

# Te Ohu Whakahaere Appeals - 3 July 2024



03 July 2024 10:00 AM - 12:00 PM

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Open Agenda			
1. Administration		10:00 AM-10:05 AM	4
1.1 Welcome   Mihi			
1.2 <a href="#">Te Ohu Whakahaere Appeals membership list</a>			4
1.3 <a href="#">Workplan 2024</a>			5
1.4 <a href="#">Minutes of the open portion of meeting held on 17 April 2024</a>			6
RECOMMENDATION: THAT Te Ohu Whakahaere Appeals approved, as a true and accurate record, the minutes of the open portion of the Te Ohu Whakahaere Appeals meeting held 17 April 2024.			
2. <a href="#">Review of Inquiry Process 2024</a>	K. Kennedy, Appeals Officer	10:05 AM-10:10 AM	11
RECOMMENDATION: THAT Te Ohu Whakahaere Appeals receives the report titled 'Review of Inquiry Process 2024'.			
3. <a href="#">Review Register of Appeals 2024</a>	G. Brook, co-chair and K. Kennedy, Appeals Officer	10:10 AM-10:15 AM	12
RECOMMENDATION: THAT Te Ohu Whakahaere Appeals receives the report titled 'Review Register of Appeals 2024'.			
4. Updates from Te Poari Akoranga	G. Brook	10:15 AM-10:20 AM	13
RECOMMENDATION: THAT Te Ohu Whakahaere Appeals: a) Receives the report titled '29 April 2024 Te Poari Akoranga hui - open portion'; b) Receives the report titled '24 May 2024 Te Poari Akoranga hui – open portion'; and c) Receives the report titled '18 June 2024 Te Poari Akoranga hui – open portion'.			
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5. [Resolution to exclude the public](#) 22

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 outlined in the agenda.

Agenda - Public Excluded

6. Administration - Public Excluded 10:20 AM-10:25 AM 23

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For update and follow up as required.

7. [Appeals Officer Report](#) K. Kennedy, Appeals Officer 10:25 AM-10:30 AM 26

8. Update from Te Poari Akoranga - public excluded G. Brook 10:30 AM-10:35 AM 29

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Next meeting

10am, Wednesday 4 September 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,  
Tīna! (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.

**Te Ohu Whakahaere Appeals**

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

Te Ohu Whakahaere Appeals - 3 July 2024 - Administration

Te Ohu Whakahaere Appeals 2024 workplan

Te Ohu Whakahaere Appeals	Quarterly	Wed 14 Feb		Wed 17 April	Fri 7 June	Wed 3 July	Wed 31 July	Wed 4 Sept	Wed 2 Oct	Wed 30 Oct	Wed 4 Dec
Te Ohu Whakahaere Terms of Reference review											
Develop/Review workplan for 2024											
Review inquiry process including relevant documentation and policies											
Review Register of Appeals											
Review Concerns, Complaints, and Appeals Policy											
2025 meeting dates											
Review Notice of Appeal form											
Self assessment for 2024											
Review governance function - role, responsibilities and parameters											



## Minutes for open portion of Te Ohu Whakahaere Appeals - 17 April 2024

17/04/2024 | 01:00 PM - Auckland, Wellington New Zealand Standard Time

Online via Microsoft Teams

### Attendees (7)

Glynnis Brook; Adele McLean; Dell Raerino; Lulu Lutui; Melanie Baynes; Robyn McNaught; Sue Crossan

### In attendance:

Karen Kennedy (Appeals Officer), Louise Courtney (Governance Advisor)

### Karakia tīmatanga

The hui opened with mihi and karakia lead by D. Raerino at 1:03pm.

### 2. Interests Register

Te Ohu noted the Interests Register.

### 3. Members' workloads and capacity

Te Ohu members provided the following feedback on members' workloads in relation to appeals work:

- One of the new appeals was complicated and time consuming. The member advised that the current time frames would not be met. Te Ohu agreed to provide support as needed;
- Changes in some members' workloads means they have limited capacity for new appeals work over the coming weeks; and
- Te Ohu will need to consider co-opting as a means of addressing capacity if more appeals come through.

### 4. Administration

#### 4.1 Minutes of the open portion of meeting held on 21 February 2024

**RESOLVED: (G. Brook / A. McLean)**

*THAT Te Ohu Whakahaere Appeals approved, as a true and accurate record, the minutes of the open portion of the Te Ohu Whakahaere Appeals meeting held 21 February 2024.*

**CARRIED**



## 5. Terms of Reference 2024

**RESOLVED: (M. Baynes / A. McLean)**

*THAT Te Ohu Whakahaere Appeals:*

- a) Review the proposed changes to 'Te Ohu Whakahaere Appeals Terms of Reference 2024' and provide feedback on these; and*
- b) Recommend to Te Poari Akoranga to approve the revised 'Te Ohu Whakahaere Appeals Terms of Reference' subject to inclusion of any feedback provided.*

**CARRIED**

## 6. Appointment of co-chair for Te Ohu Whakahaere Appeals

Te Ohu was supportive of continuing with the co-chair model noting the workload is too much for one person.

**RESOLVED: (G. Brook / R. McLean)**

*THAT Te Ohu Whakahaere Appeals:*

- a) Approve to continue with a co-chair model;*
- b) Nominate Dell Raerino as co-chair, to be appointed by Te Poari Akoranga;*
- c) Acknowledge Marama Rawiri's time as co-chair of, as well as her contribution to, Te Ohu Whakahaere Appeals; and*
- d) Recommend to Te Poari that Dell Raerino be approved as co-chair of Te Ohu Whakahaere Appeals.*

**CARRIED**

## 7. Workplan 2024

Te Ohu requested that the following items be retained on the workplan:

- Policy reviews, which would then go to Te Poari Akoranga for approval;
- Reviews of the hearing process, register of appeals, and governance function;
- 2025 meeting dates; and
- 2024 self-assessment.

Te Ohu requested that all other items be removed as they are no longer relevant in the future work of te ohu.

Te Ohu discussed professional development and how it would be supported and progressed and requested to hold an in-person workshop in June to focus on evaluations.

Te Ohu were supportive of holding bi-monthly meetings for governance matters, with meetings in alternate months for operational matters.

**RESOLVED: (D. Raerino / M. Baynes)**

*THAT Te Ohu Whakahaere Academic Appeals:*



- a) Receive the report titled '2024 workplan for Te Ohu Whakahaere Appeals';
- b) Discuss the workplan and proposed meeting dates;
- c) Approve bi-monthly meetings; and
- d) Recommend to Te Poari Akoranga to approve the 2024 workplan.

**CARRIED**

*ACTION: Follow up on a budget for a Wellington based in person meeting of the ohu in early June 2024.  
(Assignee(s): Karen Kennedy; Due Date: 29/05/2024)*

**8. Electronic Notice of Appeal Form**

The Appeals Officer advised that feedback had been incorporated into the updated form, noting it would need to be approved by the policy owner.

Te Ohu recommended that the submission date be added to the form and sought confirmation that the old form would be removed from the Te Pūkenga website.

**RESOLVED: moved from the Chair, G Brook**

*THAT Te Ohu Whakahaere Appeals:*

- a) Receives the update Electronic Notice of Appeal Form;
- b) Recommends to Te Poari Akoranga to approve the updated Electronic Notice of Appeal form, an appendix to the Ākonga Appeals Policy.
- c) Notes that the form will also need to be approved by the policy owner.

**CARRIED**

*ACTION: Add to workplan 'Review Notice of Appeal Form' for September 2024 meeting (Assignee(s): Louise Courtney; Due Date: 07/03/2024)*

*ACTION: Follow up approval of electronic appeal form with policy owner. (Assignee(s): Karen Kennedy; Due Date: 07/03/2024)*

**9. Update from Te Poari Akoranga**

**RESOLVED: (G. Brook / L. Lutui)**

*THAT Te Ohu Whakahaere Appeals:*

- a) Receives the report titled '1 March 2024 Te Poari Akoranga hui - open portion'; and
- b) Receives the report titled '28 March 2024 Te Poari Akoranga hui – open portion '.

**CARRIED**

**10. Resolution to exclude the public**

**RESOLVED: moved from the Chair, G. Brook**

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)
<b>11.</b>	<b>Administration – Public Excluded</b>	
11.1	Minutes of the public excluded portion of the meeting held 21 February 2024	Section 9(2)(a) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
11.2	Actions (confidential)	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
<b>12.</b>	<b>Correspondence – Public Excluded</b>	
12.1	Response from legal regarding Ākongā Appeals policy	Section 9(2)(a) OIA Section 9(2)(g)(ii) OIA
12.2	In relation to Manukau Institute of Technology	Section 9(2)(a) OIA Section 9(2)(g)(ii) OIA
12.3	In relation to Open Polytechnic	Section 9(2)(a) OIA Section 9(2)(g)(ii) OIA
<b>13.</b>	<b>Update on incoming and active cases – Public Excluded</b>	
		Section 9(2)(a) OIA Section 9(2)(g)(ii) OIA Section 9(2)(j) OIA
<b>14.</b>	<b>Update from Te Poari Akoranga – public excluded</b>	<b>Section 9(2)(g)(ii) OIA</b>
14.1	1 March 2024 hui – public excluded	Section 9(2)(a) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
14.2	28 March 2024 hui – public excluded	Section 9(2)(a) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA



**Interests**

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

**CARRIED**

*Te Ohu Whakahaere Appeals moved into public excluded at 2:08pm.*

**Karakia whakakapi**

The hui closed with karakia lead by D. Raerino at 2:47pm.



## Pūrongo Te Ohu Whakahaere Appeals o Te Poari Akoranga | Appeals Subcommittee of the Academic Board report

3 July 2024

<b>Title</b>	Review of Inquiry Process 2024
<b>Provided by</b>	Karen Kennedy, Appeals Officer
<b>Author</b>	Karen Kennedy, Appeals Officer
<b>For</b>	Information

### Te Taunaki | Recommendation

It is recommended that Te Ohu Whakahaere Appeals:

a)	Receives the report titled 'Review of Inquiry Process 2024'
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### Te pūtake o tēnei pūrongo | Purpose of this report

The purpose of this report is to provide the outcome of a review of the appeals inquiry process.

### Te Tāhuhu kōrero | Background

Te Ohu Whakahaere Appeals (Te Ohu) held an operations meeting on Friday 7 June via Teams videoconferencing.

The meeting focused on:

- a recap and discussion on the notices of appeal received to date in 2024; and
- an initial discussion on *Evaluation of an Appeal*. Te Ohu members shared their experiences from recent appeal applications they had evaluated/analysed.

The aim of these group discussions was to gather tips on evaluating a notice of appeal application to assist Te Ohu members, and in particular newer members, including:

- hints on how to write an analysis (the evaluative process), including language/wording, phrases not to use;
- possible challenges and risks (mainly timelines);
- things that could be improved (for example, having a more descriptive Notice of Appeal application form).



## Pūrongo Te Ohu Whakahaere Appeals o Te Poari Akoranga | Appeals Subcommittee of the Academic Board report

3 July 2024

<b>Title</b>	Review Register of Appeals 2024
<b>Provided by</b>	Glynnis Brook, Co-Chair, Te Ohu Whakahaere Appeals Karen Kennedy, Appeals Officer
<b>Author</b>	Karen Kennedy, Appeals Officer
<b>For</b>	Information

### Te Taunaki | Recommendation

It is recommended that Te Ohu Whakahaere Appeals:

a)	Receives the report titled 'Review Register of Appeals 2024'.
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### Te pūtake o tēnei pūrongo | Purpose of this report

The purpose of this report is to provide a summary of Te Ohu Whakahaere Appeals (Te Ohu) appeals activities of Te Ohu up to 19 June 2024.

### Summary

In total, eight Notices of Appeal have been received in 2024 (one of which was transferred from 2023).

1. Seven of these are now closed:
  - a. Four were **declined/not upheld**.
  - b. One was found to have **grounds for appeal** and this matter went to face-to-face Inquiry meeting.
  - c. One was **upheld**.
  - d. One was **partially upheld**.
2. One Notice of Appeal is still **Open**:



## Minutes for Te Poari Akoranga | Academic Board 29 April 2024 hui

29/04/2024 | 09:30 PM - Auckland, Wellington New Zealand Standard Time

Online via MS Teams

### Attendees (12)

Paora Ammunson; Henry Geary; Deborah Young; Fiona Moyer; Glynnis Brook; Diane Lithgow; Fiona Beals; Martin Carroll; Te Urikore Biddle; Nita Hutchinson; Doug Pouwhare; Scott Klenner

### Apologies:

Kieran Hewitson, and Andrew McSweeney for absence, and Paora Ammunson for lateness.

**In attendance:** Louise Courtney (Governance Advisor)

### Karakia tīmatanga

The hui | meeting opened with karakia lead by D. Young at 9:39am.

### 1. Welcome and apologies

The chair welcomed new members, and apologies were received and accepted from K. Hewitson and A. McSweeney for absence, and from P. Ammunson for lateness (arrived at 9:50am during item 2.3).

### 2. Administration

#### 2.1 Te Poari Akoranga membership and meeting schedule calendar 2024

Noted the change in hui date from 1 July to 18 June 2024.

#### 2.2 Appointment to Te Poari Akoranga - Rohe 4 representative

**RESOLVED: (H. Geary / F. Moyer)**

*THAT Te Poari Akoranga:*

- a. Receive the report titled 'Appointments to Te Poari Akoranga – 29 April 2024';*
- b. Note that under our delegation from Te Pūkenga Council on 8 February 2024 to appoint one Chair (or delegate) of a business division Academic Committee from each Rohe we have appointed Scott Klenner (Rohe 4) to Te Poari Akoranga.*

**CARRIED**

#### 2.3 Register of Interests Te Poari Akoranga 2024

The Register of Interests was noted.



## 2.4 Delegations from Te Pūkenga Council to Te Poari Akoranga

The delegations from Council were noted.

## 2.5 Open minutes of hui 28 March 2024.

**RESOLVED: (N. Hutchinson / M. Carroll)**

*THAT Te Poari Akoranga accept as a true and accurate record the minutes of the open portion of the Te Poari Akoranga meeting held 28 March 2024.*

**CARRIED**

## 3. 2024 Workplan

The 2024 workplan was noted.

## 4. Academic Delegations Register

Te Poari discussed the draft Academic Delegations Register (the Register) which has been created to adhere to the requirement in its Terms of Reference to capture sub-delegations from Te Poari Akoranga to ngā ohu whakahaere and/or business division academic boards. It noted that Te Pūkenga is working towards an unknown future model and there is a need to take care not to undermine future decision-making entities. A working group was established to further develop the Register for Te Poari to consider at its May 2024 meeting.

## 5. Terms of Reference amendment

**RESOLVED: (G. Brook / D. Lithgow)**

*THAT Te Poari Akoranga:*

- a. Receive the report titled 'Te Poari Akoranga Terms of Reference April 2024';*
- b. Recommend to Council to approve the amended Te Poari Akoranga Terms of Reference;*
- c. Note that amendments have been made due to changes in the Executive Leadership Team and to align the draft Academic Delegations Register; and*
- d. Note that specific Māori membership has been removed due to uncertainty in the timeframe for the disestablishment of Te Pūkenga. Te Poari Akoranga can co-opt members if there is a need to ensure diversity of representation.*

**CARRIED**

## 6. Ngā Ohu Whakahaere o Te Poari Akoranga

### 6.1 Te Ohu Whakahaere Academic Quality



### 6.1.1 Update from 3 April 2024 hui

The co-chair of Te Ohu Whakahaere Quality provided a brief verbal update.

**RESOLVED: (F. Moyer / S. Klenner)**

*THAT Te Poari Akoranga:*

- a. Receives the report titled 'Te Ohu Whakahaere Academic Quality hui April 2024';*
- b. Notes that Te Ohu Whakahaere Academic Quality approved its workplan for 2024.*
- c. Notes that Te Ohu Whakahaere Academic Quality supported the update and release of the Entry Requirements Framework to the Te Pūkenga network, once it has been reviewed by the Educational Quality Forum (EQF);*
- d. Notes that Te Ohu Whakahaere Academic Quality approved Degree Monitoring templates be distributed as a resource, via the EQF, across the Te Pūkenga network; and*
- e. Notes that Te Ohu Whakahaere Academic Quality reviewed and approved the following policies:*
  - *Te Pūkenga Assessment Policy*
  - *Te Pūkenga Moderation Policy*
  - *Te Pūkenga Ākongā Concerns and Complaints Policy*
  - *Te Pūkenga Ākongā Appeals Policy*
  - *Te Pūkenga Continuous Quality Improvement Policy*

**CARRIED**

### 6.2 Te Ohu Whakahaere Approvals

#### 6.2.1 Update from April 2024 hui

The co-chair Te Ohu Whakahaere Approvals provided a brief verbal update.

**RESOLVED: (D. Lithgow / F. Moyer)**

*THAT Te Poari Akoranga:*

- a. Receives the report titled 'Te Ohu Whakahaere Approvals hui April 2024'; and*
- b. Approves the revised 'Te Ohu Whakahaere Approvals Terms of Reference' subject to inclusion of any feedback provided;*
- c. Notes that Te Ohu Whakahaere Approvals approved the New Zealand Apprenticeship (Complex) in Forest Silviculture Operations (Level 4), which leads to the award of:*
  - *2334 New Zealand Certificate in Forestry Operations with strand in Thin to Waste (Level 3); and*
  - *2330 New Zealand Certificate in Forest Industry Operations (Planning and Monitoring) with strand in Silviculture (Level 4);*



*to be submitted to the New Zealand Qualifications Authority (NZQA) for approval, subject to the feedback provided; and requested that feedback from NZQA be made available to Te Ohu Whakahaere Approvals.*

**CARRIED**

### **6.3 Te Ohu Whakahaere Appeals**

#### **6.3.1 Update from 17 April 2024 hui**

The co-chair of Te Ohu Whakahaere Appeals sought advice from Te Poari about combining the Ākonga Concerns and Complaints Policy with the Appeals Policy, although there was uncertainty about how this combined policy would work in the future structure of vocational education. Te Ohu supported a single policy for learners to reference and that learnings from Te Pūkenga be shared with the new entities for further development.

Te Poari suggested that the Ākonga Concerns and Complaints Policy be amended to incorporate the relevant aspects of the Appeals Policy, but questioned whether this work was a current priority. The co-chair responded that one of the current challenges for the ohu was appellants or kaimahi not following process, and that combining these policies would help resolve this issue. It was suggested the Educational Quality Forum (EQF) could support the policy work required.

**RESOLVED: (G. Brook / N. Hutchinson)**

*THAT Te Poari Akoranga:*

- a. Receive the report titled 'Te Ohu Whakahaere Appeals hui April 2024 – open'*
- b. Approves the revised 'Te Ohu Whakahaere Appeals Terms of Reference' subject to inclusion of any feedback provided, noting that Te Ohu Whakahaere Appeals wish to continue with a co-chair leadership model;*
- c. Approves the appointment Dell Raerino as co-chair of Te Ohu Whakahaere Appeals;*
- d. Notes Te Ohu Whakahaere Appeals workplan for 2024, noting the change to bi-monthly governance meetings; and*
- e. Approves the updated Electronic Notice of Appeal Form, an appendix to the Ākonga Appeals Policy.*

**CARRIED**

### **7. Resolution to exclude the public**

**RESOLVED: (D. Young / D. Lithgow)**

*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.	<b>Administration</b>	
8.1	Minutes of the public excluded portion of the meeting held 28 March 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.	<b>Te Ohu Whakahaere Appeals update 17 April 2024 - public excluded</b>	Section 9(2)(a) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA

#### Interests

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

*Te Poari Akoranga moved into public excluded at 10:44am.*

#### Karakia whakakapi

The hui | meeting closed with karakia lead by D. Young at 12:26pm.



## Minutes for Te Poari Akoranga | Academic Board 24 May 2024 hui

24/05/2024 | 01:30 PM - Auckland, Wellington New Zealand Standard Time

Online via Microsoft Teams

### Attendees (11)

Paora Ammunson; Henry Geary; Kieran Hewitson; Deborah Young; Fionna Moyer; Glynnis Brook; Fiona Beals; Martin Carroll; Nita Hutchinson; Doug Pouwhare; Scott Klenner

### Apologies:

Linda Aumua, Te Urikore Biddle and Di Lithgow.

### In attendance:

Peggy Fairbairn-Dunlop (Council observer), and Louise Courtney (Governance Advisor)

### Karakia tīmatanga

The meeting opened with karakia lead by K. Hewitson at 1:31pm.

### Welcome and apologies

Apologies were received and accepted from L. Aumua, T. Biddle and D. Lithgow.

## 2. Administration

### 2.1 Te Poari Akoranga membership and meeting schedule calendar 2024

Te Poari Akoranga (Te Poari) noted the membership and meeting schedule.

#### 2.1.1 Appointments to Te Poari Akoranga – May 2024

#### **RESOLVED: moved from the Chair**

*THAT Te Poari Akoranga:*

- a. Receive the report titled 'Appointment to Te Poari Akoranga – May 2024' and*
- b. Note that the appointment of Linda Aumua to Te Poari Akoranga was approved at Te Pūkenga Council's meeting of 9 May 2024.*

#### **CARRIED**

### 2.2 Register of Interests Te Poari Akoranga 2024

Te Poari noted the register of interests.

### 2.3 Delegations from Te Pūkenga Council to Te Poari Akoranga

Te Poari noted the delegations from Council.



## 2.4 Open minutes of hui 29 April 2024

### **RESOLVED: (N. Hutchinson / 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 29 April 2024.*

### **CARRIED**

## 3. 2024 Workplan

Te Poari noted the 2024 workplan.

## 4. Academic Delegations Register

The co-chair D. Young advised feedback was received from Te Pūkenga Legal Team which had been incorporated into the register. She also noted changes under Section 2, in relation to legacy programmes, were recommended to be approved by local academic committees.

Feedback from Te Poari included:

- Delegating approval of research proposals for ākongā and kaimahi to local academic committees as this had never been brought to Te Ohu Whakahaere Rangahau Research and Postgraduate;
- Move delegation to of minor changes to policies away from 'Section 8: Incidentals' to 'Section 4: Quality Assurance';
- Clarify the delineation of approvals between L1-6 and L7+ programmes;
- Consistency regarding Te Ohu Whakahaere Quality and Te Ohu Whakahaere Academic Quality;
- Operations vs Governance. It was clarified that delegations to the Ako Excellence Team was only for minor operational matters or processes, therefore, it could be removed from the delegation register;
- Remove Section B3 as Te Ohu Whakahaere Appeals only deals with appeals; not concerns and complaints. Move to 'Section 7: Ohu whakahaere: Sub- Committees', as creating an ohu | subcommittee is the delegation of Te Poari.

The updated register will be provided to the June meeting of Te Poari.

## 5. Ngā Ohu Whakahaere o Te Poari Akoranga

### 5.1 Te Ohu Whakahaere Academic Quality

The co-chair of Te Ohu provided a brief update on the May meeting, noting the Academic Integrity policy is now ready and flexible enough to be accommodating of business divisions' policies.

Further changes are required to incorporate the feedback provided about:

- Referencing statements about use of artificial intelligence (AI);



- Clarification on keeping records of unproven misconduct; and
- How the policy could be used for Work Based Learning providers.

The updated policy and guidelines will be approved at a future meeting.

**RESOLVED: (K. Hewitson / M. Hutchinson)**

*THAT Te Poari Akoranga:*

- a. Receives the report titled 'Te Ohu Whakahaere Academic Quality hui May 2024'; and*
- b. Note the resignation of member Malama Saifolo.*

**CARRIED**

### 5.2 Te Ohu Whakahaere Approvals

The co-chair of requested that sufficient time is provided to review and provide feedback on the unified programmes.

**RESOLVED: (D. Pouwhare / N. Hutchinson)**

*THAT Te Poari Akoranga receives the report titled 'Te Ohu Whakahaere Approvals hui May 2024'.*

**CARRIED**

### 5.3 Te Ohu Whakahaere Rangahau Research and Postgraduate

The co-chair of Te Ohu advised Te Poari that there is a sense of progress, especially with the appointment of the Pounuku Rangahau | Director Research. She highlighted Te Ohu discussions on how to better communicate the targets in the Statement of Performance Expectations to the network to ensure the targets were better reported and an email sent to the Te Pūkenga Executive Leadership Team in relation the Science Systems and University Advisory Groups.

**RESOLVED: (F. Beals / F. Moyer)**

*THAT Te Ohu Whakahaere Rangahau Research and Postgraduate:*

- a. Receives the report titled 'Te Ohu Whakahaere Rangahau, Research and Postgraduate hui 9 May 2024' and 'Te Ohu Whakahaere Rangahau, Research and Postgraduate hui 21 May 2024'; and*
- b. Approve the cancellation of the '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.*
- c. Note resignation of member Jonathan Sibley.*

**CARRIED**

**ACTION:** *Email sent by TOW RPPG co-chairs to ELT to be included in correspondence at next Te Poari Akoranga hui. (Assignee(s): Fiona Beals, Louise Courtney; Due Date: 18/06/2024)*



## 6. Resolution to exclude the public

### **RESOLVED: (K. Hewitson / S. Klenner)**

THA 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)
<b>6.</b>	<b>Administration</b>	
6.1	Minutes of the public excluded portion of the meeting held 29 April 2024	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
6.2	Action List	Section 9(2)(b)(ii) OIA 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.

### **CARRIED**

*Te Poari Akoranga moved into public excluded at 2:46pm.*

### **Karakia whakakapi**

The meeting closed with karakia lead by K. Hewitson at 3:02pm.



## Te Ohu Whakahaere Appeals o Te Poari Akoranga Meeting

### Resolution to exclude the public

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

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

Item	General subject of each matter to be considered	Section(s)
<b>6.</b>	<b>Administration – Public Excluded</b>	
6.1.	Minutes of the public excluded portion of the meeting held 17 April 2024	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
6.2.	Action List	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
<b>7.</b>	<b>Appeals Officer Report</b>	Section 9(2)(a) OIA
<b>8.</b>	<b>Update from Te Poari Akoranga – public excluded</b>	
8.1.	29 April 2024 hui – public excluded	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
8.2.	18 June 2024 hui – public excluded	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA

### Interests

Section	Interest
Section 9(2)(a) OIA	To protect the privacy of natural persons, including that of deceased natural persons.
Section 9(2)(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.**

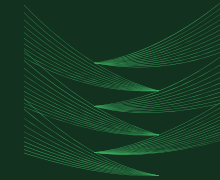
We're just about out of time, therefore I will conclude our shared space with karakia.

## 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!

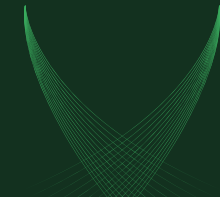
Hold fast,  
hold firmly the words of the  
academy  
cement them firmly  
fixed in the mind.  
Release ourselves  
of the decorum of formality  
let us take up the life giving  
cloak of Rongo  
the permanence of peace  
and harmony  
and bind it firmly,  
Firmly!

## Our values



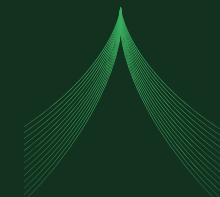
### Manawa nui

We reach out and welcome in



### Manawa roa

We learn and achieve together



### Manawa ora

We strengthen and grow  
the whole person