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| **Poari Akoranga – Academic Board**  | **Minutes** |
| **Wednesday 14 October 2020** | **9am-2:45pm****Waikato Institute of Technology Limited, Hamilton**  |

**Welcome and Attendance**

*Karakia timatanga*

The Chair welcomed everyone to the meeting. Introductions and welcome to the incoming DCE Delivery and Academic.

**Present**

Chris Collins (Chair), Luana Te Hira (from 10.30am), Oonagh McGirr, Deborah Young, Glynnis Brook, Jeanette Grace, Lorna Gillespie, Natalie Waran, Neil Carroll, Nita Hutchison, Sue Smart, Kieran Hewitson (from 9.30am)

**In Attendance**

Angela Beaton (Incoming DCE Delivery and Academic, Te Pūkenga)

Merran Davis (DCE Transformation and Transition, Te Pūkenga)

Vikki Roadley (Interim GM, Te Pūkenga)

Patricia Morais (Minute taker)

Ana Morrison (DCE Partnerships and Equity, Te Pūkenga, for workshop only)

Phil Alexander-Crawford (Interim Operations Manager, Te Pūkenga for workshop only)

**Apologies/Absent**

Apologies for lateness Luana Te Hira (10.30am)

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Te Pūkenga introductions

Angela Beaton, the incoming DCE Delivery and Academic and Merran Davis, DCE Transformation and Transition introduced themselves to the Poari Akaronga. Round table introductions followed.

1. **Minutes of the Previous Meeting**
	1. **Scheduled Meeting**

*The minutes of the Academic Board meeting held on 9 September 2020 were approved as a true and accurate record*

* 1. **Matters Arising**

**Action Items**

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|  | Detail | Owner | Due Date |
| 0720-1 | Determine new timeline for the Regulating for Excellence project  | CC/PK/ST  | October 2020 |
| 0720-2 | Provide workstream overview document for Poari Akoranga information | VR | November 2020 |
| 0720-3 | Determine principles and framework for an audit/stock take of current subsidiary and ITO programmes | All | November 2020 |
| 0820-2 | Communications to CEs and Academic Managers/Subsidiary Academic Committees to establishinterim staff and learner voice | VR | November 2020 |
| 0920-2 | ITO Learner nominations –Interim staff and student voice | LG/GD | In progress |
| 0920-4 | NZQA Advisory group updates/reports | CC | November 2020  |
| 0920-6 | Accountancy pilot for common programme | SS | November 2020 |
| 1410-1 | Work with the Academic Directors to draft a response to NZQA on the management of the collection and storage of assessments  | AB | November 2020 |
| 1410-2 | It was agreedthat a working group will lead the drafting of a terms of reference and bring a draft back to the Poari Akoranga with Te Pūkenga input  | DY/NW/SS/GD/JG | December 2020 |

* + 1. **Other Matters Arising**

Nothing further.

1. **Academic Report to Council September - Update**

Chris Collins spoke to this item. Members noted the key points arising from the Council discussion, and in particular, the discussion around issues and caution about progressing the transfer of subsidiary programme approvals and accreditation to Te Pūkenga. It was agreed that a key aspect of the Poari Akoranga discussion around this was to scope all the issues and identify what systems and processes would need to be in place before this could occur.

**Workshop – Te Pae Tawhiti**

*The group paused the meeting at 10am to enable Ana Morrison and Phil Alexander-Crawford to present at the workshop around other commitments*

Ana Morrison and Phil Alexander-Crawford led a workshop on the new Te Pae Tawhiti- Tiriti Excellence Framework. The purpose was to introduce the Framework to Poari Akoranga and for the members to explore how the principles and outcomes of the framework need to be included in the Terms of Reference and the work that Poari Akoranga is tasked with overseeing.

*Group reconvened meeting at 11.45am*

1. **Update from NZQA Advisory Group - Chris Collins**

Chris Collins spoke to this item. Chris and other Poari Akoranga members briefed Poari Akoranga on the key points arising from this meeting. A formal set of minutes from this meeting will be circulated once this has been received from NZQA.

1. **ITP Response to proposed PBRF changes – Natalie Warren**

Natalie Waran led the review of the paper submitted. The following points were discussed:

* Noted the next PBRF round will be completed as Te Pūkenga, not as individual subsidiary ITPs in 2025
* A key discussion point was whether Te Pūkenga should be advocating for a broadening of the definition of research to be in place for the next round, or for the change to occur after the next round. The possible benefits/disadvantages of this possible change were discussed, with agreement that the change should occur now as the definition would be broadened rather than narrowed.
* **Agreed** to support changes to PBRF as proposed in the paper with the following amendments:
	+ A statement to be included to ensure researchers are not disadvantaged;
	+ On page 15 Te Pukenga response to include a request to remove the first paragraph;
	+ On page 18, 4.4, language should be replaced by “all entities” to avoid making a distinction between entities.

The board noted and wishes to acknowledge the work of the Research Directors across the network.

* Subject to the above amendments, the paper is **Approved** (moved Kieran Hewitson, seconded Natalie Waran).
1. **Requirement to collect, retain and store assessments**

A late paper was received on the collection and storage of assessment materials. Glynnis Brook provided a summary of the paper. The following points were discussed:

* NZQA have confirmed all assessments should be kept for two years from January 2022 and will be the responsibility of Te Pūkenga to ensure compliance at each subsidiary.
* Subsidiaries are questioning how the information will be collected and stored.
* Consideration was given to using Moodle and physical storage.
* Noted Registration bodies have different requirements.
* Recommendation: Option C – Te Pūkenga negotiates with NZQA to defer this requirement until the institute is fully operational. ***Carried***

**Action:** Angela Beaton to work with the Academic Directors to draft a response to NZQA

1. **Transformation update**

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Merran Davis spoke to this item. The following points were discussed:

* The high-level transition pathway, including the timelines for a codesigned operating model will be shared with the network in the form of a communication tool over the next 1-2 weeks
* Expressions of interest for secondments will be sought from the sector to contribute to workstreams, wherever possible
* A key focus on the new operating model will be Ākonga at the centre, which we anticipate will be strengthened by a new unified funding model in 2023.
* Subsidiaries have expressed an interest in gaining further clarity on the transition.
1. **Terms of reference**

Following the workshop on Te Pae Tawhiti it was agreed that further work to develop the Poari Akoranga Terms of Reference (ToR) is required. The ToR were always regarded as a ‘work in progress’ and a starting point for Te Pūkenga, and that further development would be required as Te Pūkenga developed.

**Action:** It was agreedthat a working group of Deborah Young, Natalie Waran, Sue Smart, Greg Durkin, Jeanette Grace and Angela Beaton will lead the work and bring a draft back to the Poari Akoranga for further consideration. Any changes will need to be approved by the Council.

1. **Closure and Next Meeting**

The next meeting will be held kanohi ki te kanohi in Wellington at the BCITO offices.

*Karakia mutunga*

Next meeting date: 11 November 2020

**Future Meeting Dates**

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| 12 August 2020 | Wellington |
| 9 September 2020 | Zoom |
| 14 October 2020 | Hamilton |
| 11 November 2020 | Wellington |
| 9 December 2020 | Nelson TBC |