



Te Pūkenga

Te Poari Akoranga (Academic Board) MINUTES – Open **Wednesday, 29 March 2023**

Minutes

These are the Open minutes of a meeting of Te Poari Akoranga held on Wednesday, 29 March 2023 at 9am, online via Microsoft Teams.

Present

Te Poari Akoranga Members

Kieran Hewitson (Co-Chair)
Michael Alford
Linda Aumua
Fiona Beals
Te Urikore Biddle
Glynnis Brook

Mary-Liz Broadley
Te Wai Collins
Henry Geary
Diane Lithgow
Deborah Young

Kieran Hewitson 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. D Lithgow opened the meeting with a karakia.

2. Welcome / Apologies

The Chair noted apologies received from M Gibbons, A Gillies and D Pouwhare.

3. Administration

3.1 Te Poari Akoranga Calendar and Schedule of Committees 2023

Received for information.

The members have received calendar updates for the scheduled meetings:

- 10 May 2023
- 14 June 2023

Te Ohu Whakahaere Quality Co-chair acknowledged 14 June 2023 was also the scheduled meeting of Te Ohu Whakahaere Quality.

Action:

J Fifield will reschedule te ohu meeting date of 14 June 2023 in co-operation with te ohu Co-chair.

There is no meeting of Te Poari Akoranga scheduled in April 2023. The members requested confirmation of a Te Poari Akoranga wananga proposed for the end of April to coincide with members attending an educational quality forum in Wellington.

Action:

K Hewitson and M Gibbons to confirm whether Te Poari Akoranga wananga will proceed and will inform the members.

3.2 Te Poari Akoranga | Ohu Whakahaere o te Poari Akoranga

Membership list received for information.

- new membership appointments on ngā ohu acknowledged
- update and inclusion of the membership appointments to Te Ohu Whakahaere Ōritetanga which has been stood-up. The inaugural meeting was held on 24 March 2023.

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

- the scheduled meeting dates of Te Poari Akoranga conflict with Te Pūkenga Council scheduled meetings in May and June 2023. The members accepted the change to the meeting dates as discussed in item 3.1 above
- confirmation sought from Te Poari Akoranga Co-chairs whether or not the proposed wananga Te Poari Akoranga proposed end of April 2023 will proceed

- clarification requested to the Minutes of the last meeting Item 4. Te Pūkenga Council Report Update – bullet point 1 *Council commended the suite of nursing degrees for submission to NZQA*. The members discussed the terms of reference and delegations of Te Ohu Whakahaere Approvals (new programme approval and accreditation levels 1 to 6) and the delegations of Te Poari Akoranga (new degree programme approval and accreditation levels 7 and above).

Action:

K Hewitson will seek clarification from M Gibbons. Guidance will be provided to J Fifield to make correction(s) to the minutes for accuracy as appropriate.

4. Te Pūkenga Council Report Update

A verbal update was not available.

5. Ohu Whakahaere o Te Poari Akoranga

5.1 Te Ohu Whakahaere Quality

The members received a verbal update which included:

- overview of te ohu 2023 draft work plan
- two new membership appointments.

5.1.1 Draft minutes of the meeting held on 8 February 2023.

The members received the draft minutes of the meeting held on 8 February 2023. The minutes will be approved at the next scheduled meeting on 12 April 2023.

5.2 Te Ohu Whakahaere Rangahau Māori, Research and Postgraduate

The members received a verbal update which included.

- ethics framework
- Research Rangahau Forum working group – commencing work re: research and innovation strategy – presented to te ohu for endorsement
- distribution of the approved Ethics framework to research offices and the network and the implementation plan
- transitional planning
- operational guidance
- welcome to the new members at the meeting held on 7 March 2023.

5.2.1 Draft minutes of the meeting held on 7 March 2023

The members received the draft minutes of the meeting held on 7 March 2023. The minutes will be approved at the next scheduled meeting on 4 April 2023.

For accuracy, M Haggie was present at the meeting and a correction to the minutes will be made.

5.3 Te Ohu Whakahaere Approvals

5.3.1 Scheduled meeting held on 22 March 2023

The members received a verbal update of the scheduled meeting held on 22 March 2023.

- acknowledgement of the members of te ohu and for their valued mahi and expertise to te ohu
- membership resignation received from L Aumua. Acknowledgement of her expertise and commitment throughout her tenure on te ohu
- a call for seven (7) membership vacancies sent to the network. Applications close 31 March 2023
- WBL new programme approval and accreditations (levels 1-6) submitted for approval
- approval and accreditation of unified programmes (levels 1-6) submitted for approval.

Discussion included:

- concern expressed by Te Poari Akoranga of the volume of work undertaken by te ohu
- stability of membership
- seeking confidence in the current process prior to submission of programmes to te ohu
- reaching out to the network to co-opt existing expertise and specialist knowledge to provide the 'middle layer' of support to te ohu
- consistency of quality assured delivery across the network following NZQA approval
- time pressure placed upon members to approve programme approvals received.

Action:

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?
- 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.

5.3.2 Draft minutes of the meeting held on 15 February 2023

The members received the draft minutes of the meeting held on 15 February 2023. The minutes have not yet been formally approved due to the large number of approvals submitted within the meeting time allocation.

STANDING ITEM

Te Ohu Whakahaere Approvals – List of programmes approved by NZQA

No update.

Action:

D Lithgow to provide a list of programmes in development; and timeline of programmes for submission to and approval by Te Poari Akoranga in the next six months.

5.4 Te Ohu Whakahaere Academic Appeals

The members received a verbal update.

- two scheduled meetings have been held (February 2023 and December 2022)
- acknowledge and welcomed three (3) new members to the meeting held on 24 February 2023
- approval granted for te ohu to hold a two day face-to-face hui at Ara | Te Pūkenga, 20-21 April 2023. The agenda will consist of whakawhanaungatanga, review terms of reference, look at policies around appeals and complaints, seeking a Co-chair from the membership, streamlining of appeals processes across the network for consistency and clarity.

5.4.1 Draft minutes of the meeting held on 24 February 2023.

The members received the draft minutes of the meeting held on 24 February 2023. The next scheduled meeting will be a two day face-to-face hui scheduled on 20-21 April 2023.

Minutes of the scheduled meeting held on 20 December 2022

Received for information.

5.5 Te Ohu Whakahaere Ako

The members received a verbal update.

- review of Terms of Reference – deferred to Closed session
- acknowledge and welcomed three (3) new members to the meeting held on 9 March 2023
- development of 2023 work plan and initiatives – aligned to 2023 Te Poari Akoranga work plan
- members of te ohu are proactive and committed to contributing to the role and responsibilities of te ohu
- building relationships with business divisions of Te Pūkenga.

Discussion included:

- clarification of Item 5, Modes of Learning, draft minutes of the meeting held 9 March 2023, the context and background

- organising a meeting of ngā ohu Co-chair to understand the roles of each ohu, collaborations, building relationships with each other and te ohu.

Action:

For consideration by ngā ohu Co-chairs:

1. Proposal to have regular meets with ngā ohu Co-chairs to gather an understanding of the interdependencies within our collective, understand how we will contribute, build relationships with each other; or
2. Place a Standing Item in the Closed Agenda; or
3. Organise a face-to-face meeting to meet each other and go forward from there.

5.5.1 Draft minutes of the meeting held on 9 March 2023

The members received the draft minutes of the meeting held on 9 March 2023. The minutes will be approved at the next scheduled meeting on 13 April 2023.

5.5.2 Minutes of the scheduled meeting held on 16 February 2023

Received for information.

5.6 Te Ohu Whakahaere Ōritetanga

The members received a verbal update of the inaugural meeting held on 23 March 2023 which included:

- whakawhaungatanga – this will be a Standing Item to support and build on member relationships and trust as an ohu
- T Biddle appointed as Chair
- membership has been drawn across the network with representation across the four regions of Te Pūkenga
- acknowledge member specialist knowledge and skills, working knowledge in teaching and learning, student support, leadership and management
- confirmation of representatives from Learner and Employer Experience and Attraction – W Pitts and S Andersen
- appointment of Learner representatives – pending
- Te Poari Akoranga terms of reference – build fluency and understand the language used
- Te Ohu Whakahaere Ōritetanga terms of reference – understanding the role and responsibility
- scheduled meetings for the remainder of 2023
- network strategies and initiatives to support and develop the te ohu 2023 workplan
- the next scheduled meeting will be held on 17 April 2023, 9.30am-12.30pm, online via Microsoft Teams.

Discussion included:

- lack of visibility in relation to drive for equity woven throughout Te Pūkenga documents and how it is upheld
- glossary of definitions, for example Mana Ōrite versus Ōritetanga to provide an understanding of the meaning
- acknowledge six (6) ohu whakahaere have now been now stood-up.
- provision of ongoing academic governance and administration support to ngā ohu – Deferred to Closed session.

6. Next scheduled meeting

Wednesday, 10 May 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: K Hewitson

Seconded: M Broadley

CARRIED

The Open session closed at 10.20am.