

Te Ohu Whakahaere Rangahau Research and Postgraduate - 20 September 2024



20 September 2024 09:30 AM - 11:30 AM

Agenda Topic	Presenter	Time	Page
Karakia Timatanga			4
1. Administration		09:30 AM-09:40 AM	7
1.1 Welcome and apologies			
1.2 Te ohu whakahaere membership			7
1.3 Workplan 2024			8
1.4 Register of Interests			9
1.5 Minutes of previous meetings.			11
RECOMMENDATION: THAT Te Ohu Whakahaere Rangahau, Research, and Postgraduate approve, as a true and accurate record, the minutes of the meeting of Te Ohu Whakahaere Rangahau, Research, and Postgraduate held: - 9 May 2024; and - 21 May 2024.			
1.5.1 Minutes of meeting held 9 May 2024 - open portion			11
1.5.2 Minutes of meeting held 21 May 2024 - open portion			16
2. Statement of Performance Measures and Goals for 2025	J. Smiler, Pounuku Rangahau	09:40 AM-10:00 AM	19
RECOMMENDATION: THAT Te Ohu Whakahaere Rangahau Research and Postgraduate: a) Receive the report titled 'Statement of Performance Expectations for 2025'; and b) Discuss the Statement of Performance Expectations proposed measures, previously used methodologies and what targets to be used in 2024; and c) Provide feedback on the proposed measures, methodology and targets to be used.			
3. 2025 Meeting dates	R. Donne, Governance Director	10:00 AM-10:10 AM	22
RECOMMENDATION: THAT Te Ohu Whakahaere Rangahau Research and Postgraduate: a) Receive the report titled 'Proposed dates 2025'; b) Provide feedback on the draft meeting dates for 2025; and c) Recommend to Te Poari Akoranga that it approves the meeting dates for 2025.			

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|----|----------------------------------------------|----------------------------------------------|-------------------|----|
| 4. | Update to Terms of Reference | F. Beals and A. Gillies, co-chairs of Te Ohu | 10:10 AM-10:15 AM | 24 |
|----|----------------------------------------------|----------------------------------------------|-------------------|----|

RECOMMENDATION:

that Te Ohu Whakahaere Rangahau Research and Postgraduate:

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

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|----|--------------------------------------------------|---------------------------|-------------------|----|
| 5. | Update from Te Poari Akoranga hui - open portion | F. Beals, co-chair Te Ohu | 10:15 AM-10:25 AM | 32 |
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RECOMMENDATION:

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

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

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|-----|--------------------------------------------|--|--|----|
| 5.1 | 24 May 2024 hui minutes | | | 32 |
| 5.2 | 18 June 2024 hui minutes | | | 36 |
| 5.3 | 26 July 2024 hui minutes | | | 43 |
| 5.4 | 30 August 2024 hui summary | | | 48 |

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|----|--------------------------------------------------|--|--|----|
| 6. | Resolution to exclude the public | | | 52 |
|----|--------------------------------------------------|--|--|----|

RECOMMENDATION:

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

The general subject of each matter to be considered while the public is excluded and the reason for passing the resolution in relation to each matter as outlined in the agenda.

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| 7. | Administration | | 10:25 AM-10:30 AM | 53 |
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|-----|-------------------------------------------------------------|--|--|----|
| 7.1 | Notes of informal meeting held 17 July 2024 | | | 53 |
|-----|-------------------------------------------------------------|--|--|----|

RECOMMENDATION:

THAT Te Ohu Whakahaere Rangahau Research and Postgraduate receive the notes of the informal meeting of Te Ohu Whakahaere Rangahau Research and Postgraduate held 17 July 2024.

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| 7.2 | Actions | | | 56 |
|-----|-------------------------|--|--|----|

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|----|----------------------------------------------------------------------------------------|-----------------------------|-------------------|----|
| 8. | Research Productivity and Compliance Risk Assessment Tool - Next Steps | J. Smiler, Pounuku Rangahau | 10:30 AM-10:50 AM | 57 |
|----|----------------------------------------------------------------------------------------|-----------------------------|-------------------|----|

RECOMMENDATION:

THAT Te Ohu Whakahaere Rangahau, Research and Postgraduate:

- a) Receives the report titled 'Programme-level reporting of 2023 SPE data - Research Productivity and Compliance Risk Assessment Tool'(the Tool);
- b) Discuss the compliance and performance standard risk for business divisions and ako networks; and
- c) Notes the next steps provided by Te Poari Akoranga, at its 30 August 2024 meeting, to progress future actions, collaborations, that includes communicating the Tool and its purpose, with the Regional Executive Leads and Te Ohu Whakahaere Rangahau Research and Postgraduate.

9. Updates from Te Poari Akoranga hui - public excluded F. Beals, co-chair Te Ohu 10:50 AM-11:00 AM 60

RECOMMENDATION:

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

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

- 9.1 [24 May 2024 hui - public excluded](#) 60

- 9.2 [18 June 2024 - public excluded](#) 61

- 9.3 [26 July 2024 - public excluded](#) 66

- 9.4 [30 August 2024 - public excluded](#) 69

- [Karakia whakakapi](#) 70

Next meeting

11:00am, Wednesday 13 November

Karakia tīmatanga

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

Māku e huaki te wānanga nei.

I'll open our shared space.

Kia huakina te wānanga nei ki te karakia.

May our shared space be opened with karakia.

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

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

Karakia tīmatanga Opening incantation

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

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

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

Tēnā koe i tō karakia mai.

Thank you for delivering karakia.

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

With heartfelt gratitude, thank you for delivering karakia.

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

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



2024 Karakia Lead Schedule - TOW Rangahau, Research and Postgraduate

As at 5 September 2024

Te Ohu Whakahaere Rangahau, Research and Postgraduate

Meeting dates	Name
Friday 20 September	Tepora Emery
Wed 13 November	Suzanne Miller
2025	Michael Shone
2025	John Stansfield
2025	Allen Hill
2025	Louise Rummel
2025	Waireti Roestenburg
2025	Christine Cheyne
2025	Jamie Smiler
2025	Fiona Beals
2025	Annemarie Gillies

Schedule D

Sub-Delegations from Te Poari Akoranga

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

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

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

Te Ohu Whakahaere Rangahau, Research and Postgraduate

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

Te Ohu Whakahaere Rangahau Research and Postgraduate - 20 September 2024 - Administration

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



Te Ohu Whakahaere Rangahau, Research and Postgraduate Register of Interests

As at 17 September 2024

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



Louise Rummel Member	Manukau Institute of Technology	- Staff member - member of research committee (subcommittee to Academic Board)
Waireti Roestenburg Member	Open Polytechnic	- Principal Academic - Research Committee member Ethics committee member
	Te Kāhui Ahorangi	Member
Michael Shone Member	Ara Institute of Canterbury	- Head of Department: Applied Sciences and Social Practice - Director Research, Scholarships and Postgraduate Studies
John Stansfield Member	NorthTec	Pathways Manager
	Island Waste Collective Ltd	Chair of Board
	The CleanStream Charitable Trust	Chair of Board
	The Northern Drivers Charitable Trust	Trustee, with Investment Portfolio
	Orapiu Grove Farm	Financial partner
Jamie Smiler Member	Te Pūkenga	Pounuku Rangahau Director of Research



Minutes for Te Ohu Whakahaere Rangahau Research and Postgraduate - 9 May 2024

09/05/2024 | 09:30 AM - Auckland, Wellington New Zealand Standard Time

Online via Microsoft Teams

Attendees (11)

Fiona Beals; Annemarie Gillies; Allen Hill; Christine Cheyne; John Stansfield; Jonathan Sibley; Louise Rummel; Michael Shone; Suzanne Miller; Waireti Roestenburg; Jamie Smiler

Apologies:

Tepora Emery for absence; Allen Hill (left at 10:25am), Jonathan Sibley (left at 11:22am during item 5), Annemarie Gillies (left at 11:28am) and Jamie Smiler (left 11:33am) for early departure.

In attendance:

Linda Fowler (programme lead for Bachelor of Midwifery), Stephen Neville (programme lead for Bachelor of Nursing), Sarah Fraser and Rehia Whaanga (programme leads for Bachelor of Social Work), and Louise Courtney (Governance Advisor).

Karakia Tīmatanga

The hui opened with karakia lead by A. Gillies at 9:33am.

1. Administration

1.1 Welcome and apologies

Apologies were received from T. Emery for absence and A. Hill, J. Sibley, A. Gillies and J. Smiler for early departure.

1.2 Te ohu whakahaere membership

The membership was noted.

J. Sibley advised his resignation from the Eastern Institute of Technology, and therefore his role on Te Ohu. The Chair acknowledged his contribution to Te Ohu.

1.3 Minutes of meeting held on 21 March 2024

Noted that updated terms of reference was approved by Te Poari Akoranga at its May meeting.

RESOLVED: (A. Hill / S. Miller)

THAT Te Ohu Whakahaere Rangahau, Research and Postgraduate approve, as a true and accurate



record, the minutes of a meeting of Te Ohu Whakahaere Rangahau, Research and Postgraduate held 21 March 2024.

CARRIED

1.4 Action List

Actions that can now be closed:

- A team to create a workplan to develop the operational aspects of research;
- Notes on the operationalisation of Te Pūkenga Code of Ethical Conduct;
- Building governance components into the Te Pūkenga Code of Ethical Conduct;
- Endorsement from ELT on the socialisation, review, and finalisation of Te Matarau Whānui.

2. Register of Interests

The Register of Interests was noted.

3. Te Pūkenga Animal Ethics Framework

The Pounuku Rangahau stated that the Te Pūkenga Animal Ethics Framework (Code) would only work for a large, centralised organisation would not be effective in the future direction of vocational education. The next steps will be to bundle the Code into a set of resources for business divisions to use. There is also a plan to establish a community of interest in animal ethics.

Te Ohu acknowledge the work that Professor Natalie Warren, Jennifer Hamlin, and Francesca Brown undertook to develop the potentially, world leading Code.

RESOLVED: (L. Rummel / J. Sibley)

THAT Te Ohu Whakahaere Rangahau, Research and Postgraduate:

- a. Receive the report titled 'The MPI approved Manaaki Kararehe o Te Pūkenga | Code of Ethical Conduct for the Use of Animals in Research, Testing and Teaching';*
- b. Recommend to Te Poari Akoranga and Te Pūkenga Council to cancel '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; and*
- c. Note the nil return for Manaaki Kararehe o Te Pūkenga | Code of Ethical Conduct for the Use of Animals in Research, Testing and Teaching in 2023.*

CARRIED

ACTION: Send letter to be sent to Natalie Warren for the work that went into developing this Animal Ethics Code. (Assignee(s): co-chairs, governance advisor; Due Date: 21/05/2024)



ACTION: Email the Transition Leadership Team to request that they raise with the Minister of Tertiary Education and Skills concerns on the way these University and Science Systems Advisory groups are being established, noting funding against the quantum of research being engaged. (Assignee(s): Director Research; Due Date: 21/05/2024)

4. University and Science System Advisory Groups - verbal update

The co-chair provided background to the item, noting the announcement on the University and Science Systems advisory groups was made a month ago and that an action from Te Poari Akoranga was to reach out to the Pounuku Rangahau to facilitate a response. It was also noted in the Te Pūkenga newsletter, Ngā Taipitopito.

The Pounuku Rangahau had reviewed the terms of reference for the advisory groups and would facilitate submission for the Science Systems Advisory Group (SSAG) phase one questions due to a short turnaround of four weeks. He advised that responses from Te Pūkenga were specifically in response to questions about vocational education. He advised that had utilised research leadership networks for responses on the questionnaire and encouraged any individual responses be provided to him to ensure a unified response. The University Advisory Group had a later return time for responses, so responses would be gathered for that once the submission for the SSAG had been completed.

Te Ohu asked whether the Minister for Vocational Education and Skills (Minister) had been asked why the vocational education sector had been excluded from the advisory groups, given the sector's active involvement with the Performance-Based Research Fund (PBRF) process. The Pounuku Rangahau could not provide a response to the specific question has been raised but noted that all other participants for the PBRF process had also been excluded from the advisory groups. Te Ohu stressed whether the point had been made to the Minister that vocational education is a large part of the tertiary sector. It is covered by Education and Training Act which has a specific reference to research. Te Ohu supported communicating to the Minister, its dissatisfaction in relation to the process to create the UAG and SSAG and advising that vocational education is impactful and impactful in the research space. It was important researchers in vocational education were advocated for as well as acknowledgement that they had a vested interest in what was going on, noting the cancellation of the PBRF was a derogatory action towards researchers in this sector.

RESOLVED (J. Sibley / S. Miller)

THAT Te Ohu Whakahaere Rangahau Research and Postgraduate recommend to Te Poari Akoranga, the Transition Leadership and the Te Pūkenga Council support the below points being raised with the Minister of Tertiary Education and Skills:



- Concern as to why the vocational education sector was excluded from the membership of both the University and Science Systems Advisory Groups, considering:
 - vocational education makes up a large part of the tertiary sector;
 - vocational education made contribution under the now cancelled Performance-Based Research Fund;
 - research in vocational education is specifically stated in the Education and Training Act 2020.

CARRIED

5. Te Pūkenga Unified Programmes

It was noted that the programme templates for the Bachelor of Midwifery included in the agenda, will be replicated to the other unified programmes, and that the layout of the document is still being worked through.

Te Pounuku Rangahau went through the programme document to provide background to the different sections, noting it was only the Research section that the programme leads were seeking feedback on.

Te ohu members' feedback included:

- support the focus and visibility of research in programme document
- support the space for research, and that it is not restrictive
- support use of praxis methodology referencing Te Matarau Whānui and how that arose from an indigenous practice model
- suggested use of Te Ara Tika Guidelines for Māori Research Ethics
- whether Te Pūkenga pacific leadership group were consulted on the terminology for pacific research, as this would help to align with the model outlined in the programme document
- suggest a separate section for ethics
- review lack of reference to family groups for pacific people in section 9.1, for example aiga
- review lack of reference to other genders in section 9.1
- consider adding dad, koro, kuia in figure to expand thinking to whānau, whānui.
- suggest "expresses" instead of "includes" in the definition of rangahau; the use of "includes" means that it could exclude Māori. Would recommend using definition in Te Matarau Whānau.

RESOLVED: (W. Roestenburg / M. Shone)

THAT Te Ohu Whakahaere Rangahau, Research and Postgraduate:

- a. Receive the report titled 'Te Pūkenga Unified Programmes – update from programme leads';*



- b. Provide feedback on the philosophy and approach to the unified programmes; and
- c. Note unified programmes will go to Te Ohu Whakahaere Approvals on 5 June 2024, then Te Poari Akoranga on 18 June 2024.

CARRIED

ACTION: Raise with Te Poari Akoranga the possible risk in how business divisions allocate time and resourcing to research. (Assignee(s): co-chairs, Due Date: 21/05/2024)

Next meeting

Due to time running out to consider the remaining items on the agenda, Te Ohu Whakahaere Rangahau Research and Postgraduate agreed to hold an extra ordinary meeting to consider the remaining agenda items.

Karakia Whakamutunga

The hui closed with karakia lead by F. Beals at 11:50am.



Minutes for Te Ohu Whakahaere Rangahau Research and Postgraduate - 21 May 2024

21/05/2024 | 09:30 AM - Auckland, Wellington New Zealand Standard Time

Online via Microsoft Teams

Attendees (8)

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

Apologies: Tepora Emery, Louise Rummel and Christine Cheyne.

Absent: John Stansfield

In attendance: Louise Courtney (Governance Advisor)

Karakia Tīmatanga

The hui | meeting opened with karakia lead by A. Gillies at 9:31am.

1. Administration

1.1 Welcome and apologies

Apologies were received and accepted from T. Emery, L. Rummel and C. Cheyne for absence.

1.2 Te ohu whakahaere membership

The ohu membership was noted.

1.4 Action List

Actions that can now be closed:

- Letter to Natalie Warren; and
- Email to Transition Leadership Team.

1.5 Register of Interests

The Register of Interests was noted.

2. Statement of Performance Expectations 2023 data

Te Ohu discussed the results of the statement of performance expectations produced for 2023 as a means of identifying a baseline with which to measure future performance outcomes and any possible risks or gaps in research activity across Te Pūkenga network. This would allow an opportunity to put forward recommendations to support growth in research and research outputs. Te Ohu noted that the data was a measure of kaimahi research activity and did not account for programme research activity and compliance. It also noted that the lack of communication on the



operationalisation of the performance expectations meant they were not aligned to business division key performance indicators resulting in inconsistent reporting of research activities and outputs.

Te Ohu agreed that a reporting template would help with rectifying the issues raised and ensure consistent reporting of research outputs from across Te Pūkenga, and to share the report with the regional executive leads in case they were not aware of the data it provided.

RESOLVED: (A. Hill / M. Shone)

THAT Te Ohu Whakahaere Rangahau, Research and Postgraduate:

- a. Receive the report titled 'Statement of Performance Expectations report for 2023'; and*
- b. Create business division report template; and*
- c. Share with performance expectations report with regional executive leads.*

CARRIED

ACTION: create reporting template for research and programme level research outputs. (Assignee(s): Fiona Beals, Annemarie Gillies, Jamie Smiler; Due Date: 18/06/2024)

ACTION: Share performance expectations report with regional executive leads to share with their own research networks. (Assignee(s): Jamie Smiler; Due Date: 18/06/2024)

3. Te Matarau Whānui

Te Ohu discussed how to ensure the principles of Te Matarau Whānui | Te Pūkenga Ethical Framework for Rangahau and Research (Framework) could be captured as a resource for Te Pūkenga network (network).

While Te Ohu noted the lack of network wide consultation when the Framework was initially developed, it agreed that the principles within it were worth making available to the network to support rangahau and research activities.

Te Ohu discussed the benefits of inviting the Rangahau Research Forum to redevelop the framework for release to the network:

- ensuring perspectives were drawn from a wide representation of the network.
- business division socialisation.
- ability to simplify and remove mandating elements.
- ability to be explicit about representation for redevelopment.

RESOLVED: (F. Beals / W. Roestenburg)

THAT Te Ohu Whakahaere Rangahau, Research and Postgraduate:

- a. Receive the report titled 'Te Matarau Whānui | Te Pūkenga Ethical Framework for Rangahau and Research next steps'; and*



b. Invite Rangahau Research Forum to redevelop Te Matarau Whānui | Te Pūkenga Ethical Framework for Rangahau and Research as a simpler framework that can be operationalised in the future structure of vocational education.

CARRIED

ACTION: Follow up with Megan Alderice due to her original involvement in the development of Te Matarau Whānui. (Assignee(s): Pounuku Rangahau; Due Date: None)

ACTION: Invite Rangahau Research forum to pick up redevelopment of framework, including sharing it with their networks for feedback. (Assignee(s): Pounuku Rangahau; Due Date: None)

4. Update from Te Poari Akoranga hui - open portion

RESOLVED: (S. Miller / M. Shone)

THAT Te Ohu Whakahaere Rangahau, Research and Postgraduate receives the updates titled '29 April 2024 Te Poari Akoranga hui - open portion' and '29 April 2024 Te Poari Akoranga hui - public excluded portion'.

CARRIED

Karakia Whakamutunga

The hui | meeting closed with karakia lead by A. Gillies at 10:53am.



Pūrongo Te Ohu Whakahaere Rangahau Research and Postgraduate

Subcommittee Report Rangahau Research and Postgraduate

20 September 2024

Title	Statement of Performance Expectations for 2025
Provided by	Jamie Smiler, Pounuku Rangahau Director Rangahau and Research
Author	Jamie Smiler, Pounuku Rangahau Director Rangahau and Research
For	Discussion and feedback

Ngā Taunaki | Recommendation(s)

It is recommended that Te Ohu Whakahaere Rangahau, Research and Post Graduate:

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

Te pūtake o tēnei pūrongo | Purpose of this report

The purpose of this report is to discuss the Statement of Performance Expectations for research and rangahau for 2025.

Te Tāhuhu Kōrero | Background

Te Pūkenga is required to produce a Statement of Performance Expectations (SPE) under the Crown Entities Act 2004 (CEA).

The SPE must be developed annually and include information on each reportable class of output for the year (education and training, research, and organisational transformation) and annual forecast financial statements. The SPE follows the strategic framework laid out in the Statement of Intent and sets out performance measures and activities to help us achieve our strategic objectives.

The 2025 SPE measurement framework has been agreed to by ELT 2025 which has 2 overarching objectives, each underpinned by outcome statements and measures.

The objectives of the framework are:

Objective 1: Support the network to maximise ākongā success, equity and wellbeing

Objective 2: Maintain a trusted and sustainable regional network.

Under Objective 2, ELT has proposed one **outcome statement** and **two measures** that are relevant to research and rangahau.



SPE Framework – Research Measures

Objective	Maintain a trusted and sustainable regional network
Outcome statement	Research is effectively supported.
Measures	<ol style="list-style-type: none"> 1. Research staff productivity 2. Total research revenue

Measure 1 and Measure 2 were both used in 2023 and 2024 however strategy and performance are seeking feedback on their use for 2025.

Measure 1 – Research Staff Productivity

In 2023 and 2024 this Measure has measured the proportion of degree and postgraduate teaching staff (FTE) that produce at least 2.0 verified outputs across the previous 2 years.

Who is measured?

In 2023 and 2024 this measure defined research staff as: "Kaimahi that teach on a degree or postgraduate-level course that leads to a level 7 qualification or higher".

- Kaimahi that are employed less than 0.5 FTE can be removed from the calculation of DTK (FTE) if they do not meet the 2 verified outputs standard.
- Kaimahi that were not employed for the majority of 2022 **and** 2023 (Year under measurement and as well as the previous year) can be removed from calculations if they do not meet the 2 verified outputs standard.

What counts as productive research?

In 2023 and 2024 this measure defined research outputs based on the definition of 'Research' and 'Example of Research Excellence' in the PBRF Quality Evaluation 2026 guidelines which define research as :

- Activity that leads to scholarly books, journal articles, and other nationally and internationally published outputs and presentations that offer new, recovered, or reinterpreted knowledge;
- Activity that leads to contributions to the intellectual underpinning of different ontologies and epistemologies, subjects, and disciplines (for example, dictionaries, scholarly editions, teaching materials that embody original research, or teaching practices or activities that produce original research);
- Applications of existing knowledge to produce new or substantially improved materials, devices, products, designs, policies, granted patents, or creative outputs;
- Re-centering and revitalisation of knowledge (for example, the study of raranga, whakapapa narratives, waiata composition, navigational knowledge, translation studies, historical or literary archival studies, or ecological research); and
- The synthesis and analysis of previous research to the extent that the insights generated are new.



What is the productivity benchmark?

In 2023 and 2024 the requirement has been to produce two research outputs over the previous two-year period.

What is the productivity goal?

The goal for 2023 was to establish a baseline. This initial baseline was set at 25% however the final result achieved was 48%. The goal for 2024 is to maintain the 2023 result.

Measure 2 – Total Research Revenue

This measure was used in 2023 and 2024. The goal for 2023 was \$11.4M with an actual result of \$13.7M, exceeding expectations by \$2.3M. This goal has been reduced for 2024 to \$8.7M in 2024, equivalent to what is expected to be appropriated from the PBRF in 2024.

Some questions for our discussion could be:

1. Do the measures align with the objective and outcome statement of the framework?
2. Do we need to change any of the definitions?
 - a. Who do we count?
 - b. What counts as research?
 - c. What is considered productive?
3. What should the goals be for 2025?

Te Ahunga Ki Mua | Next steps

Provide feedback to Strategy and Performance for consideration.

Ngā Tāpiritanga | Appendices

Appendix 1 – [Statement of Performance Expectations 2024](#)



Tā Te Pūkenga Komiti Pūrongo

Te Ohu Whakahaere Rangahau Research and Postgraduate

20 September 2024

Title	Proposed dates 2025
Provided by	Rebecca Donne, Governance Director
For	Discussion

Te Taunaki | Recommendation(s)

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

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

Te pūtake o tēnei pūrongo | Purpose of this report

The purpose of this report is to provide a first draft of proposed 2025 meeting dates for Te Ohu Whakahaere Rangahau Research and Postgraduate (Te Ohu) to review.

Te Tāhuhu Kōrero | Background

As part of the consultation on the future of vocational education in New Zealand, the Minister for Tertiary Education and Skills and the Tertiary Education Commission (TEC) have confirmed that Te Pūkenga will continue to exist until the end of 2025. It is a requirement under the Education and Training Act that Te Pūkenga has an academic board.

At its August meeting, Te Poari Akoranga (Te Poari) discussed proposed dates for 2025 for Te Poari which are proposed to be bi-monthly as it has delegated several matters to local academic committees.

Ngā Kōwhiringa me Te Tātaritanga | Options and analysis

It is proposed to hold meetings for ngā ohu whakahaere approximately two weeks prior to each meeting of Te Poari to ensure that any matters which need to be brought to the attention of Te Poari can be brought to the next meeting.



Proposed 2025 dates

Month	Te Poari Akoranga	Ngā Ohu Whakahaere
January	Tuesday 28 January (if required)	
February	-	Thursday 27 February
March	Thursday 13 March	
April	-	Thursday 1 May
May	Thursday 15 May	
June	-	Thursday 26 June
July	Thursday 10 July	
August	-	Thursday 28 August
September	Thursday 11 September	
October	-	Thursday 23 Oct
November	Thursday 6 November	
December	-	-

Ngā tino raru ka heipū mai | Key risks

With a reduced frequency, there may be items that require approval outside of the scheduled meetings. These can be determined by calling an extraordinary meeting if required.

Te Ahunga Ki Mua | Next steps

Following feedback from Te Ohu members, the dates will be confirmed with the Co-Chairs of Te Ohu and invitations will be circulated to members.

A workplan will be drafted following the outcomes of the current consultation and shared with Te Ohu for feedback towards the end of 2024.



Tā Te Pūkenga Komiti Pūrongo

Te Pūkenga Te Ohu Whakahaere Rangahau Research and Postgraduate Report

20 September 2024

Title	Te Ohu Whakahaere Rangahau Research and Postgraduate Terms of Reference
Provided by	Fiona Beals and Annemarie Gillies, co-chairs of Te Ohu Whakahaere Rangahau Research and Postgraduate
Author	Louise Courtney, Governance Advisor
For	Approval

Te Taunaki | Recommendation(s)

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

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

Te pūtake o tēnei pūrongo | Purpose of this report

The purpose of this report is for Te Ohu Whakahaere Rangahau Research and Postgraduate (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 28 March 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 Tātaringa | Options and analysis

Staff have marked up changes to the TORs for Te Ohu as outlined in Appendix 1, 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 Rangahau Research and Postgraduate (tracked changes)



Te Ohu Whakahaere Rangahau, Research and Postgraduate Terms of Reference

Terms of Reference

1. Whakapapa | Background

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

2. Ngā Tikanga | Purpose / Scope

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

3. Powers and Authority

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

Ref	Subject	Description	Delegated Authority
6.	Research	To set and promote quality standards for research and approve proposals for research from Te Pūkenga kaimahi and learners involving human subjects (including learner course work research) and a Māori or Te Tiriti/Treaty of Waitangi dimension.	<p><u>To review and monitor:</u></p> <ul style="list-style-type: none"> • <u>the participation of Te Pūkenga in all research funding processes having regard for regional interests, leadership, and support for research.</u> • <u>rangahau and research capacity and capability across Te Pūkenga.</u> • <u>the performance of Te Pūkenga in relation to national rangahau, research and postgraduate strategies ensuring a culture of continuous improvement across business divisions.</u> <p>To conduct research, with a focus on applied and technological research (section 315 of the Act). Teaching and learning is supported by research, evidence, and</p>

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Ref	Subject	Description	Objective/Sub-delegation
			best practice (Charter, Schedule 13 of the Act)

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

4. Mematanga | Membership, Appointments and Eligibility Criteria

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

Two members of the ohu will be appointed/voted as co-chairs, one of whom will be the representative to Te Poari Akoranga.
- (b) Membership should reflect a broad skills-based approach and be drawn from both ITPs and ITOs as appropriate, ensuring rangahau and Pacific representation. The appointment of members will be based on the following core criteria:

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

5. Kōrama | Quorum and Hui | Meetings

- (a) A quorum shall consist of a majority of Te Ohu members. No business shall be transacted at a meeting in the absence of a quorum.
- (b) Te Ohu will meet regularly during an academic year.
 - i) Meetings may be conducted by teleconference, videoconference or in person.
 - a. If a hui is held in person, members will make reasonable efforts to attend in person.
 - b. If a member is not able to attend a hui in person, a teleconference or videoconference alternative will be provided where feasible.



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

6. Responsibilities and duties



- (a) To exercise its powers and duties and oversee the areas outlined in section 3, Te Ohu members shall:
- i) Review any papers prepared for Te Ohu, prepare adequately prior to each hui and participate actively in hui, contributing to actions when agreed.
 - ii) Bring matters of significance to the attention of Te Ohu and use professional perspectives to undertake analysis or prepare advice as required.
 - iii) Contribute to the development of a forward work programme for Te Ohu.
 - iv) Maintain a broad knowledge of the issues and interests that relate to the operations of Te Ohu.
 - v) Consult with and consider advice from the three Advisory Committees to Council established under section 325 of the Act on significant matters relating to the strategic direction of Te Pūkenga which are relevant to those groups represented by each Advisory Committee.
 - vi) Comply with Te Pūkenga Council and Committees [Code of Conduct Policy](#)
- (b) In addition, the Chair of Te Ohu shall:
- i) consult with members to draft a forward work programme for Te Ohu, for agreement with Te Poari Chair;
 - ii) set agendas with the assistance of the Governance Advisor, and approve minutes;
 - iii) chair and facilitate hui, encouraging and modelling open communication where all members contribute effectively;
 - iv) manage any conflicts of interests for other members of Te Ohu, including deciding if a potential conflict exists and determining, with assistance from the Governance Advisor, what action is appropriate;
 - v) represent the Committee in any hui with Te Poari Akoranga and/or Chair as required;
 - vi) ensure that any requests for media and public comment and any official information requests made to the Committee are escalated to the Chair of Te Poari Akoranga; and
- (c) Members are required to declare any actual or perceived interests as per national policy and procedures. [Conflicts of Interest Policy](#)

7. Fees and allowances

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

8. Pūrongo | Reporting obligations

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

9. Accountability

Te Ohu shall:



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

10. Review of the Terms of Reference

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

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

Kieran Hewitson

Te Poari Akoranga Co-Chair

Deborah Young

Te Poari Akoranga Co-Chair



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)
6.	Administration	
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.



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

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

Online via MS Teams

Attendees (13)

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

Apologies: Diane Lithgow

In attendance:

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

Karakia tīmatanga

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

1. Welcome and apologies

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

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

2. Administration

2.1 Te Poari Akoranga membership and meeting schedule calendar 2024

Te Poari noted the membership and meeting schedule.

2.2 Te Poari Akoranga Workplan 2024

Te Poari noted the workplan 2024.

2.3 Register of Interests Te Poari Akoranga 2024

Te Poari noted the register of interest.



2.4 Open minutes of hui 24 May 2024.

RESOLVED: (G. Brook / F. Beals)

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

CARRIED

3. Academic Delegations Register

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

RESOLVED: (F. Moyer / H. Geary)

THAT Te Poari Akoranga:

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

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

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

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

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

d) Recommend that Te Pūkenga Council:



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

CARRIED

4. Policies

4.1 Academic Integrity Policy

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

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

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

RESOLVED: (F. Moyer / S. Klenner)

THAT Te Poari Akoranga:

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

CARRIED



5. Ngā Ohu Whakahaere o Te Poari Akoranga

5.1 Te Ohu Whakahaere Ako

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

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

RESOLVED: (K. Hewitson / D. Young)

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

CARRIED

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

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

5.2 Te Ohu Whakahaere Academic Quality

RESOLVED: (F. Moyer / N. Hutchinson)

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

CARRIED

5.3 Science Systems Advisory Group and University Advisory Group submissions

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

RESOLVED: (K. Hewitson / F. Beals)

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

CARRIED

9.1 Bachelor of Midwifery

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



RESOLVED: (G. Brook / M Carroll)

THAT Te Poari Akoranga:

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

CARRIED

9.2 Bachelor of Nursing Māori

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

RESOLVED: (T. Biddle / F. Moyer)

THAT Te Poari Akoranga:

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

CARRIED

12.1 Te Ohu Whakahaere Approvals

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

RESOLVED: (D. Pouwhare / D. Young)

THAT Te Poari Akoranga:

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

CARRIED



Resolution to exclude the public

RESOLVED: (K. Hewitson / D. Young)

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

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

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



Interests

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

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

CARRIED

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



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 Te Ohu Whakahaere Rangahau Research and Postgraduate

Subcommittee Report Rangahau Research and Postgraduate

20 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 Ohu Whakahaere Rangahau Research and Postgraduate:

a)	Receives the report titled 30 August 2024 Te Poari Akoranga hui – open’;
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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 Rangahau, Research and Postgraduate o Te Poari Akoranga Meeting

Resolution to exclude the public

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

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

Item	General subject of each matter to be considered	Section(s)
7.	Administration	
7.1.	Notes of informal meeting held 17 July 2024	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
7.2.	Action list	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
8.	Research Productivity and Compliance Risk Assessment Tool – Next Steps	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
9.	Updates from Te Poari Akoranga – public excluded	
9.1.	24 May 2024 hui - public excluded	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
9.2.	18 June 2024 hui - public excluded	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
9.3.	26 July 2024 hui - public excluded	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
9.4.	30 August 2024 – public excluded	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA

Interests

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

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!

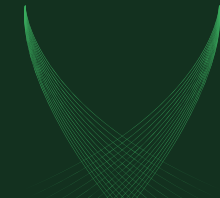
Hold fast,
hold firmly the words of the
academy
cement them firmly
fixed in the mind.
Release ourselves
of the decorum of formality
let us take up the life giving
cloak of Rongo
the permanence of peace
and harmony
and bind it firmly,
Firmly!

Our values



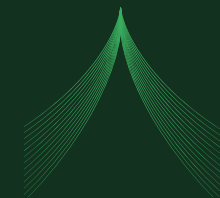
Manawa nui

We reach out and welcome in



Manawa roa

We learn and achieve together



Manawa ora

We strengthen and grow
the whole person