



Te Pūkenga

Te Poari Akoranga (Academic Board) MINUTES – Open Wednesday, 10 May 2023

Minutes

These are the Open minutes of a meeting of Te Poari Akoranga held on Wednesday, 10 May 2023 at 9am, online via Microsoft Teams.

Present

Te Poari Akoranga Members

Megan Gibbons (Co-Chair)

Kieran Hewitson (Co-Chair)

Michael Alford

Linda Aumua

Fiona Beals

Te Urikore Biddle

Glynnis Brook

Mary-Liz Broadley

Te Wai Collins

Henry Geary

Annemarie Gillies

Diane Lithgow

Megan Gibbons chaired the meeting.

In Attendance

Jeanette Fifield, Academic Governance Coordinator, Te Pūkenga.

Tagaloatele Peggy Fairbairn-Dunlop, Council member, Te Pūkenga (to act as an observer and advisor, where appropriate).

Quorum

The Chair noted that a quorum of members were present at the meeting and declared the meeting open.

1. Karakia Tīmatanga

The Chair welcomed everyone to the meeting and opened the meeting with a karakia.

2. Welcome / Apologies

The Chair noted apologies received from P Fairbairn-Dunlop (Open session), D Pouwhare, J Te Hira, D Young.

3. Administration

3.1 Te Poari Akoranga Calendar and Schedule of Committees 2023

Received for information. Calendar update for the scheduled meeting on 14 June 2023.

The Chair thanked the members for their attendance at the face-to-face wananga held in Wellington.

It was agreed to schedule face-to-face quarterly Te Poari Akoranga meetings – July and October 2023. It was agreed to hold meetings in regions where the members are able to fly in and out on the meeting day. The face-to-face meeting in July will be held in Auckland (MIT, Ōtara campus) and the October meeting in Christchurch (Ara | Te Pūkenga).

Actions:

1. J Fifield will update the calendar appointments with the face-to-face meetings and locations.
2. L Aumua will organise the room booking at Manukau Institute of Technology | Te Pūkenga Otara campus for the July meeting.
3. G Brook will organise the room booking at Ara | Te Pūkenga for the October meeting.

3.2 Te Poari Akoranga | Ohu Whakahaere o te Poari Akoranga

Membership list received for information.

**3.3 Open Minutes of the Previous Meeting
Scheduled meeting – 22 February 2023**

Resolution:

Te Poari Akoranga approved the minutes of the open meeting of Te Poari Akoranga held on 22 February 2023, as a true and accurate record of the meeting.

Moved: K Hewitson

Seconded: H Geary

CARRIED

3.4 Matters Arising

- clarification to the Minutes of the last meeting Item 4. Te Pūkenga Council Report Update – Correct - bullet point 1 *Council commended the suite of nursing degrees for submission to NZQA*
- D Lithgow, F Beals and G Brook will work together to draft a request to send to the programme development team to provide Te Poari Akoranga with a written report:
 - how are the development team providing assurance that there is a robust system in place prior to submission of programme approvals to Te Ohu Whakahaere Approvals?

Action:

For information: G Brook will send a copy of Ara | Te Pūkenga programme tracking sheet to D Lithgow.

- G Brook will present some dates to ngā ohu co-chairs to meet face-to-face to discuss the interdependencies between ngā ohu Whakahaere and the landscape, moving forward

- timeline for Entry Requirements project – Information and data collation has begun and planning the next steps is in progress (M Gibbons, F Moyer)
- clarification of Te Poari Akoranga’s involvement in the NZQA 2023 EER for Te Pūkenga central. The members were informed NZQA have requested that self-assessment of particular practices and where Te Poari Akoranga are at in relation to self-evaluation.. The visit is planned for the end of September 2023 and will include other areas. Further work on the approach will be considered. F Moyer is submitting a paper to Te Ohu Whakahaere Quality at their next meeting. Te Poari Akoranga will also receive the paper for information.

Action:

M Gibbons will include clear communications in her academic update to the network of the NZQA self-assessment visit.

4. Te Pūkenga Council Report Update

No update.

5. Ohu Whakahaere o Te Poari Akoranga

5.1 Te Ohu Whakahaere Quality

5.1.1 Draft minutes of the meeting held on 12 April 2023.

The members received the draft minutes of the meeting held on 12 April 2023. The minutes will be approved at the scheduled meeting of Te Ohu Whakahaere Quality on 18 May 2023.

5.2 Te Ohu Whakahaere Rangahau Māori, Research and Postgraduate

The members received a verbal update which included:

- scheduled meeting of te ohu held on 9 May 2023
 - The members raised serious concern in relation to rangahau and research particularly with the delay of a structure
 - If the situation continues the viability of research may be at risk across the network
 - There has been no operational side from ACLS (formerly ADI) so it hasn’t had a visible presence in Te Pūkenga national office.
 - The members noted attrition within research offices across the network
- M Gibbons is meeting with te ohu members on 25 May 2023
 - day-to-day functioning of the research offices
 - a transition plan for core research functions
 - core messaging in relation to operational guidance for ethics
 - clarification of what is happening operationally with external research grants
 - concern re PBRF and the operational support required
 - clarification of business divisions research office delegations. Delegations will be released to business divisions soon which will provide clarification and assist in decision making.

Discussion included:

- supporting emerging researchers in business divisions
- integrating WBL research staff in future research discussions
- encourage short term gains, attendance at research symposiums both local and nationally
- support for the development of a long-term strategy to keep kaimahi invested and engaged with research
- taking time to design to get the functions right
- research will continue in the regions and current locations and continue to be supported in the way it has been.

5.2.1 Draft minutes of the scheduled meeting held on 4 April 2023

The members received the draft minutes of the meeting held on 4 April 2023. The minutes were approved at the scheduled meeting of Te Ohu Whakahaere Rangahau, Māori Research and Postgraduate on 9 May 2023.

5.3 Te Ohu Whakahaere Approvals

The members received a verbal update.

- te ohu now have a full complement of membership
- D Lithgow acknowledged the caliber of knowledge and skills brought by the new members who have hit the ground running.

Discussion included:

- Te Poari Akoranga commend the themes captured in the minutes, in particular the lack of robust consultation
- it was recommended resolutions pending approval where actions are still required be approved pending changes that have been identified; conditional approval
- support the recommendation for implementing work based learning and future programme design. Future discussions are supported in relation to innovation and multiple-flex modes of delivery in programme design. Acknowledge the current funding system (TEC) does not allow for multi-modes of delivery.

5.3.2 Draft minutes of the meeting held on 19 April 2023

The members received the draft minutes of the meeting held on 19 April 2023. The minutes will be approved at the scheduled meeting of Te Ohu Whakahaere Approvals on 17 May 2023.

STANDING ITEM

Te Ohu Whakahaere Approvals – List of programmes approved by NZQA

Actions:

1. D Lithgow, F Beals and G Brook will work together to draft a request to send to the programme development team to provide Te Poari Akoranga with a written report:
 - how are the development team providing assurance that there is a robust system in place prior to submission of programme approvals to Te Ohu Whakahaere Approvals?

2. Recommend the development team reach out to the network to seek support from existing staff with expertise and specialist knowledge in this space and to share the workload.
3. D Lithgow et al will send the proposed request to the members by email for acceptance. Te Poari Akoranga Co-chairs will send the request to the development team on behalf of Te Poari Akoranga.

5.4 Te Ohu Whakahaere Academic Appeals

Deferred to the Closed session.

5.5 Te Ohu Whakahaere Ako

The members received a verbal update.

- co-chairs shared the ToR feedback from Te Poari Akoranga. Revisions will be formalised by te ohu by end of June 2023
- co-chairs confidence re: face-to-face wananga and the direction and scope of te ohu to provide assurance in teaching and learning delivery
- te ohu have agreed to submit a collective and considered submission on the organisational design when it is released for consultation on 12 June 2023
- seek approval from M Gibbons to organise a face-to-face te ohu whakahaere wananga to continue development of ToRs, map out the ohu dependencies, review initiatives that will sit with te ohu and work on the organisational design submission
- socialising te ohu with the network – Te Whare or a central space
- propose a central Academic Governance email address as a repository where the network can connect, share correspondence and enquiry about items of relevant interest, for Te Poari Akoranga consideration
- cognisant of the uncertain landscape for kaimahi until the organisational design has stood-up
- membership vacancies – two workbased learners (work based learning knowledge and experience in what mātauranga Māori looks like in a work)
- next scheduled meeting of te ohu 25 May 2023.

Actions:

1. Te Poari Akoranga to give further thought to work based learning kaimahi/colleagues who may fit te ohu ToR membership and encourage them to contact M Alsford and T Collins.
2. M Alsford and T Collins to seek approval from M Gibbons re: te ohu face-to-face meeting/wananga.

5.5.1 Draft minutes of the meeting held on 13 April 2023

The members received the draft minutes of the meeting held on 13 April 2023. The minutes will be approved at the next scheduled meeting on 25 May 2023.

5.6 Te Ohu Whakahaere Ōritetanga

The members received a verbal update.

- Te ohu members have asked a question of Te Poari Akoranga re: self-assessment exercise and applying the expectations detailed in the CQI policy against the work that Te Poari Akoranga are doing, along with te ohu, for example how are we enabling inclusivity and equity; how do our systems, processes and practices reflect Te Tiriti? How are we embedding continuous improvement mahi inside te ohu and Te Poari Akoranga as it relates to Te Tiriti and equity?
- presentations received from LEEA (M McGeedy), Te Tiriti Outcomes (J Kapa)
- Pacific strategy in development
- continue to develop member capability to understand the strategic direction and priorities of Te Pūkenga
- development of ohu mapping document – ToRs focussed, including casting a quality lens over key areas identified. capability, responsive practices, wellbeing and outcomes
- language within the ToRs are currently being reviewed by te ohu to ensure the adoption of words, for example kaitiaki, is acceptable
- next scheduled meeting of te ohu is 12 June 2023.

Discussion included:

- oversight and confidence of the work being undertaken, and the reporting process (both up and down)
- synergy between ngā ohu and relationships with other groups
- workflow planning and clarity of timelines throughout operational processes of what we do and how we do it.

Action:

J Fifield will send the mapping document to Te Poari Akoranga, for information.

6. Next scheduled meeting

Wednesday, 14 June 2023, 9am-3pm, online via Microsoft Teams.

7. Formal Motion for Moving into the Closed session

The Chair moved the formal motion to move into the Closed session.

Resolution:

IT WAS RESOLVED THAT TO THE EXTENT THAT THE LOCAL GOVERNMENT OFFICIAL INFORMATION AND MEETINGS ACT 1987 (LGOIMA) MAY APPLY, THE PUBLIC BE EXCLUDED FROM THE CLOSED SESSION OF THE MEETING IN ACCORDANCE WITH SECTION 48(1) OF LGOIMA AND THE PARTICULAR INTERESTS PROTECTED BY SECTION 9 OF THE OFFICIAL INFORMATION ACT 1982 (SPECIFICALLY, TO PROTECT THE PRIVACY OF NATURAL PERSONS AND TO PROTECT INFORMATION WHERE THE MAKING AVAILABLE OF SUCH INFORMATION WOULD BE LIKELY UNREASONABLY TO PREJUDICE THE COMMERCIAL POSITION OF TE PŪKENGA, WHICH WOULD BE PREJUDICED BY THE HOLDING OF THE RELEVANT PARTS OF THE PROCEEDINGS OF THE MEETING IN PUBLIC.

Moved: M Gibbons
Seconded: K Hewitson
CARRIED

The Open session closed at 11.15am.

Actions from this meeting - Open			
	Detail	Owner	Due Date
1005-3.1	<p>Calendar and scheduled of meetings</p> <ol style="list-style-type: none"> J Fifield will update the calendar appointments with the face-to-face meetings and locations. L Aumua will organise the room booking at Manukau Institute of Technology Te Pūkenga Otara campus for the July meeting. G Brook will organise the room booking at Ara Te Pūkenga for the October meeting. 	JF LA GB	June 2023
1005-3.4	<p>Matters Arising</p> <ol style="list-style-type: none"> For information: G Brook will send a copy of Ara Te Pūkenga programme tracking sheet to D Lithgow. M Gibbons will include clear communications in her academic update to the network of the NZQA self-assessment visit. 	GB/DL MG	May 2023
1005-11.2	<p>Standing Item – List of Approvals</p> <ol style="list-style-type: none"> D Lithgow, F Beals and G Brook will work together to draft a request to send to the programme development team to provide Te Poari Akoranga with a written report: <ul style="list-style-type: none"> how are the development team providing assurance that there is a robust system in place prior to submission of programme approvals to Te Ohu Whakahaere Approvals? Recommend the development team reach out to the network to seek support from existing staff with expertise and specialist knowledge in this space and to share the workload. D Lithgow et al will send the proposed request to the members by email for acceptance. Te Poari Akoranga Co-chairs will send the request to the development team on behalf of Te Poari Akoranga. 	DL/FB/GB	May/June 2023
1005-5.5	<p>Te Ohu Whakahaere Ako</p> <ol style="list-style-type: none"> Te Poari Akoranga to give further thought to work based learning kaimahi/colleagues who may fit te ohu ToR membership and encourage them to contact M Alsford and T Collins. M Alsford and T Collins to seek approval from M Gibbons re: te ohu face-to-face meeting/wananga. 	TPA MA/TC	June 2023
1005-5.6	<p>Te Ohu Whakahaere Ōritetanga</p> <p>J Fifield will send the mapping document to Te Poari Akoranga, for information.</p>	TB/JF	May 2023