due Date: 25/01/2024)

6. Te Pūkenga Council update

T.P. Fairburn-Dunlop noted that attending Te Poari Akoranga hui been valuable and will report back to Council the robustness of the kōrero of members.

7. Resolution to exclude the public

RESOLVED: (K. Hewitson / F. Beals)

THAT the public be excluded from the remainder of the meeting. This resolution was made in reliance on section 48(1) of the Local Government Official Information and Meetings Act 1987 (LGOIMA) (noting Te Pūkenga Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies) and the particular interests protected by section 9 of the Official Information Act 1982 (OIA) which would be prejudiced by the holding of the relevant parts of the proceedings of the meeting in public.

The general subject of each matter to be considered while the public is excluded and the reason for passing the resolution in relation to each matter are as follows:

Item	General subject of each matter to be considered	Section(s)
7.	Administration – Public Excluded	
7.2	Action List - Confidential	Section 9(2)(a) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
8.	Te Pūkenga Council update (public excluded portion)	Section 9(2)(a) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
9.	Ngā Ohu Whakahaere o Te Poari Akoranga (public excluded)	
9.1	Te Ohu Whakahaere Rangahau Research and Postgraduate – 3 October 2023	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA

9.2	Te Ohu Whakahaere Appeals 1 November 2023 public excluded minutes	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
10.	Work programme 2023 and 2024	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA

Interests

Section	Interest
Section 9(2)(a) OIA	To protect the privacy of natural persons, including that of deceased natural persons.
Section 9(2)(b)(ii) OIA	To protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.
Section 9(2)(g)(ii) OIA	To maintain the effective conduct of public affairs through the protection of such Ministers, members of organisations, officers, and employees from improper pressure or harassment.
Section 9(2)(h) OIA	To maintain legal professional privilege.
Section 9(2)(i) OIA	To enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities.
Section 9(2)(j) OIA	To enable the organisation to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).

CARRIED

Te Poari Akoranga moved into the public excluded portion of the hui at 10:33am.