

Minutes for Te Poari Akoranga | Academic Board September hui

27/09/2023 | 09:00 AM - Auckland, Wellington New Zealand Standard Time

Online via Teams

Attendees (12)

Megan Gibbons; Annemarie Gillies; Mary-Liz Broadley; Fionna Moyer; Linda Aumua; Fiona Beals; Michael Alsford; Henry Geary; Marama Rawiri; Diane Lithgow; Deborah Young; Janine Kapa

In attendance: Tagaloatele Peggy Fairbairn-Dunlop Minutes: Louise Courtney

Open Agenda

1.0 Welcome and apologies

The hui opened with karakia from Fionna Moyer.

Apologies received and accepted from K. Hewitson, G. Brook, T. Collins, and D. Pouwhare for absence and L. Aumua (left 9:56am during item 6.1, and returned at 10:06 during item 6.2) D. Lithgow (left at 10:03am during item 6.1) and F. Beals (left at 10:26am at the end of item 7.0) for early departure.

2.1 Te Poari Akoranga membership and meeting schedule calendar 2023

Noted.

2.2 Register of Interests

No new interests raised.

2.3 Open minutes of August 2023 hui

RESOLVED (F. Beals / M-L. Broadley)

THAT Te Poari Akoranga accept as a true and accurate record the minutes of:

- a. the open portion of the Te Poari Akoranga meeting held 16 August 2023;
- b. the e-meeting of Te Poari Akoranga held 23 August 2023

CARRIED

It was noted that the programme documents were sent to NZQA, with an expectation that an RFI would be received.

2.4 Action List

There was a request that Te Poari Akoranga be given access to all programmes going to NZQA. M. Gibbons to follow up.

ACTION: M Gibbons to follow up giving access to TPA members to all the programmes going to NZQA for approval. (Assignee(s): Megan Gibbons; Due Date: 20/10/2023)

2.5.1 Delegations Memo

It was noted that:

- there was correspondence related to the Academic Quality Forum and how delegations have been interpreted. M. Gibbons advised that once organisation structure was in place, then it would become the delegation of the regional academic committees.
- granting of formal awards had caused some confusion and stress. This would be worked through to ensure the process was clearly understood.

2.6 Work plan

The workplan needs to be in place for 2024 and ensure that evaluative reports are coming to Te Poari Akoranga. Gaps have been identified in reporting, so need to process in place to ensure reporting includes Te Poari.

3.1 Type 1 Changes to Level 4 programmes

It was clarified that these approvals were for unified programmes and noted that once the academic committees were in place, these types of approvals would be managed by them. There was still work to do to ensure programmes were not missed in the approval process. Also future memos would go to Te Ohu Whakahaere Approval, and then brought to Te Poari Akoranga through the reporting process.

In response to a question was raised whether the unification team would get the memos as well, the designated business division that holds responsibility for processing Type 1 changes would receive them. Staff would work on getting clear communications out on that process.

Te Poari Akoranga supported the approvals to the Type 1 Changes to:

- New Zealand Certificate in Adult and Tertiary Teaching - to extend the range of delivery weeks/hours to allow for the part time delivery undertaken by Learning Works
- New Zealand Certificate in Hairdressing (Professional Stylist) Level 4 - add the following two delivery sites - 6008 Te Pūkenga TA Wellington Institute of Technology and 6014 Te Pūkenga TA Whitireia Community College.

- New Zealand Certificate in Business (Administration and Technology) (Level 4) - to add the following two delivery sites omitted from the delivery sites listed in the original application - 6006 Te Pūkenga TA ARA Institute of Canterbury and 6022 Te Pūkenga TA Open Polytechnic of New Zealand.
- New Zealand Certificate in Apiculture (Level 4) and New Zealand Certificate in Apiculture (Queen Bee Rearing) (Level 4) - to add the following delivery site - 6015 Te Pūkenga TA Southern Institute of Technology.

4.0 Draft Reporting Template for Regional Academic Boards

This template should remove the requirement to provide minutes as a reporting method, which can provide too much detail for the purpose of reporting.

There were discussions regarding:

- reporting and how WBLs, as part of Regional Academic Committees, would be incorporated into the reporting process.
- programme committees, noting that the national committee is being established before regional committees to ensure reporting lines are in place.

RESOLVED (D. Young / M. Gibbons)

THAT Te Poari Akoranga receive and approve the 'Draft Pūrongo a Te Poari Akoranga a Te Pūkenga | Academic Board Report'.

CARRIED

ACTION: Remove Committee (Assignee(s): Kieran Hewitson; Due Date: None)

ACTION: Get on agenda for Education Quality Forum and include delegations memo (Assignee(s): Kieran Hewitson; Due Date: None)

5.0 Te Pūkenga Council update

Noted.

In response to a query about the MOU with AirNZ, it is currently to provide aircraft engineering, but also looking at what more that Te Pūkenga can offer.

6.0 Ngā Ohu Whakahaere o Te Poari Akoranga

6.1 Te Ohu Whakahaere Quality

6.1.1 Ākonga Rights and Responsibilities

F. Moyer spoke to the document, highlighting consultation with the network and Te Ohu Whakahaere Quality.

Discussion and guidance provided around:

- whether the expectations on kaimahi were achievable and safe, especially where kaimahi are involved in appeals or disciplinary processes.
- matters related to equity as Māori, Pacific and Disabled Learners were not well represented in the framework.

Based on the discussion, more work was required and would be brought back to the October hui.

6.1.2 Minutes of meeting held 13 September 2023

Self-assessment framework with report to be sent to NZQA and to be presented to Council next week.

6.2 Te Ohu Whakahaere Rangahau Māori, Research and Postgraduate

6.2.1 Terms of Reference

F. Beals spoke to the Terms of Reference, noting more about governance and away from operational. Advice was sought from Te Ohu Reo me Ngā Tikanga in relation to the title of the Ohu and it has been recommended that 'Māori' be removed, as rangahau already indicates kaupapa Māori based practice.

Discussion covered:

- equity and diverse approach to research.
- Pacific membership to ensure equity is visible.
- Intellectual Property.

RESOLVED (F. Beals / M-L. Broadley)

THAT Te Poari Akoranga approve the updated Terms of Reference for Te Ohu Rangahau, Research and Postgraduate subject to:

- a. The removal of 'Māori' from title, as rangahau already indicates Māori practice
- b. Add Pacific representation to the membership

CARRIED

ACTION: add Pacific representation to membership (Assignee(s): Unassigned; Due Date: None)

6.2.2 Minutes of meeting held 5 September 2023

- Going through Expressions of Interest for membership.
- Going to do PPRF in 2026, so need a report to ELT in order to understand what resourcing will be required.

6.3 Te Ohu Whakahaere Approvals

No member present to provide update.

6.3.1 Minutes of a meeting held 23 August 2023

Noted.

6.4 Te Ohu Whakahaere Appeals

6.4.1 Minutes of meeting held 18 August 2023

- M. Rawiri accepted co-chair role.
- Concerns regarding kaimahi impacted by announcements and resignations received.
- Kōrero around procedures and processes and how that would fit into the organisation structure.

6.5 Te Ohu Whakahaere Ako

6.5.1 Verbal Update

- August hui had to be cancelled and was rescheduled to October 5.

6.6 Te Ohu Whakahaere Ōritetanga

6.6.1 Minutes of meeting held 7 September 2023

Noted that Te Ohu had not met since May.

Outstanding mahi:

- Mapping document
- Redraft of Terms of Reference

All Terms of Reference will be reviewed in relation to the organisation structure, firstly Te Poari Akoranga then Ngā Ohu Whakahaere.

7.0 General Business

8.0 Resolution to exclude the public

RESOLVED from the Chair.

THAT the public be excluded from the remainder of the meeting in reliance on section 48(1) of the Local Government Official Information and Meetings Act 1987 (LGOIMA) 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)
9	Administration	
9.1	Minutes of the public excluded portion of the meeting held 16 August 2023	Section 9(2)(a) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
10.	Te Pūkenga Council update (public excluded portion)	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
11.	General Business (public excluded)	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA

Interests

Section	Interest
Section 9(2)(a) OIA	To protect the privacy of natural persons, including that of deceased natural persons.
Section 9(2)(b)(ii) OIA	To protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.
Section 9(2)(g)(ii) OIA	To maintain the effective conduct of public affairs through the protection of such Ministers, members of organisations, officers, and employees from improper pressure or harassment.
Section 9(2)(h) OIA	To maintain legal professional privilege.

Section 9(2)(i) OIA	To enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities.
Section 9(2)(j) OIA	To enable the organisation to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).

CARRIED

The open session meeting closed at 10.26am and moved into closed session at 10.27am.