

Te Ohu Whakahaere Appeals - 16 September 2024



16 September 2024 10:00 AM - 12:00 PM

Agenda Topic	Presenter	Time	Page
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Open Agenda			
1. Administration		10:00 AM-10:05 AM	6
1.1 Welcome Mihi			
1.2 Te Ohu Whakahaere Appeals membership list			6
1.3 Workplan 2024			7
1.4 Minutes of the open portion of meeting held on 3 July 2024			8
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 3 July 2024.			
2. Update to Terms of Reference		10:05 AM-10:10 AM	13
RECOMMENDATION: THAT Te Ohu Whakahaere Appeals: a) Receives the report titled 'Te Ohu Whakahaere Appeals Terms of Reference'; b) Considers whether any additional changes are required to its Terms of Reference so that these can be incorporated at the same time; and c) Recommends to Te Poari Akoranga that it approves the revised Terms of Reference.			
3. Updates from Te Poari Akoranga	A. McLean	10:10 AM-10:20 AM	20
RECOMMENDATION: THAT Te Ohu Whakahaere Appeals: a) Receives the open minutes of the Te Poari Akoranga meeting held 26 July 2024; b) Receives the report titled '30 August 2024 Te Poari Akoranga hui – open portion'.			
3.1 26 July 2024 hui minutes - open portion			20
3.2 30 August 2024 hui summary - open portion			25
4. Resolution to exclude the public			30
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

5.	Administration - Public Excluded		10:20 AM-10:25 AM	32
5.1	Minutes of public excluded portion of Te Ohu Whakahaere Appeals meeting - 3 July 2024			32
	RECOMMENDATION: THAT Te Ohu Whakahaere Appeals approve, as a true and accurate record, the minutes of public excluded portion of the Te Ohu Whakahaere Appeals meeting held 3 July 2024.			
5.2	Action List			
	No pending actions.			
6.	Appeals Officer Report	K. Kennedy, Appeals Officer	10:25 AM-10:30 AM	35
	RECOMMENDATION: THAT Te Ohu Whakahaere Appeals receives the report titled			
7.	Update from Te Poari Akoranga - public excluded	A. McLean	10:30 AM-10:40 AM	37
	RECOMMENDATION: THAT Te Ohu Whakahaere Appeals: a) Receives the report minutes of the 26 July 2024 Te Poari Akoranga hui - public excluded'; and b) Receives the report titled '30 August 2024 2024 Te Poari Akoranga hui – public excluded portion'.			
7.1	26 July 2024 hui - public excluded			37
7.2	30 August 2024 - public excluded portion			40
8.	Other business in public excluded			
8.1	Te Ohu Whakahaere Appeals capacity to the end of 2024.	D. Raerino & A. McLean, co-chairs	10:40 AM-10:55 AM	
	Discussion			
	Karakia whakakapi			41

Next meeting

10am, Wednesday 30 October 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 kawe atu te whakamiha ki a koe, i tō karakia mai. Nāu oti, e manawa ora nei te wānanga.

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



2024 Karakia Lead Schedule – Te Ohu Whakahaere Appeals

As at 5 September 2024

Te Ohu Whakahaere Appeals

Meeting dates	Name
Mon 16 Sept – governance	Sue Crossan
Wed 2 Oct – ops	Melanie Baynes
Wed 30 Oct – governance	Lulu Lutui
Wed 4 Dec - ops	Adele McLean
	Robyn McNaught
	Dell Raerino

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
7.	Appeals	<p>To:</p> <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 c. if necessary, make recommendations about policies, procedures, or the provision of services. 	<p>Te Ohu Whakahaere Appeals</p> <p>This delegation is sub-delegated in its entirety.</p>

Te Ohu Whakahaere Appeals

Name	Role	Meeting dates
Dell Raerino	Co-Chair	Wed 14 Feb
Adele McLean	Co-Chair	Wed 17 April – governance
Sue Crossan	Member	Wed 7 June – ops
Melanie Baynes	Member	Wed 3 July – governance
Lulu Lutui	Member	Wed 21 August – ops
Robyn McNaught	Member	Mon 16 Sept – governance
		Wed 2 Oct – ops
		Wed 30 Oct – governance
		Wed 4 Dec - ops

Te Ohu Whakahaere Appeals - 16 September 2024 - Administration

Te Ohu Whakahaere Appeals	Quarterly	Wed 14 Feb	Wed 17 April	Fri 7 June	Wed 3 July	Mon 16 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									
2025 meeting dates									
Review Concerns, Complaints, and Appeals Policy									
Review Notice of Appeal form									
Self assessment for 2024									
Review governance function - role, responsibilities and parameters									



Minutes for Te Ohu Whakahaere Appeals - 3 July 2024

03/07/2024 | 10:00 AM - Auckland, Wellington New Zealand Standard Time

Online via Microsoft Teams

Attendees (5)

Glynnis Brook (Chair); Dell Raerino; Melanie Baynes; Robyn McNaught; Sue Crossan;

Apologies:

Adele McLean and Lulu Lutui for absence, R. McNaught left the hui 11:10am during item 9.

In attendance:

Karen Kennedy (Appeals Officer) and Louise Courtney (Governance Advisor).

Karakia tīmatanga

The hui opened with karakia lead by D. Raerino at 10:02am.

1.0 Administration

1.1 Welcome | Mihi

Te Ohu received and accepted apologies for absence from A. McLean and L. Lutui.

1.2 Te Ohu Whakahaere Appeals membership list

Te Ohu noted the membership list and that the Terms of Reference may need to be reviewed in relation to member participation.

1.3 Workplan 2024

Te Ohu noted the Workplan 2024.

1.4 Minutes of the open portion of meeting held on 17 April 2024

RESOLVED: (M. Baynes / D. Raerino)

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.

CARRIED

2. Review of Inquiry Process 2024

Te Ohu members reviewed the inquiry process at its operations meeting held 7 June 2024 and feedback was incorporated into the report.

Te Ohu discussed how to access support from Te Pūkenga Legal team when required.



RESOLVED: (G. Brook / S. Crossan)

THAT Te Ohu Whakahaere Appeals receives the report titled ‘Review of Inquiry Process 2024’.

CARRIED

ACTION: Follow up with Te Pūkenga legal team about their ability proof documents at times when members are unsure about what's being sent out. (Assignee(s): Karen Kennedy; Due Date: 09/04/2024)

3. Review Register of Appeals 2024

Te Ohu noted that the ends of semesters were often times that appeals were received, to be factored into advice in the transition away from a central organisation.

RESOLVED: (D. Raerino / S. Crossan)

THAT Te Ohu Whakahaere Appeals receives the report titled ‘Review Register of Appeals 2024’.

CARRIED

4. Updates from Te Poari Akoranga

RESOLVED: (G. Brook / M. Baynes)

THAT Te Ohu Whakahaere Appeals:

- a) Receives the report titled '29 April 2024 Te Poari Akoranga hui - open portion'; and
- b) Receives the report titled '24 May 2024 Te Poari Akoranga hui – open portion’.

CARRIED

5. 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)
6.	Administration – Public Excluded	
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



7.	Appeals Officer Report	Section 9(2)(a) OIA Section 9(2)(g)(ii) OIA
8.	Update from Te Poari Akoranga – public excluded	
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.

CARRIED

Te Ohu Whakahaere Appeals moved into public excluded at 10:30am.

6. Administration - Public Excluded

6.1 Minutes of public excluded portion of Te Ohu Whakahaere Appeals meeting - 17 April 2024

RESOLVED: (G. Brook / M. Baynes)

THAT Te Ohu Whakahaere Appeals approved, as a true and accurate record, the minutes of the public excluded portion of the Te Ohu Whakahaere Appeals meeting held 17 April 2024.

CARRIED

6.2 Action List

Te Ohu agreed to close the following actions:

- Appeals Policy update, confirming that Te Poari Akoranga is delegated to approve policies;
- Allocation of appeals to members.

7. Appeals Officer Report

Te Ohu received the Appeals Officer's report which highlighted the complication with the current open appeal due to the documentation provided by the appellant and the process engaged by the



relevant business division, and noted some of the matters raised are not likely to be upheld due to a lack of evidence provided by the appellant.

Te Ohu received further updates including:

- That the MIT matter may be on-going as the ākonga did not feel that work undertaken with MIT was satisfactory. It was noted that the ākonga did not lodge an appeal and may be past the timeframe to lodge a formal appeal;
- Follow up from a matter related to Otago Polytechnic seeking clarification and discussion about Te Ohu outcome and expectations;
- A pending appeal that has gone straight to the Ombudsman and is likely to be redirected to Te Pūkenga; and
- Confirmation from Unitec means that the follow up actions are now complete and that appeal can now be closed.

RESOLVED: (R. McNaught / S. Crossan)

THAT Te Ohu Whakahaere Appeals receives the report titled 'Appeals Officer Report for July 2024'.

CARRIED

8. Update from Te Poari Akoranga - public excluded

RESOLVED: (G. Brook / D. Raerino)

THAT Te Ohu Whakahaere Appeals receives the report titled '29 April 2024 Te Poari Akoranga hui - public excluded'.

CARRIED

9. General Business

Future of Appeals

Te Ohu held a discussion about the possibility of the responsibility for the operational function of appeals being transitioned to the Regional Executive Directors. Te Ohu provided the following feedback on any possible changes:

- Ensure that the regions have their structures in place to manage appeals before making any changes permanent, which could include:
 - reviewing relevant policies align to a new process and that they have the resourcing to manage appeals;
 - a clear workplan to ensure 'seamless' transition.
- There are times of year that appeals are regularly received, which are the end of each semester when results are published. Te Ohu suggest a 9-month transition to allow support for the first round of appeals in the new year and that it is made clear to business divisions that Ohu members are available to provide advice and support to any transition;



- Consider where work-based learning business divisions fit into this suggested transition
- Ensure delegations are clear;
- Ensure that themes and learnings from appeals process are gathered and communicated to the network;
- Make it clear to aim to resolve student complaints in a timely manner;
- Appeals Guidelines should be provided to business divisions that could include:
 - What to expect at an inquiry/panel;
 - What best practice is, based on the experience of Te Ohu;
 - What has worked as a good process of appeals at a level above the business division.

Co-chair for Te Ohu

Te Ohu discussed the need for a co-chair especially if Te Ohu will continue for several months, the current workload was too much for a single chair. None of the members present volunteered for the role, so the co-chairs agreed to raise it with one of the members not present at the meeting. If that member agreed, then a report would go to Te Poari Akoranga seeking approval of their appointment as co-chair of Te Ohu and a member of Te Poari Akoranga.

Karakia whakakapi

The hui closed with karakia lead by D. Raerino at 11:17am.



Tā Te Pūkenga Komiti Pūrongo

Te Pūkenga Te Ohu Whakahaere Appeals Report

16 September 2024

Title	Te Ohu Whakahaere Appeals Terms of Reference September 2024
Provided by	Dell Raerino and Adele McLean, co-chairs of Te Ohu Whakahaere Appeals
Author	Louise Courtney, Governance Advisor
For	Recommendation to Te Poari Akoranga

Te Taunaki | Recommendation(s)

It is recommended that Te Ohu Whakahaere Appeals:

a)	Receives the report titled 'Te Ohu Whakahaere Appeals Terms of Reference';
b)	Considers whether any additional changes are required to its Terms of Reference so that these can be incorporated at the same time; and
c)	Recommends to Te Poari Akoranga that it approves the revised Terms of Reference.

Te pūtake o tēnei pūrongo | Purpose of this report

The purpose of this report is for Te Ohu Whakahaere Appeals (Te Ohu) to review the proposed amendments to the Terms of Reference (TORs) for Te Ohu.

Te Tāhuhu Kōrero | Background

The current TORs for Te Ohu were approved by Te Poari at its meeting of 29 April 2024.

Te Poari Akoranga (Te Poari) reviewed its delegations from Te Pūkenga Council at its meeting of 18 June 2024 and formalised several sub-delegations in respect of these at its meetings of 18 June and 26 July 2024. These are contained in Appendix 1, which is an extract from the Delegations Register published on Te Whare. These changes now need to be reflected in the TORs for ngā ohu whakahaere.

Ngā Kōwhiringa me Te Tātaritanga | Options and analysis

Staff have marked up changes to the TORs for Te Ohu as outlined in Appendix 2, so that these reflect the current delegations from Te Poari to Te Ohu.

Te Ohu 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

The amended TORs will be provided to Te Poari for approval at its September meeting.

Ngā Tāpiritanga | Appendices

Appendix 1: [Sub-delegations from Te Poari Akoranga](#)

Appendix 2: Proposed new Terms of Reference for Te Ohu Whakahaere Appeals (tracked changes)



Te Ohu Whakahaere Appeals Terms of Reference

Terms of Reference

1. Whakapapa | Background

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

2. Ngā Tikanga | Purpose / Scope

- (a) 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.

3. Powers and Authority

- (a) In accordance with the Delegations Policy, Te Poari Akoranga (Te Poari) has sub-delegated the specific authorities listed below to Te Ohu Whakahaere Appeals (Te Ohu).

Ref	Subject	Description	ObjectiveSubdelegation
7.	Appeals Ohu-whakahaere-Sub-Committees	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. 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.	This delegation is sub-delegated in its entirety. Establish and provide assurance and confidence that ohu whakahaere, (national subcommittees of Te Poari Akoranga) strengthen academic leadership in key areas of focus.

- (b) In establishing Te Ohu Whakahaere Appeals, Te Poari Akoranga requires the ohu to:



- i) Evaluate the themes, patterns and outcomes of appeals and/or complaints arising within the network and provide advice to Te Poari Akoranga on Appeal policy and process, patterns, and themes.
 - ii) Receive reports for the network appeals committees to ensure an overview of appeal and complaint activity and outcomes across the network.
 - iii) Hear and determine the outcome of an escalated appeal and/or complaint lodged by ākongā per Te Pūkenga Appeals Policy process.
- (c) In enacting the sub-delegations outlined in this section, Te Poari requires:
- i) Any policies related to the responsibilities are approved by Te Poari Akoranga;
 - ii) Decisions made by the body receiving the sub-delegation are reported to Te Poari Akoranga.
 - iii) All formal sub-delegations will be included in the Academic Delegations Register which will be updated each time a power is sub-delegated.
 - iv) Refer matters that constitute concerns or risks to the academic integrity of Te Pūkenga to Te Poari Akoranga.
- (d) All media and public comment should be considered in consultation with Te Poari Akoranga.
- (e) Any official information requests to Te Ohu should be directed to the Official Information Act (OIA) team of Te Pūkenga.

4. Mematanga | Membership, Appointments and Eligibility Criteria

- (a) Appointments to Te Ohu will be made by Te Poari following an Expressions of Interest process carried out by Te Ohu. Appointments will comprise the following:
- i) Te Ohu Whakahaere Appeals member (Chair) (1 member)
 - ii) Kaimahi with tikanga Māori expertise (co-chair) (1-2 members)
 - iii) Kaimahi from within the Te Pūkenga network, preferably with experience in or familiar with appeals and/or complaints processes and procedures. (1-2 members)
 - iv) Learner member nominated by Te Pūkenga Interim Learner Advisory Committee (1 member)
 - v) 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. (b).
- (b) Membership should reflect a broad skills-based approach and be drawn from both ITPs and ITOs as appropriate, ensuring rangahau and Pacific representation. The appointment of members will be based on the following core criteria:
- i) commitment to educational quality and learner achievement.
 - ii) ability to apply both a local and global view to academic issues.
 - iii) academic and specialist knowledge, skills, and experience.

The appointment of new members will be on the basis of gaining a balanced, inclusive and broad representation.



- (c) Members will be appointed for up to two years, with the option of renewal for one further year, to be made by Te Poari. Membership of Te Ohu may be revoked by either Te Poari or the appointed member at any time by giving four weeks' written notice in writing.
 - i) These members may resign from Te Ohu at any time by notifying the Chair with a copy to the Governance Advisor.
 - ii) A member's appointment may be terminated at any time for good reason by the Te Poari Akoranga Chair. Good reason includes, but is not limited to, failure to attend more than two consecutive Te Ohu hui (without informing the Chair), and failure to act in accordance with the Code of Conduct.

5. Kōrama | Quorum and Hui | Meetings

- (a) A quorum shall consist of a majority of Te Ohu members. No business shall be transacted at a meeting in the absence of a quorum.
- (b) Te Ohu will meet regularly during an academic year.
 - i) Meetings may be conducted by teleconference, videoconference or in person.
 - a. If a hui is held in person, members will make reasonable efforts to attend in person.
 - b. If a member is not able to attend a hui in person, a teleconference or videoconference alternative will be provided where feasible.
 - ii) Te Ohu may also need to meet on an ad hoc basis to consider Appeals requested and/or relevant matters, and/or if determined necessary by the Chair.
 - iii) Hui dates will be set annually by the Council Secretariat to align with other meetings on Te Pūkenga Governance calendar, and in consultation with members of Te Poari.
- (c) If a member is unable to attend a hui, they must provide the Chair with comments on the issues to be discussed in reasonable time prior to the hui. Members are not able to send a proxy or delegate to the hui in their place.
- (d) A Governance Advisor shall service Te Ohu meetings to provide secretariat support and resources.
 - i) Meeting agendas will be prepared and provided in advance to members, along with appropriate briefing materials. This would normally be a week prior to the date of the meeting but may be shorter as determined by the Chair.
 - ii) Minutes of the meetings shall be prepared, retained and distributed to Te Ohu members, management and external auditors, as well being made available to Te Poari Akoranga.
- (e) Te Pūkenga is named in Schedule 2 Part 2 of the [Local Government Official Information and Meetings Act 1987 \(LGOIMA\)](#) as a particular authority to which Part 7 of LGOIMA applies. As Te Ohu has been sub-delegated authority to make decisions on behalf of Te Poari Akoranga as outlined in Section 3, the following local authority meeting rules apply:
 - i) Hui are required to be open to the public unless Te Ohu resolves to exclude the public from the whole or any part of the meeting where good reason for withholding disclosure of information exists under Section 9 of the Official Information Act 1982.



- ii) The date, time and place of Te Ohu hui must be publicly notified not more than 14 days and not less than five days before the end of the month prior.
- iii) At least two working days prior to the hui any member of the public may inspect all agendas and associated reports circulated to members of Te Ohu relating to that hui, excluding reports that the Tumuaki | Chief Executive reasonably expects the hui to discuss with the public excluded.
- iv) Where an item is not on the agenda for a meeting, that item may only be discussed at that meeting if:
 - a. Te Ohu resolves to discuss it and the Chair explains at the hui at a time when it is open to the public the reason why the item is not on the agenda, and the reason why the discussion of the item cannot be delayed until a subsequent hui; or
 - b. the item is a minor matter relating to the general business of Te Ohu; and the Chair explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but no resolution, decision, or recommendation may be made in respect of that item except to refer that item to a subsequent meeting for further discussion.
- v) Members of the public have a right to inspect or receive copies of minutes of Te Ohu hui (except parts of a hui from which the public was excluded).

6. Responsibilities and duties

- (a) To exercise its powers and duties and oversee the areas outlined in section 3, Te Ohu Whakahaere Appeals (Te Ohu) members shall:
 - i) Review any papers prepared for Te Ohu, prepare adequately prior to each hui and participate actively in hui, contributing to actions when agreed.
 - ii) Bring matters of significance to the attention of Te Ohu and use professional perspectives to undertake analysis or prepare advice as required.
 - iii) Contribute to the development of a forward work programme for Te Ohu.
 - iv) Maintain a broad knowledge of the issues and interests that relate to the operations of Te Ohu.
 - v) Consult with and consider advice from the three Advisory Committees to Council established under section 325 of the Act on significant matters relating to the strategic direction of Te Pūkenga which are relevant to those groups represented by each Advisory Committee.
 - vi) Comply with Te Pūkenga Council and Committees [Code of Conduct Policy](#)
- (b) In addition, the Chair of Te Ohu shall:
 - i) consult with members to draft a forward work programme for Te Ohu, for agreement with Te Poari Chair;
 - ii) set agendas with the assistance of the Governance Advisor, and approve minutes;
 - iii) chair and facilitate hui, encouraging and modelling open communication where all members contribute effectively;



- iv) manage any conflicts of interests for other members of Te Ohu, including deciding if a potential conflict exists and determining, with assistance from the Governance Advisor, what action is appropriate;
 - v) represent the Committee in any hui with Te Poari Akoranga and/or Chair as required;
 - vi) ensure that any requests for media and public comment and any official information requests made to the Committee are escalated to the Chair of Te Poari Akoranga; and
- (c) Members are required to declare any actual or perceived interests as per national policy and procedures. [Conflicts of Interest Policy](#)

7. Fees and allowances

- (a) No additional fees will be paid to employees of Te Pūkenga for their participation in Te Ohu as hui are anticipated to occur during normal working hours. Expenses related to Te Ohu should be included in each employee's usual expense cost centre.
- (b) For learner members of Te Ohu, fees will be equivalent to the learner member fees outlined in the Terms of Reference for Te Poari Akoranga. 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 Expenditure Policy~~ [Sensitive Expenditure Policy](#)

8. Pūrongo | Reporting obligations

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

9. Accountability

Te Ohu Whakahaere Appeals shall:

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

10. Review of the Terms of Reference

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

Approved by Te Poari Akoranga on **29 April 2024**

Kieran Hewitson

Te Poari Akoranga Co-Chair

Deborah Young

Te Poari Akoranga Co-Chair



Minutes for Te Poari Akoranga | Academic Board 26 July 2024 hui

26/07/2024 | 09:30 AM - Auckland, Wellington New Zealand Standard Time

Online via MS Teams

Attendees (8)

Paora Ammunson; Henry Geary; Linda Aumua; Fionna Moyer; Fiona Beals; Nita Hutchinson; Scott Klenner; Deborah Young

Chair: Deborah Young

In attendance:

Tagaloatele Peggy Fairbairn-Dunlop (Council observer, items 1-9), Louise Courtney (Governance Advisor - minutes), Dell Raerino (Co-Chair Te Ohu Whakahaere Appeals, items 5.2 and 10.1), Jamie Smiler (Te Pounuku Rangahau, item 9)

Karakia tīmatanga

The hui opened with karakia lead by D. Young at 9:31am.

1. Welcome and apologies

Te Poari Akoranga (Te Poari) received and accepted apologies for absence from K. Hewitson, M. Carroll, D. Pouwhare, D. Lithgow, and T.U. Biddle.

2. Administration

2.1 Te Poari Akoranga membership and meeting schedule calendar 2024

Te Poari noted the membership and meeting scheduled.

2.2 Te Poari Akoranga Workplan 2024

Te Poari noted the 2024 workplan.

2.3 Register of Interests Te Poari Akoranga 2024

Te Poari noted the Register of Interests.

2.4 Open minutes of hui 18 June 2024.

RESOLVED: (F. Moyer / L. Aumua)

THAT Te Poari Akoranga accept as a true and accurate record the minutes of the open portion of Te Poari Akoranga meeting held 18 June 2024.

CARRIED



3. Te Poari Akoranga Delegations Register

RESOLVED: (F. Moyer / H. Geary)

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:*
 - 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.*

CARRIED

4. Te Poari Akoranga Terms of Reference July 2024

Te Poari provided feedback on editorial amendments to the terms of reference, but provided no substantive changes.

RESOLVED: (D. Young / F. Moyer)

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.*

CARRIED

ACTION: Assess and report on transition risk in relation to Mātauranga Māori. (Assignee(s): Paora Ammunson; Due Date: 30/08/2024)

5. Ngā Ohu Whakahaere o Te Poari Akoranga

5.1 Te Ohu Whakahaere Academic Quality

Te Poari received a verbal update from the co-chair, F. Moyer, and noted the changes to the Level 1-6 reporting template for unified programmes and the Approval and Accreditation template for new Level 1 - 6 programmes to reflect the move away from a central organisation.



Te Poari enquired how the templates were being received by business divisions and the Ako Excellence Director advised that the templates had been requested by business divisions, and outlined the process, which included regional leads, to therefore have buy-in from them. Te Poari noted that this provided consistency across the network. Te Poari also noted that rebuilding capability could take some time.

Communities of practice will ensure a collaborative approach in the future vocational education model, as well as National Programme Committees providing leadership and decision-making.

RESOLVED: (H. Geary / S. Klenner)

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.*

CARRIED

5.2 Te Ohu Whakahaere Appeals

Te Poari welcomed and received an update from Te Ohu Whakahaere Appeals co-chair, D. Raerino.

RESOLVED: (D. Young)

THAT Te Poari Akoranga:

- 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*

CARRIED

5.3 Te Ohu Whakahaere Rangahau Research and Postgraduate

RESOLVED: (F. Beals / D. Young)

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

CARRIED

6. Local Academic Committees

6.1 Update from Western Institute of Technology at Taranaki Academic Committee

Te Poari noted its expectation that all local academic committees provide regular reports to it now that it has sub-delegated some matters to these committees.



RESOLVED: (D. Young / F. Moyer)

THAT Te Poari Akoranga:

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:

- 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 the expectations of Te Poari Akoranga.

CARRIED

7. Resolution to exclude the public

RESOLVED: (D. Young / F. Moyer)

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.

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 Jamie Smiler and Dell Raerino.

CARRIED

Te Poari Akoranga moved into public excluded at 10:12am.

Karakia whakakapi

The hui closed with karakia lead by D. Young at 11:19am.

Pūrongo Kaunihera a Te Pūkenga | Council Report

12 September 2024

Title	30 August 2024 Te Poari Akoranga hui – open
Provided by	Deborah Young, and Kieran Hewitson, co-chairs Te Poari Akoranga
Author	Louise Courtney, Governance Advisor
For	Information

Te Taunaki | Recommendation(s)

It is recommended that Te Pūkenga Council:

a)	Receives the report titled 30 August 2024 Te Poari Akoranga hui – open’;
b)	Notes that Te Poari Akoranga approved the revised Te Ohu Whakahaere Approvals Terms of Reference;
c)	Notes that Te Ohu Whakahaere Approvals approved for submission to the New Zealand Qualification Authority: <ul style="list-style-type: none"> the New Zealand Certificate in Electrical Equipment in Explosive Atmospheres (Level 4) for submission to the New Zealand Qualifications Authority the New Zealand Diploma in Information Technology (Technical Support) (Level 5); the new delivery site application of Te Pūkenga (unified) New Zealand Diploma in Remedial Massage 2741 (Level 6), at Toi Ohomai Institute of Technology.
d)	Notes that Wintec’s Academic Committee approved Type 1 changes to the following legacy programmes: <ul style="list-style-type: none"> Process Control and Automation – change in version for US22744 Te Awa Koiora – change in assessment structure to include portfolio Short Course in Cervical Screening – change in version for US29566;
e)	Notes that Connexis Academic Committee approved 4922 Temporary Traffic Management Plan Design (Level 4) to the New Zealand Qualifications Authority for submission to the New Zealand Qualifications Authority;
f)	Notes that the Southern Institute of Technology’s Academic Committee approved Type 1 changes to MC4384 Kia Tu - Pathway Planning;
g)	Notes that the Otago Polytechnic Academic Committee approved the following Type 2 changes: <ul style="list-style-type: none"> Bachelor of Occupational Therapy to enable delivery at NorthTec Entry Requirements for OT 4688 Bachelor of Midwifery;
h)	Notes that the Otago Polytechnic Academic Committee approved Type 1 changes to the following programmes:

	<ul style="list-style-type: none"> • Bachelor of Design (Communication) • Bachelor of Information Technology, Graduate Certificate and Graduate Diploma in Information Technology • New Zealand Certificate in Health and Wellbeing (Social and Community Services) (Level 4) • Otago Secondary Tertiary College/ Trade Academy – Trades: Sportsturf • STAR programme (BCATS);
i)	<p>Notes that the NorthTec Academic Committee approved:</p> <ul style="list-style-type: none"> • New Teaching Sites at: <ul style="list-style-type: none"> - Johnson Contractors Limited, 4 Park Road, Kaikohe 0405 - Heasley Fencing 2000 Limited, 100 Darnley Road, Waipara 7483 • Type 1 changes to NZ Certificate in Health and Wellbeing (Social and Community Services) (Level 4) • Submission of Puawananga Tapuhi Māori (Bachelor of Nursing Māori) (Level 7) to NZQA and the New Zealand Nursing Council for approval (by virtual meeting on 1 July 2024) • Clinical/Fieldwork Access Agreements, Licence to use Premises Agreement and other agreements • Sub-contracted Delivery agreement for submission to NZQA • Changes to local policies • Deregistration of permanent sites subject to final review by Pathway Managers • Granting of awards outlined in the Qualification Award Summary Report and the Supplementary Report;
j)	<p>Notes that Toi Ohomai Academic Committee approved:</p> <ul style="list-style-type: none"> • Toi Ohomai Graduands • Non-Formal Award Process; and
k)	<p>Note that Ara Institute of Canterbury Komiti Akoranga approved variation to Award for one learner in Diploma in Computer Aided Design.</p>

Te Tāhuhu Kōrero | Background

Te Poari Akoranga | The Academic Board (Te Poari) met on 30 August 2024 online via Microsoft Teams. Nita Hutchinson provided an apology. The summary below provides an overview of some key discussions and decisions by Te Poari during the open portion.

Te Ohu Whakahaere Approvals

- The Ohu has trouble making quorum at some meetings. Regional representatives on Te Poari will provide nominations of additional members to the co-chair for consideration.



- Te Poari approved the revised Te Ohu Whakahaere Approvals Terms of Reference subject to specifying the approval process for Type 1 and Type 2 changes for unified programmes.
- Te Ohu Whakahaere Approvals approved for submission to the New Zealand Qualification Authority (NZQA):
 - the New Zealand Certificate in Electrical Equipment in Explosive Atmospheres (Level 4) for submission to the New Zealand Qualifications Authority
 - the New Zealand Diploma in Information Technology (Technical Support) (Level 5); and
 - the new delivery site application of Te Pūkenga (unified) New Zealand Diploma in Remedial Massage 2741 (Level 6), at Toi Ohomai Institute of Technology.

Local Academic Committee reports (open)

Te Poari acknowledged the increased reporting from Local Academic Committees and looked forward to seeing reporting from all academic committee in future. Te Poari also acknowledged the Work Based Learning business divisions setting up their own academic committees which was not something they had prior to the establishment of Te Pūkenga.

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

- Wintec approved the following Type 1 changes to legacy programmes:
 - Process Control and Automation – change in version for US22744
 - Te Awa Koiora – change in assessment structure to include portfolio
 - Short Course in Cervical Screening – change in version for US29566
- Wintec approved the following Quality Assurance reports:
 - Centre Action Plan Sessions – April Insight reports
 - Level 7-9 APER Summary Report
 - Programmes for Closure with NZQA
 - Course Review: Reactivation of Inactive Courses.
- Connexis approved 4922 Temporary Traffic Management Plan Design (Level 4) for submission to NZQA.
- Southern Institute of Technology approved a Type 1 change to the unified programme MC4384 Kia Tu - Pathway Planning.
- Otago Polytechnic approved various Certificate of Proficiency enrolments and the following Type 2 changes:
 - Adding work-augmented delivery to Bachelor of Occupational Therapy to enable delivery at Northtec
 - Type 2 change to Entry Requirements for OT 4688 Bachelor of Midwifery - change to the entry criteria for registered nurses undertaking the degree to become registered midwives, shortened pre-registration as per Midwifery Council of New Zealand requirements received June 24;
- Otago Polytechnic approved the following Type 1 changes:
 - Bachelor of Design (Communication) – change to course title

- Bachelor of Information Technology, Graduate Certificate and Graduate Diploma in Information Technology - changes to course titles and SMS course codes
- New Zealand Certificate in Health and Wellbeing (Social and Community Services) (Level 4)
- Otago Secondary Tertiary College/ Trade Academy – Trades: Sportsturf - addition of unit standards.
- STAR programme (BCATS) – adding unit standards.
- Otago Polytechnic approved:
 - Change to programme of study for RECPD Real Estate Continuing Professional Development (Level 4) – fully self-funded programme
 - 2023 Annual Programme Evaluation Reports for Certificate of Achievement in Fundamentals of Mathematics, Communication for Learning (Level 3), New Zealand Certificate in Information Technology (Level 5) and New Zealand Diploma in Web Development and Design (Level 5)
 - Introduction of Interactive Oral Assessments as an assessment option
 - Appointment of members to ECE Stakeholder Advisory Group and Ethics Committee
 - Updates to the Credit Recognition schedule.
- Competenz Academic Committee Terms of Reference and membership are still being finalised and reporting of future meetings would be forthcoming.
- NorthTec approved:
 - New Teaching Sites at:
 - Johnson Contractors Limited, 4 Park Road, Kaikohe 0405
 - Heasley Fencing 2000 Limited, 100 Darnley Road, Waipara 7483
 - Type 1 changes to NZ Certificate in Health and Wellbeing (Social and Community Services) (Level 4)
 - Submission of Puawananga Tapuhi Māori (Bachelor of Nursing Māori) (Level 7) to NZQA and the New Zealand Nursing Council for approval (by virtual meeting on 1 July 2024)
 - Clinical/Fieldwork Access Agreements, Licence to use Premises Agreement and other agreements
 - Sub-contracted Delivery agreement for submission to NZQA
 - Changes to local policies
 - Deregistration of permanent sites subject to final review by Pathway Managers
 - Granting of awards outlined in the Qualification Award Summary Report and the Supplementary Report.
- Toi Ohomai approved:
 - Toi Ohomai Graduands
 - Committee Membership and Induction Process
 - Need Analysis Guidelines and Template



- Non-Formal Award Process
- 2026 Semester Dates
- Ara Institute of Canterbury's Komiti Akoranga approved:
 - Variation to Award for one learner in Diploma in Computer Aided Design
 - Extension to Programme Review/Reapproval Dates
 - Bachelor of Social Work
 - Postgraduate Certificate in Professional Supervision
 - Portfolio and Assurance Programme Change Report.

Unified Programmes

Te Poari discussed transitional ownership of unified programmes, specifically whether business divisions that continue to deliver a unified programme could be allowed to work from their own iteration of the programme. It noted advice from the Ako Excellence Director that once more detail about the structure of vocational education has been announced, then further discussions and decisions can be made in respect of this. Until such time all business divisions which deliver a unified programme must comply with the current legislation.

Ngā Tāpiritanga | Appendices

Appendix 1: [Te Poari Akoranga 30 August 2024 hui – open portion.](#)



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)
5.	Administration – Public Excluded	
5.1.	Minutes of the public excluded portion of the meeting held 3 July 2024	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
5.2.	Action List	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
6.	Appeals Officer Report	Section 9(2)(a) OIA Section 9(2)(g)(ii) OIA
7.	Update from Te Poari Akoranga – public excluded	
7.1.	26 July 2024 hui – public excluded	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
7.2.	30 August 2024 hui – public excluded	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
8.	Other business in public excluded	
8.1.	Te Ohu Whakahaere Appeals capacity to the end of 2024.	Section 9(2)(g)(ii) OIA

Interests

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

Section	Interest
Section 9(2)(g)(ii) OIA	To maintain the effective conduct of public affairs through the protection of such Ministers, members of organisations, officers, and employees from improper pressure or harassment.
Section 9(2)(i) OIA	To enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities.

Karakia whakakapi

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

Māku e whakakapi te wānanga nei.

I will conclude our shared space.

Kia whakakapia te wānanga nei ki te karakia.

May our shared space be concluded with karakia.

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

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

Karakia whakakapi Closing incantation

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

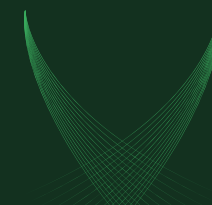
Hold fast,
hold firmly the words of the
academy
cement them firmly
fixed in the mind.
Release ourselves
of the decorum of formality
let us take up the life giving
cloak of Rongo
the permanence of peace
and harmony
and bind it firmly,
Firmly!

Our values



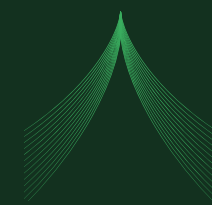
Manawa nui

We reach out and welcome in



Manawa roa

We learn and achieve together



Manawa ora

We strengthen and grow
the whole person