

Te Ohu Whakahaere Rangahau Research and Postgraduate - 13 November 2024



13 November 2024 11:00 AM - 01:00 PM

Agenda Topic	Presenter	Time	Page
Karakia Timatanga			3
1. Administration		11:00 AM-11:10 AM	6
1.1 Welcome and apologies Apologies: Suzanne Miller, Tepora Emery			
1.2 Te ohu whakahaere membership			6
1.3 Workplan 2024			7
1.4 Register of Interests			8
1.5 Minutes of meeting held 20 September 2024 - open portion			10
RECOMMENDATION: THAT Te Ohu Whakahaere Rangahau, Research, and Postgraduate approve, as a true and accurate record, the minutes of the meeting of Te Ohu Whakahaere Rangahau, Research, and Postgraduate held 20 September 2024.			
2. Draft self-assessment report 2024	A. Gillies and F. Beals, co-chairs of Te Ohu	11:10 AM-11:30 AM	14
RECOMMENDATION: THAT Te Ohu Whakahaere Rangahau Research and Postgraduate: a) Receives Te Ohu Whakahaere Rangahau Research and Postgraduate self-assessment 2024; b) Provides feedback on the self-assessment report; and c) Recommends to Te Poari Akoranga that it approves the self-assessment report.			
3. Revocation of Te Pūkenga's Animal Ethics code	J. Smiler - Pounuku Rangahau Rangahau Research Director	11:30 AM-11:35 AM	26
RECOMMENDATION: THAT Te Ohu Whakahaere Rangahau Research and Postgraduate receives the report titled 'Revocation of Te Pūkenga's Animal Ethics code'.			
4. Updates from Te Poari Akoranga hui - open portion	F. Beals, co-chair Te Ohu	11:35 AM-11:45 AM	31
RECOMMENDATION: THAT Te Ohu Whakahaere Rangahau, Research, and Postgraduate receives the meeting summary of Te Poari Akoranga for its meetings of: - 27 September 2024; and - 25 October 2024.			

5.	Resolution to exclude the public		35
	RECOMMENDATION: That the public be excluded from the remainder of the meeting. This resolution will be 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 as outlined in the agenda.		
6.	Administration	11:45 AM-11:50 AM	36
6.1	Minutes of meeting held 20 September 2024 - public excluded		36
	RECOMMENDATION: THAT Te Ohu Whakahaere Rangahau Research and Postgraduate approves, as a true and accurate record, the minutes of Te Ohu Whakahaere Rangahau Research and Postgraduate.		
6.2	Actions		38
7.	Updates from Te Poari Akoranga hui - public excluded	F. Beals, co-chair Te Ohu	11:50 AM-12:00 PM 39
	RECOMMENDATION: THAT Te Ohu Whakahaere Rangahau, Research, and Postgraduate receives the meeting minutes and summary of Te Poari Akoranga, public excluded portion, for its meetings of: - 27 September 2024; and - 25 October 2024.		
	Karakia whakakapi		42

Next meeting: 9:30am, Thursday 27 February 2025

Karakia tīmatanga

Tēnā tātou here are some useful phrases you can use to introduce opening karakia next time you are asked to lead it.

Māku e huaki te wānanga nei.

I'll open our shared space.

Kia huakina te wānanga nei ki te karakia.

May our shared space be opened with karakia.

Kāti anō kia karakia e manawa ora ai te wānanga nei.

It's only fitting that we begin with karakia so we may strengthen our shared space together.

Karakia tīmatanga Opening incantation

**Whakarongo rā e Rongo
ki Te Pūkenga
te manawa nei
ki te rongo taketake,
te whiwhia, te rawea
te whiwhi-ā-nuku
whiwhi-ā-rangi
i takea mai i te kāhui o ngā ariki.
kia tūturu ka whakamau ai kia
tina,
Tina! (everybody)
Hui e?
Tāiki e!**

Listen o Rongo
to Te Pūkenga
offering gratitude
for the peace and harmony
that allows us to enjoy
he gifts of the earth
and the heavens
bequests of a higher order.
And bind it firmly,
firmly!
Do we all concur?
We concur!

When someone has led karakia to open a hui, it is seen as respectful for someone else to then thank them for carrying out that duty. Here are some mihi to the kaikarakia you can try next time.

Tēnā koe i tō karakia mai.

Thank you for delivering karakia.

Ka nui te mihi o te manawa ki a koe, i tō karakia mai.

With heartfelt gratitude, thank you for delivering karakia.

Kia waiho mā ēnei kupu e kawē atu te whakamiha ki a koe, i tō karakia mai. Nāu oti, e manawa ora nei te wānanga.

May these words convey my sincerest appreciation to you for delivering karakia. Because of you, our shared space is now strengthened.



2024 Karakia Lead Schedule - TOW Rangahau, Research and Postgraduate

As at 7 November 2024

Te Ohu Whakahaere Rangahau, Research and Postgraduate

Meeting dates	Name
Friday 20 September	Allen Hill
Wed 13 November	Michael Shone
<i>Thursday 27 February 2025</i>	Suzanne Miller
<i>Thursday 1 May 2025</i>	Tepora Emery
<i>Thursday 19 June 2025</i>	Louise Rummel
<i>Thursday 28 August 2025</i>	Waireti Roestenburg
<i>Thursday 23 October 2025</i>	Christine Cheyne
2025	Jamie Smiler
2025	Fiona Beals
2025	Annemarie Gillies

Schedule D

Sub-Delegations from Te Poari Akoranga

Te Poari Akoranga may formally sub-delegate specific tasks and/or responsibilities to nominated groups, committees and/or ohu whakahaere. This schedule will be updated each time a power is sub-delegated. All sub-delegated authority must be exercised in accordance with the purpose of Te Poari Akoranga as set out in the Terms of Reference as updated from time to time. In sub-delegating authority, Te Poari Akoranga requires:

- i) Any policies related to the responsibilities are approved by Te Poari Akoranga;
- ii) Major decisions made by the body receiving the sub-delegation are reported to Te Poari Akoranga through reporting template.

Ref	Subject	Description	Sub-delegation
6.	Research	To set and promote quality standards for research and approve proposals for research from Te Pūkenga kaimahi and learners involving human subjects (including learner course work research) and a Māori or Te Tiriti/Treaty of Waitangi dimension.	<p>a. Te Ohu Whakahaere Rangahau Research and Postgraduate To review and monitor:</p> <ul style="list-style-type: none"> • the revenue generated by Te Pūkenga in external research funding opportunities. • rangahau and research capacity and capability across Te Pūkenga. • the performance of Te Pūkenga in relation to national rangahau, research and postgraduate strategies ensuring a culture of continuous improvement across business divisions. <p>b. Local Academic Committees To approve proposals for research from Te Pūkenga kaimahi and learners involving human subjects (including learner course work research) and a Māori or Te Tiriti/Treaty of Waitangi dimension.</p>

Te Ohu Whakahaere Rangahau, Research and Postgraduate

Name	Role	Meeting dates
Fiona Beals	Co-Chair	Thurs 21 March
Annemarie Gillies	Co-Chair	Thurs 9 May
Christine Cheyne	Member	Tues, 21 May
Tepora Emery	Member	Wed 17 July – no quorum
Allen Hill	Member	Fri 20 September
Suzanne Miller	Member	Wed 13 November
Louise Rummel	Member	
Waireti Roestenburg	Member	
Michael Shone	Member	
Jamie Smiler	Member	

Te Ohu Whakahaere Rangahau Research and Postgraduate	bi-monthly	Thurs 7 Mar	Thurs 9 May	Tues 21 May	Wed 17 July	Fri 20 Sept	Wed 13 Nov
Te Ohu Whakahaere Terms of Reference review							
Develop/Review workplan for 2024							
Review Rangahau Research portion of Bachelor of Midwifery							
Report on SPE for 2024 are same as what was in for 2023 in relation to research							
Review Te Matarau Whānui and work on next steps							
Review annual reports from committees at regional level for review at July hui - <i>Research Productivity and Compliance Risk Assessment Tool</i>					Report	Next steps	
2025 meeting dates							
Self assessment for 2024							



Te Ohu Whakahaere Rangahau, Research and Postgraduate Register of Interests

As at 7 November 2024

Name	Interest	Nature of Interest
Fiona Beals Co-Chair	Te Pūkenga Committee	Representative to Te Poari Akoranga.
	Whitireia and WelTec	Employee
	Ara Taiohi	Member
Annemarie Gillies Co-Chair		
Christine Cheyne	Toi Ohomai Institute of Technology	Faculty Research Co-ordinator
Tepora Emery		
Dr. Allen Hill Member	Ara Institute of Canterbury	Head of Department: Humanities
Suzanne Miller Member	Otago Polytechnic	<ul style="list-style-type: none"> - Postgraduate Programmes Leader - School of Midwifery - Midwifery Research and Postgraduate Committee - Midwifery Research Ethics Committee - (Cat. B accreditation) - member - Otago Polytechnic Research and Postgraduate Committee - Te Kāhui Akoranga member - Otago Polytechnic Professoriate - member
	Te Kāreti o ngā Kaiwhakawhanau ki Aotearoa - New Zealand College of Midwives	Member
Louise Rummel Member	Manukau Institute of Technology	<ul style="list-style-type: none"> - Staff member - member of research committee (subcommittee to Academic Board)



Waireti Roestenburg Member	Open Polytechnic	- Principal Academic - Research Committee member Ethics committee member
	Te Kāhui Ahorangi	Member
Michael Shone Member	Ara Institute of Canterbury	- Head of Department: Applied Sciences and Social Practice - Director Research, Scholarships and Postgraduate Studies
Jamie Smiler Member	Te Pūkenga	Pounuku Rangahau Director of Research



Minutes for Te Ohu Whakahaere Rangahau Research and Postgraduate - 20 September 2024

20/09/2024 | 09:30 AM - Auckland, Wellington New Zealand Standard Time

Online via MS Teams

Attendees (7)

Fiona Beals; Annemarie Gillies; Allen Hill; Suzanne Miller; Waireti Roestenburg; Michael Shone; Jamie Smiler

Apologies: Tepora Emery

In attendance: Haley Passmore (Governance Advisor, minutes)

Karakia Timatanga

The meeting opened with karakia led by A. Hill at 9:34am.

1. Administration

1.1 Welcome and apologies

Te Ohu received and accepted an apology from T. Emery, and noted absence from J. Stansfield and L. Rummel.

1.2 Te ohu whakahaere membership

Te Ohu noted the membership.

1.3 Workplan 2024

Te Ohu noted the Workplan for the remainder of the year.

1.4 Register of Interests

The Co-Chair reminded members to declare any agenda items where a conflict arises between their role as a member of Te Ohu Whakahaere Rangahau Research and Postgraduate and any private or other external interest they may have and stand aside from decision making in respect of that item.

1.5 Minutes of previous meetings.

RESOLVED: (M. Shone /C. Cheyne)

THAT Te Ohu Whakahaere Rangahau, Research, and Postgraduate approve, as a true and accurate record, the minutes of the meeting of Te Ohu Whakahaere Rangahau, Research, and Postgraduate held:

- 9 May 2024; and

- 21 May 2024.

CARRIED



2. Statement of Performance Measures and Goals for 2025

Te Ohu received assurance that the proposed measures and goals in the Statement of Performance Expectations (SPE), being Research Staff Productivity and Total Research Revenue, align with draft NZQA regulation guidelines and monitoring process. Te Ohu was supportive of a move from the current 'two and two' approach to a 'three and three' approach which would provide more robust research outcomes as well as incentivise quality research.

W. Roestenburg arrived at 9:45am.

Te Ohu provided feedback that total external research revenue would be a more helpful SPE measure than the Performance-Based Research Funding (PBRF) components.

RESOLVED: from the Chair, F. Beals

THAT Te Ohu Whakahaere Rangahau Research and Postgraduate:

- a) Receive the report titled 'Statement of Performance Expectations for 2025'; and*
- b) Discuss the Statement of Performance Expectations proposed measures, previously used methodologies and what targets to be used in 2024; and*
- c) Provide feedback on the proposed measures, methodology and targets to be used.*

CARRIED

3. 2025 Meeting dates

RESOLVED: (F. Beals / A. Gillies)

THAT Te Ohu Whakahaere Rangahau Research and Postgraduate:

- a) Receive the report titled 'Proposed dates 2025';*
- b) Provide feedback on the draft meeting dates for 2025; and*
- c) Recommend to Te Poari Akoranga that it approves the meeting dates for 2025.*

CARRIED

4. Update to Terms of Reference

Te Ohu reviewed the proposed changes to the Terms of Reference which incorporate the changes to the sub-delegations from Te Poari Akoranga.

Te Ohu provided feedback that the encompassing statement of "all" implies that business divisions will need to report on all forms of participation, however the most valuable information to Te Ohu is actual external income revenue rather than the PBRF indicators of quality, degree completion and external research income.

RESOLVED: (F. Beals / M. Shone)

THAT Te Ohu Whakahaere Rangahau Research and Postgraduate:

- a) Receives the report titled 'Te Ohu Whakahaere Academic Quality Terms of Reference';*
- b) Considers whether any additional changes are required to its Terms of Reference so that these can be incorporated at the same time; and*



c) Recommends to Te Poari Akoranga that it approves the revised Terms of Reference noting the recommendation to change the first bullet point from “the participation of Te Pūkenga in all research funding processes having regard for regional interests, leadership, and support for research” to “the revenue generated by Te Pūkenga in external research funding opportunities”.

CARRIED

5. Update from Te Poari Akoranga hui - open portion

RESOLVED: From the Chair, F. Beals

THAT Te Ohu Whakahaere Rangahau, Research, and Postgraduate receives the meeting minutes and summary of Te Poari Akoranga for its meetings of:

- 24 May 2024;
- 18 June 2024;
- 26 July 2024; and
- 30 August 2024.

CARRIED

6. Resolution to exclude the public

RESOLVED: (F. Beals / C. Cheyne)

THAT the public be excluded from the remainder of the meeting. This resolution will be 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	
7.1	Notes of informal meeting held 17 July 2024	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
7.2	Action list	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
8.	Research Productivity and Compliance Risk Assessment Tool – Next Steps	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
9.	Updates from Te Poari Akoranga – public excluded	
9.1	24 May 2024 hui - public excluded	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA



9.2	18 June 2024 hui - public excluded	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
9.3	26 July 2024 hui - public excluded	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
9.4	30 August 2024 – public excluded	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA

Interests

Section	Interest
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)(i) OIA	To enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities.

CARRIED

Karakia whakakapi

The meeting closed with karakia lead by A. Hill at 11:30am.



Tā Te Pūkenga Komiti Pūrongo

Te Ohu Whakahaere Rangahau Research and Postgraduate Report

13 November 2024

Title	Te Ohu Whakahaere Rangahau Research and Postgraduate self-assessment 2024
Provided by	Fiona Beals (Co-Chair), and Annemarie Gillies (Co-Chair)
Author	Louise Courtney, Governance Advisor
For	Recommendation to Te Poari Akoranga

Te Taunaki | Recommendation(s)

It is recommended that Te Ohu Whakahaere Rangahau Research and Postgraduate:

a)	Receive Te Ohu Whakahaere Rangahau Research and Postgraduate self-assessment 2024;
b)	Provides feedback on the self-assessment report; and
c)	Recommends to Te Poari Akoranga that it approves the self-assessment report.

Te Tāhuhu Kōrero | Background

Te Ohu Rangahau Research and Postgraduate (Te Ohu) is a sub-committee of Te Poari Akoranga, the Academic Board of Te Pūkenga, established by Te Poari under delegation from Te Pūkenga Council. Its purpose is to:

- Provide leadership in rangahau, research and innovation, and postgraduate activity, by having oversight of rangahau and research planning across Te Pūkenga business divisions, policy, funding and ethics.
- Identify risks in the transition into regional divisions and ensure that as we transition that there are effective governance and operational supports and mechanisms in place to mitigate risks and provide assurance in research quality.
- Identify, promote and enhance best practice rangahau, research, research capability and innovation, and postgraduate programme delivery including that relating that to research ethics across Te Pūkenga and that these are maintainable and sustainable at a regional level.
- Receive and monitor annual research and postgraduate reports from regional centres and work-based learning providers, where appropriate.

Ngā Kōwhiringa me Te Tātaringa | Options and analysis

Delegations

Te Poari Akoranga may formally sub-delegate specific tasks and/or responsibilities to nominated groups, committees and/or ohu whakahaere. All sub-delegated authority must be exercised in accordance with the purpose of Te Poari Akoranga as set out in the Terms of Reference as updated from time to time. In sub-delegating authority, Te Poari Akoranga requires:



- a. Any policies related to the responsibilities are approved by Te Poari Akoranga;
- b. Major decisions made by the body receiving the sub-delegation are reported to Te Poari Akoranga through its reporting template.

The following table summarises the research sub-delegations which Te Ohu exercised during 2024.

Description	Details of exercise of delegation
To review and monitor the participation of Te Pūkenga in all research funding processes having regard for regional interests, leadership, and support for research.	This was a sub-delegation until 27 September 2024. It was not exercised during 2024.
To review and monitor the revenue generated by Te Pūkenga in external research funding opportunities.	This was sub-delegated to Te Ohu at the 27 September 2024 meeting of Te Poari Akoranga. It has not been exercised.
To review and monitor rangahau and research capacity and capability across Te Pūkenga.	This sub-delegation has not been exercised in 2024.
To review and monitor the performance of Te Pūkenga in relation to national rangahau, research and postgraduate strategies ensuring a culture of continuous improvement across business divisions.	This sub-delegation has not been exercised in 2024.

Membership

At the start of 2024, there were 12 members of Te Ohu; Fiona Beals, Annemarie Gillies, Ruth Crawford, Tepora Emery, Suzanne Miller, Michael Shone, Jonathan Sibley, John Stansfield, Allen Hill, Louise Rummel, Waireti Roestenburg and Christine Cheyne. At its meeting on 28 March, Te Poari Akoranga appointed Jamie Smiler to Te Ohu. Ruth Crawford resigned on 6 March and Jonathan Sibley resigned on 1 April. There are now 11 members.

This is made up of ten members from former ITP business divisions, and one from the Te Pūkenga national office.

Attendance at meetings which achieved quorum (including e-meetings)

- 6 members attended 100% (4 meetings)
- 2 members attended 75% (3 meetings)
- 2 members attended 50% (2 meetings)
- 1 member, who resigned during the year, attended one meeting prior to their resignation.

Hui

Including the meeting at which this report is presented, Te Ohu has met five times in 2024. A meeting was scheduled in July but did not achieve quorum, while the meeting went ahead, no formal decisions were made.

Summary of activities

2024 and changes to the role of Poari enabled Te Ohu to start with a full revision of the ToRs which re-position Te Ohu alongside Poari in the landscape of change since the announcement of the next stage of reforms to the sector. This enabled Te Ohu in 2024 to keep focused on its core business.



Summary of key achievements

Leadership in rangahau, research and innovation, and postgraduate activity

Te Ohu has had oversight of rangahau and research planning across Te Pūkenga business divisions, policy, funding and ethics through :

- Provided support for the revoking of the Code of Ethical Conduct for Use of Animals in Research submitted to the Ministry for Primary Industries (9 May)
- Supported submissions on the University and Science System Advisory Groups

Identifying risks in the transition into regional divisions

Te Ohu has initiated the Research Productivity and Compliance Risk Assessment Tool which has enabled the identification of risks (17 July). The Director of Rangahau and Research (Te Pūkenga) has used this tool in discussion with Regional Leads to enable the mitigation of risks and provide assurance in research quality as we devolve from a centralised model of vocational education and training.

Identifying, promoting and enhancing best practice rangahau, research, research capability and innovation, and postgraduate programme delivery

Including research ethics across Te Pūkenga and that these are maintainable and sustainable at a regional level.

Te Ohu has:

- Reviewed and provided feedback on the Rangahau Research portion of the Bachelor of Midwifery programme (7 March)
- Reviewed Te Matarau Whānui and provided feedback on next steps (21 May)
- Reviewed goals set for the 2023 Statement of Performance Expectations (21 May)
- Provided support for the revoking of the Code of Ethical Conduct for Use of Animals in Research submitted to the Ministry for Primary Industries (9 May)

Receiving and monitoring annual research and postgraduate reports from regional centres and work-based learning providers

Te Ohu has:

- Reviewed, and provided feedback on the 'Research Productivity and Compliance Risk Assessment Tool' (17 July)

Changes throughout the year

Over the year the following changes were made to the Terms of Reference:

- At its September meeting, Te Ohu incorporated changes its delegations from the Academic Delegations Register:
 - from "To conduct research, with a focus on applied and technological research (section 315 of the Act). Teaching and learning is supported by research, evidence, and best practice (Charter, Schedule 13 of the Act)"
 - to "To review and monitor:



- the revenue generated by Te Pūkenga in external research funding opportunities the participation of Te Pūkenga in all research funding processes having regard for regional interests, leadership, and support for research.
- rangahau and research capacity and capability across Te Pūkenga.
- the performance of Te Pūkenga in relation to national rangahau, research and postgraduate strategies ensuring a culture of continuous improvement across business divisions."

Continuous improvement

An assessment against the 2024 continuous improvement plan is included in Appendix 1. Throughout the year, Te Ohu has identified the following areas for improvement, which have informed the 2025 continuous improvement plan in Appendix 2.

- Continual monitoring of research performance across business divisions including external research funding.

Proposed focus areas for 2025

- Continual monitoring of research performance across business divisions including external research funding.

Review of the terms of reference

As a result of this self-assessment the terms of reference have been reviewed by staff, and a change is proposed to purpose area b) to reflect the pending change in structure.

- Current wording: "Identify risks in the transition into regional divisions and ensure that as we transition that there are effective governance and operational supports and mechanisms in place to mitigate risks and provide assurance in research quality."
- Proposed wording: "Ensure that there are effective governance and operational supports and mechanisms in place to mitigate risks and provide assurance in research quality."

Ngā Tāpiritanga | Appendices

Appendix 1: Assessment against 2024 continuous improvement plan

Appendix 2: 2025 continuous improvement plan

Appendix 3: Proposed changes to Terms of Reference



Continuous Quality Improvement Plan for 2024

No.	Recommendation	Desired outcome	Steps needed	Planned completion date	Person/Role responsible	Status
1.	Consider appointing Director Rangahau and Research onto Ohu as Co-Chair	Stronger alignment between the purpose of Te Ohu, the ToRs and the operational plan of the Office of the Rangahau and Research Director	Poari to approve appointment	Feb 2024	Current chairs	Achieved. Director Rangahau and Research appointed to Ohu but not as co-chair. Te Ohu emphasised the importance of maintaining stability in leadership.
2.	Create a 2024 workplan aligning to the Office of the Rangahau and Research Director	Providing structure and guidance for Te Ohu 2024	Te Ohu to work with Rangahau & Research Director to create a governance plan that aligns with the Office's workplan	March 2024	Current chairs Rangahau and Research Director	Achieved. 2024 workplan developed in consultation with the Director Rangahau and Research.

Commented [EC1]: We were never instructed to - only to consider to (Ethics Committee, is Fiona Beals)



DRAFT Continuous Quality Improvement Plan for 2025

Based on this report, identified areas for improvement, and proposed focus areas, describe the actions to be taken to address these.

No.	Recommendation	Desired outcome	Steps needed	Planned completion date	Person/Role responsible
	Continual monitoring of research performance across business divisions including external research funding.	To provide Council transparency of the level of compliance and risk			



Te Ohu Whakahaere Rangahau, Research and Postgraduate Terms of Reference

Terms of Reference

1. Whakapapa | Background

- (a) In accordance with the Te Pūkenga Delegations Policy, Te Poari Akoranga (Te Poari) may establish any ohu whakahaere (sub- committees) as are deemed necessary for the efficient and effective operation of Te Poari and to make appointments to the same.
- (b) The Ohu Whakahaere (national subcommittees of Te Poari) will provide assurance and confidence that academic leadership is strengthened in its key area of focus.

2. Ngā Tikanga | Purpose / Scope

- (a) To provide leadership in rangahau, research and innovation, and postgraduate activity, by having oversight of rangahau and research planning across Te Pūkenga business divisions, policy, funding and ethics.
- (b) Ensure that there are effective governance and operational supports and mechanisms in place to mitigate risks and provide assurance in research quality ~~Identify risks in the transition into regional divisions and ensure that as we transition that there are effective governance and operational supports and mechanisms in place to mitigate risks and provide assurance in research quality.~~
- (c) Identify, promote and enhance best practice rangahau, research, research capability and innovation, and postgraduate programme delivery including that relating that to research ethics across Te Pūkenga and that these are maintainable and sustainable at a regional level.
- (d) Receives and monitors annual research and postgraduate reports from regional centres and work-based learning providers, where appropriate.

3. Powers and Authority

- (a) In accordance with the Delegations Policy, Te Poari is granted the specific authorities listed below. All delegated authority must be exercised in accordance the purpose of Te Poari as set out in Section 3 of these Terms of Reference.

Ref	Subject	Description	Sub-delegation
6.	Research	To set and promote quality standards for research and approve proposals for research from Te Pūkenga kaimahi and learners involving human subjects (including learner course work research) and a Māori or Te Tiriti/Treaty of Waitangi dimension.	To review and monitor: <ul style="list-style-type: none"> • the revenue generated by Te Pūkenga in external research funding opportunities • rangahau and research capacity and capability across Te Pūkenga. • the performance of Te Pūkenga in relation to national rangahau, research and postgraduate strategies ensuring a culture of continuous improvement across business divisions.



- (b) Te Poari delegates Te Ohu Whakahaere Rangahau Māori, Research and Postgraduate (Te Ohu) to:
 - i) Review and monitor:
 - a. the revenue generated by Te Pūkenga in external research funding opportunities.
 - b. rangahau and research capacity and capability across Te Pūkenga
 - c. the performance of Te Pūkenga in relation to national rangahau, research and postgraduate strategies ensuring a culture of continuous improvement across business divisions
- (c) In line with the powers to sub-delegate in the table above, from time to time, Te Poari may formally sub-delegate specific tasks and/or responsibilities to nominated groups, committees and/or ohu whakahaere. In doing so, it requires:
 - i) Any policies related to the responsibilities are approved by Te Poari Akoranga;
 - ii) Major decisions made by the body receiving the sub-delegation are reported to Te Poari Akoranga.
 - iii) All formal sub-delegations will be included in the Academic Delegations Register which will be updated each time a power is sub-delegated.
- (d) All media and public comment should be considered in consultation with Te Pūkenga Council.
- (e) Any official information requests to Te Poari should be directed to the Official Information Act (OIA) team of Te Pūkenga.

4. Mematanga | Membership, Appointments and Eligibility Criteria

- (a) Appointments to Te Ohu will be made by Te Poari following an Expressions of Interest process carried out by Te Ohu. Appointments will comprise the following:
 - i) Pounuku Rangahau and Research (1 member)
 - ii) Research active staff members (including emerging and early career researchers) (3-7 members)
 - iii) Staff members from postgraduate programmes (1-3 member/s)
 - iv) Additional members may be co-opted to join if the appointed members feel that they do not have sufficient representation of skills or specialist criteria identified in Section 4. (c).

Two members of the ohu will be appointed/voted as co-chairs, one of whom will be the representative to Te Poari Akoranga.

- (b) Membership should reflect a broad skills-based approach and be drawn from both ITPs and ITOs as appropriate, ensuring rangahau and Pacific representation. The appointment of members will be based on the following core criteria:
 - i) commitment to rangahau and research quality with significant experience at the management of staff and student research functions at a senior management/executive level
 - ii) ability to apply both a local and global view to rangahau and research needs and strategic direction



- iii) authoritative and specialist knowledge, skills, and experience in the areas of applied and technological rangahau and research, with a demonstrable track record in industry/community partnered research and Kaupapa Māori research, a strong publication record in the areas of focus and the related methodologies Te Pūkenga is seeking to develop.
 - iv) members will be selected on the basis of commitment to rangahau and mātauranga Māori;
- (c) In addition to the criteria in Section 4. (c), the following specialist criteria may be applied when appointing members:
- i) Demonstrated knowledge and experience, and a commitment to Mātauranga Māori;
 - ii) Demonstrated knowledge and experience in addressing inequities in tertiary education provision related to gender, sexuality, age, disability, and ethnicity;
 - iii) Demonstrated innovation in ako (specifically teaching, learning and research) with up-to-date specialist knowledge, skills and experience in academic quality, programme development and delivery; and
 - iv) Broad sector and systems delivery knowledge and demonstrated experience, including work-based, work-integrated, distance, kanohi ki te kanohi, blended delivery and regional competencies and experience.
- (d) Members will be appointed for up to two years, with the option of renewal for one further year, to be made by Te Poari. Membership of Te Ohu may be revoked by either Te Poari or the appointed member at any time by giving four weeks' written notice in writing.
- i) These members may resign from Te Ohu at any time by notifying the Chair with a copy to the Governance Advisor.
 - ii) A member's appointment may be terminated at any time for good reason by the Te Poari Akoranga Chair. Good reason includes, but is not limited to, failure to attend more than two consecutive Te Ohu hui (without informing the Chair), and failure to act in accordance with the Code of Conduct.

5. Kōrama | Quorum and Hui | Meetings

- (a) A quorum shall consist of a majority of Te Ohu members. No business shall be transacted at a meeting in the absence of a quorum.
- (b) Te Ohu will meet regularly during an academic year.
 - i) Meetings may be conducted by teleconference, videoconference or in person.
 - a. If a hui is held in person, members will make reasonable efforts to attend in person.
 - b. If a member is not able to attend a hui in person, a teleconference or videoconference alternative will be provided where feasible.
 - ii) Te Ohu may also need to meet on an ad hoc basis to consider approvals requested and/or relevant matters, and/or if determined necessary by the Chair.
 - iii) Hui dates will be set annually by the Council Secretariat to align with other meetings on Te Pūkenga Governance calendar, and in consultation with members of Te Poari.



- (c) If a member is unable to attend a hui, they must provide the Chair with comments on the issues to be discussed in reasonable time prior to the hui. Members are not able to send a proxy or delegate to the hui in their place.
- (d) A Governance Advisor shall service Te Ohu meetings to provide secretariat support and resources.
 - i) Meeting agendas will be prepared and provided in advance to members, along with appropriate briefing materials. This would normally be a week prior to the date of the meeting but may be shorter as determined by the Chair.
 - ii) Minutes of the meetings shall be prepared, retained and distributed to Te Ohu members, management and external auditors, as well being made available to Te Poari Akoranga.
- (e) Te Pūkenga is named in Schedule 2 Part 2 of the [Local Government Official Information and Meetings Act 1987 \(LGOIMA\)](#) as a particular authority to which Part 7 of LGOIMA applies. As Te Ohu has been delegated authority to make decisions on behalf of Te Poari as outlined in Section 3, the following local authority meeting rules apply:
 - i) Hui are required to be open to the public unless Te Ohu resolves to exclude the public from the whole or any part of the meeting where good reason for withholding disclosure of information exists under Section 9 of the Official Information Act 1982.
 - ii) The date, time and place of Te Ohu hui must be publicly notified not more than 14 days and not less than five days before the end of the month prior.
 - iii) At least two working days prior to the hui any member of the public may inspect all agendas and associated reports circulated to members of Te Ohu relating to that hui, excluding reports that the Tumuaki | Chief Executive reasonably expects the hui to discuss with the public excluded.
 - iv) Where an item is not on the agenda for a meeting, that item may only be discussed at that meeting if:
 - a. Te Ohu resolves to discuss it and the Chair explains at the hui at a time when it is open to the public the reason why the item is not on the agenda, and the reason why the discussion of the item cannot be delayed until a subsequent hui; or
 - b. the item is a minor matter relating to the general business of Te Ohu; and the Chair explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but no resolution, decision, or recommendation may be made in respect of that item except to refer that item to a subsequent meeting for further discussion.
 - v) Members of the public have a right to inspect or receive copies of minutes of Te Ohu hui (except parts of a hui from which the public was excluded).

6. Responsibilities and duties

- (a) To exercise its powers and duties and oversee the areas outlined in section 3, Te Ohu members shall:
 - i) Review any papers prepared for Te Ohu, prepare adequately prior to each hui and participate actively in hui, contributing to actions when agreed.



- ii) Bring matters of significance to the attention of Te Ohu and use professional perspectives to undertake analysis or prepare advice as required.
 - iii) Contribute to the development of a forward work programme for Te Ohu.
 - iv) Maintain a broad knowledge of the issues and interests that relate to the operations of Te Ohu.
 - v) Consult with and consider advice from the three Advisory Committees to Council established under section 325 of the Act on significant matters relating to the strategic direction of Te Pūkenga which are relevant to those groups represented by each Advisory Committee.
 - vi) Comply with Te Pūkenga Council and Committees [Code of Conduct Policy](#)
- (b) In addition, the Chair of Te Ohu shall:
- i) consult with members to draft a forward work programme for Te Ohu, for agreement with Te Poari Chair;
 - ii) set agendas with the assistance of the Governance Advisor, and approve minutes;
 - iii) chair and facilitate hui, encouraging and modelling open communication where all members contribute effectively;
 - iv) manage any conflicts of interests for other members of Te Ohu, including deciding if a potential conflict exists and determining, with assistance from the Governance Advisor, what action is appropriate;
 - v) represent the Committee in any hui with Te Poari Akoranga and/or Chair as required;
 - vi) ensure that any requests for media and public comment and any official information requests made to the Committee are escalated to the Chair of Te Poari Akoranga; and
- (c) Members are required to declare any actual or perceived interests as per national policy and procedures. [Conflicts of Interest Policy](#)

7. Fees and allowances

- (a) No additional fees will be paid to employees of Te Pūkenga for their participation in Te Ohu as hui are anticipated to occur during normal working hours. Expenses related to Te Ohu should be included in each employee's usual expense cost centre.

8. Pūrongo | Reporting obligations

The Chair of Te Ohu will report to Te Poari using the Council's agenda framework on any delegations that have been exercised and the strategic and key issues that most concern Te Poari.

9. Accountability

Te Ohu shall:

- (a) self-assess its performance against these Terms of Reference on an annual basis. This self-assessment shall include feedback from Te Poari on its perspective on the performance of Te Ohu, as provided by the Chair of Te Poari.
- (b) confirm annually that all responsibilities outlined in these Terms of Reference have been carried out.



10. Review of the Terms of Reference

Te Poari shall, on an annual basis (or as otherwise necessary), review and, if appropriate, update these Terms of Reference for consideration and approval by Te Poari Akoranga.

Approved by the Te Poari Akoranga of Te Pūkenga on 28 March 2024

Kieran Hewitson

Te Poari Akoranga Co-Chair

Deborah Young

Te Poari Akoranga Co-Chair



Tā Te Pūkenga Komiti Pūrongo

Te Ohu Whakahaere Rangahau Research and Postgraduate

13 November 2024

Title	Revocation of Te Pūkenga’s Animal Ethics code
Provided by	Jamie Smiler, Pounuku Rangahau
For	Information

Te Taunaki | Recommendation(s)

It is recommended that Te Ohu Whakahaere Rangahau Research and Postgraduate:

a)	Receives the report titled ‘Revocation of Te Pūkenga’s Animal Ethics code’
----	--

Te pūtake o tēnei pūrongo | Purpose of this report

The purpose of this report is to provide confirmation that the application to the Ministry of Primary Industries for Te Pūkenga’s Animal Ethics Code has been revoked.

Te Tāhuhu Kōrero | Background

On 11 October 2024 an application was made to the Ministry of Primary Industries (MPI) under Section 95 (1) of the Animal Welfare Act 1999 to revoke Te Pūkenga’s Animal Ethics Code *Manaaki Kararehe o Te Pūkenga, Code of Ethical Conduct for the Use of Animals in Research, Testing, and Teaching*.

On 1 November 2024 MPI wrote to confirm that this application was approved that this Code has now been withdrawn. This confirmation was published in the New Zealand Gazette on 25 October 2024.

On 4 November 2024, Te Pūkenga ELT were provided this report.

To finalise all reporting for this code a final Animal Use Statistics Return has been provided to MPI – this was a *nil* return.

Regional Executive Directors have been informed of this notice having already taken responsibility for Animal Ethics after completing a readiness to self-manage animal ethics assessment earlier this year.

This now closes all National Office disestablishment responsibilities for the management of Animal Ethics for research, testing and teaching.

Ngā Tāpiritanga | Appendices

Appendix 1: Revocation Of Approval of Code of Ethical Conduct – MPI Letter to Gus Gilmore

Appendix 2: New Zealand Gazette Notice

Appendix 3: Mid-Year Animal Use Statistics

Appendix 4: Letter to MPI Requesting the Revocation of the Code

Ministry for Primary Industries
Manatū Ahu Matua



4 November 2024

Gus Gilmore
Te Pūkenga New Zealand Institute of Skills and Technology
Level 2 Wintec House
Cnr Angelsea Nisbet Street
HAMILTON 3204

Tēnā koe Mr Gilmore

REVOCAION OF APPROVAL OF CODE OF ETHICAL CONDUCT

As requested in your 11 October 2024 email, approval of the code of ethical conduct held by Te Pūkenga New Zealand Institute of Skills and Technology has now been revoked. I've attached a copy of the *Gazette* notice for your records. You can also find the notice at the following link: <https://gazette.govt.nz/notice/id/2024-g05553>.

A final statistical return is due for the period of 1 January 2024 to 1 November 2024. I've attached a form for this and would appreciate receiving the completed form as soon as possible. As the Te Pūkenga New Zealand Institute of Skills and Technology animal ethics committee was not operational this will be a nil return (no animals were used).

Nāku noa, nā

A handwritten signature in black ink, appearing to read 'Bridget Brox', with a long, sweeping flourish extending to the right.

Bridget Brox
Senior Adviser Animal Welfare

Ministry for Primary Industries
Charles Fergusson Building
34-38 Bowen Street
PO Box 2526
Wellington 6140, New Zealand
mpi.govt.nz

NEW ZEALAND GAZETTE

Revocation of Approval of Code of Ethical Conduct (Notice No. MPI 1878)

Pursuant to section 96(4) of the Animal Welfare Act 1999, I hereby give notice that the application from Te Pūkenga New Zealand Institute of Skills and Technology requesting revocation of the code of ethical conduct held by them has been approved, effective as at the date of this notice.

Dated at Wellington this 25th day of October 2024.

STACEY PARBHU, Manager Animal Welfare Systems, Ministry for Primary Industries (under delegated authority).

2024-go5553

01-11-2024 09:01



**ANIMAL MANIPULATION FIGURES:
For 2024**

Name of Institution: Te Pūkenga New Zealand Institute of Skills and Technology (1 Jan – 1 Nov 2024)

One animal type per sheet please

1. Animal Type: _____

2. Source of Animals:	Number
Breeding unit	
Commercial	
Farm	
Born during project	
Captured	
Imported into New Zealand	
Public sources	
Total	

3. Status of Animals:	Number
Normal/conventional	
SPF/germ free	
Diseased	
Transgenic/chimera	
Protected wildlife	
Pregnant	
Unborn/prehatched	
Other	
Total	

4. Purpose:	Number
Teaching	
Species conservation	
Environmental management	
Animal husbandry	
Basic biological research	
Medical research	
Veterinary research	
Testing	
Production of biological agents	
Producing offspring with potential for compromised welfare	
Development of alternatives	
Other	
Total	

5. Re-use:	Number
No prior use	
Previously used	
Total	

6. Grading:		Number
No impact	A	
Little impact	B	
Moderate impact	C	
High impact	D	
Very high impact	E	
Total		

7. Alive:	Number
Retained [by your institution]	
Returned [to owner]	
Released [to the wild]	
Disposed of [to others e.g. to works]	
Rehomed [to others]	
Total Alive	

8. Dead:	Number
Killed to use body or tissues	
Other dead	
Total Dead	

9. Total Manipulated:	Number

10. Total killed that were bred for research, testing and teaching but not used:	Number

Nil Return:

Completed by: please print clearly	Jamie Smiler
Designation:	Pounuku Rangahau ^{Research} Director
Signature:	<i>Jamie Smiler</i>

Please see next page for additional questions.

The following questions are optional; however, your fee



Level 2, Wintec House
Cnr Anglesea and Nisbet St.
Hamilton 3204

0800 86 22 84
info@tepukenga.ac.nz
tepukenga.ac.nz

11 October 2024

Ray Smith
Director-General of the Ministry of Primary Industries
PO Box 2526, Wellington, 6140
New Zealand
info@mpi.govt.nz

Tēnā koe Ray

Subject: Revocation of Te Pūkenga code of ethical conduct

In accordance with Section 95 (1) of the Animal Welfare Act 1999 I am writing to you to apply to revoke *Manaaki Kararehe o Te Pūkenga, Code of Ethical Conduct for the Use of Animals in Research, Testing, and Teaching* approved and published in the New Zealand Gazette by the Ministry of Primary Industries on [6 June 2023](#).

We seek this revocation because Minister Simmonds, the Minister of Tertiary Education and Skills has outlined to us through a Letter of Expectations that it is the Government's intention to no longer have a centralised organisation delivering vocational education and training. In accordance with this expectation, we have returned the administration and management of animal ethics to regional decision makers within Te Pūkenga business divisions, and we no longer have plans to establish a committee to operationalise this code.

We are available to respond to any questions or comments that you, your officials or the National Animal Ethics Advisory Committee may have on this application. Please direct these inquiries to our Pounuku Rangahau | Director Rangahau and Research, Jamie Smiler. He can be contacted by email at jamie.smiler@tepukenga.ac.nz

Ngā manaakitanga



Gus Gilmore
Tūmuaki | Chief Executive



Tā Te Pūkenga Komiti Pūrongo

Te Pūkenga Te Ohu Whakahaere Rangahau Research and Postgraduate Report

13 November 2024

Title	27 September 2024 Te Poari Akoranga hui – open
Provided by	Deborah Young, and Kieran Hewitson, co-chairs Te Poari Akoranga
Author	Louise Courtney, Governance Advisor
For	Information

Te Taunaki | Recommendation(s)

It is recommended that Rangahau Research and Postgraduate:

a)	Receives the report titled '27 September 2024 Te Poari Akoranga hui – open'
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Te Tāhuhu Kōrero | Background

Te Poari Akoranga | The Academic Board (Te Poari) met on 27 September 2024 online via Microsoft Teams. Linda Aumua and Adele McLean provided apologies for the meeting. The summary below provides an overview of some key discussions and decisions by Te Poari during the open portion.

Te Ohu Whakahaere Academic Quality

Te Poari approved:

- 2025 meeting dates for Te Ohu Whakahaere Academic Quality, which align with Te Poari 2025 meeting dates
- revised Terms of Reference (TORs) for Te Ohu Whakahaere Academic Quality to incorporate the changes to the sub-delegations from Te Poari.

Monitoring visit for Bachelor of Accounting

Te Poari noted the questions from the New Zealand Qualifications Authority (NZQA) at the first monitoring visit of the Bachelor of Accounting had a greater focus on the disestablishment of Te Pūkenga and accreditation criteria rather than the delivery of the programme.

National Programme Committee (NPC) Terms of Reference

Te Poari discussed the proposed TORs for National Programme Committees and provided guidance to the Ako Excellence Director on further development of these for approval.

Te Ohu Whakahaere Appeals

Te Poari approved revised TORs for Te Ohu Whakahaere Appeals to incorporate the changes to the sub-delegations from Te Poari and noted the resignation of member Lulu Lutui.

Te Ohu Whakahaere Approvals

Te Poari noted the resignation of member Rose Marsters.



Te Poari discussed the volume and quality of Programme Approval and Accreditation (PAA) being reviewed by Te Ohu, noting NZQA deadlines affected when programmes were submitted to Te Ohu.

Te Poari discussed whether programmes being submitted were also being delivered at other business divisions and noted that the Matters for Central Decision Making (MCDM) process should identify this in order to utilise what is already in the network.

Te Poari noted that Te Ohu approved the following programmes for submission to the New Zealand Qualification Authority (NZQA):

- New Zealand Certificate in Skills for Learning for work, for Supported Learners (Level 1) (NZ4373).
- New Zealand Certificate in Fashion (Level 4) (NZ2630).
- New Zealand Certificate Content Creation (Level 4) (NZ4789).

Local Academic Committee reports (open)

Te Poari highlighted the following in respect of reports from Local Academic Committees:

- MITO's Quality Oversight Committee agreed to its Terms of Reference (TORs).
- Competenz Academic Committee agreed to its TORs and membership.
- ServiceIQ will have their first meeting in October where the TORs approved by the ServiceIQ Leadership Team will be presented.

Ngā Tāpiritanga | Appendices

Appendix 1: [Te Poari Akoranga 27 September 2024 hui – open portion.](#)



Tā Te Pūkenga Komiti Pūrongo

Te Pūkenga Te Ohu Whakahaere Rangahau Research and Postgraduate Report

13 November 2024

Title	25 October 2024 Te Poari Akoranga hui – open
Provided by	Kieran Hewitson, and Deb Young, co-chairs Te Poari Akoranga
Author	Louise Courtney, Governance Advisor
For	Information

Te Taunaki | Recommendation(s)

It is recommended that Te Ohu Whakahaere Rangahau Research and Postgraduate:

a)	Receives the report titled '25 October 2024 Te Poari Akoranga hui – open'
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Te Tāhuhu Kōrero | Background

Te Poari Akoranga | The Academic Board (Te Poari) met on 25 October 2024 online via Microsoft Teams. Adele McLean and Doug Pouwhare provided apologies for the meeting. The summary below provides an overview of some key discussions and decisions by Te Poari during the open portion.

Te Poari Akoranga Terms of Reference

Te Poari considered the proposed approach to formalise the role of Te Pūkenga Council observer in its Terms of Reference, and additional changes to the Terms of Reference to reflect its relationship with Local Academic Committees and changes to delegations to and Terms of Reference for Te Ohu Whakahaere Rangahau Research and Postgraduate which were approved at Te Poari's September meeting. Te Poari Akoranga recommends that Te Pūkenga Council approve the revised Terms of Reference.

Te Ohu Whakahaere Approvals

Te Poari Akoranga noted that Te Ohu Whakahaere Approvals approved the following programmes for submission to the New Zealand Qualifications Authority (NZQA) at its October meeting:

- New Zealand Certificate in Kitchen Joinery (Level 4) with strands in Manufacture, and Installation (4301-1)
- New Zealand Apprenticeship in Kitchen Joinery (Level 4)
- New Zealand Diploma in Aeronautical Engineering (Production Control) (Level 6)
- New Zealand Certificate in Manufacturing (Level 3)
- New Delivery Site application for Te Pūkenga (unified) NZ2453 New Zealand Certificate in Business (Introduction to Team Leadership) (Level 3)



Local Academic Committee reports

Te Poari received reports from seven business divisions and acknowledged that work-based learning business divisions creating new committees to provide academic oversight. It noted that the Type 2 change to the Veterinary Nursing diploma approved at Whitireia and WelTec was a transitional arrangement for an old diploma transitioning from a two to a one-year diploma.

New Zealand Qualifications Authority Consultation

Te Poari noted that consultation was underway by NZQA regarding its rules, and that submissions from business divisions would be shared through the Education Quality Forum.

Ngā Tāpiritanga | Appendices

Appendix 1: [Te Poari Akoranga 27 September 2024 hui – open portion](#)



Te Ohu Whakahaere Rangahau, Research and Postgraduate o Te Poari Akoranga Meeting

Resolution to exclude the public

It will be moved by the Chair that the public be excluded from the remainder of the meeting. This resolution will be 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)
6.	Administration	
6.1.	Minutes of meeting held 20 September 2024	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
6.2.	Actions	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
7.	Updates from Te Poari Akoranga – public excluded	
7.1.	27 September 2024 hui - public excluded	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
7.2.	25 October 2024 – public excluded	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA

Interests

Section	Interest
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)(i) OIA	To enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities.

Karakia whakakapi

Tēnā tātou here are some useful phrases you can use to introduce closing karakia next time you are asked to lead it.

Māku e whakakapi te wānanga nei.

I will conclude our shared space.

Kia whakakapia te wānanga nei ki te karakia.

May our shared space be concluded with karakia.

Kua pau tonu te wā, nā reira māku e whakakapi te wānanga nei ki te karakia.

We're just about out of time, therefore I will conclude our shared space with karakia.

Karakia whakakapi Closing incantation

Puritia,
puritia ngā kōrero o te wānanga
puritia Kia ū, kia mau
puritia kia ita
Unuhia, unuhia atu rā
Te tapu o te kāhui o ngā ariki
mauria atu rā ko te kahu ora o
Rongo
he rongo taketake
he rongo mau tonu
ka whakamau kia tina,
Tina! (*everybody*)
Hui e, Tāiki e!

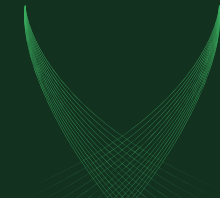
Hold fast,
hold firmly the words of the
academy
cement them firmly
fixed in the mind.
Release ourselves
of the decorum of formality
let us take up the life giving
cloak of Rongo
the permanence of peace
and harmony
and bind it firmly,
Firmly!

Our values



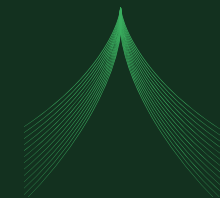
Manawa nui

We reach out and welcome in



Manawa roa

We learn and achieve together



Manawa ora

We strengthen and grow
the whole person