

Te Poari Akoranga | Academic Board 26 July 2024 hui



26 July 2024 09:30 AM

| Agenda Topic | Presenter | Time | Page |
|--|-----------|-------------------|------|
| Open Agenda | | | |
| Karakia tīmatanga | | | 4 |
| 1. Welcome and apologies Apologies for absence received from D. Pouwhare, K. Hewitson, and M. Carroll. | | | |
| 2. Administration | | 09:30 AM-09:35 AM | 8 |
| 2.1 Te Poari Akoranga membership and meeting schedule calendar 2024 | | | 8 |
| 2.2 Te Poari Akoranga Workplan 2024 | | | 11 |
| 2.3 Register of Interests Te Poari Akoranga 2024 | | | 12 |
| Members must declare any agenda items where a conflict arises between their role as a member of Te Poari Akoranga and the role they are usually employed in, or any private or other external interest they may have and stand aside from decision making in respect of that item. | | | |
| 2.4 Open minutes of hui 18 June 2024. | | | 14 |
| RECOMMENDATION: THAT Te Poari Akoranga accept as a true and accurate record the minutes of the open portion of the Te Poari Akoranga meeting held 18 June 2024. | | | |
| 3. Te Poari Akoranga Delegations Register | | 09:35 AM-09:40 AM | 21 |
| RECOMMENDATION: THAT Te Poari Akoranga: | | | |
| a) Receives the report titled 'Te Poari Akoranga Academic Delegations Register – final sub-delegations'; and | | | |
| b) Approves the following sub-delegations from Te Poari Akoranga: | | | |
| 1. to Te Ohu Whakahaere Appeals to: | | | |
| <ul style="list-style-type: none"> • receive unresolved learner complaints or appeals that have already been determined (in line with relevant appeals policies and processes); • support the resolution, settlement and/or withdrawal of such unresolved complaints or appeals; • if necessary, make recommendations about policies, procedures, or the provision of services; and | | | |
| 2. to Local Academic Committees to review and approve changes to existing courses and programmes and approve the withdrawal/closure or suspension of existing courses or programmes. | | | |

4. [Te Poari Akoranga Terms of Reference July 2024](#) 09:40 AM-09:45 AM 28

RECOMMENDATION:

THAT Te Poari Akoranga:

- a) Receives the report titled 'Te Poari Akoranga Terms of Reference July 2024';
- b) Notes that amendments have been made to the Terms of Reference due to changes to the delegations from Te Pūkenga Council to Te Poari Akoranga; and
- c) Considers whether any additional changes are required to its Terms of Reference so that these can be incorporated at the same time.

5. Ngā Ohu Whakahaere o Te Poari Akoranga 09:45 AM-09:50 AM 40

- 5.1 [Te Ohu Whakahaere Academic Quality](#) F. Moyer (co-chair) 40

RECOMMENDATION:

THAT Te Poari Akoranga:

- a) Receives the report titled 'Te Ohu Whakahaere Academic Quality hui July 2024 - open';
- b) Notes that Te Ohu Whakahaere Academic Quality approved the reporting template and schedule for unified programmes; and
- c) Notes that Te Ohu Whakahaere Academic Quality approved the approval and accreditation template for new Level 1-6 programmes.

- 5.2 [Te Ohu Whakahaere Appeals](#) 41

RECOMMENDATION:

THAT Te Ohu Whakahaere Appeals:

- a) Receives the report titled 'Te Ohu Whakahaere Appeals hui July 2024 – open';
- b) Appoints Adele McLean as co-chair of Te Ohu Whakahaere Appeals;
- c) Recommends to Te Pūkenga Council to appoint Adele McLean to Te Poari Akoranga

- 5.3 [Te Ohu Whakahaere Rangahau Research and Postgraduate](#) 42

RECOMMENDATION:

THAT Te Poari Akoranga receives the report titled 'Te Ohu Whakahaere Rangahau, Research and Postgraduate hui – July 2024'.

6. Local Academic Committees 09:50 AM-09:55 AM 43

- 6.1 [Update from Western Institute of Technology at Taranaki Academic Committee](#) 43

RECOMMENDATION:

THAT Te Poari Akoranga receives the report title "Western Institute of Technology at Taranaki Academic Committee Report – June 2024".

Agenda - Public Excluded

7. [Resolution to exclude the public](#) 46

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.

8. Administration - Public Excluded 09:55 AM-10:00 AM 47

| | | | |
|------|---|-----------------------------|----|
| 8.1 | Minutes of the public excluded portion of the Te Poari Akoranga 18 June 2024 hui | | 47 |
| | RECOMMENDATION: THAT Te Poari Akoranga accept as a true and accurate record, the minutes of the public excluded portion of the Te Poari Akoranga meeting held 18 June 2024. | | |
| 8.2 | Action List | | 52 |
| | Update on progress and close off complete actions. | | |
| 9. | Research Productivity and Compliance Risk Assessment Tool | J. Smiler, Pounuku Rangahau | 53 |
| | RECOMMENDATION: THAT Te Poari Akoranga: a) Receives the report titled 'Programme level reporting of 2023 SPE data and Compliance Risk Assessment Tool'; b) Discuss the compliance and performance standard risk for business divisions and ako networks. | 10:00 AM-10:20 AM | |
| 10. | Ngā Ohu Whakahaere o Te Poari Akoranga - public excluded | | 56 |
| | | 10:20 AM-10:25 AM | |
| 10.1 | Te Ohu Whakahaere Appeals | | 56 |
| | RECOMMENDATION: THAT Te Poari Akoranga receives the report titled 'Te Ohu Whakahaere Appeals hui July 2024 – public excluded'. | | |
| | Karakia whakakapi | | 58 |
| | Next scheduled meeting 9:30am-12:30pm, Friday 30 August 2024. | | |

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.

A1: Council Delegations to Te Poari Akoranga

All 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.

| Ref | Subject | Description | Objective | Power to Sub-Delegate? |
|-----|---|--|--|------------------------|
| 1. | Academic Policies, procedures and framework | To determine policies and operating procedures of Te Pūkenga in relation to learners and academic matters. | Provide assurance and confidence that the quality and academic infrastructure, including policies, procedures and frameworks, are fit for purpose; and approve academic direction, statutes and practices to be applied throughout the organisation to ensure the goals of Te Pūkenga, as set by Council having regard to the Charter and Minister’s expectations, are met and continuous improvement is achieved and sustained. | No |
| 2. | Courses/ Programmes of Study (including work-based learning programmes) | To approve new courses and programmes, review and approve changes to existing courses and programmes, and approve the withdrawal/closure or suspension of existing courses or programmes. To seek approval/accreditation of programmes by external bodies. | Provide and facilitate strategic direction and thought leadership on a range of education matters, including innovation, teaching and learning, and applied research and scholarship, with oversight of funding allocation, planning and ethics | Yes |
| 3. | Courses/ Programmes of Study (including work-based learning) | To approve variations to an individual learner’s course/programme of study outside programme regulations. | Provide assurance and confidence: <ul style="list-style-type: none"> a. of the effectiveness of teaching, learning and research within the organisation with a focus on outcomes. b. that work-based learning is applied throughout packages of learning developed and delivered by Te Pūkenga | Yes |

| Ref | Subject | Description | Objective | Power to Sub-Delegate? |
|-----|-------------------|--|---|---------------------------------|
| | | | (where relevant), contribute to a partnership approach to policies and decisions affecting work-based learning and create space for employers. | |
| 4. | Quality Assurance | To set and monitor the application of Te Pūkenga quality assurance processes for the development and delivery of all courses and programmes (including with respect to learning, teaching, assessment, learner support and learner performance) through quality evaluation, review and reporting processes. | As above | Yes |
| 5. | Assessment | To approve and release learner results and recognise credit for assessment (including assessment of prior learning) in accordance with approved academic regulations. | Establish and provide assurance and confidence that ohu whakahaere, (national subcommittees of Te Poari Akoranga) strengthen academic leadership in key areas of focus. | Yes |
| 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 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) | Yes |
| 7. | Appeals | To: <ol style="list-style-type: none"> a. receive unresolved learner complaints or appeals that have already been determined (in line with relevant appeals policies and processes); b. support the resolution, settlement and/or withdrawal of such unresolved complaints or appeals; and | | Yes (limited to ohu whakahaere) |

| Ref | Subject | Description | Objective | Power to Sub-Delegate? |
|-----|---------------------------------|---|---|------------------------|
| | | c. if necessary, make recommendations about policies, procedures, or the provision of services. | | |
| 8. | Ohu whakahaere: Sub- Committees | To establish any ohu whakahaere (sub-committees) as are deemed necessary for the efficient and effective operation of Te Poari Akoranga and to make appointments to the same. | Establish and provide assurance and confidence that ohu whakahaere, (national subcommittees of Te Poari Akoranga) strengthen academic leadership in key areas of focus. | No |
| 9. | Incidental | To do anything incidental to the exercise of any of the powers or functions delegated by the Council to the Academic Board. | The Council delegates to Te Poari Akoranga “matters relating to work-based learning, courses of study or training, awards, and other academic matters”, to “exercise powers delegated to it by the council.” (Section 324 (2) of the Act) | No |



2024 Schedule of Te Poari Akoranga and Ngā Ohu Whakahaere meetings

As at 15 July 2024

Te Poari Akoranga

| Name | Role | Meeting dates |
|-------------------|--|---|
| Kieran Hewitson | Co-Chair (Delegate for Chief Executive) | Fri, 1 March Thu, 28 March |
| Deborah Young | Co-Chair (Ako Excellence Director) | Mon, 29 April |
| Paora Ammunson | Member (DCE Te Tiriti Outcomes) | Fri, 24 May Tues, 18 June |
| Fionna Moyer | Member (Co-Chair Te Ohu Whakahaere Academic Quality) | Fri, 26 July Fri, 30 August |
| <i>Vacant</i> | <i>Member</i> <i>(Co-Chair Te Ohu Whakahaere Appeals)</i> | Fri, 27 September Fri, 25 October |
| Diane Lithgow | Member (Co-Chair Te Ohu Whakahaere Approvals) | Fri, 29 November |
| Fiona Beals | Member (Co-Chair Te Ohu Whakahaere Rangahau and Research) | |
| Martin Carroll | Member (Rohe 1 business division Academic Committee Chair) | |
| Te Urikore Biddle | Member (Rohe 2 business division Academic Committee Chair) | |
| Nita Hutchinson | Member (Rohe 3 business division Academic Committee Chair) | |
| Scott Klenner | Member (Rohe 4 business division Academic Committee Chair) | |
| Henry Geary | Member (Learner nominated by Interim Learner Advisory Committee) | |
| Doug Pouwhare | Member (Co-opted) | |
| Linda Aumua | Member (Co-opted) | |



Te Ohu Whakahaere Appeals

| Name | Role | Meeting dates |
|----------------|----------|---|
| Dell Raerino | Co-Chair | Wed 14 Feb |
| Adele McLean | Member | Wed 17 April – governance Wed 7 June – ops |
| Sue Crossan | Member | Wed 3 July – governance Wed 31 July - ops |
| Melanie Baynes | Member | Wed 4 Sept – governance |
| Lulu Lutui | Member | Wed 2 Oct – ops Wed 30 Oct – governance |
| Robyn McNaught | Member | Wed 4 Dec - ops |

Te Ohu Whakahaere Approvals

| Name | Role | Meeting dates |
|------------------|----------|---|
| Diane Lithgow | Co-Chair | Wed 13 March |
| Doug Pouwhare | Co-Chair | Wed 17 April Fri 19 April – e-meeting |
| Kim Davies | Member | Wed 8 May |
| Leoni Drew | Member | Wed 5 June Fri 14 June |
| Liz McKenzie | Member | Wed 10 July – cancelled Wed 14 Aug |
| Harry Leder | Member | Wed 11 September |
| Rose Marsters | Member | Wed 9 October |
| Paul Neumann | Member | Wed 13 November |
| Paula Simeon | Member | |
| Veraneeca Taiepa | Member | |
| Ginny Vincent | Member | |
| Maggie Wells | Member | |
| Denise Williams | Member | |



Te Ohu Whakahaere Academic Quality

| Name | Role | Meeting dates |
|-------------------|----------|-----------------------------------|
| Deb Young | Co-Chair | Thurs 7 March |
| Fionna Moyer | Co-Chair | Wed 3 April |
| Fiona Campbell | Member | Wed 8 May |
| Greg Durkin | Member | Fri 17 May – e meeting |
| Carmel Haggerty | Member | Wed 5 June |
| Gianetta Lapsley | Member | Wed 17 July |
| Sue Roberts | Member | Wed 11 September |
| Joan Taylor | Member | Wed 9 October |
| Caroline Terpstra | Member | Wed 6 November |

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 |
| Allen Hill | Member | Thurs 12 September |
| Suzanne Miller | Member | Wed 13 November |
| Louise Rummel | Member | |
| Waireti Roestenburg | Member | |
| Michael Shone | Member | |
| Jamie Smiler | Member | |
| John Stansfield | Member | |

**Te Pūkenga
Annual Te Poari Akoranga Work Plan 2024**

| | Frequency | February | March | April | May | June | July | August | September | October | November |
|--|-----------|-------------------|----------------------|--------------------|------------------|--------------------|-------------------|---------------------|------------------------|----------------------|-----------------------|
| Te Poari Akoranga Te Pūkenga Academic Board | Monthly | Friday 1 March | Thursday 28 March | Monday 29 April | Friday 24 May | Tuesday 18 June | Friday 26 July | Friday 30 August | Friday 27 September | Friday 25 October | Friday 29 November |
| Te Poari Akoranga self-assessment for 2023 | | | | | | | | | | | |
| Terms of Reference | | | | | | | | | | | |
| 2024 workplan for Te Poari Akoranga and ngā ohu whakahaere | | | | | | | | | | | |
| Ngā ohu whakahaere Terms of Reference | | | | | | | | | | | |
| Academic delegations register | | | | | | | | | | | |
| Te Pūkenga Investment Plan | | | | | | | | | | | |
| Unified programmes final approvals | | | | | | | | | Toi Ohomai x2 | | |
| Pastoral code self-report | | | | | | | | | | | |
| Pastoral code analysis of themes | | | | | | | | | | | |
| 2025 meeting dates (if required) | | | | | | | | | | | |
| Academic risk | | | | | | | | | | | |
| 2025 workplan (if required) | | | | | | | | | | | |
| Ngā ohu whakahaere self-assessment reports for 2024 | | | | | | | | | | | |
| Te Poari Akoranga self-assessment for 2024 | | | | | | | | | | | |
| Topics TBC | | | | | | | | | | | |

Te Poari Akoranga Register of Interests

As at 15 July 2024

| Name | Interest | Nature of Interest |
|------------------------------------|---|--|
| Kieran Hewitson Co-Chair | Te Pūkenga | Executive Director Ako Delivery |
| | EIT Academic Committee | Chair |
| | Wintec Trust | Trustee |
| | Bay of Plenty Tertiary Campus Trust | Trustee |
| Deborah Young Co-Chair | Te Pūkenga | ACLS Ako Excellence Director |
| | Te Pūkenga Committee | Co-chair of Te Ohu Whakahaere Academic Quality |
| | Ara Institute of Canterbury | Past employee: <ul style="list-style-type: none"> - Director – Academic - Member of Academic Committee - Programme Assurance Committee - Research & Postgraduate Committee |
| Paora Ammunson Member | Te Pūkenga | <ul style="list-style-type: none"> - DCE Te Tiriti Outcomes - Interim DCE ACLS |
| | Ako Aotearoa - National Centre for Tertiary Teaching Excellence (NCTTE) | Interim board member |
| Fionna Moyer Member | Wintec | Quality Specialist |
| | Te Pūkenga | Co-chair of Te Ohu Whakahaere Academic Quality. |
| Diane Lithgow Member | Te Pūkenga | Ohu Whakahaere Approvals co-chair. |
| | Ako Aotearoa | Board member |
| | World Skills NZ | Board member |
| Fiona Beals Member | Te Pūkenga Committee | Ohu Whakahaere Rangahau, Research and Postgraduate co-chair |
| | Whitireia and WelTec | Principal Lead, Teaching Innovation and Research |

| | | |
|------------------------------------|---|--|
| | Ara Taiohi | Member |
| Martin Carroll Member | Manukau Institute of Technology and Unitec | Deputy Chief Executive |
| | ConCOVE | Board member |
| | Universities Quality Assurance International Advisory Board (UQAIB) | Board member |
| | UniServices | Spouse is an employee |
| Te Urikore Biddle Member | Wintec Institute of Technology | Executive Director Māori, Quality and Academic |
| Nita Hutchinson Member | Western Institute of Technology at Taranaki | Academic Director |
| Scott Klenner Member | Otago Polytechnic | Director of Research, Rakahau Māori and Postgraduate Studies |
| | Ara Institute of Canterbury | Research Manager |
| Henry Geary Member | Open Polytechnic | Academic Committee Student member |
| | Open Polytechnic | Enrolled in New Zealand Diploma in Architectural Technology |
| | Te Pūkenga Learner Leadership Group | Te Pūkenga: Open Polytechnic representative |
| Doug Pouwhare Member | Te Pūkenga | Co-chair of Te Ohu Whakahaere Approvals. |
| | Waikato Hospice | Board Director |
| Linda Aumua Member | Unitec | Head of School Healthcare and Social Practice |



Minutes for Te Poari Akoranga | Academic Board 18 June 2024 hui

18/06/2024 | 09:00 AM - Auckland, Wellington New Zealand Standard Time

Online via MS Teams

Attendees (13)

Kieran Hewitson (Chair); Deborah Young; Paora Ammunson; Henry Geary; Linda Aumua; Fiona Moyer; Glynnis Brook; Fiona Beals; Martin Carroll; Te Urikore Biddle; Nita Hutchinson; Doug Pouwhare; Scott Klenner

Apologies: Diane Lithgow

In attendance:

Tagaloatele Peggy Fairbairn-Dunlop (Council observer), , Jamie Smiler (Pounuku Rangahau), Linda Fowler, Christine Griffiths, Mary Kensington, Jade Wratten, Deb Beatson, Kelly Hynes, Jacqueline Martin, Angela Beaton (members of the Bachelor of Midwifery programme development team), Sandra McDonald, Stephen Neville (leads of the Bachelor of Nursing Māori programme development team), Patrick Jones (Portfolio and Performance Director), Shannon Nearey (Implementation Lead LJE) and Diana Law (PCC Project Lead), and Louise Courtney (Governance Advisor)

Karakia tīmatanga

The meeting opened with karakia lead by K. Hewitson at 9:00am.

1. Welcome and apologies

Apologies were received and accepted from D. Lithgow for absence.

Te Poari Akoranga (Te Poari) accepted the resignation of G. Brook from Te Poari Akoranga (Te Poari), and acknowledged her contribution to Te Poari, in particular, her work with Te Ohu Whakahaere Appeals.

2. Administration

2.1 Te Poari Akoranga membership and meeting schedule calendar 2024

Te Poari noted the membership and meeting schedule.

2.2 Te Poari Akoranga Workplan 2024

Te Poari noted the workplan 2024.

2.3 Register of Interests Te Poari Akoranga 2024

Te Poari noted the register of interest.



2.4 Open minutes of hui 24 May 2024.

RESOLVED: (G. Brook / F. Beals)

THAT Te Poari Akoranga accept as a true and accurate record the minutes of the open portion of the Te Poari Akoranga meeting held 24 May 2024.

CARRIED

3. Academic Delegations Register

Te Poari clarified that local academic committees would be able to sub-delegate where necessary, and that it would be a requirement for these committees to report back to Te Poari any time a sub-delegation was exercised.

RESOLVED: (F. Moyer / H. Geary)

THAT Te Poari Akoranga:

a) Receive report titled 'Te Poari Akoranga Academic Delegations Register';

b) Approve the following sub-delegations within Te Poari Akoranga's existing delegations:

- *Te Ohu Whakahaere Approvals to approve new Level 1-6 courses and programmes, and approve to seek approval/accreditation of new Level 1-6 programmes by external bodies (Section 2)*
- *Local academic committees to approve variations to an individual learner's course/programme of study outside programme regulations (Section 3)Te Ohu Whakahaere Academic Quality to set and monitor the application of Te Pūkenga quality assurance processes for the development and delivery of all courses and programmes (including with respect to learning, teaching, assessment, learner support and learner performance) through quality evaluation, review and reporting processes (Section 4)*
- *Co-Chairs of Te Ohu Whakahaere Academic Quality, approval of minor changes to academic procedures, within academic policy (Section 4)Local Academic Committees to approve and release learner results and recognise credit for assessment (including assessment of prior learning) in accordance with approved academic regulations (Section 5)*
- *Te Ohu Whakahaere Rangahau, Research and Postgraduate to set and promote quality standards for research (Section 6)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 (Section 6).*

c) Recommend to Te Pūkenga Council to approves creation of a new schedule, Schedule D:

Delegations from Te Poari Akoranga, in the Standing Delegations Register and capture the sub-delegations outlined in this report

d) Recommend that Te Pūkenga Council:



- Approves addition of a row in Schedule A – A1: Council Delegations to Te Poari Akoranga for Appeals with sub-delegation limited to ohu whakahaere.
 - Notes that should Council approve this recommendation, the intention is to sub-delegate Appeals to Te Ohu Whakahaere Appeals;
- e) Recommend that Te Pūkenga Council:
- Approves the removal of “limited to ohu whakahaere” in Schedule A – A1: Council Delegations to Te Poari Akoranga, Section 2.
 - Notes that should Council approve this recommendation, the intention is to sub-delegate to Local Academic Committees to review and approve changes to existing courses and programmes and approve the withdrawal/closure or suspension of existing courses or programmes.

CARRIED

4. Policies

4.1 Academic Integrity Policy

Te Poari requested that the guidelines be amended to remove the procedural approach and to ensure that good communications were provided with these guidelines to ensure users understood its purpose as a guide. Te Poari provided the following feedback on the guidelines:

- Clear definition of that ‘local’ refers to local business divisions;
- Amend Step 2. in the suspected breaches process to align with Te Pūkenga Legal team feedback that investigators can only use information related to the current breach, therefore, removing the recommendation to check the business divisions' academic breach registers; and
- Review Step 4. as it does not allow for new students who are likely to breach this as part of their academic learning.

Te Poari also recommended that the guidelines be provided to the Educational Quality Forum (EQF) for further feedback before being distributed through its networks.

RESOLVED: (F. Moyer / S. Klenner)

THAT Te Poari Akoranga:

- a) Receives the reports titled ‘Academic Integrity Policy and Guidelines’;*
- b) Reviews the Academic Integrity Policy and Academic Integrity Guidelines; and*
- c) Approves the Academic Integrity Policy and their immediate release to Te Pūkenga network.*

CARRIED



5. Ngā Ohu Whakahaere o Te Poari Akoranga

5.1 Te Ohu Whakahaere Ako

The co-chair of Te Ohu Whakahaere Academic Quality, F. Moyer, advised that Generative Artificial Intelligence (AI) had been reviewed by that ohu. The co-chair queried whether it was worth inviting the original working group continue with the project, noting an appetite for this mahi continuing at the most recent EQF hui. It was timely for AI principles to be released to the network as guidelines or as a starting point for individual business divisions. Te Poari suggested that Te Ohu Whakahaere Ako (Ako) members be put in contact with the Teaching and Learning forum to provide support for the work being undertaken.

Te Poari requested that an explanation as to why the ohu was disestablished be included in the thank you letters to Ako members.

RESOLVED: (K. Hewitson / D. Young)

THAT Te Poari Akoranga receives the report titled 'Te Ohu Whakahaere Ako hui May 2024 – final hui'.

CARRIED

ACTION: Provide feedback on why the ohu was disestablished in thank you letters to members.

(Assignee(s): Louise Courtney; Due Date: 26/07/2024)

5.2 Te Ohu Whakahaere Academic Quality

RESOLVED: (F. Moyer / N. Hutchinson)

THAT Te Poari Akoranga receives the report titled 'Te Ohu Whakahaere-Academic Quality hui June 2024'.

CARRIED

5.3 Science Systems Advisory Group and University Advisory Group submissions

Te Poari acknowledged the work undertaken to collate, facilitate and lodge submissions on both the Science Systems and University Advisory Groups. It was noted that more resourcing and support would be required for phase two of the consultation process.

RESOLVED: (K. Hewitson / F. Beals)

THAT Te Poari Akoranga receives the report titled 'Science Systems and University Advisory Group submissions'.

CARRIED

9.1 Bachelor of Midwifery

Te Poari discussed this item in its public excluded session but resolved to include the decision in the open minutes.



RESOLVED: (G. Brook / M Carroll)

THAT Te Poari Akoranga:

- a) *Receives the report titled 'Bachelor of Midwifery (Level 7) Programme Approval and Accreditation Document'; and*
- b) *Approves the Bachelor of Midwifery (Level 7) for submission to the New Zealand Qualifications Authority.*

CARRIED

9.2 Bachelor of Nursing Māori

Te Poari discussed this item in its public excluded session but resolved to include the decision in the open minutes.

RESOLVED: (T. Biddle / F. Moyer)

THAT Te Poari Akoranga:

- a) *Receives the report titled 'Puawānanga Tapuhi Māori (Bachelor of Nursing Māori) (Level 7)';*
- b) *Provides feedback on the Puawānanga Tapuhi Māori (Bachelor of Nursing Māori) (Level 7) programme documents; and*
- c) *Approves Puawānanga Tapuhi Māori (Bachelor of Nursing Māori) (Level 7) for submission to the New Zealand Qualifications Authority and the Nursing Council of New Zealand for approval and accreditation, subject to the incorporation of feedback from Te Ohu Whakahaere Approvals and Te Poari Akoranga.*

CARRIED

12.1 Te Ohu Whakahaere Approvals

Te Poari discussed this item in its public excluded session but resolved to include the decision in the open minutes.

RESOLVED: (D. Pouwhare / D. Young)

THAT Te Poari Akoranga:

- a) *Receives the report titled 'Te Ohu Whakahaere Approvals hui June 2024 – public excluded portion';*
- b) *Notes that Te Ohu Whakahaere Approvals approved the 4825 New Zealand Certificate in Equine Racing (Assistant Trainer) (Level 4) be submitted to the New Zealand Qualifications Authority subject to incorporation of feedback from Te Ohu Whakahaere Approvals; and*
- c) *Notes that Te Ohu Whakahaere Approvals Type 2 changes to the 3563 New Zealand Certificate in Exercise (Level 4).*

CARRIED



Resolution to exclude the public

RESOLVED: (K. Hewitson / D. Young)

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) |
|------------|--|---|
| 8. | Administration | |
| 8.1 | Minutes of the public excluded portion of the meeting held 24 May 2024 | Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA |
| 8.2 | Action List | Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA |
| 9. | Unified Programmes | |
| 9.1 | Bachelor of Midwifery | Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA |
| 9.2 | Bachelor of Nursing Māori | Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA |
| 10. | Te Pūkenga Investment Plan | Section 9(2)(i) OIA |
| 11. | Pastoral Code Self Review | Section 9(2)(b)(i) OIA |
| 12. | Ngā Ohu Whakahaere o Te Poari Akoranga - public excluded | |
| 12.1 | Te Ohu Whakahaere Approvals | Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA |
| 12.2 | Science Systems and University Advisory Group submissions | Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA |



Interests

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

The following employees from Te Pūkenga, and its business divisions, were permitted to remain at the meeting, after the public had been excluded, because of their specific knowledge in relation to the above items. This knowledge is relevant to discussions related to the matters noted above because they have assisted in the progression of such matters. These employees were Christine Griffiths, Angela Beaton, Linda Fowler, Mary Kensington, Jade Wratten, Deb Beatson, Kelly Hynes, Jacqueline Martin, Sandra McDonald, Stephen Neville.

CARRIED

Te Poari Akoranga moved into public excluded at 9:40am



Pūrongo Te Poari Akoranga | The Academic Board report

26 July 2024

| | |
|--------------------|--|
| Title | Further academic sub-delegations |
| Provided by | Deborah Young and Kieran Hewitson, co-chairs Te Poari Akoranga |
| Author | Louise Courtney, Governance Advisor |
| For | Approval |

Te Taunaki | Recommendation(s)

It is recommended that Te Poari Akoranga:

| | |
|----|---|
| a) | Receives the report titled 'Te Poari Akoranga Academic Delegations Register – final sub-delegations'; and |
| b) | <p>Approves the following sub-delegations from Te Poari Akoranga:</p> <ol style="list-style-type: none"> 1. to Te Ohu Whakahaere Appeals to: <ul style="list-style-type: none"> • receive unresolved learner complaints or appeals that have already been determined (in line with relevant appeals policies and processes); • support the resolution, settlement and/or withdrawal of such unresolved complaints or appeals; • if necessary, make recommendations about policies, procedures, or the provision of services; and 2. to Local Academic Committees to review and approve changes to existing courses and programmes and approve the withdrawal/closure or suspension of existing courses or programmes. |

Te pūtake o tēnei pūrongo | Purpose of this report

The purpose of this report is to approve sub-delegations from Te Poari Akoranga to Te Ohu Whakahaere Appeals and Local Academic Committees following approval to remove limitations on some sub-delegations by Te Pūkenga Council (Council) at its meeting of 11 July 2024.

Te Tāhuhu Kōrero | Background

At its meeting of 18 June 2024, Te Poari Akoranga (Te Poari) approved sub-delegations within its existing delegations from Council and recommended that Council approves changes to its delegations to Te Poari Akoranga to allow further sub-delegations to ohu whakahaere or local academic committees. These changes were approved by Council at its meeting of 11 July 2024, along with the creation of a new schedule, *Schedule D: Sub-Delegations from Te Poari Akoranga*, in the Delegations Register which captures all sub-delegations from Te Poari Akoranga.



Ngā Kōwhiringa me Te Tātaritanga | Options and analysis

The approved changes included:

- the addition of a row in Schedule A1: Council Delegations to Te Poari Akoranga for Appeals with sub-delegation limited to ohu whakahaere; and
- the removal of “limited to ohu whakahaere” in Schedule A1: Council Delegations to Te Poari Akoranga, Section 2.

These changes, reflected in Appendix 1, now allow Te Poari to sub-delegate the following:

1. To Te Ohu Whakahaere Appeals to:
 - (a) receive unresolved learner complaints or appeals that have already been determined (in line with relevant appeals policies and processes);
 - (b) support the resolution, settlement and/or withdrawal of such unresolved complaints or appeals; and
 - (c) if necessary, make recommendations about policies, procedures, or the provision of services.; and
2. To Local Academic Committees to review and approve changes to existing courses and programmes and approve the withdrawal/closure or suspension of existing courses or programmes.

Te Ahunga Ki Mua | Next steps

- Once the sub-delegations have been approved by Te Poari, the Terms of Reference for Te Ohu Whakahaere Appeals will require amendment to align with the recently approved changes.
- A communication should be provided to local academic committees to confirm the sub-delegations they have received from Te Poari Akoranga and the reporting obligations associated with these.
- An updated Delegations Register will be issued containing Schedule D: Sub-Delegations from Te Poari Akoranga.

Ngā Tāpiritanga | Appendices

Appendix 1: Schedule A1: Council Delegations to Te Poari Akoranga

Appendix 2: Draft Schedule D: Sub-Delegations from Te Poari Akoranga (new sub-delegations shown in red)

A1: Council Delegations to Te Poari Akoranga

All 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.

| Ref | Subject | Description | Objective | Power to Sub-Delegate? |
|-----|---|--|--|------------------------|
| 1. | Academic Policies, procedures and framework | To determine policies and operating procedures of Te Pūkenga in relation to learners and academic matters. | Provide assurance and confidence that the quality and academic infrastructure, including policies, procedures and frameworks, are fit for purpose; and approve academic direction, statutes and practices to be applied throughout the organisation to ensure the goals of Te Pūkenga, as set by Council having regard to the Charter and Minister's expectations, are met and continuous improvement is achieved and sustained. | No |
| 2. | Courses/ Programmes of Study (including work-based learning programmes) | To approve new courses and programmes, review and approve changes to existing courses and programmes, and approve the withdrawal/closure or suspension of existing courses or programmes. To seek approval/accreditation of programmes by external bodies. | Provide and facilitate strategic direction and thought leadership on a range of education matters, including innovation, teaching and learning, and applied research and scholarship, with oversight of funding allocation, planning and ethics | Yes |
| 3. | Courses/ Programmes of Study (including work-based learning) | To approve variations to an individual learner's course/programme of study outside programme regulations. | Provide assurance and confidence: <ol style="list-style-type: none"> of the effectiveness of teaching, learning and research within the organisation with a focus on outcomes. that work-based learning is applied throughout packages of learning developed and delivered by Te Pūkenga | Yes |

| Ref | Subject | Description | Objective | Power to Sub-Delegate? |
|-----|-------------------|--|---|---------------------------------|
| | | | (where relevant), contribute to a partnership approach to policies and decisions affecting work-based learning and create space for employers. | |
| 4. | Quality Assurance | To set and monitor the application of Te Pūkenga quality assurance processes for the development and delivery of all courses and programmes (including with respect to learning, teaching, assessment, learner support and learner performance) through quality evaluation, review and reporting processes. | As above | Yes |
| 5. | Assessment | To approve and release learner results and recognise credit for assessment (including assessment of prior learning) in accordance with approved academic regulations. | Establish and provide assurance and confidence that ohu whakahaere, (national subcommittees of Te Poari Akoranga) strengthen academic leadership in key areas of focus. | Yes |
| 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 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) | Yes |
| 7. | Appeals | To: <ul style="list-style-type: none"> a. receive unresolved learner complaints or appeals that have already been determined (in line with relevant appeals policies and processes); b. support the resolution, settlement and/or withdrawal of such unresolved complaints or appeals; and | | Yes (limited to ohu whakahaere) |

| Ref | Subject | Description | Objective | Power to Sub-Delegate? |
|-----|---------------------------------|---|---|------------------------|
| | | c. if necessary, make recommendations about policies, procedures, or the provision of services. | | |
| 8. | Ohu whakahaere: Sub- Committees | To establish any ohu whakahaere (sub-committees) as are deemed necessary for the efficient and effective operation of Te Poari Akoranga and to make appointments to the same. | Establish and provide assurance and confidence that ohu whakahaere, (national subcommittees of Te Poari Akoranga) strengthen academic leadership in key areas of focus. | No |
| 9. | Incidental | To do anything incidental to the exercise of any of the powers or functions delegated by the Council to the Academic Board. | The Council delegates to Te Poari Akoranga “matters relating to work-based learning, courses of study or training, awards, and other academic matters”, to “exercise powers delegated to it by the council.” (Section 324 (2) of the Act) | No |

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 |
|-----|---|---|---|
| 2. | Courses/ Programmes of Study (including work-based learning programmes) | To approve new courses and programmes, review and approve changes to existing courses and programmes, and approve the withdrawal/closure or suspension of existing courses or programmes. To seek approval/accreditation of programmes by external bodies. | <p>a. Te Ohu Whakahaere Approvals To approve new Level 1-6 courses and programmes.</p> <p>b. Local Academic Committees To review and approve changes to existing courses and programmes and approve the withdrawal/closure or suspension of existing courses or programmes.</p> |
| 3. | Courses/ Programmes of Study (including work-based learning) | To approve variations to an individual learner's course/programme of study outside programme regulations. | <p>Local Academic Committees This delegation is sub-delegated in its entirety.</p> |
| 4. | Quality Assurance | To set and monitor the application of Te Pūkenga quality assurance processes for the development and delivery of all courses and programmes (including with respect to learning, teaching, assessment, learner support and learner performance) through quality evaluation, review and reporting processes. | <p>Te Ohu Whakahaere Academic Quality Co-Chairs To approve minor changes to academic procedures, within academic policy.</p> |
| 5. | Assessment | To approve and release learner results and recognise credit for assessment (including assessment of prior | Local Academic Committees |

| Ref | Subject | Description | Sub-delegation |
|-----|----------|---|---|
| | | learning) in accordance with approved academic regulations. | This delegation is sub-delegated in its entirety. |
| 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 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. <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> |
| 7. | Appeals | <p>To:</p> <ol style="list-style-type: none"> receive unresolved learner complaints or appeals that have already been determined (in line with relevant appeals policies and processes); support the resolution, settlement and/or withdrawal of such unresolved complaints or appeals; and if necessary, make recommendations about policies, procedures, or the provision of services. | <p>Te Ohu Whakahaere Appeals This delegation is sub-delegated in its entirety.</p> |



Pūrongo Te Poari Akoranga | The Academic Board report

26 July 2024

| | |
|--------------------|---|
| Title | Te Poari Akoranga Terms of Reference July 2024 |
| Provided by | Deborah Young and Kieran Hewitson, co-chairs of Te Poari Akoranga |
| Author | Louise Courtney, Governance Advisor |
| For | Discussion |

Te Taunaki | Recommendation(s)

It is recommended that Te Poari Akoranga (Te Poari):

| | |
|----|--|
| a) | Receives the report titled 'Te Poari Akoranga Terms of Reference July 2024'; |
| b) | Notes that amendments have been made to the Terms of Reference due to changes to the delegations from Te Pūkenga Council to Te Poari Akoranga; and |
| c) | Considers whether any additional changes are required to its Terms of Reference so that these can be incorporated at the same time. |

Te pūtake o tēnei pūrongo | Purpose of this report

The purpose of this report is for Te Poari Akoranga (Te Poari) to review the proposed amendments to the Terms of Reference for Te Poari.

Te Tāhuhu Kōrero | Background

- The current Terms of Reference (TORs) for Te Poari were approved by Council at its meeting of 9 May 2024.
- Council approved changes to its delegations to Te Poari at its meeting of 11 July 2024. These changes now need to be reflected in the TORs for Te Poari.

Ngā Kōwhiringa me Te Tātaritanga | Options and analysis

Staff have marked up changes to the TORs for Te Poari as outlined in Appendix 1, so that these reflect the current delegations from Council to Te Poari.

Te Poari Akoranga should consider whether any other changes are required to its TORs so that these can be incorporated at the same time.



Te tirohanga taha pūtea | Financial considerations

There are no financial impacts of the proposed changes to the TORs.

Te Ahunga Ki Mua | Next steps

If Te Poari Akoranga recommends additional changes to the TORs, staff will incorporate these and ensure that the Legal team review the amended TORs before being approved by Council at its August meeting.

If no additional changes are required, staff will seek advice from the Legal team about whether the proposed TORs can be adopted immediately given they reflect an already approved change.

Ngā Tāpiritanga | Appendices

Appendix 1: Proposed new Terms of Reference for Te Poari Akoranga (marked up)



Te Pūkenga Poari Akoranga (Academic Board)

Terms of Reference

1. Whakapapa | Background

- (a) Under Section 324(2) of the Education and Training Act 2020 (the Act), the Council of Te Pūkenga—New Zealand Institute of Skills and Technology (Te Pūkenga Council) must establish an academic board to:

- i) advise it on matters relating to work-based learning, courses of study or training, awards, and other academic matters; and
- ii) exercise powers delegated to it by the Council.

This academic board is referred to in these Terms of Reference as Te Poari Akoranga¹ (Te Poari).

- (b) The Council may not make any decision or statute in respect of any academic matter referred to in section 1. (a) unless it has requested the advice of Te Poari Akoranga and considered any advice given by Te Poari Akoranga.

2. Te Tikanga | Purpose / Scope

- (a) Give effect to Te Tiriti o Waitangi and the Charter of Te Pūkenga in a way that is guided by the values of Te Pūkenga:
- i) **Manawa nui** We reach out and welcome in
 - ii) **Manawa roa** We learn and achieve together
 - iii) **Manawa ora** We strengthen and grow the whole person
- (b) Fulfil the primary function of providing assurance and confidence in the network of provision.
- (c) Provide assurance and confidence that all relevant legislation and educational requirements are adhered to as they apply to teaching, learning and research.
- (d) Provide assurance and confidence that Mātauranga Māori is applied throughout all packages of learning developed and delivered by Te Pūkenga. and that appropriate co-development has happened with Iwi, hapū or Māori organisations in the construction of packages of learning.
- (e) Receive advice and evidence (real time and retrospective) from ohu whakahaere, and other relevant sources, to ensure:
- i) a purposeful and responsive mix of provision matched to need, with a relentless focus on equity, access, and participation to support a culture of equity and diversity where all learners are included and valued;

¹ The importance of seeking an appropriate name for the academic board that reflects a holistic and inclusive approach consistent with the intent of Te Pūkenga charter has been recognised. Poari is the decision-making body of an organisation; Akoranga is all encompassing, referring to learning, subject, discipline, profession, school, educational course, academic programme, academic course, teaching, class, and lesson and includes circumstances of learning, time of learning and place of learning.



- ii) holistic selection policies promote and facilitate academic equity for learners from under-represented groups, who have the potential to succeed academically, and who have applied via the application process; and
 - iii) prioritised accessible support that acknowledges barriers and actively encourages learners and their whānau to participate and engage, for learners to achieve academic equity.
- (f) Ensure academic policies, procedures and frameworks are fit for purpose
- (g) In completing these functions, Te Poari Akoranga will be cognisant of [Te Pae Tawhiti Te Tiriti o Waitangi Excellence Framework 2022-2023](#) and will use it as a tool to assist in making decisions when exercising these powers.

3. Powers and Authority

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

| Ref | Subject | Description | Objective | Power to Sub-Delegate? |
|-----|---|--|--|--|
| 1. | Academic Policies, procedures and framework | To determine policies and operating procedures of Te Pūkenga in relation to learners and academic matters. | Provide assurance and confidence that the quality and academic infrastructure, including policies, procedures and frameworks, are fit for purpose; and approve academic direction, statutes and practices to be applied throughout the organisation to ensure the goals of Te Pūkenga, as set by Council having regard to the Charter and Minister’s expectations, are met and continuous improvement is achieved and sustained. | No |
| 2. | Courses/ Programmes of Study (including work-based learning programmes) | To approve new courses and programmes, review and approve changes to existing courses and programmes, and approve the withdrawal/closure or suspension of existing courses or programmes. To seek approval/accreditation of programmes by external bodies. | Provide and facilitate strategic direction and thought leadership on a range of education matters, including innovation, teaching and learning, and applied research and scholarship, with oversight of funding allocation, planning and ethics | Yes (limited to ohu-whakahaere) |
| 3. | Courses/ Programmes of Study (including work-based learning) | To approve variations to an individual learner’s course/programme of study outside programme regulations. | Provide assurance and confidence: a. of the effectiveness of teaching, learning and research within the organisation with a focus on outcomes. b. that work-based learning is applied throughout | Yes |



| Ref | Subject | Description | Objective | Power to Sub-Delegate? |
|-------------|--------------------------------|---|---|--|
| | | | packages of learning developed and delivered by Te Pūkenga (where relevant), contribute to a partnership approach to policies and decisions affecting work-based learning and create space for employers. | |
| 4. | Quality Assurance | To set and monitor the application of Te Pūkenga quality assurance processes for the development and delivery of all courses and programmes (including with respect to learning, teaching, assessment, learner support and learner performance) through quality evaluation, review and reporting processes. | As above | Yes |
| 5. | Assessment | To approve and release learner results and recognise credit for assessment (including assessment of prior learning) in accordance with approved academic regulations. | Establish and provide assurance and confidence that ohu whakahaere, (national subcommittees of Te Poari Akoranga) strengthen academic leadership in key areas of focus. | Yes |
| 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 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) | Yes |
| <u>7.</u> | <u>Appeals</u> | | <u>(a) receive unresolved learner complaints or appeals that have already been determined (in line with relevant appeals policies and processes);</u> <u>(b) support the resolution, settlement and/or withdrawal of such unresolved complaints or appeals; and</u> <u>(c) if necessary, make recommendations about policies, procedures, or the provision of services.</u> | <u>Yes (limited to ohu whakahaere)</u> |
| <u>8.7-</u> | Ohu whakahaere: Sub-Committees | To establish any ohu whakahaere (sub- committees) as are deemed necessary for the efficient and effective operation of Te Poari Akoranga and to make appointments to | Establish and provide assurance and confidence that ohu whakahaere, (national subcommittees of Te Poari Akoranga) strengthen academic leadership in key | No |



| Ref | Subject | Description | Objective | Power to Sub-Delegate? |
|-----------------|------------|---|---|------------------------|
| | | the same. | areas of focus. | |
| 9.8. | Incidental | To do anything incidental to the exercise of any of the powers or functions delegated by the Council to the Academic Board. | The Council delegates to Te Poari Akoranga “matters relating to work-based learning, courses of study or training, awards, and other academic matters”, to “exercise powers delegated to it by the council.” (Section 324 (2) of the Act) | No |

- (b) In line with the powers to sub-delegate in the table above, from time to time, Te Poari Akoranga 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) Minor changes to academic procedures, within academic policy, are sub-delegated to the Chair, Ohu Whakahaere Academic Quality;~~
 - ~~iii) ii) Major decisions made by the body receiving the sub-delegation are reported to Te Poari Akoranga.~~
 - ~~iv) iii) All formal sub-delegations will be included in the Academic Delegations Register which will be updated each time a power is sub-delegated.~~
- (c) All media and public comment should be considered in consultation with Te Pūkenga Council.
- (d) Any official information requests to Te Poari should be directed to the OIA team of Te Pūkenga.

4. Mematanga | Membership, Appointments and Eligibility Criteria

- (a) Under Section 324(2) of the Act, the Council must establish an academic board consisting of its chief executive and members of the staff and students of Te Pūkenga.
- (b) Appointments to Te Poari Akoranga will be made by the Council following input, and advice from the Interim Māori Advisory Committee. Appointments will comprise the following:
 - i) Ako Excellence Director (Co-Chair)
 - ii) Tumuaki | Chief Executive of Te Pūkenga or delegate (Co-Chair)
 - iii) One other member of the Transition Leadership Team, or delegate
 - iv) One Chair / Co-Chair from each of Ngā Ohu Whakahaere outlined in section 5. (four total)
 - v) One Business Division Academic Committee Chair (or delegate) per region (four total)
 - vi) One enrolled learner nominated by (but not necessarily a member of) the Interim Learner Advisory Committee of Te Pūkenga
 - vii) 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).



- (c) Membership should reflect a broad skills-based approach and the appointment of members will be based on the following core criteria:
 - i) Commitment to educational quality and learner achievement;
 - ii) Commitment to ōritetanga and the success of learners who are under-served by the education system (with a specific focus on Māori learners, Pacific learners, learners with disabilities, adult and second-chance learners and youth);
 - iii) Ability to apply both a local and global view to academic issues.
- (d) 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.
- (e) Ex-officio members are appointed to Te Poari Akoranga until they no longer hold the role specified in Section 4 (b).
- (f) Members who are not appointed ex-officio, will be appointed for up to two years, with the option of renewal for one further year, to be made by the Council. Membership of Te Poari Akoranga may be revoked by either Te Pūkenga Council or the appointed member at any time by giving four weeks' written notice in writing.
 - i) These members may resign from the Committee at any time by notifying the Chair with a copy to the Council Secretary.
 - ii) A member's appointment may be terminated at any time for good reason by Te Pūkenga Council Chair. Good reason includes, but is not limited to, failure to attend more than two consecutive Te Poari hui (without informing the Chair), and failure to act in accordance with the Code of Conduct.

5. Ngā ohu whakahaere o te Poari Akoranga | Subcommittees of the Academic Board

- (a) Te Poari Akoranga has established the following ohu whakahaere to focus on:
 - i) **Academic Quality**, to:
 - a. provide leadership in academic evaluation and quality assurance; and
 - b. ensure quality improvement by overseeing and monitoring the consistent application of the academic quality assurance system, including developing and recommending to Te Poari Akoranga approval of policies and operating procedures.
 - ii) **Appeals**, to:



- a. receive unresolved learner complaints or appeals that have already been determined (in line with relevant appeals policies and processes);
 - b. support the resolution, settlement and/or withdrawal of such unresolved complaints or appeals; and
 - c. if necessary, make recommendations about policies, procedures, or the provision of services.
- iii) **Approvals, to:**
- a. develop and direct a purposeful and responsive mix of provision matched to need, with a relentless focus on equity, access, and participation to support a culture of equity and diversity where all learners and their whānau are included and valued; and
 - b. recommend to Te Poari Akoranga the approval of education and training packages (for example, programmes of study, training schemes and micro-credentials, or equivalent), and associated changes in accordance with approved delegations.
- iv) **Rangahau, Research and Postgraduate, to:**
- a. support, monitor and lead rangahau Māori, research and innovation activity;
 - b. help determine and support the strategic directions and approaches for rangahau Māori, research and postgraduate provision;
 - c. provide oversight of rangahau Māori and research planning, funding and ethics.
- (b) Each ohu whakahaere will consist of members drawn from across the organisation, or within the business divisions for Academic Committees with relevant, demonstrated skills and experience. Appointments to each ohu whakahaere will be made by Te Poari Akoranga in accordance with the terms of reference for the ohu, reflecting the value of appropriate geographical spread of representation.
- (c) Ngā Ohu Whakahaere hui will be conducted according to a schedule agreed on by Te Poari Akoranga, appropriate to its tasks and sub-delegations. Where sub-delegations are in place, hui will be conducted under LGOIMA rules outlined in section 6. (f).
- (d) Each ohu whakahaere will report to Te Poari Akoranga using Te Poari's agenda framework on any sub-delegations that have been exercised and the strategic and key issues that most concern Te Poari Akoranga.

6. Kōrama | Quorum and Hui | Meetings

- (a) A quorum shall consist of a majority of Te Poari members. No business shall be transacted at a meeting in the absence of a quorum.
- (b) Te Poari Akoranga will meet at least six times per 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 Poari may also need to meet on an ad hoc basis to consider approvals requested and/or relevant matters. Accordingly, additional meetings may be held if determined necessary by the Chair.
- iii) Hui dates will be set annually by the Council Secretary 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 Te Poari hui in their place unless this is specified in the Membership section.
- (d) All Council Members shall be entitled to attend Te Poari Akoranga meetings.
- (e) A Governance Advisor shall service Te Poari 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 Poari members, management and external auditors, as well being made available to Te Pūkenga Council.
- (f) 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 Poari Akoranga has delegated authority to make decisions on behalf of Te Pūkenga as outlined in Section 3, the following local authority meeting rules apply:
 - i) Hui are required to be open to the public unless Te Poari Akoranga 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 Poari Akoranga 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 Poari Akoranga 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 Poari Akoranga 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 Poari; 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 Poari hui (except parts of a hui from which the public was excluded).

7. Responsibilities and duties

- (a) To exercise its powers and duties and oversee the areas outlined in section 3, Te Poari Akoranga members shall:
 - i) Review any papers prepared for Te Poari, 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 Poari and use professional perspectives to undertake analysis or prepare advice as required.
 - iii) Contribute to the development of a forward work programme for Te Poari.
 - iv) Maintain a broad knowledge of the issues and interests that relate to the operations of Te Poari.
 - 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 Poari Akoranga shall:
 - i) consult with members to draft a forward work programme for Te Poari, for agreement with Te Pūkenga Council 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 Poari, 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 Pūkenga Council 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 Pūkenga Council; and
- (c) Members are required to declare any actual or perceived interests as per national policy and procedures. [Conflicts of Interest Policy](#)

8. Fees and allowances

- (a) No additional fees will be paid to employees of Te Pūkenga for their participation in Te Poari Akoranga as hui are anticipated to occur during normal working hours. Expenses related to Te Poari Akoranga should be included in each employee's usual expense cost centre.
- (b) For learner members of Te Poari Akoranga, fees will be set by Te Pūkenga Council and will be within Group 4 (All Other Committees and Other Bodies) of the Cabinet Office Fees Framework.



- i) The level within this category is determined by skills, knowledge and experience required for members; function, level and scope of authority; complexity of issues; and public interest and profile. Te Poari Akoranga has been determined to be at Level 3 and as a result, a daily rate of \$435 will apply.
- ii) The daily fee applies to all mahi, including that performed outside of hui (e.g. preparation, representing the board at other forums, or administrative mahi) that is required for the body to carry out its role.
- iii) It is expected that a working day is about eight hours, and the daily fee is calculated on this basis. Work for longer than eight hours in one day will not attract an extra payment, unless the combination of travel and mahi is frequently longer than eight hours.
- iv) Hourly pro-rata rates may apply and will be calculated by dividing the daily rate by 8 and multiplying by the number of hours worked.
- v) Where a total of six hours is worked in one day, a daily fee may be paid. It is accepted that it may not be possible for a member having worked six hours in one day on business related to Te Poari Akoranga to return to other paid mahi. Where a member spends time, for example one evening, preparing for a hui the next day, if the preparation and hui time combined were between 6 and 8 hours, then one daily fee would be paid for the combined preparation and hui time.
- vi) Mahi other than preparation for hui must be approved and minuted by Te Poari before it is undertaken. Individual members should not be in a position where they could be considered to be setting their own work programmes without the endorsement of the body.
- vii) This fee will be reviewed annually, and within three months of an update to the Cabinet Office Fees Framework.
- viii) Fees will be paid through Te Pūkenga payroll in arrears. This will be included in the next fortnightly pay cycle following each meeting. If a member wishes to arrange to invoice Te Pūkenga for their fees (rather than receive these via payroll), the invoice must be submitted before the end of the month in which the meeting occurs, for payment by the 20th of the following month.
- ix) Learner members may claim reimbursement for out-of-pocket taxi, mileage or parking expenses and any expenses actually and reasonably incurred when travelling on Te Pūkenga business in accordance with Te Pūkenga policy. The standard should be modest and appropriately reflect public sector norms. [National Sensitive Expenditure Policy](#)

9. Pūrongo | Reporting obligations

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

10. Accountability

Te Poari Akoranga shall:



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

11. 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 the Council.

Approved by the Council of Te Pūkenga on 9 May 2024

Sue McCormack
Acting Council Chair



Pūrongo Te Poari Akoranga | The Academic Board report

18 June 2024

| | |
|--------------------|--|
| Title | Te Ohu Whakahaere Academic Quality hui June 2024 |
| Provided by | Fionna Moyer and Deborah Young, Co-Chairs Te Ohu Whakahaere Academic Quality |
| Author | Louise Courtney, Governance Advisor |
| For | Information |

Te Taunaki | Recommendation(s)

It is recommended that Te Poari Akoranga:

| | |
|----|--|
| a. | Receives the report titled 'Te Ohu Whakahaere Academic Quality hui June 2024'. |
|----|--|

Te Tāhuhu Kōrero | Background

Te Ohu Whakahaere Quality (Te Ohu) met online via Microsoft Teams 5 June 2024. Sue Roberts and Deborah Young provided an apologies absence, and Greg Durkin for early departure, for the meeting. Te Ohu considered the following items:

Generative Artificial Intelligence (AI) review

It was noted that this kaupapa had been progressed by Te Ohu Whakahaere Ako (Te Ohu) which has now been disestablished. Te Ohu discussed what the next steps for the kaupapa. Members feedback included:

- Good resource for business divisions to use as a starting point for creating their own guidelines;
- Need to ensure good communications when it is released; and
- Create a community of practice to share resources and experiences.

Assurance Reporting Template for Unified Programmes

A draft template was presented to members for feedback which included:

- Being specific about the information required;
- Some coaching may be required from Quality Teams; and
- Being clear about the purpose of the reports.

Te Ohu agreed that next steps would be creating guidelines that would go out with the report template, developing a reporting schedule and seeking feedback on the template from the Educational Quality Forum.

Ngā Tāpiritanga | Appendices

Appendix 1: [Te Ohu Whakahaere Academic Quality pack – 5 June 2024](#)



Pūrongo Te Poari Akoranga | The Academic Board report

26 July 2024

| | |
|--------------------|---|
| Title | Te Ohu Whakahaere Appeals hui July 2024- open |
| Provided by | Dell Raerino, Co-Chair of Te Ohu Whakahaere Appeals |
| Author | Louise Courtney, Governance Advisor |
| For | Information and approval |

Te Taunaki | Recommendation(s)

It is recommended that Te Poari Akoranga (Te Poari):

| | |
|----|---|
| a) | Receives the report titled 'Te Ohu Whakahaere Appeals hui July 2024 – open'; |
| b) | Appoints Adele McLean as co-chair of Te Ohu Whakahaere Appeals; |
| c) | Recommends to Te Pūkenga Council to appoint Adele McLean to Te Poari Akoranga |

Te Tāhuhu Kōrero | Background

Te Ohu Whakahaere Appeals | Appeals Subcommittee (Te Ohu) met online via Microsoft Teams on 3 July 2024. Apologies were received from Adele McLean and Lulu Lutui for the meeting. Te Ohu considered the following items:

Review of Inquiry Process 2024

Te Ohu reviewed the inquiry process at its operations meeting held 7 June 2024. Discussions at the July meeting centered around accessing support from Te Pūkenga Legal team when required.

Review Register of Appeals 2024

Te Ohu received the Review of the Register of Appeals for 2024, noting that ends of semesters were times that appeals were often received.

Co-chair for Te Ohu

After the meeting of Te Ohu, the co-chairs meet with Ohu member Adele McLean who agreed to take on the role of co-chair and Te Poari Akoranga member following Glynnis Brook's resignation. Approval is now sought from Te Poari Akoranga for Adele McLean to be appointed as co-chair of Te Ohu and recommend to Te Pūkenga Council for Adele McLean to be appointed as a member of Te Poari.

He Mihi

Te Ohu Whakahaere Appeals thanks Dr Glynnis Brook for her instrumental work in the establishment of the Ohu and for the inspirational effort in chairing the sub-committee. Te Ohu wishes her well in her new external role. Kia hora te marino, kia whakapapa pounamu te moana, kia tere te kārohirohi i mua i tō huarahi.

Ngā Tāpiritanga | Appendices

Appendix 1: [Te Ohu Whakahaere Appeals Open agenda – 3 July 2024](#)



Pūrongo Te Poari Akoranga | The Academic Board report

26 July 2024

| | |
|--------------------|---|
| Title | Te Ohu Whakahaere Rangahau, Research and Postgraduate hui – July 2024 |
| Provided by | Fiona Beals and Annemarie Gillies, Co-Chairs Te Ohu Whakahaere Rangahau Research and Postgraduate |
| Author | Louise Courtney, Governance Advisor |
| For | Information |

Te Taunaki | Recommendation(s)

It is recommended that Te Poari Akoranga:

| | |
|----|---|
| a. | Receives the report titled 'Te Ohu Whakahaere Rangahau, Research and Postgraduate hui – July 2024'; |
|----|---|

Te Tāhuhu Kōrero | Background

Te Ohu Whakahaere Rangahau, Research and Postgraduate (Te Ohu) was scheduled to meet online via Microsoft Teams on 17 July 2024, however, due to a lack of quorum no formal decisions could be made. The members present discussed the following topics:

- Status of Te Matarau Whānui | Te Pūkenga Ethical Framework for Rangahau and Research;
- Progress of Manaaki Kararehe o Te Pūkenga | Code of Ethical Conduct for the Use of Animals in Research, Testing and Teaching' with Manatū Ahu Matua | Ministry for Primary Industries;
- Second phase of Universities Advisory Group consultation; and
- Research Productivity and Compliance Risk Assessment Tool.

The next scheduled meeting of Te Ohu will be held Thursday, 12 September 2024.

Pūrongo a Te Poari Akoranga a Te Pūkenga | Academic Board Report

26 July 2024

| | |
|--------------------|---|
| Title | Western Institute of Technology at Taranaki Academic Committee Report - 26 June 2024 meeting |
| Provided by | Western Institute of Technology at Taranaki (WITT) Academic Committee |
| Author | Nita Hutchinson, Academic Director WITT |

Te Taunaki | Recommendation(s)

It is recommended that Te Pūkenga Poari Akoranga (Te Poari):

| | |
|----|---|
| a) | Receives the report titled ‘Western Institute of Technology at Taranaki Academic Committee Report - 26 June 2024 meeting’; |
| b) | Note that the WITT Academic Committee approved: <ul style="list-style-type: none"> • amendment to the Academic Statute, Teaching and Learning Committee membership • Certificate Graduands as eligible to graduate; and |
| c) | Provides feedback to WITT Academic Committee that the content provided meets Te Poari’s expectations. |

Whakarāpopototanga | Summary

At its meeting of 26 June 2024, the Western Institute of Technology at Taranaki Academic Committee covered the following matters:

Membership:

- welcomed two Student Representatives as new members.

Schedule of Annual Activities received:

- Rainbow Action Plan update
- Disability Action Plan update
- ‘You said, we did’ report – First Impressions

Standing Reports received:

- Academic Standards Committee
- Teaching and Learning Committees:
 - Schools of Trades Training, Primary and Creative Industries; Engineering, Energy and Infrastructure
 - Schools of Nursing, Health and Wellness; Māori Enterprise, Business and Technology

- NZQA 2022 Targeted Evaluation Action Plan update
- Academic Risk Register update

Approved:

- amendment to the Academic Statute, Teaching and Learning Committee membership.
- Certificate Graduands as eligible to graduate.

General Business received:

- Student Management System Upgrade update
- AI Steering Group update
- Te Poari Akoranga update
- Bachelor of Accounting Monitoring

Aroturuki | Monitoring

Nil to report

Ngā tino raru ka heipū mai | Key risks

The following Academic Risks are monitored by WITT Academic Committee and held in Protecht software platform.

| Risk title | Description | Potential consequences | Current mitigation | Comments |
|------------|---|---|---|--|
| 1005642 | Policies and Procedures – Assessment Material: System to retain assessment material | Inherent Risk: High (10) Current Residual Risk: Very Low (1) | Controls: Review WITT’s record management process and support key staff in professional development and allocate time to undertake record management tasks as set out in the Policy and Procedure Information and Record Management | Actions: (Open) Programme File Spot Audit – Nita Hutchinson (31/03/2024) |
| 1005674 | Regulatory Compliance – Research Output: NZQA require research outputs from tutors teaching at degree and graduate diploma level. | Inherent Risk: Medium (9) Current Residual Risk: Low (4) | Controls: School research plans in place. Degree and graduate diploma tutors have hours for research allocated in workload plans. Plans are monitored regularly by School TLCs and Academic Committee. | Actions: (Open) Research Plan Monitoring – Nita Hutchinson |



| Risk title | Description | Potential consequences | Current mitigation | Comments |
|------------|--|---------------------------|--------------------|---|
| 1054445 | Academic Quality – Assessments not well-designed to mitigate the use of artificial intelligence or use it appropriately. | Inherent Risk: Medium (9) | | Controls: Provide training to upskill kaimahi in the use of AI and how to design assessments to maintain integrity. |

Ngā Tāpiritanga | Appendices

Nil



Te Poari Akoranga o Te Pūkenga 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) |
|------------|---|---|
| 8. | Administration | |
| 8.1. | Minutes of the public excluded portion of the meeting held 18 June 2024 | Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA |
| 8.2. | Action List | Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA |
| 9. | Research Productivity and Compliance Risk Assessment Tool | Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA |
| 10. | Ngā Ohu Whakahaere o Te Poari Akoranga - public excluded | |
| 10.1. | Te Ohu Whakahaere Appeals | Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA |

Interests

| Section | Interest |
|-------------------------|---|
| 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)(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.

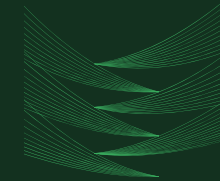
We're just about out of time, therefore I will conclude our shared space with karakia.

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!

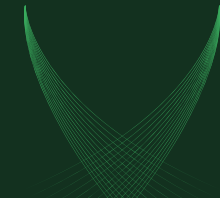
Hold fast,
hold firmly the words of the
academy
cement them firmly
fixed in the mind.
Release ourselves
of the decorum of formality
let us take up the life giving
cloak of Rongo
the permanence of peace
and harmony
and bind it firmly,
Firmly!

Our values



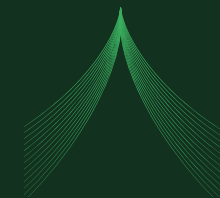
Manawa nui

We reach out and welcome in



Manawa roa

We learn and achieve together



Manawa ora

We strengthen and grow
the whole person