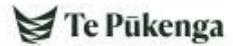


Te Poari Akoranga | Academic Board 29 April 2024 hui



29 April 2024 09:30 AM - 12:30 PM

Agenda Topic	Presenter	Time	Page
Open Agenda			
Karakia tīmatanga			4
1. Welcome and apologies			
2. Administration		09:30 AM-09:40 AM	5
2.1 Te Poari Akoranga membership and meeting schedule calendar 2024			5
2.2 Appointment to Te Poari Akoranga - Rohe 4 representative			9
RECOMMENDATION: THAT Te Poari Akoranga: a. Receive the report titled 'Appointments to Te Poari Akoranga – 29 April 2024'; b. Note that under our delegation from Te Pūkenga Council on 8 February 2024 to appoint one Chair (or delegate) of a business division Academic Committee from each Rohe we have appointed Scott Klenner (Rohe 4) to Te Poari Akoranga:			
2.3 Register of Interests Te Poari Akoranga 2024			10
Members must declare any agenda items where a conflict arises between their role as a member of Te Poari Akoranga and the role they are usually employed in, or any private or other external interest they may have and stand aside from decision making in respect of that item.			
2.4 Delegations from Te Pūkenga Council to Te Poari Akoranga			13
The delegations from Council to Te Poari Akoranga are provided as a reference to inform decision making at this meeting.			
2.5 Open minutes of hui 28 March 2024.			16
RECOMMENDATION: THAT Te Poari Akoranga accept as a true and accurate record the minutes of the open portion of the Te Poari Akoranga meeting held 28 March 2024.			
3. 2024 Workplan			23
4. Academic Delegations Register		09:40 AM-09:50 AM	25
RECOMMENDATION: THAT Te Poari Akoranga: a) Receive report titled 'Draft Academic Delegations Register'; and b) Discuss and provide feedback on the draft Academic Delegations Register.			

5.	Terms of Reference amendment		09:50 AM-09:55 AM	88
RECOMMENDATION: THAT Te Poari Akoranga:				
a. Receive the report titled 'Te Poari Akoranga Terms of Reference April 2024';				
b. Recommend to Council to approve the amended Te Poari Akoranga Terms of Reference;				
c. Note that amendments have been made due to changes in the Executive Leadership Team and to align the draft Academic Delegations Register; and				
d. Note that specific Māori membership has been removed due to uncertainty in the timeframe for the disestablishment of Te Pūkenga. Te Poari Akoranga can co-opt members if there is a need to ensure diversity of representation.				
6.	Ngā Ohu Whakahaere o Te Poari Akoranga			111
6.1	Te Ohu Whakahaere Academic Quality	F. Moyer (co-chair)	09:55 AM-10:05 AM	111
6.1.1	Update from 3 April 2024 hui			111
RECOMMENDATION: THAT Te Poari Akoranga:				
a. Receives the report titled 'Te Ohu Whakahaere Academic Quality hui April 2024';				
b. Notes that Te Ohu Whakahaere Academic Quality approved its workplan for 2024.				
c. Notes that Te Ohu Whakahaere Academic Quality supported the update and release of the Entry Requirements Framework to the Te Pūkenga network, once it has been reviewed by the Educational Quality Forum (EQF);				
d. Notes that Te Ohu Whakahaere Academic Quality approved Degree Monitoring templates be distributed as a resource, via the EQF, across the Te Pūkenga network; and				
e. Notes that Te Ohu Whakahaere Academic Quality reviewed the following policies:				
<ul style="list-style-type: none"> • Te Pūkenga Assessment Policy • Te Pūkenga Moderation Policy • Te Pūkenga Ākongā Concerns and Complaints Policy • Te Pūkenga Ākongā Appeals Policy • Te Pūkenga Continuous Quality Improvement Policy 				
And that the policies relating to ākongā will be presented to Te Ohu Whakahaere Appeals to provide further feedback.				
6.2	Te Ohu Whakahaere Approvals	D. Pouwhare (co-chair)	10:05 AM-10:15 AM	113
6.2.1	Update from April 2024 hui			113
RECOMMENDATION: THAT Te Poari Akoranga:				
a. Receives the report titled 'Te Ohu Whakahaere Approvals hui April 2024'; and				
b. Approves the revised 'Te Ohu Whakahaere Approvals Terms of Reference' subject to inclusion of any feedback provided;				
c. Notes that Te Ohu Whakahaere Approvals approved the New Zealand Apprenticeship (Complex) in Forest Silviculture Operations (Level 4), which leads to the award of:				
<ul style="list-style-type: none"> • 2334 New Zealand Certificate in Forestry Operations with strand in Thin to Waste (Level 3); and • 2330 New Zealand Certificate in Forest Industry Operations (Planning and Monitoring) with strand in Silviculture (Level 4); 				
to be submitted to the New Zealand Qualifications Authority (NZQA) for approval, subject to the feedback provided; and requested that feedback from NZQA be made available to Te Ohu Whakahaere Approvals.				
6.3	Te Ohu Whakahaere Appeals	D. Raerino (co-chair)	10:15 AM-10:20 AM	120
6.3.1	Update from 17 April 2024 hui			120
RECOMMENDATION: THAT Te Poari Akoranga:				
a. Receive the report titled 'Te Ohu Whakahaere Appeals hui April 2024 – open'				
b. Approves the revised 'Te Ohu Whakahaere Appeals Terms of Reference' subject to inclusion of any feedback provided, noting that Te Ohu Whakahaere Appeals wish to continue with a co-chair leadership model;				
c. Approves the appointment Dell Raerino as co-chair of Te Ohu Whakahaere Appeals;				
d. Notes Te Ohu Whakahaere Appeals workplan for 2024, noting the change to bi-monthly governance meetings; and				
e. Approves the updated Electronic Notice of Appeal Form, an appendix to the Ākongā Appeals Policy.				

Agenda - Public Excluded

7.	Resolution to exclude the public			127
	For approval			
8.	Administration - Public Excluded		10:20 AM-10:25 AM	129
8.1	Minutes of the public excluded portion of the Te Poari Akoranga 28 March 2024 hui			129
	RECOMMENDATION: THAT Te Poari Akoranga accept as a true and accurate record, the minutes of the public excluded portion of the Te Poari Akoranga meeting held 28 March 2024.			
8.2	Action List			131
	Update on progress and close off complete actions.			
9.	Te Ohu Whakahaere Appeals update 17 April 2024 - public excluded	D. Raerino	10:25 AM-10:30 AM	132
	RECOMMENDATION: THAT Te Poari Akoranga receive the report titled 'Te Ohu Whakahaere Appeals hui April 2024 – public excluded'.			
	Karakia whakakapi			133

Next scheduled meeting

1:30pm-3:30pm, Friday 24 May 2024.

Karakia tīmatanga

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

Māku e huaki te wānanga nei.

I'll open our shared space.

Kia huakina te wānanga nei ki te karakia.

May our shared space be opened with karakia.

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

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

Karakia tīmatanga Opening incantation

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

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

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

Tēnā koe i tō karakia mai.

Thank you for delivering karakia.

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

With heartfelt gratitude, thank you for delivering karakia.

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

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



2024 Schedule of Te Poari Akoranga and Ngā Ohu Whakahaere meetings

As at 17 April 2024

Te Poari Akoranga

Name	Role	Meeting dates
Kieran Hewitson	Co-Chair (Delegate for Chief Executive)	Fri, 1 March
Deborah Young	Co-Chair (Ako Excellence Director)	Thu, 28 March
Paora Ammunson	Member (DCE Te Tiriti Outcomes)	Mon, 29 April
Andrew McSweeney	Member (DCE Learner and Employer Experience and Attraction)	Fri, 24 May
Fionna Moyer	Member (Co-Chair Te Ohu Whakahaere Academic Quality)	Mon, 1 July
Glynnis Brook	Member (Co-Chair Te Ohu Whakahaere Appeals)	Fri, 26 July
Diane Lithgow	Member (Co-Chair Te Ohu Whakahaere Approvals)	Fri, 30 August
Fiona Beals	Member (Co-Chair Te Ohu Whakahaere Rangahau and Research)	Fri, 27 September
Martin Carroll	Member (Rohe 1 business division Academic Committee Chair)	Fri, 25 October
Te Urikore Biddle	Member (Rohe 2 business division Academic Committee Chair)	Fri, 29 November
Nita Hutchinson	Member (Rohe 3 business division Academic Committee Chair)	
Scott Klenner	Member (Rohe 4 business division Academic Committee Chair)	
Henry Geary	Member (Learner nominated by Interim Learner Advisory Committee)	
<i>Vacant</i>	<i>Member (Kaimahi Māori nominated by Komiti Māori)</i>	
<i>Vacant</i>	<i>Member (Ākonga Māori nominated by Komiti Māori)</i>	



Te Ohu Whakahaere Appeals

Name	Role	Meeting dates
Glynnis Brook	Co-Chair	Wed 14 Feb
Dell Raerino	Co-Chair	Wed 17 April – governance Wed 29 May - ops
Sue Crossan	Member	Wed 3 July - governance
Melanie Baynes	Member	Wed 31 July - ops
Lulu Lutui	Member	Wed 4 Sept – governance
Adele McLean	Member	Wed 2 Oct – ops
Robyn McNaught	Member	Wed 30 Oct – governance Wed 4 Dec - ops

Te Ohu Whakahaere Approvals

Name	Role	Meeting dates
Diane Lithgow	Co-Chair	Wed 13 March
Doug Pouwhare	Co-Chair	Wed 17 April Fri 19 April – e-meeting
Kim Davies	Member	Wed 8 May
Harry Leder	Member	Wed 19 June
Liz McKenzie	Member	Wed 10 July
Veraneeca Taiepa	Member	Wed 14 Aug
Denise Williams	Member	Wed 11 September
Shelley Wilson	Member	Wed 9 October
Leoni Drew	Member	Wed 13 November
Rose Marsters	Member	
Paul Neumann	Member	
Paula Simeon	Member	
Ginny Vincent	Member	
Maggie Wells	Member	



Te Ohu Whakahaere Quality

Name	Role	Meeting dates
Deb Young	Co-Chair	Thurs 7 March
Fionna Moyer	Co-Chair	Wed 3 April
Greg Durkin	Member	Wed 8 May
Carmel Haggerty	Member	Wed 5 June
Gianetta Lapsley	Member	Wed 10 July
Sue Roberts	Member	Wed 11 September
Joan Taylor	Member	Wed 9 October
Caroline Terpstra	Member	Wed 6 November
Fiona Campbell	Member	
Malama Saifoloi	Member	

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
Tepora Emery	Member	Wed 17 July
Suzanne Miller	Member	Thurs 12 September
Michael Shone	Member	Wed 13 November
Jonathan Sibley	Member	
John Stansfield	Member	
Allen Hill	Member	
Louise Rummel	Member	
Waireti Roestenburg	Member	
Christine Cheyne	Member	
Jamie Smiler	Member	



Te Ohu Whakahaere Ako

Name	Role	Meeting dates
Te Wai Collins	Co-Chair	
Maria Aabjerg	Member	
Jon Bailey	Member	
Peter Bayliss	Member	
Selena Chan	Member	
Damon Harrison	Member	
Melanie Katu	Member	
Judy Magee	Member	
Mark Nichols	Member	
Paul Neumann	Member	
Joce Williams	Member	

Te Ohu Whakahaere Ōritetanga

Name	Role	Meeting dates
Janine Kapa	Interim Chair	
Donna Cavell	Member	
Matiu Julian	Member	
Erin Lincoln	Member	
Megan Potiki	Member	
Helen Taimarangai	Member	
Simone Anderson	Member	
Warwick Pitts	Member	



Pūrongo Te Poari Akoranga | The Academic Board report

29 April 2024

Title	Appointments to Te Poari Akoranga – 29 April 2024
Provided by	Deborah Young and Kieran Hewitson, Te Poari Akoranga co-chairs
Author	Louise Courtney, Governance Advisor
For	Information

Te Taunaki | Recommendation

It is recommended that Te Poari Akoranga:

a.	Receive the report titled ‘Appointments to Te Poari Akoranga – 29 April 2024’;
b.	Note that under our delegation from Te Pūkenga Council on 8 February 2024 to appoint one Chair (or delegate) of a business division Academic Committee from each Rohe we have appointed Scott Klenner (Rohe 4) to Te Poari Akoranga:

Te pūtake o tēnei pūrongo | Purpose of this report

The purpose of this report is to advise Te Poari Akoranga of the appointment of new members to Te Poari Akoranga | Academic Board (Te Poari).

Te Tāhuhu Kōrero | Background

At its meeting of 8 February 2024, the Council approved new Terms of Reference for Te Poari Akoranga. At that meeting the co-chairs of Te Poari were delegated authority to appoint one Chair (or delegate) of a business division Academic Committee from each Rohe to Te Poari Akoranga.

At its meeting of 28 March 2024, the co-chairs of Te Poari announced the following appointments:

- Martin Carroll for Rohe 1,
- Te Urikore Biddle for Rohe 2 and
- Nita Hutchinson for Rohe 3

Ngā Kōwhiringa me Te Tātaritanga | Options and analysis

The Co-Chairs have consulted with the Regional Executive Directors for each rohe, and have now appointed Scott Klenner for Rohe 4, to Te Poari Akoranga, effective immediately.



Te Poari Akoranga Register of Interests

As at 17 April 2024

Name	Interest	Nature of Interest
Kieran Hewitson Co-Chair	Te Pūkenga	Executive Director Ako Delivery
	EIT Academic Committee	Chair
	Wintec Trust	Trustee
	Bay of Plenty Tertiary Campus Trust	Trustee
Deborah Young Co-Chair	Te Pūkenga	ACLS Ako Excellence Director
	Te Pūkenga Committee	Co-chair of Te Ohu Whakahaere Academic Quality
	Ara Institute of Canterbury	Past employee: <ul style="list-style-type: none"> - Director – Academic - Member of Academic Committee - Programme Assurance Committee - Research & Postgraduate Committee
Paora Ammunson Member	Te Pūkenga	<ul style="list-style-type: none"> - DCE Te Tiriti Outcomes - Interim DCE ACLS
	Ako Aotearoa - National Centre for Tertiary Teaching Excellence (NCTTE)	Interim board member
Andrew McSweeney Member	Te Pūkenga staff member	DCE Learner and Employer Experience and Attraction
	Youth CSI	Director
Fionna Moyer Member	Wintec	staff member
	Te Pūkenga	Co-chair of Te Ohu Whakahaere Academic Quality.
Glynnis Brook Member	Ara Institute of Canterbury	<ul style="list-style-type: none"> - Executive Director – Academic, Innovation and Research - Academic Committee chair
	Social Workers Registration Board	<ul style="list-style-type: none"> - Member Presiding member of Professional Conduct Committees as required

	Te Pūkenga Committee	Ohu Whakahaere Appeals chair.
Diane Lithgow	Te Pūkenga	- Ako Network Director: Services - Ohu Whakahaere Approvals co-chair.
	Ako Aotearoa	Board member
	World Skills NZ	Board member
Fiona Beals	Te Pūkenga Committee	Ohu Whakahaere Rangahau, Research and Postgraduate co-chair
	Whitireia and WelTec	Employee
	Ara Taiohi	Member
Martin Carroll	Manaukau Institute of Technology and Unitec	Deputy Chief Executive
	ConCOVE	Board member
	Universities Quality Assurance International Advisory Board (UQAIB)	Board member
	UniServices	Spouse is an employee
Te Urikore Biddle	Wintec Institute of Technology	Executive Director Māori, Quality and Academic
Nita Hutchinson	Western Institute of Technology at Taranaki	Academic Director
Scott Klenner	Otago Polytechnic	Director of Research, Rakahau Māori and Postgraduate Studies
	Ara Institute of Canterbury	Research Manager
Henry Geary Member	Open Polytechnic	Academic Committee Student member
	Open Polytechnic	Enrolled in New Zealand Diploma in Architectural Technology
	Te Pūkenga Learner Leadership Group	Te Pūkenga: Open Polytechnic representative
	UNESCO	Social Science Commissioner

Tagaloatele Dr Peggy Fairbairn-Dunlop Council observer	Vinepa Trust	Patron, Board Member
	Pacific Talk about Education and Learning PLD Pilot	Member of Consulting Team



Schedule A

Tā Te Kaunihera Mana Tāpae ki ngā Kōmiti | Delegation of Authority from Council to Committees²

In accordance with the Delegations Policy, Committees are granted the specific authorities listed below.

A1: Council Delegations to Te Poari Akoranga

All delegated authority must be exercised in accordance the purpose of Te Poari Akoranga as set out in the Terms of Reference as updated from time to time.

Ref	Subject	Description	Objective	Power to Sub-Delegate?
1.	Academic Policies, procedures and framework	To determine policies and operating procedures of Te Pūkenga in relation to learners and academic matters.	Provide assurance and confidence that the quality and academic infrastructure, including policies, procedures and frameworks, are fit for purpose; and approve academic direction, statutes and practices to be applied throughout the organisation to ensure the goals of Te Pūkenga, as set by Council having regard to the Charter and Minister’s expectations, are met and continuous improvement is achieved and sustained.	No
2.	Courses/ Programmes of Study (including work-based learning programmes)	To approve new courses and programmes, review and approve changes to existing courses and programmes, and approve the withdrawal/closure or suspension of existing courses or programmes. To seek	Provide and facilitate strategic direction and thought leadership on a range of education matters, including innovation, teaching and learning, and applied research and scholarship, with oversight of funding allocation, planning and ethics	Yes (limited to ohu whakahaere)

² For completeness, it is noted that Council does not grant delegated authority to the Wellbeing and Safety Committee on the basis that such matters are at all times the collective responsibility of Council. Further, delegated authority is not granted to any advisory committees of Council.



Ref	Subject	Description	Objective	Power to Sub-Delegate?
		approval/accreditation of programmes by external bodies. ³		
3.	Courses/ Programmes of Study (including work based learning)	To approve variations to an individual learner's course/programme of study outside programme regulations.	Provide assurance and confidence: <ul style="list-style-type: none"> (a) of the effectiveness of teaching, learning and research within the organisation with a focus on outcomes (b) that work-based learning is applied throughout packages of learning developed and delivered by Te Pūkenga (where relevant), contribute to a partnership approach to policies and decisions affecting work-based learning and create space for employers 	Yes
4.	Quality Assurance	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.	As above.	Yes
5.	Assessment	To approve and release learner results, and recognise credit for assessment (including assessment of prior learning) in	Establish and provide assurance and confidence that ohu whakahaere, (national subcommittees of Te Poari Akoranga)	Yes

³ Delegation to be exercised in accordance with Te Pūkenga approved Investment Plan and Strategic Plan.



Ref	Subject	Description	Objective	Power to Sub-Delegate?
		accordance with approved academic regulations.	strengthen academic leadership in key areas of focus.	
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 Maori or Te Tiriti/Treaty of Waitangi dimension.	To conduct research, with a focus on applied and technological research (section 315, Education and Training Act). Teaching and learning is supported by research, evidence, and best practice (Charter, Schedule 13, ETA)	Yes
7.	Ohu whakahaere: Sub-Committees	To establish any ohu whakaharere (sub-committees) as are deemed necessary for the efficient and effective operation of Te Poari Akoranga and to make appointments to the same.	Establish and provide assurance and confidence that ohu whakahaere, (national subcommittees of Te Poari Akoranga) strengthen academic leadership in key areas of focus.	No
8.	Incidental	To do anything incidental to the exercise of any of the powers or functions delegated by the Council to the Academic Board.	The Council delegates to Te Poari Akoranga "matters relating to work-based learning, courses of study or training, awards, and other academic matters", to "exercise powers delegated to it by the council." (Education and Training Act 2020, Section 324(2))	No



Minutes for Te Poari Akoranga | Academic Board 28 March 2024 hui

28/03/2024 | 10:00 AM - Auckland, Wellington New Zealand Standard Time

Online via MS Teams

Attendees (10)

Paora Ammunson; Henry Geary; Kieran Hewitson; Deborah Young; Fionna Moyer; Diane Lithgow; Fiona Beals; Martin Carroll; Nita Hutchinson; Doug Pouwhare

Apologies:

Glynnis Brook, Te Urikore Biddle, Andrew McSweeney

In attendance:

Tagaloatele-Peggy Fairbairn-Dunlop (Council observer), Louise Courtney (Governance Advisor)

Karakia tīmatanga

The hui opened with karakia lead by K. Hewitson at 10:02am.

1. Welcome and apologies

Apologies were received and accepted from G. Brook, T. Biddle, and A. McSweeney for absence, and welcomes were extended new members.

2. Administration

2.1 Te Poari Akoranga membership and meeting schedule calendar 2024

The membership and meeting schedule was noted.

2.2 Register of Interests Te Poari Akoranga 2024

Updates for the register of interests were provided by members:

- K. Hewitson is now a trustee to the Wintec Trust, and Bay of Plenty Tertiary Campus Trust
- F. Moyer is no longer a staff member of Te Pūkenga
- P. Ammunson is the interim Deputy Chief Executive of Academic Centre and Learning Systems.

The following members raised the following conflicts of interests:

- D. Young and F. Moyer in relation to item 4.1.1, as members of Te Ohu Whakahaere Academic Quality whose memberships are recommended to be extended;
- F. Beals in relation item 4.3.1, as a member of Te Ohu Whakahaere whose membership is recommended to be extended;



- D. Pouwhare and D. Lithgow in relation to item 5, as members of Te Ohu Whakahaere Approvals whose memberships are recommended to be extended.

2.3 Delegations from Te Pūkenga Council to Te Poari Akoranga

The delegations from Council to Te Poari Akoranga was noted.

2.4 Open minutes of hui 1 March 2024.

RESOLVED (K. Hewitson / H. Geary)

THAT Te Poari Akoranga accept as a true and accurate record the minutes of the open portion of the Te Poari Akoranga meeting held 1 March 2024.

CARRIED

3. 2024 Workplan

The 2024 workplan was noted.

ACTION: Find date in June for Te Poari Akoranga to meet that aligns with Ohu Approvals June hui date.

(Assignee(s): Governance Advisor; Due Date: 29/04/2024)

4. Ngā Ohu Whakahaere o Te Poari Akoranga

4.1 Te Ohu Whakahaere Academic Quality

4.1.1 Update from 7 March 2024 hui

The co-chair spoke briefly to the update.

RESOLVED (K. Hewitson / F. Beals)

THAT Te Poari Akoranga:

- a. Receives the report titled 'Te Ohu Whakahaere Quality hui March 2024';*
- b. Approves the revised 'Te Ohu Whakahaere Academic Quality Terms of Reference' subject to inclusion of any feedback provided;*
- c. Approves the extension of membership terms for an additional year (or until the date Te Pūkenga is disestablished, whichever occurs first) for the following members:*

- Deborah Young
- Fiona Moyer
- Greg Durkin
- Carmel Haggerty
- Gianetta Lapsley
- Caroline Terpstra
- Joan Taylor;



d. Notes that Te Ohu Whakahaere Quality approved their workplan for 2024, noting it will require updating as the year progresses; and

e. Notes that Te Ohu Whakahaere Quality approved Te Pūkenga Moderation: 'Which resources do you need?' and that it accompanies the Moderation transition and Implementation resources approved by the Ohu 8 November 2023.

CARRIED

D. Young and F. Moyer abstained.

4.2 Te Ohu Whakahaere Approvals

4.2.1 Update from 13 March 2024 hui

The co-chair spoke briefly to the update.

Te Poari Akoranga asked what Te Pūkenga's approach to the programmes currently being unified. It was clarified that this would continue, highlighting support from the respective regulatory bodies for the unification of the programmes. All new programmes would still need to follow current processes as Te Pūkenga is still the legal authorising entity, as well as Type 2 changes. Changes legacy programmes (those that are currently owned by individual business divisions) and Type 1 changes would be sent directly to the New Zealand Qualifications Authority (NZQA) and notify Te Pūkenga. Te Poari Akoranga asked what the process was to provide assurance to the board. Te Ohu Whakahaere Quality's role is to monitor and review processes in order to provide assurance to the board.

Te Poari queried whether the management of the unified programmes would be transferred to the new entities. Staff would work with NZQA on how this would be transitioned once the new structure was announced.

RESOLVED (D. Lithgow / P. Ammunson)

THAT Te Poari Akoranga:

a. Receive the report titled 'Te Ohu Whakahaere Approvals hui March 2024'.

b. Note that Te Ohu Whakahaere Approvals approved for submission to the New Zealand Qualifications Authority (NZQA):

- 4225 New Zealand Certificate in Coachbuilding Level 3.
- New Zealand Apprenticeship (Complex) in Coachbuilding (Level 3-4).
- New Zealand Diploma in Veterinary Nursing Level 6.

CARRIED

ACTION: Memo to the Te Pūkenga network on clarifying the programme approval process. (Assignee(s): Ako Excellence Director, Approvals co-chairs; Due Date: 29/04/2024)



4.3 Te Ohu Whakahaere Rangahau, Research and Postgraduate

4.3.1 Update from 21 March 2024 hui

Co-chair provided a brief verbal update, highlighting the ohu has committed to progressing Te Matarau Whānui Ethics Framework.

RESOLVED (D. Young / F. Moyer)

THAT Te Poari Akoranga:

a. Receives the report titled 'Te Ohu Whakahaere Rangahau, Research and Postgraduate hui March 2024'

b. Approves the revised 'Te Ohu Whakahaere Rangahau Research and Postgraduate Terms of Reference' subject to inclusion of any feedback provided;

c. Approves the extension of membership terms for an additional year (or until the date Te Pūkenga is disestablished, whichever occurs first) for the following members:

- Annemarie Gillies
- Fiona Beals
- Tepora Emery
- Suzanne Miller
- Michael Shone
- Jonathan Sibley;

d. Approves the appointment of Jamie Smiler, Director Rangahau and Research to Te Ohu Whakahaere Rangahau, Research and Postgraduate as per the updated terms of reference;

e. Notes that further extensions for members of ngā ohu whakahaere may be required throughout the year;

f. Notes that Te Ohu Whakahaere Rangahau, Research and Postgraduate approved its workplan for 2024, and that it will be updated once the co-chairs have met with the Director Rangahau and Research; and

g. Notes that Ruth Crawford has resigned from Te Ohu Whakahaere Rangahau Research and Postgraduate

CARRIED

F. Beals abstained.

5. Extending terms of ngā ohu whakahaere membership

RESOLVED (D. Young / N. Hutchinson)

THAT Te Poari Akoranga:

a. Receive the report titled 'Ngā ohu whakahaere member extension of terms'; and



b. Approve the extension of membership terms for an additional year (or until the date Te Pūkenga is disestablished, whichever occurs first) for the following members of Te Ohu Whakahaere Approvals, whose memberships are due to expire in the next three months:

- Doug Pouwhare
- Diane Lithgow
- Kim Davies
- Harry Leder
- Liz McKenzie
- Veraneeca Taiepa
- Denise Williams
- Shelley Wilson;

c. Note that requests to extend membership terms for members of Te Ohu Whakahaere Academic Quality and Te Ohu Whakahaere Rangahau, Research and Postgraduate are included in a separate report to Te Poari Akoranga;

d. Note that there are no members of Te Ohu Whakahaere Appeals whose membership are expiring in April, May or June 2024; and

e. Note that further extensions for members of ngā ohu whakahaere may be required throughout the year.

CARRIED

D. Pouwhare and D. Lithgow abstained.

6. Appointments to Te Poari Akoranga - 28 March 2024

RESOLVED (K. Hewitson / D. Young)

THAT Te Poari Akoranga:

a. Receive the report titled 'Appointments to Te Poari Akoranga – 28 March 2024';

b. Note that under our delegation from Te Pūkenga Council on 8 February 2024 to appoint one Chair (or delegate) of a business division Academic Committee from each Rohe we have appointed the following members to Te Poari Akoranga:

- Martin Carroll (Rohe 1)
- Te Urikore Biddle (Rohe 2)
- Nita Hutchinson (Rohe 3); and

c. Note that one further appointment is still yet to be made for Rohe 4.

CARRIED

M. Carroll and N. Hutchinson abstained.



8. 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)
9.	Administration	
9.1	Minutes of the public excluded portion of the meeting held 1 March 2024	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
9.2	Minutes of the e-meeting held 5 March 2024	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
9.3	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)(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

Te Poari Akoranga moved into public excluded at 11:05am.



Karakia whakakapi

The hui closed with karakia lead by F. Beals at 12:21pm.

Te Pūkenga
Annual Te Poari Work Plan master

	Frequency	February	March	April	May	June	July	August	September	October	November
Te Poari Akoranga Te Pūkenga Academic Board	Monthly	Friday 1 March	Thursday 28 March	Monday 29 April	Friday 24 May	Tuesday 18 June	Friday 26 July	Friday 30 August	Friday 27 September	Friday 25 October	Friday 29 November
Te Poari Akoranga self-assessment for 2023											
Terms of Reference											
2024 workplan for Te Poari Akoranga and ngā ohu whakahaere											
Ngā ohu whakahaere Terms of Reference											
Academic delegations register											
Reporting template for Regional Academic Committees											
Pastoral code self-report											
Unfied programme final approvals											
2025 meeting dates (if required)											
Academic risk											
2025 workplan (if required)											
Ngā ohu whakahaere self-assessment reports for 2024											
Te Poari Akoranga self-assessment for 2024											
Topics TBC											
Te Ohu Whakahaere Appeals	Quarterly	Wed 14 Feb		Wed 17 April	Wed 29 May	Wed 3 July	Wed 31 July	Wed 4 Sept	Wed 2 Oct	Wed 30 Oct	Wed 4 Dec
Te Ohu Whakahaere Terms of Reference review											
Develop/Review workplan for 2024											
Review Concerns, Complaints, and Appeals Policy											
Review hearing process including relevant documentation and policies											
Review Register of Appeals											
2025 meeting dates											
Self assessment for 2024											
Review governance function - role, responsibilities and parameters											
Te Ohu Whakahaere Approvals	Monthly	Wed 13 Mar	Wed 17 Apr	Wed 8 May	Wed 5 June	Wed 10 Jul	Wed 14 Aug	Wed 11 Sept	Wed 9 Oct	Wed 13 Nov	
Programme approvals											
Te Ohu Whakahaere Terms of Reference review											
Develop/Review workplan for 2024											
Unified programme approvals prior to going to Te Poari Akoranga											
2025 meeting dates											
Self assessment for 2024											
Te Ohu Whakahaere Quality	Monthly	Thur 7 Mar	Wed 3 Apr	Wed 8 May	Wed 5 June	Wed 10 Jul	Wed 7 Aug	Wed 11 Sept	Wed 9 Oct	Wed 6 Nov	
Te Ohu Whakahaere Terms of Reference review											
Review workplan for 2024											
Review membership of Te Ohu in line with structure changes within Te Pūkenga											
Entry Requirements project document											
Review of draft Entry Requirements											
Review of degree monitoring resources											
Policy reviews 2024											
Other projects				Template approval process							



Pūrongo Te Poari Akoranga | The Academic Board report

29 April 2024

Title	Draft Academic Delegations Register
Provided by	Kieran Hewitson and Deborah Young, co-chairs Te Poari Akoranga
Author	Louise Courtney, Governance Advisor
For	Discussion and Approval

Te Taunaki | Recommendation(s)

It is recommended that Te Poari Akoranga:

a)	Receive report titled 'Draft Academic Delegations Register'; and
b)	Discuss and provide feedback on the draft Academic Delegations Register.

Te pūtake o tēnei pūrongo | Purpose of this report

The Academic Delegations Register is being provided to Te Poari Akoranga (Te Poari) for discussion and feedback before being recommended to Council for approval.

Te Tāhuhu Kōrero | Background

Te Pūkenga currently has a National Delegations Policy and Standing Delegations Register. The National Delegations Policy provides a policy framework. The Standing Delegations Register comprises all delegations throughout the Te Pūkenga network. Both have been reviewed and amended early in 2024 to align with the Letter of Expectations from the Minister for Tertiary Education and Skills. This Delegations Register contains delegations from Te Pūkenga Council to Te Poari Akoranga for academic governance.

The terms of reference for Te Poari Akoranga require that an academic delegations register is maintained of all sub-delegations made by Te Poari Akoranga. This provides assurance that the academic delegations from Te Pūkenga Council to Te Poari Akoranga have been appropriately sub-delegated and should reflect current practices. Up until now, these sub-delegations have not been formally recorded in an academic delegations register. The Council Secretariat team has collated the draft academic delegations register from the Terms of Reference for ngā ohu whakahaere and resolutions made by Te Poari Akoranga.

Te Kawa Maiorooro contains operational academic delegations which have not been repeated in the draft Academic Delegations Register as they are not sub-delegated by Te Poari Akoranga.

The Academic Delegations register will provide clarity and certainty for ongoing academic decision-making.



Ngā Kōwhiringa me Te Tātaritanga | Options and analysis

The Academic Delegations Register, once finalised and approved, will formalise all current academic delegations. The register includes the following delegations:

- Delegations from Council to Te Poari Akoranga;
- Sub-delegations from the Chief Executive to Te Poari Akoranga; and
- Sub-delegations from Te Poari Akoranga to ngā ohu whakahaere, Te Pūkenga Ako Excellence Team and local academic committees.

Te Ahunga Ki Mua | Next steps

The Academic Delegations Register is in draft form, for information and feedback by Te Poari Akoranga. Feedback provided at the April meeting will be incorporated and the final register will be approved at the May meeting of Te Poari Akoranga. Once it has been finalised, the Council Secretariat team will maintain the register with any changes to academic sub-delegations made by Te Poari Akoranga.

Te Hunga whai koha | Contributors

The Academic Delegations Policy has been reviewed by the Executive Leadership Team.

Ngā Tāpiritanga | Appendices

Appendix 1: Draft Academic Delegations Register

Appendix 2: Standing Delegations Register

Appendix 3: National Delegations Policy

Te Poari Akoranga o Te Pūkenga Delegations Register



Delegations to Te Poari Akoranga

Schedule A - A1: Council Delegations to Te Poari Akoranga

Delegation is being exercised
Delegation is being exercised, but not formally documented
Delegation is not being exercised

All 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. The below table shows the delegations from Council to Te Poari Akoranga.

Ref	Subject	Description	Objective	Power to Sub-Delegate?
1.	Academic Policies, procedures and framework	To determine policies and operating procedures of Te Pūkenga in relation to learners and academic matters.	Provide assurance and confidence that the quality and academic infrastructure, including policies, procedures and frameworks, are fit for purpose; and approve academic direction, statutes and practices to be applied throughout the organisation to ensure the goals of Te Pūkenga, as set by Council having regard to the Charter and Minister's expectations, are met and continuous improvement is achieved and sustained.	No
2.	Courses/ Programmes of Study (including work-based learning programmes)	To approve new courses and programmes, review and approve changes to existing courses and programmes, and approve the withdrawal/closure or suspension of existing courses or programmes. To seek approval/accreditation of programmes by external bodies.	Provide and facilitate strategic direction and thought leadership on a range of education matters, including innovation, teaching and learning, and applied research and scholarship, with oversight of funding allocation, planning and ethics	Yes (limited to ohu whakahaere) Sub-delegated to Te Ohu Whakahaere Approvals
3.	Courses/ Programmes of Study (including work-based learning)	To approve variations to an individual learner's course/programme of study outside programme regulations.	Provide assurance and confidence: a. of the effectiveness of teaching, learning and research within the organisation with a focus on outcomes. b. that work-based learning is applied	Yes <i>This delegation is not being exercised by Te Poari Akoranga, therefore, who is? The business divisions/regional academic committees?</i> Local academic committees

Ref	Subject	Description	Objective	Power to Sub-Delegate?
			throughout packages of learning developed and delivered by Te Pūkenga (where relevant), contribute to a partnership approach to policies and decisions affecting work-based learning and create space for employers.	
4.	Quality Assurance	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.	As above	Yes Sub-delegated to Te Ohu Whakahaere Academic Quality and Te Pūkenga Ako Excellence Team
5.	Assessment	To approve and release learner results and recognise credit for assessment (including assessment of prior learning) in accordance with approved academic regulations.	Establish and provide assurance and confidence that ohu whakahaere, (national subcommittees of Te Poari Akoranga) strengthen academic leadership in key areas of focus.	Yes <i>This delegation is not being exercised by Te Poari Akoranga, therefore, who is? The business divisions/regional academic committees?</i>
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.	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 best practice (Charter, Schedule 13 of the Act)	Yes Sub-delegated to Te Ohu Whakahaere Rangahau, Research and Postgraduate.
7.	Ohu whakahaere: Sub-Committees	To establish any ohu whakahaere (sub-committees) as are deemed necessary for the efficient and effective operation of Te Poari Akoranga and to make appointments to the same.	Establish and provide assurance and confidence that ohu whakahaere, (national subcommittees of Te Poari Akoranga) strengthen academic leadership in key areas of focus.	No Te Poari established Te Ohu Whakahaere Appeals
8.	Incidental	To do anything incidental to the exercise	The Council delegates to Te Poari Akoranga	No

Ref	Subject	Description	Objective	Power to Sub-Delegate?
		of any of the powers or functions delegated by the Council to the Academic Board.	“matters relating to work-based learning, courses of study or training, awards, and other academic matters”, to “exercise powers delegated to it by the council.” (Section 324 (2) of the Act)	
		<p>In line with the powers to sub-delegate in the table above, from time to time, Te Poari Akoranga may formally sub-delegate specific tasks and/or responsibilities to nominated groups, committees and/or ohu whakahaere. In doing so, it requires:</p> <ul style="list-style-type: none"> i) Any policies related to the responsibilities are approved by Te Poari Akoranga; ii) Minor changes to academic procedures, within academic policy, are sub-delegated to the Chair, Ohu Whakahaere Academic Quality; iii) Major decisions made by the body receiving the sub-delegation are reported to Te Poari Akoranga. iv) All formal sub-delegations will be included in the Academic Delegations Register which will be updated each time a power is sub-delegated. 		

Schedule B – B3: Academic (from Council to Chief Executive)

The below table shows the delegations from the Council to the Chief Executive in relation to Academic matters.

Ref	Subject	Description	Power to Sub-Delegate?
(c)	Learner Discipline	To deal with matters relating to learner discipline and impose penalties for learner misconduct, including exclusion of a learner from attendance at Te Pūkenga or any of its classes, or facilities for such time as the Chief Executive deems fit.	Yes In practice, Te Poari Akoranga is part of the Appeals process, so it is appropriate that the sub-delegation be noted.

Delegations from Te Poari Akoranga

The below table outlines delegations from Te Poari Akoranga to Ohu Whakahaere, the Ako Excellence team and local academic committees.

Ref	Subject	Ohu / Committee sub-delegated to	Description	Objective	Further delegation detail
Schedule A A1: Council Delegations to Te Poari Akoranga 2.	Courses/ Programmes of Study (including work-based learning programmes)	Te Ohu Whakahaere Approvals	To approve new courses and programmes, review and approve changes to existing courses and programmes, and approve the withdrawal/closure or suspension of existing courses or programmes. To seek approval/accreditation of programmes by external bodies.	Provide and facilitate strategic direction and thought leadership on a range of education matters, including innovation, teaching and learning, and applied research and scholarship, with oversight of funding allocation, planning and ethics	Unified programmes <ul style="list-style-type: none"> - New programmes, once developed, are approved by Te Ohu Whakahaere Approvals. - Type 2 changes, including new courses, are approved by Te Ohu Whakahaere Approvals. - Withdrawal, closure, or suspension of courses or programmes are reported to Te Ohu Whakahaere Approvals Legacy programmes <ul style="list-style-type: none"> - Type 2 changes are reported to Te Ohu Whakahaere Approvals. - Withdrawal, closure, or suspension of legacy courses or programmes are reported to Te Ohu Whakahaere Approvals
Schedule A A1: Council Delegations to Te Poari Akoranga 2.	Courses/ Programmes of Study (including work-based learning programmes)	Te Ako Excellence team			Unified programmes <ul style="list-style-type: none"> - New programme requests are approved by Ako Excellence. - Withdrawal, closure, or suspension of courses or programmes are approved by the Ako Excellence.
Schedule A A1: Council Delegations to Te Poari	Courses/ Programmes of Study (including work-based	Local academic committee			Unified programmes <ul style="list-style-type: none"> - Type 1 changes are approved by the local academic committee. Legacy programmes

Ref	Subject	Ohu / Committee sub-delegated to	Description	Objective	Further delegation detail
Akoranga 2.	learning programmes)				<ul style="list-style-type: none"> - Type 1 changes are approved by the local academic committee. - Withdrawal, closure, or suspension of legacy courses or programmes are approved by the local academic committee.
Schedule A A1: Council Delegations to Te Poari Akoranga 4.	Quality Assurance	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.	Provide assurance and confidence: <ol style="list-style-type: none"> of the effectiveness of teaching, learning and research within the organisation with a focus on outcomes. that work-based learning is applied throughout packages of learning developed and delivered by Te Pūkenga (where relevant), contribute to a partnership approach to policies and decisions affecting work-based learning and create space for employers 	Te Poari delegates to the Co-Chairs of Te Ohu Whakahaere: Academic Quality, approval of minor changes to academic procedures, within academic policy.
Schedule A A1: Council Delegations to Te Poari Akoranga 4.	Quality Assurance	Te Pūkenga Ako Excellence Team	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.	Provide assurance and confidence: <ol style="list-style-type: none"> of the effectiveness of teaching, learning and research within the organisation with a focus on outcomes. that work-based learning is applied throughout packages of learning developed and delivered by Te Pūkenga (where relevant), 	Te Poari Akoranga delegates Te Pūkenga Ako Excellence team: <ul style="list-style-type: none"> - to set and monitor the application of Te Pūkenga quality assurance processes. - To report outcomes to Te Ohu Whakahaere Quality and local academic committees.

Ref	Subject	Ohu / Committee sub-delegated to	Description	Objective	Further delegation detail
				contribute to a partnership approach to policies and decisions affecting work-based learning and create space for employers	
Schedule A A1: Council Delegations to Te Poari Akoranga 6.	Research	Te Ohu Whakahaere Rangahau, Research and Postgraduate	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.	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 best practice (Charter, Schedule 13 of the Act)	Te Poari delegates to Te Ohu Whakahaere Rangahau, Research and Postgraduate to review and monitor: <ul style="list-style-type: none"> 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.
Schedule A A1: Council Delegations to Te Poari Akoranga 7.	Ohu whakahaere: Sub-Committees	Te Ohu Whakahaere Appeals	To establish any ohu whakahaere (sub- committees) as are deemed necessary for the efficient and effective operation of Te Poari Akoranga and to make appointments to the same.	Establish and provide assurance and confidence that ohu whakahaere, (national subcommittees of Te Poari Akoranga) strengthen academic leadership in key areas of focus.	Te Poari established Te Ohu Whakahaere Appeals, with the delegated authority to: <ul style="list-style-type: none"> i) Evaluate the themes, patterns and outcomes of academic appeals and/or complaints arising within the network and provide advice to Te Poari Akoranga on Academic Appeal policy and process, patterns, and themes. ii) Receive reports for the network academic appeals committees to ensure an overview of academic appeal and complaint activity and outcomes across

Ref	Subject	Ohu / Committee sub-delegated to	Description	Objective	Further delegation detail
					the network. iii) Hear and determine the outcome of an escalated academic appeal and/or complaint lodged by ākonga per Te Pūkenga Ākonga Concerns and Complaints process.
Schedule B B3: Academic (from Council to Chief Executive) C)	Learner discipline	Te Ohu Whakahaere Appeals	To deal with matters relating to learner discipline and impose penalties for learner misconduct, including exclusion of a learner from attendance at Te Pūkenga or any of its classes, or facilities for such time as the Chief Executive deems fit.		Te Poari established Te Ohu Whakahaere Appeals, with the delegated authority to: iii) Hear and determine the outcome of an escalated academic appeal and/or complaint lodged by ākonga per Te Pūkenga Ākonga Concerns and Complaints process.



Rēhita Mana Tāpae | Standing Delegations Register

Tirohanga whānui | Overview

This Standing Delegations Register is comprised of schedules that set out specific authorities delegated by:

1. Te Pūkenga Council to its Committees¹ and to the Chief Executive; and
2. the Chief Executive to kaimahi.

This Standing Delegations Register must be applied in accordance with the principles set out in the Delegations Policy and the following procedural requirements:

- a) Where a delegation requires that it be exercised with prior approval from another manager / department or function, that prior approval must be obtained in writing (email will suffice).
- b) Where a delegation requires that it be exercised “in consultation with / on recommendation of” another manager, department or function, this means that there must be an open discussion about the intended course of action with an open mind and a preparedness to change or modify one’s position. It does not require agreement or consent, and the ultimate decision resides with the person to whom authority has been delegated.
- c) All authority limits in these Schedules are exclusive of GST.
- d) All authority limits stated in these Schedules relate to budgeted expenditure unless expressly stated otherwise.
- e) Every delegated authority in the Schedules (excluding that granted to a Committee of Council) may also be exercised by the holder’s manager.

Ngā Wāhanga Mana Tāpae | Categories of Delegated Authority

Some of the delegated authorities in the following schedules are given to particular positions. Other delegated authorities are given to all kaimahi who fall within a particular ‘category’. For the purposes of this Standing Delegations Register, the following categories shall apply:

Te Pūkenga Levels of Delegation	Description	Schedule
Committee of Council	All committees of Council, including Te Poari Akoranga but excluding Advisory Committees (who have no decision making authority)	A
Chief Executive	Chief Executive appointed by Council	B

¹ As defined in the Delegations Policy



Te Pūkenga Levels of Delegation	Description	Schedule
Executive / Executive Leadership Team (ELT)	Refers to Deputy Chief Executives reporting directly to the Chief Executive, Chief Financial Officer, Chief Digital Officer, Chief People Officer and Chief of Staff Where delegations differ between ELT members, the specific role is expressly stated.	C
Regional Executive Director	Employees of Te Pūkenga who are appointed as a Regional Executive Director, Work Based Learning Director/Executive Director or Open Polytechnic Executive Director. For the avoidance of doubt, this also includes individuals appointed to the following roles: Interim Operations Lead, BCITO; Interim Operations Lead, SIT. All delegations are limited to the region/division for which their role has remit of responsibility and with authority to sub-delegate to those with their reporting lines as they deem appropriate, but in compliance with the principles and requirements of the Delegations Policy approved by Council.	C
Senior Leaders	Kaimahi with a leadership role who report directly to an ELT member; or Kaimahi with a leadership role reporting directly into a Regional Executive Director as defined above; or Any role expressly approved by the Chief Executive as a 'Senior Leader' for the purposes of these delegations.	C
Managers	Kaimahi holding manager roles that are responsible for a cost centre and/or line management of other kaimahi.	C
Kaimahi	Kaimahi that do not fall within any of the above categories.	C

Ngā whakatikatika | Amendment history

Version	Effective date	Created/reviewed by	Reason for review/comment
1	Schedules A and B: 3 May 2023 Schedule C: 7 August 2023	Chief Financial Officer	New document
1.1	9 August 2023	Chief Financial Officer	Minor change to Schedule C (C1(i) and C6(a))



Version	Effective date	Created/reviewed by	Reason for review/comment
1.2	17 January 2024	Director Legal	Minor Change to Schedule B (B4 (e))
2	20 March 2024	Chief Financial Officer	Revised to delegate further decision-making to regions/business divisions and to reflect minor updates



Schedule A	5
Tā Te Kaunihera Mana Tāpae ki ngā Kōmiti Delegation of Authority from Council to Committees	5
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Mana Tāpae mai i te Kaunihera ki te Kaiwhakahaere Mātāmua Delegations from Council to Chief Executive	10
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B2: Operational.....	12
B3: Academic	13
B4: Limits on Chief Executive’s Delegations	13
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Ngā Tāpaetanga a te Kaiwhakahaere Mātāmua ki te Ranga Kaiwhakahaere Sub-Delegations by Chief Executive to Management	15
C1: Financial.....	17
C2: Operational.....	27
C3: Academic operational.....	29
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C5: Legal.....	31
C6: Administration	32
C7: Recruitment, Appointment and Replacement of Kaimahi	33
C8: Salaries, Conditions, Leave, Benefits and Other Payments.....	34
C9: Disciplinary Actions, Suspensions and Settlement.....	36
C10: Employment agreements	38
C11: Wellbeing and Safety.....	39



Schedule A

Tā Te Kaunihera Mana Tāpae ki ngā Kōmiti | Delegation of Authority from Council to Committees²

In accordance with the Delegations Policy, Committees are granted the specific authorities listed below.

A1: Council Delegations to Te Poari Akoranga

All 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.

Ref	Subject	Description	Objective	Power to Sub-Delegate?
1.	Academic Policies, procedures and framework	To determine policies and operating procedures of Te Pūkenga in relation to learners and academic matters.	Provide assurance and confidence that the quality and academic infrastructure, including policies, procedures and frameworks, are fit for purpose; and approve academic direction, statutes and practices to be applied throughout the organisation to ensure the goals of Te Pūkenga, as set by Council having regard to the Charter and Minister's expectations, are met and continuous improvement is achieved and sustained.	No
2.	Courses/ Programmes of Study (including work based learning programmes)	To approve new courses and programmes, review and approve changes to existing courses and programmes, and approve the withdrawal/closure or suspension of existing courses or programmes. To seek	Provide and facilitate strategic direction and thought leadership on a range of education matters, including innovation, teaching and learning, and applied research and scholarship, with oversight of funding allocation, planning and ethics.	Yes (limited to ohu whakahaere)

² For completeness, it is noted that Council does not grant delegated authority to the Wellbeing and Safety Committee on the basis that such matters are at all times the collective responsibility of Council. Further, delegated authority is not granted to any advisory committees of Council.



Ref	Subject	Description	Objective	Power to Sub-Delegate?
		approval/accreditation of programmes by external bodies. ³		
3.	Courses/ Programmes of Study (including work based learning)	To approve variations to an individual learner's course/programme of study outside programme regulations.	Provide assurance and confidence: <ul style="list-style-type: none"> (a) of the effectiveness of teaching, learning and research within the organisation with a focus on outcomes. (b) that work based learning is applied throughout packages of learning developed and delivered by Te Pūkenga (where relevant), contribute to a partnership approach to policies and decisions affecting work based learning and create space for employers. 	Yes
4.	Quality Assurance	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.	As above.	Yes
5.	Assessment	To approve and release learner results and recognise credit for assessment (including assessment of prior learning) in	Establish and provide assurance and confidence that ohu whakahaere, (national subcommittees of Te Poari Akoranga)	Yes

³ Delegation to be exercised in accordance with Te Pūkenga approved Investment Plan and Strategic Plan.



Ref	Subject	Description	Objective	Power to Sub-Delegate?
		accordance with approved academic regulations.	strengthen academic leadership in key areas of focus.	
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 Maori or Te Tiriti/Treaty of Waitangi dimension.	To conduct research, with a focus on applied and technological research (section 315, Education and Training Act). Teaching and learning are supported by research, evidence, and best practice (Charter, Schedule 13, ETA).	Yes
7.	Ohu whakahaere: Sub-Committees	To establish any ohu whakaharere (sub-committees) as are deemed necessary for the efficient and effective operation of Te Poari Akoranga and to make appointments to the same.	Establish and provide assurance and confidence that ohu whakahaere, (national subcommittees of Te Poari Akoranga) strengthen academic leadership in key areas of focus.	No
8.	Incidental	To do anything incidental to the exercise of any of the powers or functions delegated by the Council to the Academic Board.	The Council delegates to Te Poari Akoranga “matters relating to work based learning, courses of study or training, awards, and other academic matters”, to “exercise powers delegated to it by the council.” (Education and Training Act 2020, Section 324(2)).	No

A2: Council Delegations to Finance, Risk and Audit Committee

Ref	Subject	Description	Power to Sub-Delegate?
1.	Policies and frameworks	Ability to review policies that fall within the remit of the Finance, Risk and Audit Committee, whether as part of the policy development process (as set out in the Document Development Framework) or otherwise, and approve amendments which are compliance based and do not impact on the strategic direction of Council.	No



2.	Learner fees	To approve standing annual setting of learner fees for existing programmes under legislation, fees for the provision of learner services, fees to assist learners suffering exceptional financial hardship and any other fees prescribed by the Finance, Risk and Audit Committee.	No
3.	Treasury limits	To approve limits on treasury financial transactions and financial authorities (as set out in the Treasury Policy).	No
4.	Grants or loans	To approve grants or loans to the Chief Executive, any kaimahi, ākongā or any association of kaimahi or ākongā or guarantee any loans to any kaimahi members.	No
5.	Capital plan	To approve an annual capital plan which aligns with the Group budget	No
6.	Operating Expenditure Budgeted	To authorise expenditure and sign contracts or purchase orders for operating expenditure (including insurances) within the Council approved budget and where the expenditure aligns with the investment plan.	Yes, subject to there being clear limits on thresholds surrounding exercise of the delegated authority.
7.	Operating Expenditure Unbudgeted	To authorise expenditure and sign contracts or purchase orders for operating expenditure in excess of the Council approved budget, where the expenditure aligns with the investment plan.	Yes, subject to there being clear limits on thresholds surrounding exercise of the delegated authority.
8.	Capital Expenditure Budgeted	To authorise expenditure and sign contracts or purchase orders for capital expenditure within the Council approved budget and annual capital plan that supports the expenditure which is aligned with the investment plan.	Yes, subject to there being clear limits on thresholds surrounding exercise of the delegated authority.
9.	Capital Expenditure Unbudgeted	To authorise individual unbudgeted capital expenditure proposals.	Yes, subject to there being clear limits on thresholds surrounding exercise of the delegated authority.
10	Tenders for Capital or Operational Expenditure	To accept a tender for an approved capital or operational expenditure project.	Yes, subject to there being clear limits on thresholds surrounding exercise of the delegated authority.
11	Corporate Asset Planning	To provide approvals in respect of asset management policies, strategies and plans, asset condition, performance and value and programme or project business cases.	No
12	Other approvals	To approve any other requests not already addressed in the above delegations from business divisions for approval from Te Pūkenga relating to operating or capital expenditure, the disposal of property or non-property assets, the	No



		approval of an asset management and utilisation plan (or other property related requests), where the approval of such request exceeds the delegated authority of the Chief Executive or is otherwise referred to the Committee by the Council for a decision.	
13	Internal Audit Function	To approve any changes to the internal audit plan.	No
14.	Ad hoc	Such ad hoc delegations as authorised by Council from time to time.	No

A3: Council Delegations to the Appointment and Remuneration Committee

Ref	Subject	Description	Power to Sub-Delegate?
1.	Appointment of Trustees to Trusts where Te Pūkenga has a power of appointment.	The power to appoint trustees to charitable trusts where the relevant governing documentation provides for such appointments to be made by Council.	Yes – to the Chief Executive where the appointment is due to an incumbent resigning from their position at Pūkenga and a Te Pūkenga employee being appointed as the replacement.
2.	Appointment of Directors to subsidiaries held by Te Pūkenga	The power to appoint directors to subsidiaries held by Te Pūkenga.	Yes – to the Chief Executive where the appointment is due to an incumbent resigning from their position at Pūkenga and a Te Pūkenga employee being appointed as the replacement.
3.	Grant shareholder approval	The power to approve routine / administrative shareholder compliance matters on behalf of Council.	Yes – to the Chief Executive at the discretion of the Chair of the Appointment and Remuneration Committee.
4.	Salary Increases	The power to authorise any salary increase to the Chief Executive or to direct reports to the Chief Executive in accordance with guidance issued by Te Kawa Mataaho (Public Services Commission). Must inform Te Kawa Mataaho of the Chief Executive's remuneration.	No



Schedule B

Mana Tāpae mai i te Kaunihera ki te Kaiwhakahaere Mātāmua | Delegations from Council to Chief Executive

In accordance with the Delegations Policy, Council delegates to the Chief Executive of Te Pūkenga all management powers and functions necessary for the operation of Te Pūkenga. The following tables describe the specific authorities granted to the Chief Executive.

B1: Financial

Ref	Subject	Description	Power to Sub-Delegate?
(a)	Operating Expenditure Budgeted	To authorise expenditure and sign contracts or purchase orders for operating expenditure within the Council approved budget and where the expenditure aligns with the investment plan (and, to the extent any contract or purchase order has a term extending beyond the annual budget, approve and sign contracts or purchase orders which are likely to involve annual operational expenditure of up to \$5 million (plus GST, if any) in respect of the extended term).	Yes, subject to there being clear limits on thresholds surrounding exercise of the delegated authority.
(b)	Operating Expenditure Unbudgeted	To authorise expenditure over and above Council approved operating budget where: <ul style="list-style-type: none"> expenditure is matched or exceeded by unbudgeted operating revenues and the expenditure exceeds approved operating budget by less than \$1 million; or expenditure exceeds approved operating budget by less than \$500,000, and subject to a requirement to discuss any unbudgeted operating expenditure with the Chair of Council prior to authorising the expenditure, or referring the expenditure to the Finance, Risk and Audit Committee for approval.	No
(c)	Capital Expenditure Budgeted	To authorise expenditure and sign contracts or purchase orders for capital expenditure within the Council approved budget and where there is a robust business plan that supports the expenditure which is aligned with the investment plan, up to the value of \$5 million and subject to report back requirements to the Finance, Risk and Audit Committee for any individual approved proposals over \$1m.	Yes, subject to there being clear limits on thresholds surrounding exercise of the delegated authority.
(d)	Capital Expenditure Unbudgeted	To authorise individual unbudgeted capital expenditure proposals to an aggregate of up to \$5m in any one financial year where that expenditure is not considered to be sensitive	No



Ref	Subject	Description	Power to Sub-Delegate?
		and subject to report back requirements to the Finance, Risk and Audit Committee for any individual approved proposals over \$1m.	
(e)	Tenders for Capital or Operational Expenditure	To accept a tender for an approved capital or operational expenditure project up to a maximum value of \$20 million, or five percent above the Council approved capital or operating expenditure budget.	Yes
(f)	Sensitive Expenditure	To approve expenses for kaimahi farewells, gifts, Te Pūkenga travel and accommodation (excluding travel by the Chief Executive and Council members) and other sensitive expenditure ⁴ including Koha.	Yes
(g)	Disposal of Assets	To sell or otherwise dispose of a Te Pūkenga asset or an interest in an asset up to the value determined by the Minister of Education. (Delegation to be exercised in accordance with TEC Crown Asset Policy Guidelines).	Yes
(h)	Fellowships, Scholarships, Bursaries, or Prizes	To grant fellowships, scholarships, bursaries, or academic prizes within the Council approved operating budget.	Yes
(i)	Grants and Loans	In exceptional circumstances, to authorise the making of a grant or a loan out of the money of Te Pūkenga, on such terms and conditions as the Chief Executive thinks fit, to learners of Te Pūkenga within the Council approved operating budget.	Yes
(j)	Gifts, Devices and Bequests	To accept or disclaim gifts, devices and bequests made to Te Pūkenga whether on trust or otherwise.	Yes
(k)	Fees	To prescribe non tuition fees (including course costs and administration fees) and learner services fees payable by domestic and international learners ⁵ .	Yes
(l)	Fees	To prescribe tuition fees payable by domestic and international learners ⁶ .	Yes
(m)	Fee Instalments	To accept instalments for the payment of any fee payable by a learner of Te Pūkenga.	Yes
(n)	Refunds	To approve refunds to learners, whether domestic or international, of all or any part of fees paid or to be paid to Te Pūkenga.	Yes
(o)	Bad debt write off	To write off bad debts (including student debts) up to a maximum amount of \$1 million per debtor.	Yes

⁴ Sensitive Expenditure is all expenses incurred by Te Pūkenga that could be seen as giving some private benefit to any kaimahi in addition to the business benefits Te Pūkenga derives from the expense. It includes expenditure such as gifts or koha to kaimahi or external parties, travel, accommodation, entertainment-related expenditure, and use of Te Pūkenga assets such as vehicles.

⁵ Except as permitted under A3.2, tuition fees for domestic and international learners, and the Student Services Levy, are prescribed by the Council. Domestic fees must also be approved by the TEC.

⁶ Delegation limited to out of cycle approvals. Tuition fees for both domestic and international learners that are proposed within the usual fee approval cycle remain subject to Council approval.



B2: Operational

Ref	Subject	Description	Power to Sub-Delegate?
(a)	Provision of Courses/ Programmes of Study	To provide approved ⁷ courses and programmes of study or training.	Yes
(b)	Provision of Courses/ Programmes of Study	To impose a limitation on the number of enrolments in any programme or course where necessary because of insufficient kaimahi, accommodation, equipment, and for any other reason where it is necessary for the sound management of Te Pūkenga and its resources (including where there are insufficient work experience places available).	Yes
(c)	Provision of Courses/ Programmes of Study	To withdraw from offer a course or programme where enrolments fall short of that required for the efficient operation of the course or programme or for any other reason where this is necessary for the sound management of Te Pūkenga and its resources.	Yes
(d)	Strategic Planning	To undertake planning relating to the long-term strategic direction of Te Pūkenga and the investment plan ⁸ .	Yes
(e)	Management	To ensure Te Pūkenga is managed in accordance with its approved Investment Plan and Strategic Plan.	Yes
(f)	Management Policies	To determine the management policies of Te Pūkenga in relation to the management of its affairs and the implementation of its approved Investment Plan and Strategic Plan.	Yes
(g)	Manufacture and Distribution of Goods	To arrange for the manufacture of, and distribution (whether by way of sale or otherwise), any article or thing bearing a mark, symbol or writing that is associated with Te Pūkenga.	Yes
(h)	Provision of Goods and Services	To arrange for the provision of (whether by sale or otherwise) goods and services to kaimahi or learners of Te Pūkenga or other persons using, or otherwise attending at, Te Pūkenga.	Yes
(i)	Urgency	In cases of urgency (for example following a natural disaster or other catastrophe) when it is not possible to call a meeting of the Council, to take such actions as are necessary to protect the interests of Te Pūkenga. ⁹	No

⁷ Approved by Te Poari Akoranga or delegated authority, NZQA and external validating bodies as required.

⁸ Te Pūkenga Investment Plan and Strategic Plan are subject to final approval by the Council. The Investment Plan is also subject to TEC approval.

⁹ In the event of an emergency, Te Pūkenga Business Continuity Plan (as applicable at the relevant time) shall apply to the exercise of any delegations.



Ref	Subject	Description	Power to Sub-Delegate?
(j)	Incidental	To do anything incidental to the exercise of any of the functions or powers delegated by Council to the Chief Executive.	Yes

B3: Academic

Ref	Subject	Description	Power to Sub-Delegate?
(a)	Enrolment	To admit/enrol learners (including provisionally, <i>ad eundem statum</i> and outside programme regulations) to approved ¹⁰ courses and programmes. Includes withdrawal of learners from programmes.	Yes
(b)	Refusal and Cancellation of Enrolment	To refuse to permit or cancel the enrolment of ākonga in accordance with section 255(5) of the Education and Training Act, or where the ākonga: <ul style="list-style-type: none"> a) has breached the relevant Code of Conduct or the conditions of their Training Agreement; b) has a history of unpaid debt with Te Pūkenga; or c) has a history of repeated enrolments, failures, no-shows or other withdrawals. 	Yes
(c)	Learner Discipline	To deal with matters relating to learner discipline and impose penalties for learner misconduct, including exclusion of a learner from attendance at Te Pūkenga or any of its classes, or facilities for such time as the Chief Executive deems fit.	Yes
(d)	Granting of Formal Awards	To grant formal awards of Te Pūkenga.	No
(e)	Granting of Non-Formal Awards	To grant non-formal awards of Te Pūkenga.	Yes

B4: Limits on Chief Executive's Delegations

Ref	Subject	Description	Authorised to
a)	Chief Executive leave	Authority to approve leave of more than three days for the Chief Executive.	Limited to Chair of Council
b)	Expenses	Authority to approve Chief Executive's expenses.	Limited to Chair of Council
c)	Expenses	Authority to approve Council members' expenses including overseas travel: - Chair of Council.	Limited to Chair of Finance, Risk and Audit Committee
		Authority to approve Council members' expenses including overseas travel: - Any other Council member.	Limited to Chair of Council

¹⁰ Approved by Te Poari Akoranga or delegated authority, NZQA and external validating bodies as required.



Ref	Subject	Description	Authorised to
d)	Expenses	Authority to approve Council committee members' expenses including overseas travel.	Limited to either of the following: a) Chair of Council; or b) Chief Executive
e)	Acting Chief Executive	Authority to direct a member of kaimahi to exercise and perform all or any of the functions, powers and duties of the Chief Executive (including by way of exercising and performing the role of the acting Chief Executive) for a period of up to three months where the Chief Executive is absent from duty or where a vacancy in the position of Chief Executive exists.	Limited to either of the following: c) Chair or acting Chair of Council; or d) Chief Executive (provided that the Chief Executive may only appoint an acting Chief Executive for a period falling within the term of their appointment)
f)	Bank Accounts	Authority to <u>open and close</u> bank accounts in the name of Te Pūkenga at any registered bank.	Limited to: – Chair of Finance, Risk and Audit Committee; plus – Chief Executive or Chief Financial Officer
g)	Bank Accounts	Authority to <u>maintain and operate</u> bank accounts in the name of Te Pūkenga at any registered bank.	In line with current bank authorities authorised in writing by Council
h)	Invest Funds	Authority to invest Te Pūkenga funds within statutory requirements.	In line with current bank authorities and Treasury Policy authorised in writing by Council



Schedule C:

Ngā Tāpaetanga a te Kaiwhakahaere Mātāmua ki te Ranga Kaiwhakahaere | Sub-Delegations by Chief Executive to Management

- A. The table below sets out delegated authorities for the positions listed. This includes negotiating and entering into contracts, signing purchase orders or requisitions, entering into verbal commitments within budget, and approving invoices for payment.
- B. Where an authority relates to an expense, it applies to an individual requisition, agreement, purchase order or invoice being approved. All expenditure transactions should involve at least two persons. The approver should be different from the requester.
- C. The dollar limits below apply to the full cost of the item or items being procured. 'Splitting' an order (i.e. arranging for the component parts of an item to be ordered or invoiced as though they are separate items) as a means of staying within delegated authority limits is not permitted and may result in disciplinary action.
- D. Where an [X] is shown in the below tables, this means that there is no delegation.
- E. These delegations are intended to cover financial and operational matters. Except as expressly provided to the contrary in this Schedule, academic authorities shall continue to be governed by Te Kawa Maiororo, the business division delegated authority registers sitting beneath Te Kawa Maiororo and any other academic approval registers or policies.
- F. In accordance with section 5.6(d) of the National Delegations Policy, delegates may further sub-delegate the delegations in this Schedule with prior approval from the Chief Executive. The Chief Executive also delegates to the Chief Financial Officer the ability to approve any sub-delegations in accordance with section 5.6(d) of the National Delegations Policy.
- G. Regional Executive Directors may limit or amend the standing delegated authority levels of kaimahi within their reporting line, provided that:
 - i. kaimahi delegated authority levels cannot exceed the delegated authorities specified in this Schedule; and
 - ii. any limitation or amendment of delegated authority levels must be confirmed in writing to the kaimahi, with a copy sent to the Chief Financial Officer.
- H. Where any delegation requires 'prior consultation' with another role, the decision-maker must consider the professional advice and expertise provided by the other role before making a decision. Note that prior approval is not needed from the other role.



Terms used in Schedule

Term	Description
Academic Lead	This refers to an Ako Director or, if within a business division, refers to those academic leadership positions designated as Academic Leads by the business division lead.
DCE LEEA	DCE Learner and Employer Experience and Attraction.
Enrolment kaimahi	Kaimahi that are employed within, or have responsibility for, ākongā enrolment functions.
Independent Contractor Agreements / Contracts for Service	Agreements where Te Pūkenga is contracting the services of a specified individual, either directly or via their company or other trading entity.
Manager	<p>Within C1: Financial Manager refers to cost centre manager roles within the Te Pūkenga network who hold financial responsibilities and are not otherwise specified within the Register.</p> <p>Within C2 – C11 (inclusive), Manager refers to roles that have kaimahi line manager responsibilities that are not otherwise specified within the Register.</p>



Schedule of Management Sub-Delegations

Matter being delegated	Chief Financial Officer	Executive Leadership Team	DCE Ako Delivery	Chief People Officer	DCE LEEA	Regional Executive Director	Senior Leader	Manager	Kaimahi
C1: Financial									
a) Budgeted OPEX: To authorise expenditure and sign contracts or purchase orders for operating expenditure within the Council approved budget and where the expenditure aligns with the investment plan. Note that this excludes: <ul style="list-style-type: none"> contracts or purchase orders for specified types of expenditure (addressed at C1(a)(i) to (iii) below); and leases, licences and other agreements relating to use of land or buildings 	Up to \$2 million	Up to \$1 million	Up to \$2 million	(refer ELT)	(refer ELT)	Up to \$1 million (limited to business division budgets for which they are responsible ¹¹)	Up to \$200,000	Up to \$20,000	X

¹¹ Where a Regional Executive Director proposes to approve expenditure that is within their regional budgets, but not within a business division budget for which they are responsible, the Regional Executive Director must consult in advance with the relevant budget owner.



Matter being delegated	Chief Financial Officer	Executive Leadership Team	DCE Ako Delivery	Chief People Officer	DCE LEEA	Regional Executive Director	Senior Leader	Manager	Kaimahi
(addressed at C1(y) below); and <ul style="list-style-type: none"> independent contractor agreements (addressed at C1(dd) below). 									
i) To authorise expenditure and sign contracts or purchase orders for software or any other digital product or services	Up to \$2 million and subject to prior approval from the relevant Digital DCE.	Up to \$1 million (relevant Digital DCE only)	Up to \$2 million and subject to prior approval from the relevant Digital DCE.	X	X	Up to \$1,000 (for teaching and learning purposes only, and subject to prior consultation with Regional Digital Lead)	Up to \$200,000 (Digital roles only)	Up to \$150,000 (Regional Digital Lead only)	X
ii) To authorise expenditure and sign contracts or purchase orders for advertising services or campaigns (including promotions)	Up to \$2 million	X	Up to \$2 million	X	X	Up to \$200,000)	Up to \$200,000	Up to \$20,000 (marketing roles only)	X
iii) To authorise expenditure and sign contracts or purchase orders for sponsorship arrangements	Up to \$2 million Attraction and Recruitment.	X	Up to \$2 million Attraction and Recruitment.	X	X	Up to \$200,000	Up to \$200,000	Up to \$20,000 (marketing roles only)	X
b) Budgeted CAPEX: To authorise expenditure and sign contracts or purchase orders for capital expenditure within the Council approved budget and where there is a robust business plan that supports the expenditure which is aligned with the investment plan.	Up to \$2 million and subject to report back requirements to the Finance, Risk and Audit Committee for any individual approved	Up to \$1 million	Up to \$2 million and subject to report back requirements to the Finance, Risk and Audit Committee for any individual approved	(refer ELT)	(refer ELT) provided that national or international contracts relating to Learner and Employer	Up to \$500,000	Up to \$200,000 (limited to functional responsibility)	X	X



Matter being delegated

	Chief Financial Officer	Executive Leadership Team	DCE Ako Delivery	Chief People Officer	DCE LEEA	Regional Executive Director	Senior Leader	Manager	Kaimahi
	proposals over \$1m		proposals over \$1m		Experience and Attraction must be jointly approved with the DCE Ako Delivery				
c) Tender for CAPEX or OPEX Capital or Operational Expenditure Budgeted - to accept a tender for an approved capital or operational expenditure project.	Up to \$5 million	Up to \$2 million (relevant Digital DCE only)	Up to \$2 million	X	X	Up to \$500,000	Up to \$200,000	X	X
d) Sensitive Expenditure - to approve expenses for kaimahi farewells, gifts and other sensitive expenditure ¹² including Koha. Excludes travel (refer C1(e) and (f)).	Up to \$5,000	Up to \$2,000	Up to \$5,000	(refer ELT)	(refer ELT)	Up to \$2,000	Up to \$1,000	Up to \$500	X
e) Approve domestic travel and accommodation (excluding travel by ELT, the Chief Executive and Council members)	(refer ELT)	Yes	(refer ELT)	(refer ELT)	(refer ELT)	Yes	Yes (within National Expenditure Policy limits)	Yes (within National Expenditure Policy limits)	X
f) Approve International travel	(refer ELT)	Yes	(refer ELT)	(refer ELT)	(refer ELT)	Yes	X	X	X

¹² Sensitive Expenditure is all expenses incurred by Te Pūkenga that could be seen as giving some private benefit to any kaimahi in addition to the business benefits Te Pūkenga derives from the expense. It includes expenditure such as gifts or koha to kaimahi or external parties, travel, accommodation, entertainment-related expenditure, and use of Te Pūkenga assets such as vehicles (although note that travel and accommodation authorities are provided for separately in C1(e) and (f)).



Matter being delegated

	Chief Financial Officer	Executive Leadership Team	DCE Ako Delivery	Chief People Officer	DCE LEEA	Regional Executive Director	Senior Leader	Manager	Kaimahi
Scholarships, Gifts and Discounts									
g) Fellowships, Scholarships, Bursaries, or Prizes - To grant fellowships, scholarships, bursaries, or academic prizes within the Council approved operating budget.	X	X	Up to \$500,000 in any academic year	X	Up to \$250,000 in any academic year	Up to \$50,000 in any academic year	X	X	X
h) Grants and Loans - in exceptional circumstances, to authorise the making of a grant or a loan out of the money of Te Pūkenga, on such terms and conditions as the Chief Executive thinks fit, to learners of Te Pūkenga within the Council approved operating budget.	X	X	Up to \$250,000 in any academic year and subject to prior approval from the Chief Financial Officer	X	Up to \$100,000 in any academic year and subject to prior approval from the Chief Financial Officer	Up to \$100,000 in any academic year and subject to prior approval from Regional Finance Director	X	X	X
i) Hardship funding – to authorise the grant of hardship funding out of the money of Te Pūkenga, on such terms and conditions as the Chief Executive thinks fit, to learners of Te Pūkenga within the Council approved operating budget	X	X	Up to \$250,000 in any academic year and subject to prior approval from the Chief Financial Officer	X	Up to \$100,000 in any academic year and subject to prior approval from the Chief Financial Officer	Up to \$150,000 in any academic year and subject to prior approval from Regional Finance Director	(refer Kaimahi)	(refer Kaimahi)	For the Manaaki Fund, up to \$1,000 in any academic year per recipient (limited to kaimahi authorised in writing



Matter being delegated	Chief Financial Officer	Executive Leadership Team	DCE Ako Delivery	Chief People Officer	DCE LEEA	Regional Executive Director	Senior Leader	Manager	Kaimahi
									by the DCE LEEA or Regional Co-Lead)
j) Gifts, Devices and Bequests - to accept or disclaim gifts, devices and bequests made to Te Pūkenga whether on trust or otherwise.	Up to \$20,000	Up to \$5,000	(refer ELT)	(refer ELT)	(refer ELT)	Up to \$5,000	X	X	X
Revenue (via fees)									
k) Non-Tuition Fees (domestic): To prescribe non tuition fees (including course costs and administration fees) and learner services fees payable by domestic learners ¹³ .	Must be approved jointly with DCE Ako Delivery	X	Must be approved jointly with Chief Financial Officer	X	X	X	X	X	X
l) Non-Tuition Fees (international): To prescribe non tuition fees (including course costs and administration fees) and learner services fees	Must be approved jointly with DCE Ako Delivery and DCE LEEA	X	Must be approved jointly with Chief Financial Officer and DCE LEEA	X	Must be approved jointly with Chief Financial Officer and DCE Ako Delivery	X	X	X	X

¹³ Except as permitted under B1(k) and (l), tuition fees for domestic and international learners, and the Student Services Levy, are prescribed by the Finance, Risk and Audit Committee. Domestic fees must also be approved by the TEC.



Matter being delegated

	Chief Financial Officer	Executive Leadership Team	DCE Ako Delivery	Chief People Officer	DCE LEEA	Regional Executive Director	Senior Leader	Manager	Kaimahi
payable by international learners ¹⁴ .									
m) Fees (domestic) (former polytechnics) (out of cycle): To prescribe tuition fees payable by domestic learners ¹⁵ .	Must be approved jointly with DCE Ako Delivery	X	Must be approved jointly with Chief Financial Officer	X	X	X	X	X	X
n) Fees (international) (former polytechnics) (out of cycle): To prescribe tuition fees payable by international learners ¹⁶ .	Must be approved jointly with DCE Ako Delivery and DCE LEEA	X	Must be approved jointly with Chief Financial Officer and DCE LEEA	X	Must be approved jointly with Chief Financial Officer and DCE Ako Delivery	X	X	X	X
o) Fees (domestic) (WBL business divisions) (out of cycle): To prescribe tuition fees payable by domestic learners ¹⁷ .	X	X	Yes, on recommendation from relevant WBL business division lead and	X	X	X	X	X	X

¹⁴ Except as permitted under B1(k) and (l), tuition fees for domestic and international learners, and the Student Services Levy, are prescribed by the Finance, Risk and Audit Committee. Domestic fees must also be approved by the TEC.

¹⁵ Delegation limited to out of cycle approvals. Tuition fees for both domestic and international learners that are proposed within the usual fee approval cycle remain subject to Council approval. This includes full or partial fee waivers at a programme or course level.

¹⁶ Delegation limited to out of cycle approvals. Tuition fees for both domestic and international learners that are proposed within the usual fee approval cycle remain subject to Council approval. This includes full or partial fee waivers at a programme or course level.

¹⁷ Delegation limited to out of cycle approvals. Tuition fees for both domestic and international learners that are proposed within the usual fee approval cycle remain subject to Council approval. This includes full or partial fee waivers at a programme or course level.



Matter being delegated

	Chief Financial Officer	Executive Leadership Team	DCE Ako Delivery	Chief People Officer	DCE LEEA	Regional Executive Director	Senior Leader	Manager	Kaimahi
			subject to prior approval from Regional Finance Director or GM Commercial (whichever applies)						
p) Fees (international) (WBL business divisions) (out of cycle): To prescribe tuition fees payable by international learners ¹⁸ .	X	X	Yes, on recommendation from relevant WBL business division lead and subject to prior approval from Regional Finance Director or GM Commercial (whichever applies)	X	X	X	X	X	X
q) Fee Instalments: To accept instalments for the payment of any fee payable by a learner of Te Pūkenga.	Yes	X	Yes	X	X	Yes	Yes (limited to Finance Directors)	Yes (limited to Finance Managers)	Yes (limited to Credit Controllers)
r) Refunds (within policy): To approve refunds to learners, whether domestic	Yes	X	Yes	X	X	Yes	Yes (limited to Regional Finance)	Yes (as permitted under current)	Yes (as permitted under)

¹⁸ Delegation limited to out of cycle approvals. Tuition fees for both domestic and international learners that are proposed within the usual fee approval cycle remain subject to Council approval. This includes full or partial fee waivers at a programme or course level.



Matter being delegated

	Chief Financial Officer	Executive Leadership Team	DCE Ako Delivery	Chief People Officer	DCE LEEA	Regional Executive Director	Senior Leader	Manager	Kaimahi
or international, of all or any part of fees paid or to be paid to Te Pūkenga.							Directors or Academic Leads, or as otherwise permitted under current business division policy)	business division policy)	current business division policy)
s) Refunds (exceptional): To approve refunds to learners, whether domestic or international, of all or any part of fees paid or to be paid to Te Pūkenga.	Yes	X	Yes	X	X	Yes	Yes (limited to Regional Finance Director or Academic Leads)	X	X
t) Fee Waivers (exceptional): To approve one-off waivers of all or any part of fees paid or to be paid to Te Pūkenga by domestic or international learners. ¹⁹	Yes	X	Yes	X	X	Yes	Yes (limited to Regional Finance Director or Academic Leads)	X	X
Revenue (funding and contracts)									
u) Funding: Provide and allocate funding	Yes	X	Yes (subject to limits prescribed by CFO)	X	X	X	Yes (subject to limits prescribed by CFO)	X	X

¹⁹ For the avoidance of doubt, this is limited to one-off waivers for individual learners and includes waiving administration fees, waiving course re-sit fees, waiving the Compulsory Student Services Fee and pro-rata of course fees. This excludes full or partial fee waivers at a programme or course level, which are subject to the delegations for prescribing fees.



Matter being delegated

	Chief Financial Officer	Executive Leadership Team	DCE Ako Delivery	Chief People Officer	DCE LEEA	Regional Executive Director	Senior Leader	Manager	Kaimahi
v) Revenue Contracts: Approve revenue agreements (not being TEC funding agreement or a lease or licence of land or buildings) or contracts ²⁰	Yes	Yes	Yes	X	Yes, provided that national or international contracts relating to Learner and Employer Experience and Attraction must be jointly approved with the DCE Ako Delivery	Yes (for region only)	Up to \$20,000 (for region only and not where contracting with a national or regional partner)	Up to \$10,000 (limited to General Manager Commercial, for region only and not where contracting with a national or regional partner)	X
w) Approve TEC funding agreements	Yes	Yes (limited to DCE Academic Centre and Learning Systems)	X	X	X	X	X	X	X
Assets, leases and disposals									
x) Operating leases and licences, and other contracts relating to use of	Up to \$2 million	X	X	X	X	X	X	X	X

²⁰ The contract owner must ensure that Te Pūkenga delivers in accordance with the agreement and that invoices are issued in a timely manner. The agreement is subject to prior approval from Finance business partner.



Matter being delegated	Chief Financial Officer	Executive Leadership Team	DCE Ako Delivery	Chief People Officer	DCE LEEA	Regional Executive Director	Senior Leader	Manager	Kaimahi
land or buildings (either as grantor or grantee) ²¹									
y) Sale or disposal of land assets or interests in land ²²	Up to \$1 million	X	X	X	X	X	X	X	X
z) Sale, write-off or disposal of capital assets (not including leases and licences) ²³	Up to \$1 million	X	Up to \$500,000	X	X	Up to \$100,000	Up to \$100,000 (limited to Finance Directors)	Up to \$20,000 (limited to General Manager Commercial or business division Finance Managers)	X
Purchasing Cards									
aa) Issuing Purchasing-Cards or Credit Cards to kaimahi	Up to \$20,000	X	X	X	X	X	Up to \$5,000 (limited to Financial Reporting and Operations Director) Up to \$10,000 (limited to Regional	X	X

²¹ This delegation excludes short term room or location bookings, which may be approved in accordance with delegated authorities for revenue contracts (C1(o)).

²² Requires Te Pūkenga seek the approval of the Secretary of Education where the value of the asset exceeds the threshold amount for disposals of assets or interests in assets as determined by the Minister of Education pursuant section to 282(5) of the Education and Training Act 2020. The 'value' of the asset or interest may refer to the book value or sale/market value.

²³ Requires the approval of the Secretary of Education where the value of the assets exceeds the threshold amount for disposals of plant and equipment and financial assets as determined by the Minister of Education pursuant section to 282(5) of the Education and Training Act 2020. The 'value' of the asset may refer to the book value or sale/market value.



Matter being delegated	Chief Financial Officer	Executive Leadership Team	DCE Ako Delivery	Chief People Officer	DCE LEEA	Regional Executive Director	Senior Leader	Manager	Kaimahi
							Finance Directors)		
Other									
bb) Non-financial contracts and documentation ²⁴	Yes	Yes	(refer ELT)	(refer ELT)	(refer ELT)	Yes	Yes	X	X
cc) Independent Contractor Agreements / Contracts for Service	(refer ELT)	Up to \$500,000	(refer ELT)	(refer ELT)	(refer ELT)	Up to \$150,000	Up to \$100,000 (limited to Finance Directors)	X	X
dd) Bad Debt Write Off (per debtor) ²⁵	Up to \$250,000	X	X	X	X	X	Up to \$10,000 (limited to Finance Directors)	Up to \$1,000 (limited to Finance)	X
	C2: Operational								
a) To provide approved ²⁶ courses and programmes of study or training	X	X	Yes	X	X	Yes	X	X	X
b) To impose a limitation on the number of enrolments in any programme or course where necessary because of insufficient	X	X	Yes	X	X	Yes	X	X	X

²⁴ This includes Memorandums of Understanding (MOUs) and confidentiality agreements.

²⁵ Including write off of bad student debt.

²⁶ Approved by Te Poari Akoranga or delegated authority, NZQA and external validating bodies as required.



Matter being delegated

	Chief Financial Officer	Executive Leadership Team	DCE Ako Delivery	Chief People Officer	DCE LEEA	Regional Executive Director	Senior Leader	Manager	Kaimahi
kaimahi, accommodation, equipment, and for any other reason where it is necessary for the sound management of Te Pūkenga and its resources (including where there are insufficient work experience places available).									
c) To withdraw from offer a course or programme where enrolments fall short of that required for the efficient operation of the course or programme or for any other reason where this is necessary for the sound management of Te Pūkenga and its resources.	X	X	Yes	X	X	Yes	Yes (as determined by the —Regional Executive Director)	X	X
d) To determine the management policies of Te Pūkenga in relation to the management of its affairs and the implementation of its approved Investment Plan and Strategic Plan.	X	Yes	X	X	X	(can recommend to ELT)	X	X	X
e) To arrange for the manufacture of, and distribution (whether by way of sale or otherwise), any article or thing bearing a mark, symbol or writing that is associated with Te Pūkenga.	X	X	Yes	Yes	Yes	Yes	Yes (Director Marketing only)	X	X
f) To arrange for the provision of (whether by sale or otherwise) goods and services to kaimahi or	X	X	Yes (within limits prescribed by National	Yes (within limits prescribed	Yes (within limits prescribed	Yes (within limits prescribed by	Yes (within limits prescribed by	X	X



Matter being delegated		Chief Financial Officer	Executive Leadership Team	DCE Ako Delivery	Chief People Officer	DCE LEEA	Regional Executive Director	Senior Leader	Manager	Kaimahi
learners of Te Pūkenga or other persons using, or otherwise attending at, Te Pūkenga.				Expenditure Policy)	by National Expenditure Policy)	by National Expenditure Policy)	National Expenditure Policy)	National Expenditure Policy)		
g)	GST and Inland Revenue Payments No financial limit - as per compliance calculations.	Yes	X	X	X	X	X	Yes (Finance or PCW function only)	Yes (Finance or PCW function only)	X
h)	Fortnightly employee payroll No financial limit – must be authorised by two delegates	Yes	X	X	X	X	X	Yes (Finance or PCW function only)	Yes (Finance or PCW function only)	X
i)	Banking: Authorisation of internet banking transactions/batches Two signatories are required for each	Yes	X	X	X	X	X	Yes (Finance function only, or as otherwise authorised by CFO)	Yes (Finance function only, or as otherwise authorised by CFO)	Yes (Finance function only, or as otherwise authorised by CFO)
j)	Banking: Authorisation of treasury deposits schedule	Yes	X	X	X	X	X	Yes (Financial Reporting and Operations Director only)	X	X
		C3: Academic operational								
a)	Admit/ enrol learners (including withdrawal of learners where requested by the learner, or refusal of enrolment where the learner does not meet entry requirements)	X	X	Yes	X	X	Yes	Yes (limited to Enrolment kaimahi)	Yes (limited to Enrolment kaimahi)	Yes (limited to Enrolment kaimahi)



Matter being delegated

	Chief Financial Officer	Executive Leadership Team	DCE Ako Delivery	Chief People Officer	DCE LEEA	Regional Executive Director	Senior Leader	Manager	Kaimahi
b) Enter into learning agreements on behalf of Te Pūkenga with employers and learners (WBL business division)	X	X	Yes	X	X	Yes	Yes (limited to Enrolment kaimahi)	Yes (limited to Enrolment kaimahi)	Yes (limited to training advisors or sector advisors)
c) Refuse or cancel enrolment in specific circumstances (outside the circumstances noted in C3(a))	X	X	Yes	X	X	Yes	Yes (limited to Academic Leads)	X	X
d) Deal with learner disciplinary matters and impose penalties for learner misconduct (note that refusal or cancellation of enrolment due to disciplinary issues is subject to C3(c))	X	X	Yes	X	X	Yes	Yes (as permitted under business division policy)	Yes (as permitted under business division policy)	X
e) Grant formal awards	X	X	X	X	X	X	X	X	X
f) Grant non-formal awards	X	X	Yes	X	X	Yes	X	X	X
g) Enter into intra-group academic delivery agreements or other documentation (where both parties are business divisions of Te Pūkenga)	X	X	Yes	X	X	Yes	Yes (limited to Academic Leads)	X	X
h) Enter into learner placement agreements	X	X	Yes	X	X	Yes (but not where contracting on a national basis)	Yes (limited to Academic Leads, subject to operational expenditure delegation levels and not where	Yes (limited to Academic Leads, subject to operational expenditure delegation levels and not where	X



Matter being delegated

	Chief Financial Officer	Executive Leadership Team	DCE Ako Delivery	Chief People Officer	DCE LEEA	Regional Executive Director	Senior Leader	Manager	Kaimahi
							contracting on a national or regional basis)	contracting on a national or regional basis)	
	C4: Motor vehicles								
a) Purchase of motor vehicles ²⁷	All motor vehicles must be purchased via fleet management which is managed by the Finance and Property Function.								
	C5: Legal								
a) Sign deeds	All Deeds must be signed by 2 Council members OR by other Te Pūkenga personnel to who a power of attorney has been issued and the matter to which the Deed relates is within their delegated authority.								
b) Obtain legal advice outside Te Pūkenga	All external legal advice must be obtained through the Legal Function except for (a) sensitive employment law related advice which may be briefed directly by the Chief People Officer (or Regional Senior Leaders in the PCW Function) and (b) advice sought by the Chair of the Council which may be briefed directly by the Chief of Staff.								
c) Responses to any complaints or proceedings issued or notified by external authorities. 'External authorities' includes the Human Rights Commission, the Ombudsman, NZQA, the TEC, the Privacy Commission and any legal proceedings filed with a Court or other dispute resolution venue. This excludes	Requires prior consultation with the Legal Function and prior approval of Chief Executive. Any complaints or proceedings must be notified to the chief Executive promptly following receipt.								

²⁷ The specified authority applies to each individual vehicle.



Matter being delegated

	Chief Financial Officer	Executive Leadership Team	DCE Ako Delivery	Chief People Officer	DCE LEEA	Regional Executive Director	Senior Leader	Manager	Kaimahi
responses to WorkSafe (refer C11).									
d) Settlement of any legal dispute where Te Pūkenga agrees to pay a financial settlement to the complainant (excluding learner fee refunds and fee waivers, which are addressed in C1(s) and (u), and employment disputes which are addressed in C9(f) and (g))									
e) Enter into any agreement or arrangement with an iwi party or a Te Tiriti partner									
f) Enter into any agreement or arrangement with an entity that identifies as a Māori business on the NZBN Register or that otherwise has a strong Māori connection									
g) Enter into any agreement or arrangement that requires Te Pūkenga to engage with an external party on an exclusive basis.									
	C6: Administration								



Matter being delegated	Chief Financial Officer	Executive Leadership Team	DCE Ako Delivery	Chief People Officer	DCE LEEA	Regional Executive Director	Senior Leader	Manager	Kaimahi
a) Release information to media	All release of information to the media must be approved by the Communications Director.								
C7: Recruitment, Appointment and Replacement of Kaimahi²⁸									
a) Create a new position within reporting line	X	X	X	X	X	Yes, subject to prior consultation with People, Culture and Wellbeing Director (positions at business division level only)	X	X	X
b) Appoint Senior Leaders within reporting line	X	X	X	X	X	Yes (positions at business division level only)	X	X	X
c) Appoint kaimahi below Senior Leaders within reporting line	X	X	X	X	X	Yes (positions at business division level only)	Yes (positions at business division level only)	X	X
d) Replace a kaimahi member / fill a vacancy within reporting line	X	X	X	X	X	Yes, subject to prior consultation with People, Culture and Wellbeing Director	Yes, subject to prior consultation with People, Culture and	X	X

²⁸ This excludes independent contractors which are addressed in C1(dd) above.



Matter being delegated

	Chief Financial Officer	Executive Leadership Team	DCE Ako Delivery	Chief People Officer	DCE LEEA	Regional Executive Director	Senior Leader	Manager	Kaimahi
						(positions at business division level only)	Wellbeing Director (positions at business division level only)		
e) Engage a fixed term or temporary kaimahi member	(refer ELT)	Yes	(refer ELT)	(refer ELT)	(refer ELT)	Yes	Yes	Yes	X
f) Approve advertising and related recruitment costs	X	X	X	Up to \$1 million	X	X	Up to \$20,000 (PCW Function Only)	X	X
C8: Salaries, Conditions, Leave, Benefits and Other Payments									
a) Salary increases or Higher Duties Allowances for all roles below Senior Leader and within band ²⁹	(refer ELT)	Yes, subject to prior approval from Chief People Officer	(refer ELT)	Yes	(refer ELT)	Yes, subject to prior approval from People, Culture and Wellbeing Director (if within budget) or Chief People Officer (if outside budget)	Yes, subject to prior approval from People, Culture and Wellbeing Director (if within budget) or Chief People Officer (if outside budget)	X	X

²⁹ Delegation limited to salary increases outside the annual review cycle, and to those that are directly or indirectly below the approver within their reporting line. Must obtain prior approval from CPO.



Matter being delegated

	Chief Financial Officer	Executive Leadership Team	DCE Ako Delivery	Chief People Officer	DCE LEEA	Regional Executive Director	Senior Leader	Manager	Kaimahi
b) Salary increases or Higher Duties Allowances for all roles below Senior Leader outside band ³⁰ (in consultation with the PCW function)	(refer ELT)	Yes, subject to prior approval from Chief People Officer	(refer ELT)	(refer ELT)	(refer ELT)	Yes, subject to prior approval from People, Culture and Wellbeing Director (if within budget) or Chief People Officer (if outside budget)	X	X	X
c) Salary increases or High Duties Allowances for Senior Leaders ³¹	(refer ELT)	Yes	(refer ELT)	(refer ELT)	(refer ELT)	X	X	X	X
d) Salary increases or Higher Duties Allowances – for Regional Executive Directors and ELT	X	X	X	X	X	X	X	X	X
e) Discretionary Leave (paid leave in addition to policy and employment agreements) – no more than 5 days within their reporting line.	(refer ELT)	Yes	(refer ELT)	(refer ELT)	(refer ELT)	Yes	Yes	X	X
f) Annual leave buy-out – 5 days or less within their reporting line.	(refer ELT)	Yes	(refer ELT)	(refer ELT)	(refer ELT)	Yes	Yes	X	X
g) Annual leave buy-out – greater than 5 days within their reporting line.	(refer ELT)	Yes, subject to prior consultation with People, Culture and	(refer ELT)	(refer ELT)	(refer ELT)	Yes, subject to prior consultation with People, Culture and Wellbeing Director	Yes, subject to prior consultation with People, Culture and	X	X

³⁰ Delegation limited to salary increases outside the annual review cycle, and to those that are directly or indirectly below the approver within their reporting line. Must seek prior approval of CPO.

³¹ Delegation limited to salary increases outside the annual review cycle, and to those that are directly or indirectly below the approver within their reporting line. Must inform CPO.



Matter being delegated		Chief Financial Officer	Executive Leadership Team	DCE Ako Delivery	Chief People Officer	DCE LEEA	Regional Executive Director	Senior Leader	Manager	Kaimahi
			Wellbeing Director					Wellbeing Director		
h)	Leave in advance (no more than 10 days) within their reporting line.	(refer ELT)	Yes	(refer ELT)	(refer ELT)	(refer ELT)	Yes	Yes	Yes	X
i)	Leave without pay – 5 days or less within their reporting line.	(refer ELT)	Yes	(refer ELT)	(refer ELT)	(refer ELT)	Yes	Yes	Yes	X
j)	Leave without pay – greater than 5 days within their reporting line.	(refer ELT)	Yes, subject to prior consultation with People, Culture and Wellbeing Director	(refer ELT)	(refer ELT)	(refer ELT)	Yes, subject to prior consultation with People, Culture and Wellbeing Director	Yes, subject to prior consultation with People, Culture and Wellbeing Director	X	X
k)	Approve kaimahi leave (which has been accrued or to which the kaimahi is entitled)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	X
		C9: Disciplinary Actions, Suspensions and Settlement								
a)	Give verbal warning within their reporting line.	(refer ELT)	Yes	(refer ELT)	(refer ELT)	(refer ELT)	Yes	Yes	Yes	X
b)	Give first written warning within their reporting line.	(refer ELT)	Yes	(refer ELT)	(refer ELT)	(refer ELT)	Yes	Yes	X	X
c)	Give final written warning within their reporting line.	(refer ELT)	Yes, subject to prior consultation	(refer ELT)	(refer ELT)	(refer ELT)	Yes, subject to prior consultation with	Yes, subject to prior consultation	X	X



Matter being delegated

	Chief Financial Officer	Executive Leadership Team	DCE Ako Delivery	Chief People Officer	DCE LEEA	Regional Executive Director	Senior Leader	Manager	Kaimahi
		with People, Culture and Wellbeing Director				People, Culture and Wellbeing Director	with People, Culture and Wellbeing Director		
d) Suspend employee within their reporting line.	(refer ELT)	Yes, subject to prior consultation with People, Culture and Wellbeing Director	(refer ELT)	(refer ELT)	(refer ELT)	Yes, subject to prior consultation with People, Culture and Wellbeing Director	Yes, subject to prior consultation with People, Culture and Wellbeing Director	X	X
e) Terminate employment (dismissal) / offer downgraded position within their reporting line. (in consultation with relevant PCW Business Partner)	(refer ELT)	Yes, subject to prior consultation with Chief People Officer	(refer ELT)	(refer ELT)	(refer ELT)	Yes, subject to prior consultation with Chief People Officer	Yes, subject to prior consultation with Chief People Officer	X	X
f) Approve a financial settlement of a personal grievance or other employment dispute within their reporting line and financial delegation (in consultation with relevant PCW Business Partner)	(refer ELT)	Yes, subject to prior approval from Chief People Officer	(refer ELT)	(refer ELT)	(refer ELT)	Yes, subject to prior approval from Chief People Officer	X	X	X
g) Approve payments as part of an agreed severance or mediation over and above the contractual obligations contained in employment agreements ³²	(refer ELT)	Yes	(refer ELT)	(refer ELT)	(refer ELT)	Yes	Yes (PCW only)	Yes (PCW Only)	X

³² Must engage with Chief People Officer or appointed National / PCW lead as appropriate.



Matter being delegated

Chief Financial Officer	Executive Leadership Team	DCE Ako Delivery	Chief People Officer	DCE LEEA	Regional Executive Director	Senior Leader	Manager	Kaimahi
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C10: Employment agreements

a) Engage in Collective Bargaining ³³	X	X	X	Yes	X	X	Yes (limited to Industrial Relations Director only, with prior approval from Chief People Officer)	X	X
b) Changes in temporary (fixed-term) term template within their reporting line.	(refer ELT)	Yes (subject to PCW agreement)	(refer ELT)	(refer ELT)	(refer ELT)	Yes (subject to PCW agreement)	Yes (subject to PCW agreement)	Yes (subject to PCW agreement)	X
c) Changes to FTE and/or employment status within their reporting line.	(refer ELT)	Yes, provided that any changes to employment status require prior consultation with People, Culture and Wellbeing Director	(refer ELT)	(refer ELT)	(refer ELT)	Yes, provided that any changes to employment status require prior consultation with People, Culture and Wellbeing Director	Yes, provided that any changes to employment status require prior consultation with People, Culture and Wellbeing Director	Yes, provided that any changes to employment status require prior consultation with People, Culture and Wellbeing Director	X

³³ Must seek approval of Chief Executive before concluding agreement.



Matter being delegated

Chief Financial Officer	Executive Leadership Team	DCE Ako Delivery	Chief People Officer	DCE LEEA	Regional Executive Director	Senior Leader	Manager	Kaimahi
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C11: Wellbeing and Safety

a) Correspondence ³⁴ with regulators, other relevant Government agencies and interested parties about wellbeing and safety matters (including pastoral care) that are general low-risk matters	(refer ELT)	Yes, subject to prior approval from Wellbeing and Safety Director	(refer ELT)	(refer ELT)	(refer ELT)	Yes, subject to prior approval from Wellbeing and Safety Director and/or Regional Wellbeing and Safety Lead	Yes, subject to prior approval from Wellbeing and Safety Director and/or Regional Wellbeing and Safety Lead	Yes, subject to prior approval from Wellbeing and Safety Director and/or Regional Wellbeing and Safety Lead	Yes, subject to prior approval from Wellbeing and Safety Director and/or Regional Wellbeing and Safety Lead
b) Correspondence with regulators, other relevant Government agencies and interested parties about wellbeing and safety matters (including pastoral care) that are specific, medium to high-risk matters ³⁵	(refer ELT)	Yes, subject to prior approval from Wellbeing and Safety Director and/or Pastoral Care Code Lead	(refer ELT)	(refer ELT)	(refer ELT)	Yes, subject to prior approval from Wellbeing and Safety Director and/or Pastoral Care Code Lead	Yes, subject to prior approval from Wellbeing and Safety Director and/or Pastoral Care Code Lead	Yes, subject to prior approval from Wellbeing and Safety Director and/or Pastoral Care Code Lead	X

³⁴ 'Correspondence' includes written and verbal correspondence.

³⁵ For example, infringement notices, improvements notices, directive letters or requests for information. ELT and Legal should be consulted where appropriate on all matters arising under this category.



Matter being delegated	Chief Financial Officer	Executive Leadership Team	DCE Ako Delivery	Chief People Officer	DCE LEEA	Regional Executive Director	Senior Leader	Manager	Kaimahi
c) Correspondence with regulators, other relevant Government agencies and interested parties about wellbeing and safety matters (including pastoral care) relating to sanctions, prosecutions and enforceable undertakings ³⁶	X	X	X	Yes, subject to prior approval from Chief Executive	X	X	Yes (limited to Wellbeing and Safety Director), subject to prior approval from Chief Executive	X	X

³⁶ In addition to obtaining prior approval from the Chief Executive, Legal should be consulted on all matters arising under this category.



Kaupapa Here Mana Tāpae ā-Motu | National Delegations Policy

Mō wai me te whānuitanga | Audience and scope

This policy applies to:

- Council members
- Committees of Council
- Chief Executive
- all employees of Te Pūkenga, including contracted staff and secondees providing services for Te Pūkenga, and those on fixed-term contracts (collectively referred to as Kaimahi in this policy).

Mokamoka whakaaetanga | Approval details

Version number	5	Issue date	20 March 2024
Approval authority	Te Pūkenga Council	Date of approval	20 March 2024
Policy sponsor (has authority to make minor amendments)	Chief Financial Officer	Policy owner	Chief Executive
Contact person	Michelle Teirney	Date of next review	1 May 2025

Ngā whakatikatika | Amendment history

Version	Effective date	Created/reviewed by	Reason for review/comment
V1	1 April 2020		Initial version
V2	17 November 2022	Sinead Hart	Minor amendments to Schedule 5(e), (l) and (m) to ensure certainty around parameters of delegation during the interim phase
V3	1 January 2023	Sinead Hart	To align with the implementation of the new DCE structure at Te Pūkenga Central Office To update the document to reflect the position after dissolution of all ITP Subsidiaries and WBL
V4	1 July 2023	Michelle Teirney	To put in place a permanent delegation framework
V5	20 March 2024	Michelle Teirney	Minor amendments



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Kaupapa Here Mana Tāpae ā-Motu | National Delegations Policy

1. Kupu whakataki | Introduction

- 1.1. Te Pūkenga is a Crown Entity established under and governed by the Education and Training Act 2020 and the Crown Entities Act 2004. The Charter (as set out in Schedule 13 of the Education and Training Act 2020) sets out what Te Pūkenga must deliver in legislation and Te Pūkenga receives a Letter of Expectations from the Minister of Education, with which it must comply. As an educational institution, Te Pūkenga is also required to uphold academic freedom.
- 1.2. Council is the governing body of Te Pūkenga. All acts or things done in the name of, or on behalf of, Te Pūkenga with the authority of Council or the Chief Executive (or of a delegate) are to be treated as done by Te Pūkenga.
- 1.3. The duties and powers of Council are set out in sections 280 to 283 of the Education and Training Act 2020. The provisions that apply to delegations by Council are set out in sections 73 to 76 of the Crown Entities Act 2004¹.

2. Pūtake | Purpose

- 2.1. The purpose of this policy is to support accountability and responsibility in decision making across Te Pūkenga and confirm the scope of authority delegated by:
 - a) Council to its Committees and its Chief Executive, pursuant to section 73 of the Crown Entities Act 2004 and section 324 Education and Training Act 2020 in the context of Te Poari Akoranga; and
 - b) the Chief Executive to Kaimahi across Te Pūkenga, pursuant to section 74 of the Crown Entities Act 2004.
- 2.2. This policy sets out the parameters within which the Chief Executive must exercise its authority and the standard of oversight expected from the Chief Executive and management in relation to the exercise of sub-delegated authority across the organisational structure of Te Pūkenga.
- 2.3. The specific functions and powers delegated in accordance with this policy are set out in a separate Register of Standing Delegations.

3. Ngā Mātāpono | Principles

- 3.1. All delegations at Te Pūkenga flow from Council.

¹ These provisions apply because they are included in Part 2 of Schedule 4 of the Crown Entities Act, which sets out provisions of the Crown Entities Act 2004 that apply to Te Pūkenga and the Council.



- 3.2. Delegations may be standing or temporary.
- 3.3. Standing delegations confer authority on a position or positions to exercise functions or powers of a particular kind, as and when they arise (for example the power to incur expenses up to a budget limit). These delegations are ongoing and are delegations to the relevant position or positions within Te Pūkenga.
- 3.4. Temporary delegations may be required when there is a need to delegate powers or functions in relation to a specific matter, or between reviews of standing delegations. A temporary delegation may be made for any purpose; to any position; or to any persons. It is expected that temporary delegations would only be in place for as long as it takes to deal with the specific matter, or until the standing delegations can be updated. Where a temporary delegation is required, this may be done via a letter of delegation given by someone with authority to sub-delegate.

Standing delegations to Committees

- 3.5. Pursuant to section 73 of the Crown Entities Act 2004, Council delegates to each Committee of Council those powers and functions specified in Part A of the Register of Standing Delegations. Council may delegate authority to a Committee in relation to any additional matter by way of a resolution of Council to that effect.

Standing Delegations to the Chief Executive²

- 3.6. Pursuant to section 73 of the Crown Entities Act 2004, the Council delegates to the Chief Executive of Te Pūkenga all management powers and functions necessary for the operation of Te Pūkenga³. This includes consent to sub-delegate in the manner set out at paragraphs [5.1](#) to [5.6](#) below.

4. Te Whāititanga o tā te Kaiwhakahaere Mātāmua mana tāpae | Parameters of Chief Executive's standing delegations

- 4.1. What is necessary for the "operation of Te Pūkenga" is determined by reference to the strategic direction set by Council as documented in the current Investment Plan of Te Pūkenga and other strategic documentation (**Council's Direction**). The Chief Executive does not have any authority to undertake (or permit to be undertaken) any action or transaction that is not aligned with Council's Direction.
- 4.2. The Chief Executive does not have delegated authority in relation to:
 - a) any of the functions or powers specified in the Education and Training Act 2020 as not capable of delegation; and
 - b) any matter reserved for Council as set out in Appendix 1. This includes not having any authority to enter into:

² Delegations to the Chief Executive shall continue to have effect where: a) the Chief Executive is replaced by a new Chief Executive; or b) there is no Chief Executive for the time being, or the Chief Executive is absent from duty, as if made to the person for the time being acting in place of the Chief Executive.

³ This policy document should be read as a written notice to the Chief Executive for the purpose of section 73, Crown Entities Act 2004.



- i) any expenditure or capital commitment or arrangement exceeding the applicable annual budget for Te Pūkenga (except to the extent that Council expressly authorises the Chief Executive to do so);
- ii) any expenditure or capital commitment or arrangement exceeding any sub-limit as shown within the applicable annual budget for Te Pūkenga, in each case, unless the Council provides a separate express authority to do so; and
- iii) undertake and/or approve any action, transaction or activity where the Treasury Policy provides that the Council retains authority to approve that action, transaction or activity.

Consequence where a matter is not within the delegated authority of the Chief Executive

- 4.3. Where a matter is outside the parameters set for the Chief Executive, the matter must be referred to Council for decision making or to such Committee of Council as may have the delegated authority of Council in relation to the particular matter.
- 4.4. Any expenses relating to phone, internet or work from home needs that are outside of the Chief Executive's delegation should be approved in consultation with the Chair, and then reported to the next Council meeting.

Exercise of delegated authority

- 4.5. The Chief Executive must exercise their delegated authority in a manner that complies with all policies and procedures of Te Pūkenga and withstands internal and external scrutiny. In addition, the Chief Executive will:
 - a) keep the Chair informed of any matter within the parameters of their delegation which could have material ramifications for Te Pūkenga;
 - b) consult with the Chair in relation to the recruitment of any tier 2 kaimahi who will report directly to the Chief Executive;
 - c) seek approval from the Chair for any overseas travel by the Chief Executive; and
 - d) consult with the Chair if they are uncertain as to the scope of their delegated authority and take direction from the Chair prior to exercising the delegated authority.

5. Tō te Kaiwhakahaere Mātāmua Mana ki te Tāpae Mana | Authority of the Chief Executive to Sub-Delegate

Power to sub-delegate

- 5.1. The Chief Executive is authorised to sub-delegate to specific roles across Te Pūkenga pursuant to section 74 of the Crown Entities Act 2004. All delegates must act within the scope of their delegated authority and in a responsible manner.

Conflict of interest



- 5.2. Except with the prior written approval of Te Pūkenga Council, neither the Chief Executive nor any sub-delegate may exercise any delegated authority in relation to a matter where they have a conflict of interest.

Register of Standing Delegations

- 5.3. The Chief Executive is authorised to adopt a register of standing delegations in relation to positions within Te Pūkenga, rather than named individuals. If an individual moves from one position in the organisation to another position, the delegations relating to the initial position no longer apply to that individual. Any delegation to a specified role may also be exercised by the line manager for that role. This policy must be read in conjunction with the current register of standing delegations approved by the Chief Executive.

National versus regional scope of delegations

- 5.4. When sub-delegating to Regional Executive Directors, the Chief Executive will ensure that:
- a) the delegation relates only to the geographical and/or Business Division remit of their role noting that certain roles will have national scope;
 - b) the delegations to the Regional Executive Directors are sufficient for Te Pūkenga to meet its Charter requirement that regional representatives are to be empowered to make decisions about delivery and operations that are informed by local relationships and to make decisions that meet the needs of their communities (clause 3(b)).

Authority to amend or revoke standing delegations

- 5.5. The Chief Executive is authorised to amend or revoke any standing delegations from time to time (without recourse to Council) in so far as they relate to their sub-delegations where they consider this necessary to enhance the efficiency of Te Pūkenga operations or to reflect changes to the organisational structure.

Scope of sub-delegations

- 5.6. A delegate is authorised to take any action or sign any document within their delegated authority but subject to the following:
- a) Delegates must comply with any legal requirements and / or any applicable policies and procedures in relation to entry into the agreement / subject matter of the document (including adherence to conflicts of interest and procurement requirements).
 - b) All delegations and authorisations must promote efficiency and effectiveness and provide clear accountability.
 - c) The delegation must be exercised within the limits of the relevant approved budget and cost centre. Delegates must not approve expenditure for a cost centre for which they are not responsible, except with the prior written permission of the cost centre owner.
 - d) Delegates can further sub-delegate standing delegations where the Chief Executive (or their delegate) authorises this.



- e) Transactions must not be structured to attempt to avoid the financial limits set out in this policy (e.g. by splitting purchases over more than one purchase order, or multiple invoices for a purchase).

For the avoidance of doubt, delegations include the authority to take any other action necessary or desirable to give effect to the decision. For example, an authority to commit to expenditure includes an authority to make payment.

Breach of delegations

- 5.7. Kaimahi who breach this policy will be subject to disciplinary action. Any intentional breach may also lead to criminal charges.

Temporary delegated authorities

- 5.8. Temporary delegated authorities for leave or other purposes may be approved by the following persons:
 - a) Any temporary delegation of the Chief Executive's delegated authorities must be approved by the Chair.
 - b) Any temporary delegation of an Executive member's delegated authorities must be approved by the Chief Executive.
 - c) Any temporary delegation of any other kaimahi member's delegated authorities must be approved by the Executive member or Regional Executive Director to which they report.
- 5.9. Temporary delegated authorities will be subject to the following restrictions:
 - a) Temporary delegated authorities must be in the form of the Template Temporary Delegation Memo. The Memo should be addressed to the approver and must be signed personally by the delegator (electronic signatures may be used).
 - b) The authority may only be exercised for the purpose for which it is made.
 - c) All temporary delegated authorities will be made for a fixed period and, unless renewed, will automatically expire on the conclusion of that fixed period.
 - d) Kaimahi may grant temporary delegated authorities to kaimahi members at the same or higher delegated financial authority level, provided that kaimahi are not required to grant temporary delegated authorities to their line manager or Executive member within their reporting line.
 - e) The Chief Executive, Executive, Regional Executive Directors and Senior Leadership Team may grant temporary delegated authorities to kaimahi members at a lower delegated financial authority level. All other kaimahi may not grant temporary delegated authorities to kaimahi at a lower delegated financial authority level.



Interim working delegated authorities

- 5.10. From time to time, it may be necessary for kaimahi to grant interim working delegated authorities to kaimahi employed within business divisions, in order to facilitate approvals within IT platforms hosted by business divisions. In that circumstance, the delegator will remain responsible for the exercise of the authority and must approve any proposed actions within the relevant IT platform in writing.
- 5.11. Interim working delegated authorities must be approved by the Executive member or Regional Executive Director to which the delegator reports.
- 5.12. Interim working delegated authorities must be in the form of the Template Interim Working Delegation Memo. The Memo should be addressed to the approver and must be signed personally by the delegator (electronic signatures may be used).

Assurance in relation to exercise of sub-delegations

- 5.13. It is the responsibility of the Chief Executive and senior management to oversee the exercise of delegations under the standing delegations.
- 5.14. Those with delegated authority are accountable for their use of that delegated authority. Delegated Authority holders must comply with the standing delegations issued by the Chief Executive and all applicable policies and legislation. It is an expectation that those with delegated authority will have proper regard to any standards of accepted practice and the potential risks to Te Pūkenga as a result of each exercise of delegated authority and will seek appropriate advice where necessary and prior to using or committing delegated authority (including obtaining any advice to inform decision making such as human resources, legal and/or financial advice).
- 5.15. Line managers and/or cost centre owners are expected to:
 - a) monitor the exercise of delegations in their area.
 - b) take or recommend action where a delegate acts outside of their delegated authority or exercises that authority in a manner inconsistent with the policies and procedures of Te Pūkenga. Such conduct may be a breach of their employment agreement and may lead to disciplinary action. Any intentional breach may also lead to criminal charges.
- 5.16. Executive, Regional Executive Directors and the Senior Leadership Team are required to provide annual assurances that the policies of Te Pūkenga have been adhered to and financial controls exercised over the resources of the area for which they hold a budget. These assurances will form part of Te Pūkenga complying with its legislative compliance assurance requirements under the Public Finance Act 1989, or such other assurance as required by our external auditors.
- 5.17. The efficacy of register of standing delegations will be subject to monitoring by the Internal Audit Function in the Chief Executive's Office.



6. Ngā Haepapa | Responsibilities

Role	Responsibilities
Council	<ul style="list-style-type: none"> Remain responsible and accountable for the exercise of any delegated function or power May exercise a delegated power or function at any time Monitor the performance of their delegates Revoke any delegations granted at will
Committees of Council	Act in accordance with relevant Terms of Reference and within delegated authority set out in Part A of the Register of Standing Delegations
Chief Executive	<ul style="list-style-type: none"> Remain responsible and accountable for the exercise of any delegated function or power May exercise a delegated power or function at any time Monitor the performance of all delegates Revoke delegations at will
Kaimahi	Be aware of: <ul style="list-style-type: none"> Any functions and powers delegated to your role; The limits of your authority to act on behalf of Te Pūkenga; and The rules, policies and processes relevant to the exercise of your delegations

7. Ngā Tikanga | Definitions

Term	Definition
Committees	means such Committees as established by Council which, at the time of adopting this policy, include: Finance, Risk and Audit Committee, Wellbeing and Safety Committee, Appointment and Remuneration Committee
Executive	means the Deputy Chief Executives reporting directly to the Chief Executive, Chief Financial Officer, Chief Digital Officer, Chief People Officer and Chief of Staff
Kaimahi	employees of Te Pūkenga, including contracted staff and secondees providing services for Te Pūkenga, and those on fixed-term contracts
Regional Executive Directors	employees of Te Pūkenga who are appointed as a Regional Executive Director, Work Based Learning Director/Executive Director or Open Polytechnic Executive Director. For the avoidance of doubt, this also includes individuals appointed to the following roles: Interim Operations Lead, BCITO; Interim Operations Lead, SIT. All delegations are limited to the region/division for which their role has remit of responsibility



Senior Leadership Team	employees of Te Pūkenga who report into an Executive or to a Regional Executive Director as defined above
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8. [Ngā Hononga ki Tuhinga kē | Links to Other Documents](#)

<p>Ngā Kaupapa-Here e Hāngai ana Related policies</p> <p>Code of Conduct Conflicts of Interest Policy Koha Policy Procurement Policy Expenditure Policy</p>
<p>Ngā Tukanga me ngā Hātepe Processes, procedures</p> <p>Register of Standing Delegations Template Temporary Delegation Memo Template Interim Working Delegation Memo</p>
<p>Ture whai take Relevant legislation</p> <p>Education and Training Act 2020 Crown Entities Act 2004 Public Finance Act 1989</p>



Tāpirihanga Tahī | Appendix One – Ngā Take Mā te Kaunihera Anake | Matters
Reserved for Council

Matter	Requirements
Governance	
Govern Te Pūkenga (including, without limitation, approval of the Statement of Intent and Statement of Performance Expectations)	<p>In accordance with the Education and Training Act 2020, the Crown Entities Act 2004 and all relevant legislation, having regard to the Investment Plan, the Charter and the long-term strategic direction set by Council</p> <p>Approval of Statement of Intent and Statement of Performance Expectations is subject to engaging with Council’s Advisory Committees in accordance with the requirements of the Education and Training Act 2020</p>
Approve the long-term strategic direction and Investment Plan of Te Pūkenga	<p>Engaging with Council’s Advisory Committees in accordance with the requirements of the Education and Training Act 2020</p> <p>Following interrogation and endorsement of the Finance, Risk and Audit Committee</p>
Approve the budget	Following interrogation and endorsement of the Finance, Risk and Audit Committee
Approve the Annual Report and quarterly report	Following interrogation and endorsement of the Finance, Risk and Audit Committee
Appoint / reappoint or remove the Chief Executive	On the recommendation of the Appointment and Remuneration Committee
Monitor and evaluate the Chief Executive’s performance	On the recommendation of the Appointment and Remuneration Committee and or any other feedback received from stakeholders
Set the parameters of delegated authority vested in the Chief Executive	
Recommend to the Minister that a member of Council be removed from office	
Determine Council’s annual work plan and all other matters necessary to support the business of Council	
Manage disclosures of interest from Council	In a manner that complies with the Education and Training Act 2020



Matter	Requirements
Appoint, alter, discharge and reconstitute committees of Council and delegate authority of Council to such committees.	In a manner consistent with the requirements of the Education and Training Act 2020 which requires Council engage with its Advisory Committees on matters relating to strategic direction
Attend to all matters required by Te Pūkenga as a shareholder under the Companies Act 1993 including the incorporation of any new subsidiary or controlled entity or the winding up of any existing entity.	Note: with authority delegated to the Appointment and Remuneration Committee in relation to the appointment of Directors to subsidiaries and Trustees to Trusts where Te Pūkenga has a power of appointment
Academic	
Establish an Academic Board and consider advice from the Academic Board (Te Poari Akoranga)	In accordance with the Education and Training Act 2020 (particularly section 324)
Grant (and rescind) qualifications and awards or delegate the manner in which qualifications and awards are to be granted.	Delegated to Te Poari Akoranga
Finance and Contracts	
<p>Approve any matter not within the delegated authority of the Chief Executive including approving any of the matters set out in section 282(4) of the Education and Training Act 2020 unless one of the exceptions set out section 282(5) applies. The matters set out in section 282(4) are as follows:</p> <ul style="list-style-type: none"> i. selling or otherwise disposing of property assets (land and buildings) or interests in property assets; or ii. mortgaging or otherwise charging assets or interests in assets; or iii. granting leases of land or buildings or parts of buildings; or iv. borrowing, issuing debentures or otherwise raising money 	<p>Must have regard to the thresholds determined by section 282(5) of the Education and Training Act 2020 which relates to the ability to:</p> <ul style="list-style-type: none"> v. sell or otherwise dispose of property assets (land and buildings) or interests in property assets; or vi. mortgage or otherwise charge assets or interests in assets; or vii. grant leases of land or buildings or parts of buildings where the relevant statutory thresholds are exceeded; or viii. borrow, issue debentures or otherwise raise money
Authorising capital expenditure and related contracts where the value of the expenditure exceeds \$5 million over the entire term of the proposed expenditure or contract.	Having regard to any recommendations from the Finance, Risk and Audit Committee
Approve the level of insurance coverage	Following the interrogation by and recommendation of the Finance, Risk and Audit Committee
Approve format of the common seal of Te Pūkenga	



Matter	Requirements
Subject to a valid Power of Attorney being issued by Council to a relevant delegated authority holder, execution of any deeds (which requires the signature of at least 2 members of Council)	



Pūrongo Te Poari Akoranga | The Academic Board report

29 April 2024

Title	Te Poari Akoranga Terms of Reference April 2024
Provided by	Deborah Young and Kieran Hewitson, co-chairs of Te Poari Akoranga
Author	Louise Courtney, Governance Advisor
For	Recommendation to Council

Te Taunaki | Recommendation(s)

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

a.	Receive the report titled 'Te Poari Akoranga Terms of Reference April 2024';
b.	Recommend to Council to approve the amended Te Poari Akoranga Terms of Reference;
c.	Note that amendments have been made due to changes in the Executive Leadership Team and to align the draft Academic Delegations Register; and
d.	Note that specific Māori membership has been removed due to uncertainty in the timeframe for the disestablishment of Te Pūkenga. Te Poari Akoranga can co-opt members if there is a need to ensure diversity of representation.

Te Tāhuhu Kōrero | Background

The current Terms of Reference (TORs) for Te Poari Akoranga were approved by Council at its meeting of 8 February 2024. Subsequently, there have been some changes to the composition of the executive team, with Gus Gilmore appointed as Chief Executive and his previous role as Deputy Chief Executive Ako Delivery not being replaced, and the departure of Andrew McSweeney.

Te pūtake o tēnei pūrongo | Purpose of this report

The purpose of this report is for Te Poari Akoranga to review the proposed amendments to the Terms of Reference for Te Poari Akoranga so that it can recommend these to Te Pūkenga Council for approval.

Ngā Kōwhiringa me Te Tātaringa | Options and analysis

Executive membership

The on-going process towards the disestablishment of Te Pūkenga has led to a restructure of the Executive Leadership Team (ELT) which is now referred to as the Transition Leadership Team (TLT). The current TORs for Te Poari contain three named executive roles, plus the Chief Executive, as required under the Education and Training Act. There is a risk that as Te Pūkenga continues towards disestablishment, more roles will be vacated and not replaced, or disestablished, and membership of Te Poari will be compromised as a result.



Pūrongo Te Poari Akoranga | The Academic Board report

The proposed changes to the TORs allow for changes in leadership structure while ensuring leadership is still represented on Te Poari. This aims to mitigate the need for further changes to the TORs in the event further roles are disestablished, or senior leaders resign, being mindful that co-option can be utilised to manage capacity and representation on the board.

These changes replace the three roles of Pouranga Ako | DCE Ako Delivery, Pourangi Hua Tiriti | Deputy Chief Executive Tiriti Outcomes, and Pourangi Ākonga me to Ahumahi | DCE Learner and Employer Experience and Attraction with one other member of the Transition Leadership Team.

Kaimahi and Ākonga Māori representatives

Under the current TORs, the Interim Māori Advisory Committee (Komiti Māori) will nominate one kaimahi Māori and one ākonga Māori as members of Te Poari Akoranga.

At its meeting of 19 April 2024, Komiti Māori discussed the process for nominating these members. Due to the uncertainty in the timeframe for the disestablishment of Te Pūkenga, Komiti Māori felt that engaging in a process to find suitable candidates would not be the best use of resources at this time. Therefore, staff recommend that the roles be removed from the TORs and that Te Poari consider co-option to fill any gaps in representation and skillset if required.

Staff are confident that the current members provide a good representation of Te Pūkenga network, including region-specific representatives, as well as consistency through the co-chairs from each of the ohu whakahaere | subcommittees, all of whom were members of Te Poari prior to the changes to the TORs in February.

Granting awards of Te Pūkenga

The current TORs state in section 2. (f) that one purpose of Te Poari Akoranga is to grant awards of Te Pūkenga. However, during research to create a draft Academic Delegations Register, this was found to be a delegation to the Chief Executive that cannot be sub-delegated. Therefore, staff recommend that this purpose be removed from the TORs.

Te Pae Tawhiti | Te Tiriti o Waitangi Excellence Framework

The TORs include the following statement in the Purpose/Scope which supports Te Pae Tawhiti:

(h) In completing these functions, Te Poari Akoranga will be cognisant of Te Pae Tawhiti Te Tiriti o Waitangi Excellence Framework 2020-2025 and will use it as a tool to assist in making decisions when exercising these powers.

Ōritetanga me te Angitu Ākonga | Equity Impact and Ākonga Success

Membership of Te Poari Akoranga should reflect a broad skills-based approach and the appointment of members will be based on the following core criteria:

- Commitment to educational quality and learner achievement;
- Commitment to ōritetanga and the success of learners who are under-served by the education system (with a specific focus on Māori learners, Pacific learners, learners with disabilities, adult and second-chance learners and youth);



Pūrongo Te Poari Akoranga | The Academic Board report

In addition, the following specialist criteria relevant to equity impact and ākonga success may be applied when appointing members:

- Demonstrated knowledge and experience, and a commitment to Mātauranga Māori;
- Demonstrated knowledge and experience in addressing inequities in tertiary education provision related to gender, sexuality, age, disability, and ethnicity.

Pānga ki Ngā Ākonga/Kaitukumahi | Employer Impact

The following specialist criteria relevant to employers may be applied when appointing members:

- 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.

Te Uiuinga Whānui | Engagement/consultation

Group engaged with	Level of engagement ¹	Commentary
Te Poari Akoranga	Collaborate	The Co-Chairs of Te Poari Akoranga has been involved in drafting subsequent changes.
Interim Māori Advisory Committee	Collaborate	The Interim Māori Advisory Committee felt that engaging in a process to find suitable ākonga Māori and kaimahi Māori candidates would not be the best use of resources at this time but suggested that the nominations for a kaimahi Māori and an ākonga Māori could be sought from the Interim Kaimahi and Interim Learner Advisory Committees instead.

Te tirohanga taha pūtea | Financial considerations

There are no financial impacts of the proposed changes to the TORs.

Te Ahunga Ki Mua | Next steps

If Te Poari Akoranga supports the proposed changes, staff will ensure that the Legal team review the amended TORs before being approved by Council its May meeting.

¹ Inform, Consult, Collaborate, Partner, Empower. Refer [Engagement Summary 110619 \(tearawhiti.govt.nz\)](https://tearawhiti.govt.nz) for guidance. Engagement may be required at different levels for different stakeholder groups.



Pūrongo Te Poari Akoranga | The Academic Board report

Ngā Tāpiritanga | Appendices

Appendix 1: Proposed new Terms of Reference for Te Poari Akoranga (marked up)

Appendix 2: Proposed new TORs (clean)



Te Pūkenga Poari Akoranga (Academic Board)

Terms of Reference

1. Whakapapa | Background

- (a) Under Section 324(2) of the Education and Training Act 2020 (the Act), the Council of Te Pūkenga—New Zealand Institute of Skills and Technology (Te Pūkenga Council) must establish an academic board to:
 - i) advise it on matters relating to work-based learning, courses of study or training, awards, and other academic matters; and
 - ii) exercise powers delegated to it by the Council.

This academic board is referred to in these Terms of Reference as Te Poari Akoranga¹ (Te Poari).

- (b) The Council may not make any decision or statute in respect of any academic matter referred to in section 1. (a) unless it has requested the advice of Te Poari Akoranga and considered any advice given by Te Poari Akoranga.

2. Te Tikanga | Purpose / Scope

- (a) Give effect to Te Tiriti o Waitangi and the Charter of Te Pūkenga in a way that is guided by the values of Te Pūkenga:
 - i) **Manawa nui** We reach out and welcome in
 - ii) **Manawa roa** We learn and achieve together
 - iii) **Manawa ora** We strengthen and grow the whole person
- (b) Fulfil the primary function of providing assurance and confidence in the network of provision.
- (c) Provide assurance and confidence that all relevant legislation and educational requirements are adhered to as they apply to teaching, learning and research.
- (d) Provide assurance and confidence that Mātauranga Māori is applied throughout all packages of learning developed and delivered by Te Pūkenga. and that appropriate co-development has happened with Iwi, hapū or Māori organisations in the construction of packages of learning.
- (e) Receive advice and evidence (real time and retrospective) from ohu whakahaere, and other relevant sources, to ensure:
 - i) a purposeful and responsive mix of provision matched to need, with a relentless focus on equity, access, and participation to support a culture of equity and diversity where all learners are included and valued;

¹ The importance of seeking an appropriate name for the academic board that reflects a holistic and inclusive approach consistent with the intent of Te Pūkenga charter has been recognised. Poari is the decision-making body of an organisation; Akoranga is all encompassing, referring to learning, subject, discipline, profession, school, educational course, academic programme, academic course, teaching, class, and lesson and includes circumstances of learning, time of learning and place of learning.



- ii) holistic selection policies promote and facilitate academic equity for learners from under-represented groups, who have the potential to succeed academically, and who have applied via the application process; and
- iii) prioritised accessible support that acknowledges barriers and actively encourages learners and their whānau to participate and engage, for learners to achieve academic equity.

~~(f) Grant awards of Te Pūkenga.~~

~~(g)(f)~~ Ensure academic policies, procedures and frameworks are fit for purpose

~~(h)(g)~~ In completing these functions, Te Poari Akoranga will be cognisant of [Te Pae Tawhiti Te Tiriti o Waitangi Excellence Framework 2022-2023](#) and will use it as a tool to assist in making decisions when exercising these powers.

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3. Powers and Authority

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

Ref	Subject	Description	Objective	Power to Sub-Delegate?
1.	Academic Policies, procedures and framework	To determine policies and operating procedures of Te Pūkenga in relation to learners and academic matters.	Provide assurance and confidence that the quality and academic infrastructure, including policies, procedures and frameworks, are fit for purpose; and approve academic direction, statutes and practices to be applied throughout the organisation to ensure the goals of Te Pūkenga, as set by Council having regard to the Charter and Minister's expectations, are met and continuous improvement is achieved and sustained.	No
2.	Courses/ Programmes of Study (including work-based learning programmes)	To approve new courses and programmes, review and approve changes to existing courses and programmes, and approve the withdrawal/closure or suspension of existing courses or programmes. To seek approval/accreditation of programmes by external bodies.	Provide and facilitate strategic direction and thought leadership on a range of education matters, including innovation, teaching and learning, and applied research and scholarship, with oversight of funding allocation, planning and ethics	Yes (limited to ohu whakahaere)
3.	Courses/ Programmes of Study (including work-based learning)	To approve variations to an individual learner's course/programme of study outside programme regulations.	Provide assurance and confidence: <ul style="list-style-type: none"> a. of the effectiveness of teaching, learning and research within the organisation with a focus on outcomes. b. that work-based learning is applied throughout packages of 	Yes

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Ref	Subject	Description	Objective	Power to Sub-Delegate?
			learning developed and delivered by Te Pūkenga (where relevant), contribute to a partnership approach to policies and decisions affecting work-based learning and create space for employers.	
4.	Quality Assurance	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.	As above	Yes
5.	Assessment	To approve and release learner results and recognise credit for assessment (including assessment of prior learning) in accordance with approved academic regulations.	Establish and provide assurance and confidence that ohu whakahaere, (national subcommittees of Te Poari Akoranga) strengthen academic leadership in key areas of focus.	Yes
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.	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 best practice (Charter, Schedule 13 of the Act)	Yes
7.	Ohu whakahaere: Sub-Committees	To establish any ohu whakahaere (sub-committees) as are deemed necessary for the efficient and effective operation of Te Poari Akoranga and to make appointments to the same.	Establish and provide assurance and confidence that ohu whakahaere, (national subcommittees of Te Poari Akoranga) strengthen academic leadership in key areas of focus.	No
8.	Incidental	To do anything incidental to the exercise of any of the powers or functions delegated by the Council to the Academic Board.	The Council delegates to Te Poari Akoranga "matters relating to work-based learning, courses of study or training, awards, and other academic matters", to "exercise powers delegated to it by the council." (Section 324 (2) of the Act)	No

(b) In line with the powers to sub-delegate in the table above, from time to time, Te Poari Akoranga 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;

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- ii) Minor changes to academic procedures, within academic policy, are sub-delegated to the Chair, Ohu Whakahaere Academic Quality;
 - iii) Major decisions made by the body receiving the sub-delegation are reported to Te Poari Akoranga.
 - iv) All formal sub-delegations will be included in the Academic Delegations Register which will be updated each time a power is sub-delegated.
- (c) All media and public comment should be considered in consultation with Te Pūkenga Council.
- (d) Any official information requests to Te Poari should be directed to the OIA team of Te Pūkenga.

4. Mematanga | Membership, Appointments and Eligibility Criteria

- (a) Under Section 324(2) of the Act, the Council must establish an academic board consisting of its chief executive and members of the staff and students of Te Pūkenga.
- (b) Appointments to Te Poari Akoranga will be made by the Council following input, advice and direction of the Māori Advisory Committee. Appointments will comprise the following:
- i) ~~Pourangi Ako | DCE Ako Delivery or delegate (Co-Chair)~~
 - ii) ~~Ako Excellence Director (Co-Chair)~~
 - iii) ~~Tumuaki | Chief Executive of Te Pūkenga or delegate (Co-Chair)~~
 - iv) ~~Pourangi Hua Tiriti | Deputy Chief Executive Tiriti Outcomes or delegate~~
 - v) ~~Pourangi Ākonga me te Ahumahi | DCE Learner and Employer Experience and Attraction or delegate~~
 - iii) One other member of the Transition Leadership Team, or delegate
 - iv) ~~One Chair / Co-Chair from each of Ngā Ohu Whakahaere outlined in section 5. (four total)~~
 - v) ~~One Business Division Academic Committee Chair (or delegate) per region (four total)~~
 - viii) ~~One ākonga Māori nominated by the Interim Māori Advisory Committee of Te Pūkenga~~
 - ix) ~~One kaimahi Māori nominated by the Interim Māori Advisory Committee of Te Pūkenga~~
 - vi) ~~One enrolled learner nominated by (but not necessarily a member of) the Interim Learner Advisory Committee of Te Pūkenga~~
 - vii) ~~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).~~
- (c) Membership should reflect a broad skills-based approach and the appointment of members will be based on the following core criteria:
- i) Commitment to educational quality and learner achievement;



- ii) Commitment to ōritetanga and the success of learners who are under-served by the education system (with a specific focus on Māori learners, Pacific learners, learners with disabilities, adult and second-chance learners and youth);
 - iii) Ability to apply both a local and global view to academic issues.
- (d) 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.
- (e) Ex-officio members are appointed to Te Poari Akoranga until they no longer hold the role specified in Section 4 (b).
- (f) Members who are not appointed ex-officio, will be appointed for up to two years, with the option of renewal for one further year, to be made by the Council. Membership of Te Poari Akoranga may be revoked by either Te Pūkenga Council or the appointed member at any time by giving four weeks' written notice in writing.
- i) These members may resign from the Committee at any time by notifying the Chair with a copy to the Council Secretary.
 - ii) A member's appointment may be terminated at any time for good reason by Te Pūkenga Council Chair. Good reason includes, but is not limited to, failure to attend more than two consecutive Te Poari hui (without informing the Chair), and failure to act in accordance with the Code of Conduct.

5. Ngā ohu whakahaere o te Poari Akoranga | Subcommittees of the Academic Board

- (a) Te Poari Akoranga has established the following ohu whakahaere to focus on:
- i) **Academic Quality**, to:
 - a. provide leadership in academic evaluation and quality assurance; and
 - b. ensure quality improvement by overseeing and monitoring the consistent application of the academic quality assurance system, including developing and recommending to Te Poari Akoranga approval of policies and operating procedures.



- ii) **Appeals, to:**
 - a. receive unresolved learner complaints or appeals that have already been determined (in line with relevant appeals policies and processes);
 - b. support the resolution, settlement and/or withdrawal of such unresolved complaints or appeals; and
 - c. if necessary, make recommendations about policies, procedures, or the provision of services.
 - iii) **Approvals, to:**
 - a. develop and direct a purposeful and responsive mix of provision matched to need, with a relentless focus on equity, access, and participation to support a culture of equity and diversity where all learners and their whānau are included and valued; and
 - b. recommend to Te Poari Akoranga the approval of education and training packages (for example, programmes of study, training schemes and micro-credentials, or equivalent), and associated changes in accordance with approved delegations.
 - iv) **Rangahau, Research and Postgraduate, to:**
 - a. support, monitor and lead rangahau Māori, research and innovation activity;
 - b. help determine and support the strategic directions and approaches for rangahau Māori, research and postgraduate provision;
 - c. provide oversight of rangahau Māori and research planning, funding and ethics.
- (b) Each ohu whakahaere will consist of members drawn from across the organisation, or within the business divisions for Academic Committees with relevant, demonstrated skills and experience. Appointments to each ohu whakahaere will be made by Te Poari Akoranga in accordance with the terms of reference for the ohu, reflecting the value of appropriate geographical spread of representation.
- (c) Ngā Ohu Whakahaere hui will be conducted according to a schedule agreed on by Te Poari Akoranga, appropriate to its tasks and sub-delegations. Where sub-delegations are in place, hui will be conducted under LGOIMA rules outlined in section 6. (f).
- (d) Each ohu whakahaere will report to Te Poari Akoranga using Te Poari's agenda framework on any sub-delegations that have been exercised and the strategic and key issues that most concern Te Poari Akoranga.

6. Kōrama | Quorum and Hui | Meetings

- (a) A quorum shall consist of a majority of Te Poari members. No business shall be transacted at a meeting in the absence of a quorum.
- (b) Te Poari Akoranga will meet at least six times per 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 Poari may also need to meet on an ad hoc basis to consider approvals requested and/or relevant matters. Accordingly, additional meetings may be held if determined necessary by the Chair.
- iii) Hui dates will be set annually by the Council Secretary to align with other meetings on Te Pūkenga Governance calendar, and in consultation with members of Te Poari.
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 - 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.
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- (f) 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 Poari Akoranga has delegated authority to make decisions on behalf of Te Pūkenga as outlined in Section 3, the following local authority meeting rules apply:
 - i) Hui are required to be open to the public unless Te Poari Akoranga 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 Poari Akoranga 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 Poari Akoranga relating to that hui, excluding reports that the Tumuaki | Chief Executive reasonably expects the hui to discuss with the public excluded.
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 - a. Te Poari Akoranga 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 Poari; 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 Poari hui (except parts of a hui from which the public was excluded).

7. Responsibilities and duties

- (a) To exercise its powers and duties and oversee the areas outlined in section 3, Te Poari Akoranga members shall:
 - i) Review any papers prepared for Te Poari, 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 Poari and use professional perspectives to undertake analysis or prepare advice as required.
 - iii) Contribute to the development of a forward work programme for Te Poari.
 - iv) Maintain a broad knowledge of the issues and interests that relate to the operations of Te Poari.
 - 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 Poari Akoranga shall:
 - i) consult with members to draft a forward work programme for Te Poari, for agreement with Te Pūkenga Council 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 Poari, 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 Pūkenga Council 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 Pūkenga Council; and
- (c) Members are required to declare any actual or perceived interests as per national policy and procedures. [Conflicts of Interest Policy](#)



8. Fees and allowances

- (a) No additional fees will be paid to employees of Te Pūkenga for their participation in Te Poari Akoranga as hui are anticipated to occur during normal working hours. Expenses related to Te Poari Akoranga should be included in each employee's usual expense cost centre.
- (b) For learner members of Te Poari Akoranga, fees will be set by Te Pūkenga Council and will be within Group 4 (All Other Committees and Other Bodies) of the Cabinet Office Fees Framework.
 - i) The level within this category is determined by skills, knowledge and experience required for members; function, level and scope of authority; complexity of issues; and public interest and profile. Te Poari Akoranga has been determined to be at Level 3 and as a result, a daily rate of \$435 will apply.
 - ii) The daily fee applies to all mahi, including that performed outside of hui (e.g. preparation, representing the board at other forums, or administrative mahi) that is required for the body to carry out its role.
 - iii) It is expected that a working day is about eight hours, and the daily fee is calculated on this basis. Work for longer than eight hours in one day will not attract an extra payment, unless the combination of travel and mahi is frequently longer than eight hours.
 - iv) Hourly pro-rata rates may apply and will be calculated by dividing the daily rate by 8 and multiplying by the number of hours worked.
 - v) Where a total of six hours is worked in one day, a daily fee may be paid. It is accepted that it may not be possible for a member having worked six hours in one day on business related to Te Poari Akoranga to return to other paid mahi. Where a member spends time, for example one evening, preparing for a hui the next day, if the preparation and hui time combined were between 6 and 8 hours, then one daily fee would be paid for the combined preparation and hui time.
 - vi) Mahi other than preparation for hui must be approved and minuted by Te Poari before it is undertaken. Individual members should not be in a position where they could be considered to be setting their own work programmes without the endorsement of the body.
 - vii) This fee will be reviewed annually, and within three months of an update to the Cabinet Office Fees Framework.
 - viii) Fees will be paid through Te Pūkenga payroll in arrears. This will be included in the next fortnightly pay cycle following each meeting. If a member wishes to arrange to invoice Te Pūkenga for their fees (rather than receive these via payroll), the invoice must be submitted before the end of the month in which the meeting occurs, for payment by the 20th of the following month.
 - ix) Learner members may claim reimbursement for out-of-pocket taxi, mileage or parking expenses and any expenses actually and reasonably incurred when travelling on Te Pūkenga business in accordance with Te Pūkenga policy. The standard should be modest and appropriately reflect public sector norms. [National Expenditure Policy](#)



9. Pūrongo | Reporting obligations

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

10. Accountability

Te Poari Akoranga shall:

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

11. 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 the Council.

Approved by the Council of Te Pūkenga on ~~8 February 2024~~ **9 May 2024**

Sue McCormack

Acting Council Chair



Te Pūkenga Poari Akoranga (Academic Board)

Terms of Reference

1. Whakapapa | Background

- (a) Under Section 324(2) of the Education and Training Act 2020 (the Act), the Council of Te Pūkenga—New Zealand Institute of Skills and Technology (Te Pūkenga Council) must establish an academic board to:
 - i) advise it on matters relating to work-based learning, courses of study or training, awards, and other academic matters; and
 - ii) exercise powers delegated to it by the Council.

This academic board is referred to in these Terms of Reference as Te Poari Akoranga¹ (Te Poari).

- (b) The Council may not make any decision or statute in respect of any academic matter referred to in section 1. (a) unless it has requested the advice of Te Poari Akoranga and considered any advice given by Te Poari Akoranga.

2. Te Tikanga | Purpose / Scope

- (a) Give effect to Te Tiriti o Waitangi and the Charter of Te Pūkenga in a way that is guided by the values of Te Pūkenga:
 - i) **Manawa nui** We reach out and welcome in
 - ii) **Manawa roa** We learn and achieve together
 - iii) **Manawa ora** We strengthen and grow the whole person
- (b) Fulfil the primary function of providing assurance and confidence in the network of provision.
- (c) Provide assurance and confidence that all relevant legislation and educational requirements are adhered to as they apply to teaching, learning and research.
- (d) Provide assurance and confidence that Mātauranga Māori is applied throughout all packages of learning developed and delivered by Te Pūkenga. and that appropriate co-development has happened with Iwi, hapū or Māori organisations in the construction of packages of learning.
- (e) Receive advice and evidence (real time and retrospective) from ohu whakahaere, and other relevant sources, to ensure:
 - i) a purposeful and responsive mix of provision matched to need, with a relentless focus on equity, access, and participation to support a culture of equity and diversity where all learners are included and valued;

¹ The importance of seeking an appropriate name for the academic board that reflects a holistic and inclusive approach consistent with the intent of Te Pūkenga charter has been recognised. Poari is the decision-making body of an organisation; Akoranga is all encompassing, referring to learning, subject, discipline, profession, school, educational course, academic programme, academic course, teaching, class, and lesson and includes circumstances of learning, time of learning and place of learning.



- ii) holistic selection policies promote and facilitate academic equity for learners from under-represented groups, who have the potential to succeed academically, and who have applied via the application process; and
 - iii) prioritised accessible support that acknowledges barriers and actively encourages learners and their whānau to participate and engage, for learners to achieve academic equity.
- (f) Ensure academic policies, procedures and frameworks are fit for purpose
- (g) In completing these functions, Te Poari Akoranga will be cognisant of [Te Pae Tawhiti Te Tiriti o Waitangi Excellence Framework 2022-2023](#) and will use it as a tool to assist in making decisions when exercising these powers.

3. Powers and Authority

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

Ref	Subject	Description	Objective	Power to Sub-Delegate?
1.	Academic Policies, procedures and framework	To determine policies and operating procedures of Te Pūkenga in relation to learners and academic matters.	Provide assurance and confidence that the quality and academic infrastructure, including policies, procedures and frameworks, are fit for purpose; and approve academic direction, statutes and practices to be applied throughout the organisation to ensure the goals of Te Pūkenga, as set by Council having regard to the Charter and Minister's expectations, are met and continuous improvement is achieved and sustained.	No
2.	Courses/ Programmes of Study (including work-based learning programmes)	To approve new courses and programmes, review and approve changes to existing courses and programmes, and approve the withdrawal/closure or suspension of existing courses or programmes. To seek approval/accreditation of programmes by external bodies.	Provide and facilitate strategic direction and thought leadership on a range of education matters, including innovation, teaching and learning, and applied research and scholarship, with oversight of funding allocation, planning and ethics	Yes (limited to ohu whakahaere)
3.	Courses/ Programmes of Study (including work-based learning)	To approve variations to an individual learner's course/programme of study outside programme regulations.	Provide assurance and confidence: <ul style="list-style-type: none"> a. of the effectiveness of teaching, learning and research within the organisation with a focus on outcomes. b. that work-based learning is applied throughout packages of learning developed and delivered by Te Pūkenga (where relevant), contribute to 	Yes

Ref	Subject	Description	Objective	Power to Sub-Delegate?
			a partnership approach to policies and decisions affecting work-based learning and create space for employers.	
4.	Quality Assurance	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.	As above	Yes
5.	Assessment	To approve and release learner results and recognise credit for assessment (including assessment of prior learning) in accordance with approved academic regulations.	Establish and provide assurance and confidence that ohu whakahaere, (national subcommittees of Te Poari Akoranga) strengthen academic leadership in key areas of focus.	Yes
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.	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 best practice (Charter, Schedule 13 of the Act)	Yes
7.	Ohu whakahaere: Sub-Committees	To establish any ohu whakahaere (sub- committees) as are deemed necessary for the efficient and effective operation of Te Poari Akoranga and to make appointments to the same.	Establish and provide assurance and confidence that ohu whakahaere, (national subcommittees of Te Poari Akoranga) strengthen academic leadership in key areas of focus.	No
8.	Incidental	To do anything incidental to the exercise of any of the powers or functions delegated by the Council to the Academic Board.	The Council delegates to Te Poari Akoranga “matters relating to work-based learning, courses of study or training, awards, and other academic matters”, to “exercise powers delegated to it by the council.” (Section 324 (2) of the Act)	No

- (b) In line with the powers to sub-delegate in the table above, from time to time, Te Poari Akoranga 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) Minor changes to academic procedures, within academic policy, are sub-delegated to the Chair, Ohu Whakahaere Academic Quality;



- iii) Major decisions made by the body receiving the sub-delegation are reported to Te Poari Akoranga.
- iv) All formal sub-delegations will be included in the Academic Delegations Register which will be updated each time a power is sub-delegated.
- (c) All media and public comment should be considered in consultation with Te Pūkenga Council.
- (d) Any official information requests to Te Poari should be directed to the OIA team of Te Pūkenga.

4. Mematanga | Membership, Appointments and Eligibility Criteria

- (a) Under Section 324(2) of the Act, the Council must establish an academic board consisting of its chief executive and members of the staff and students of Te Pūkenga.
- (b) Appointments to Te Poari Akoranga will be made by the Council following input, advice and direction of the Māori Advisory Committee. Appointments will comprise the following:
 - i) Ako Excellence Director (Co-Chair)
 - ii) Tumuaiki | Chief Executive of Te Pūkenga or delegate (Co-Chair)
 - iii) One other member of the Transition Leadership Team, or delegate
 - iv) One Chair / Co-Chair from each of Ngā Ohu Whakahaere outlined in section 5. (four total)
 - v) One Business Division Academic Committee Chair (or delegate) per region (four total)
 - vi) One enrolled learner nominated by (but not necessarily a member of) the Interim Learner Advisory Committee of Te Pūkenga
 - vii) 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).
- (c) Membership should reflect a broad skills-based approach and the appointment of members will be based on the following core criteria:
 - i) Commitment to educational quality and learner achievement;
 - ii) Commitment to ōritetanga and the success of learners who are under-served by the education system (with a specific focus on Māori learners, Pacific learners, learners with disabilities, adult and second-chance learners and youth);
 - iii) Ability to apply both a local and global view to academic issues.
- (d) In addition to the criteria in Section 4. (c), the following specialist criteria may be applied when appointing members:
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- 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.
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 - a. Te Poari Akoranga 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 Poari; 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.
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 - iii) Contribute to the development of a forward work programme for Te Poari.
 - iv) Maintain a broad knowledge of the issues and interests that relate to the operations of Te Poari.
 - 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.

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 - 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;
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 - v) represent the Committee in any hui with Te Pūkenga Council and/or Chair as required;
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8. Fees and allowances

- (a) No additional fees will be paid to employees of Te Pūkenga for their participation in Te Poari Akoranga as hui are anticipated to occur during normal working hours. Expenses related to Te Poari Akoranga should be included in each employee's usual expense cost centre.
- (b) For learner members of Te Poari Akoranga, fees will be set by Te Pūkenga Council and will be within Group 4 (All Other Committees and Other Bodies) of the Cabinet Office Fees Framework.
 - i) The level within this category is determined by skills, knowledge and experience required for members; function, level and scope of authority; complexity of issues; and public interest and profile. Te Poari Akoranga has been determined to be at Level 3 and as a result, a daily rate of \$435 will apply.
 - ii) The daily fee applies to all mahi, including that performed outside of hui (e.g. preparation, representing the board at other forums, or administrative mahi) that is required for the body to carry out its role.
 - iii) It is expected that a working day is about eight hours, and the daily fee is calculated on this basis. Work for longer than eight hours in one day will not attract an extra payment, unless the combination of travel and mahi is frequently longer than eight hours.
 - iv) Hourly pro-rata rates may apply and will be calculated by dividing the daily rate by 8 and multiplying by the number of hours worked.
 - v) Where a total of six hours is worked in one day, a daily fee may be paid. It is accepted that it may not be possible for a member having worked six hours in one day on business related to Te Poari Akoranga to return to other paid mahi. Where a member



- spends time, for example one evening, preparing for a hui the next day, if the preparation and hui time combined were between 6 and 8 hours, then one daily fee would be paid for the combined preparation and hui time.
- vi) Mahi other than preparation for hui must be approved and minuted by Te Poari before it is undertaken. Individual members should not be in a position where they could be considered to be setting their own work programmes without the endorsement of the body.
 - vii) This fee will be reviewed annually, and within three months of an update to the Cabinet Office Fees Framework.
 - viii) Fees will be paid through Te Pūkenga payroll in arrears. This will be included in the next fortnightly pay cycle following each meeting. If a member wishes to arrange to invoice Te Pūkenga for their fees (rather than receive these via payroll), the invoice must be submitted before the end of the month in which the meeting occurs, for payment by the 20th of the following month.
 - ix) Learner members may claim reimbursement for out-of-pocket taxi, mileage or parking expenses and any expenses actually and reasonably incurred when travelling on Te Pūkenga business in accordance with Te Pūkenga policy. The standard should be modest and appropriately reflect public sector norms. [National Expenditure Policy](#)

9. Pūrongo | Reporting obligations

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

10. Accountability

Te Poari Akoranga shall:

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

11. 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 the Council.

Approved by the Council of Te Pūkenga on 9 May 2024

Sue McCormack

Acting Council Chair



Pūrongo Te Poari Akoranga | The Academic Board report

29 April 2024

Title	Te Ohu Whakahaere Academic Quality hui April 2024
Provided by	Fionna Moyer and Deborah Young, Co-Chairs Te Ohu Whakahaere Academic Quality
Author	Louise Courtney, Governance Advisor
For	Information

Te Taunaki | Recommendation(s)

It is recommended that Te Poari Akoranga:

a.	Receives the report titled ‘Te Ohu Whakahaere Academic Quality hui April 2024’;
b.	Notes that Te Ohu Whakahaere Academic Quality approved its workplan for 2024.
c.	Notes that Te Ohu Whakahaere Academic Quality supported the update and release of the Entry Requirements Framework to the Te Pūkenga network, once it has been reviewed by the Educational Quality Forum (EQF);
d.	Notes that Te Ohu Whakahaere Academic Quality approved Degree Monitoring templates be distributed as a resource, via the EQF, across the Te Pūkenga network; and
e.	Notes that Te Ohu Whakahaere Academic Quality reviewed the following policies: <ul style="list-style-type: none"> • Te Pūkenga Assessment Policy • Te Pūkenga Moderation Policy • Te Pūkenga Ākonga Concerns and Complaints Policy • Te Pūkenga Ākonga Appeals Policy • Te Pūkenga Continuous Quality Improvement Policy And that the policies relating to ākonga will be presented to Te Ohu Whakahaere Appeals to provide further feedback.

Te Tāhuhu Kōrero | Background

Te Ohu Whakahaere Quality (Te Ohu) met online via Microsoft Teams 3 April 2024. Malama Saifoloi provided an apology for the meeting. Te Ohu considered the following items:



Entry Requirements Framework

Te Ohu discussed whether to release the Entry Requirements Framework to Te Pūkenga network as a resource. Due to the change in direction of vocational education, the project had no future pathway but could be utilised by business divisions. Te Ohu provided some suggestions and amendments to the framework and recommended that it be brought back for final approval once feedback has been received from the Educational Quality Managers Forum.

Degree Monitoring documents

Te Ohu reviewed the degree monitoring documents and approved that they be distributed, as a resource, via the Educational Quality Forum (EQF), across the Te Pūkenga network.

Annual review of national academic policies

Te Ohu noted that the delay in getting the policies to the Ohu was in order for the necessary amendments to be made so the policies aligned with the Minister's Letter of Expectations. It also noted that the co-chairs of the Ohu had delegated authority to approve minor changes to the Te Pūkenga Assessment, Moderation and Continuous Quality Improvement policies, but that the Te Pūkenga Ākonga Concerns and Complaints, and Ākonga Appeals policies would require review by Te Ohu Whakahaere Appeals before they were formally approved by Te Poari.

Other matters

The Ohu discussed the following matters:

- that more clarity would need to be communicated to the network with regard to the programme approvals process in the move towards the disestablishment of Te Pūkenga;
- how assurance would be provided for unified programmes in a future region-based structure. The Ako Excellence Director advised that the Transitional Leads for these programmes would take on that responsibility, including managing any moderation processes.
- Quality Management Systems are being made more robust and to allow for changes in staffing at Te Pūkenga. It was noted that some business divisions have had documents returned from NZQA due to not referencing Te Kawa Maiooro.

Ngā Tāpiritanga | Appendices

Appendix 1: [Te Ohu Whakahaere Academic Quality pack – 3 April 2024](#)



Pūrongo Te Poari Akoranga | The Academic Board report

29 April 2024

Title	Te Ohu Whakahaere Approvals hui April 2024
Provided by	Diane Lithgow and Doug Pouwhare, Co-Chairs Te Ohu Whakahaere Approvals
Author	Louise Courtney, Governance Advisor
For	Information

Te Taunaki | Recommendation(s)

It is recommended that Te Poari Akoranga:

a.	Receives the report titled ‘Te Ohu Whakahaere Approvals hui April 2024’; and
b.	Approves the revised ‘Te Ohu Whakahaere Approvals Terms of Reference’ subject to inclusion of any feedback provided;
c.	Notes that Te Ohu Whakahaere Approvals approved the New Zealand Apprenticeship (Complex) in Forest Silviculture Operations (Level 4), which leads to the award of: <ul style="list-style-type: none"> • 2334 New Zealand Certificate in Forestry Operations with strand in Thin to Waste (Level 3); and • 2330 New Zealand Certificate in Forest Industry Operations (Planning and Monitoring) with strand in Silviculture (Level 4); to be submitted to the New Zealand Qualifications Authority (NZQA) for approval, subject to the feedback provided; and requested that feedback from NZQA be made available to Te Ohu Whakahaere Approvals.

Te Tāhuhu Kōrero | Background

Te Ohu Whakahaere Approvals | Approvals Subcommittee (Te Ohu) met online via Microsoft Teams on 17 April 2024 and via an e-meeting from 19 – 22 April 2024. Doug Pouwhare provided an apology for the meeting of 19 April 2024. Te Ohu considered the following items:

Coachbuilding (17 April)

Te Ohu approved 4225 New Zealand Certificate in Coachbuilding Level 3 and New Zealand Apprenticeship (Complex) in Coachbuilding (Level 3-4) to be submitted to NZQA.

Terms of Reference 2024 (17 April)

Te Ohu provided feedback on minor changes to the terms of reference as presented, to better align with the direction of Te Pūkenga towards disestablishment and recommends that Te Poari Akoranga approve these TORs.



Workplan 2024 (17 April)

Te Ohu made some minor amendments to better align with the future direction of Te Pūkenga, noting that regular updates to the Ohu would not be possible with the staffing reductions.

New Zealand Apprenticeship (Complex) in Forest Silviculture Operations (Level 4) (19-22 April)

Te Ohu Whakahaere Approvals, approved the New Zealand Apprenticeship (Complex) in Forest Silviculture Operations (Level 4), which leads to the award of:

- 2334 New Zealand Certificate in Forestry Operations with strand in Thin to Waste (Level 3); and
- 2330 New Zealand Certificate in Forest Industry Operations (Planning and Monitoring) with strand in Silviculture (Level 4);

to be submitted to the New Zealand Qualifications Authority (NZQA) for approval, subject to the feedback provided. It also requested that feedback from NZQA be made available to Te Ohu Whakahaere Approvals.

Ngā Tāpiritanga | Appendices

Appendix 1: [Te Ohu Whakahaere Approvals pack – 17 April 2024](#)

Appendix 2: [Te Ohu Whakahaere Approvals pack 19-22 April 2024](#)

Appendix 3: Revised Terms of Reference Te Ohu Whakahaere Approvals



Te Ohu Whakahaere Approvals Terms of Reference

Terms of Reference

1. Whakapapa | Background

- (a) In accordance with the Te Pūkenga Delegations Policy, Te Poari Akoranga (Te Poari) may establish any ohu whakahaere (sub- committees) as are deemed necessary for the efficient and effective operation of Te Poari and make appointments to the same.
- (b) approve education and training packages at NZQCF Levels 1-7 (for example, programmes of study, short courses, and micro-credentials, or equivalent), and associated changes in accordance with approved delegations; and
- (c) recommend to Te Poari Akoranga the approval of degrees and related education and training packages at NZQCF Levels 7-10, and associated changes in accordance with approved delegations.

2. Ngā Tikanga | Purpose / Scope

- (a) consider proposals for approval with a focus on equity, access, and participation to support a culture of equity and diversity where all learners and their whānau are included and valued;
- (b) recommend to Te Poari Akoranga the approval of education and training packages (for example, programmes of study, training schemes and micro-credentials, or equivalent), and associated changes in accordance with approved delegations.

3. Powers and Authority

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

Ref	Subject	Description	Objective
2.	Courses/ Programmes of Study (including work-based learning programmes)	To approve new courses and programmes, review and approve changes to existing courses and programmes, and approve the withdrawal/closure or suspension of existing courses or programmes. To seek approval/accreditation of programmes by external bodies.	Provide and facilitate strategic direction and thought leadership on a range of education matters, including innovation, teaching and learning, and applied research and scholarship, with oversight of funding allocation, planning and ethics

- (b) In enacting the sub-delegations outlined in this section, Te Poari requires:
 - i) Any policies related to the responsibilities are approved by Te Poari Akoranga;
 - ii) Decisions made by the body receiving the sub-delegation are reported to Te Poari Akoranga.
 - iii) All formal sub-delegations will be included in the Academic Delegations Register which will be updated each time a power is sub-delegated.
 - iv) Refer matters that constitute academic concerns or risks to the academic integrity of Te Pūkenga to Te Poari Akoranga.



- (c) All media and public comment should be considered in consultation with Te Poari Akoranga.
- (d) Any official information requests to Te Ohu should be directed to the Official Information Act (OIA) team of Te Pūkenga.

4. Mematanga | Membership, Appointments and Eligibility Criteria

- (a) Appointments to Te Ohu will be made by Te Poari following an Expressions of Interest process carried out by Te Ohu. Appointments will comprise the following:
 - i) Kaiārahi/Director Māori or equivalent (co-chair) (1 member)
 - ii) Senior Manager/s or equivalent (1-2 members)
 - iii) Staff members within the Te Pūkenga network (3-7 members)
 - 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. (b).
- (b) Membership should reflect a broad skills-based approach and be drawn from both ITPs and ITOs as appropriate, ensuring rangahau and Pacific representation. The appointment of members will be based on the following core criteria:
 - i) commitment to educational quality and learner achievement.
 - ii) ability to apply both a local and global view to academic issues.
 - iii) academic and specialist knowledge, skills, and experience.

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

5. Kōrama | Quorum and Hui | Meetings

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



- ii) Te Ohu may also need to meet on an ad hoc basis to consider 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 sub-delegated authority to make decisions on behalf of Te Poari Akoranga as outlined in Section 3, the following local authority meeting rules apply:
 - i) Hui are required to be open to the public unless Te Ohu resolves to exclude the public from the whole or any part of the meeting where good reason for withholding disclosure of information exists under Section 9 of the Official Information Act 1982.
 - ii) The date, time and place of Te Ohu hui must be publicly notified not more than 14 days and not less than five days before the end of the month prior.
 - iii) At least two working days prior to the hui any member of the public may inspect all agendas and associated reports circulated to members of Te Ohu relating to that hui, excluding reports that the Tumuaki | Chief Executive reasonably expects the hui to discuss with the public excluded.
 - iv) Where an item is not on the agenda for a meeting, that item may only be discussed at that meeting if:
 - a. Te Ohu resolves to discuss it and the Chair explains at the hui at a time when it is open to the public the reason why the item is not on the agenda, and the reason why the discussion of the item cannot be delayed until a subsequent hui; or
 - b. the item is a minor matter relating to the general business of Te Ohu; and the Chair explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but no resolution, decision, or recommendation may be made in respect of that item except to refer that item to a subsequent meeting for further discussion.
 - v) Members of the public have a right to inspect or receive copies of minutes of Te Ohu hui (except parts of a hui from which the public was excluded).

6. Responsibilities and duties



- (a) To exercise its powers and duties and oversee the areas outlined in section 3, Te Ohu Whakahaere Approvals (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. Pūrongo | Reporting obligations

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

8. Accountability

Te Ohu Whakahaere Approvals shall:

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



9. Review of the Terms of Reference

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

Approved by Te Poari Akoranga on 29 April 2024

Kieran Hewitson

Te Poari Akoranga Co-Chair

Deborah Young

Te Poari Akoranga Co-Chair

DRAFT



Pūrongo Te Poari Akoranga | The Academic Board report

29 April 2024

Title	Te Ohu Whakahaere Appeals hui April 2024- open
Provided by	Glynnis Brook, Co-Chair of Te Ohu Whakahaere Appeals
Author	Louise Courtney, Governance Advisor
For	Information and approval

Te Taunaki | Recommendation(s)

It is recommended that Te Poari Akoranga:

a.	Receive the report titled ‘Te Ohu Whakahaere Appeals hui April 2024 – open’
b.	Approves the revised ‘Te Ohu Whakahaere Appeals Terms of Reference’ subject to inclusion of any feedback provided, noting that Te Ohu Whakahaere Appeals wish to continue with a co-chair leadership model;
c.	Approves the appointment Dell Raerino as co-chair of Te Ohu Whakahaere Appeals;
d.	Notes Te Ohu Whakahaere Appeals workplan for 2024, noting the change to bi-monthly governance meetings; and
e.	Approves the updated Electronic Notice of Appeal Form, an appendix to the Ākonga Appeals Policy.

Te Tāhuhu Kōrero | Background

Te Ohu Whakahaere Approvals | Approvals Subcommittee (Te Ohu) met online via Microsoft Teams on 17 April 2024. All members were present. Te Ohu considered the following items:

Members' workloads and capacity

Te Ohu members’ workloads varied with some having no capacity for new appeals work in the coming weeks due to changes in their workloads as a direct result of the signalled changes to vocational education. There was concern that any new appeals would stretch te ohu’s capacity and discussed co-opting as a means to alleviating that pressure.

Terms of Reference

Te Ohu provided some minor changes to the terms of reference as presented, noting the changes in format and wording to the previous version. It recommends that Te Poari Akoranga approve these TORs.



Appointment of co-chair for Te Ohu Whakahaere Appeals

Te Ohu supported the co-chair model with a tangata whenua and tangata tiriti leadership, noting that the workload was too much for one chair. Te Ohu nominated Dell Raerino as co-chair for Te Ohu Whakahaere Appeals.

Workplan 2024

Te Ohu made some changes to the proposed workplan to remove work that did not align with the future direction of vocational education. Members discussed the need to receive professional development to support the work they did and raised the possibility of an in-person workshop specifically for evaluations. The Appeals Officer will draft a budget which would form part of a request for the in-person workshop to proceed.

As part of the report, the meeting frequency for Te Ohu was discussed. Te Ohu opted to hold bi-monthly meetings noting that the operational meetings every second month would be an opportunity to seek guidance and advice from members on new and on-going appeals.

Electronic Notice of Appeal Form

Te Ohu suggested minor changes to the Appeal Form. Staff advised that it was not clear who has delegation to approve appendices to Te Pūkenga policies, therefore, Te Ohu have escalated the form to be approved by Te Poari Akoranga and/or the policy owner. Once approved, it will be made available for use across the Te Pūkenga network.

Ngā Tāpiritanga | Appendices

Appendix 1: Te Ohu Whakahaere Appeals Open agenda – 17 April 2024

Appendix 2: Terms of Reference Te Ohu Whakahaere Appeals

Appendix 3: Electronic Notice of Appeal Form



Te Ohu Whakahaere Appeals Terms of Reference

Terms of Reference

1. Whakapapa | Background

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

2. Ngā Tikanga | Purpose / Scope

- (a) receive unresolved learner complaints or appeals that have already been determined (in line with relevant appeals policies and processes);
- (b) support the resolution, settlement and/or withdrawal of such unresolved complaints or appeals; and
- (c) if necessary, make recommendations about policies, procedures, or the provision of services.

3. Powers and Authority

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

Ref	Subject	Description	Objective
7.	Ohu whakahaere: Sub-Committees	To establish any ohu whakahaere (sub- committees) as are deemed necessary for the efficient and effective operation of Te Poari Akoranga and to make appointments to the same.	Establish and provide assurance and confidence that ohu whakahaere, (national subcommittees of Te Poari Akoranga) strengthen academic leadership in key areas of focus.

- (b) In establishing Te Ohu Whakahaere Appeals, Te Poari Akoranga requires the ohu to:
 - i) Evaluate the themes, patterns and outcomes of academic appeals and/or complaints arising within the network and provide advice to Te Poari Akoranga on Academic Appeal policy and process, patterns, and themes.
 - ii) Receive reports for the network academic appeals committees to ensure an overview of academic appeal and complaint activity and outcomes across the network.
 - iii) Hear and determine the outcome of an escalated academic appeal and/or complaint lodged by ākongā per **Te Pūkenga Ākongā Concerns and Complaints** process.
- (c) In enacting the sub-delegations outlined in this section, Te Poari requires:
 - i) Any policies related to the responsibilities are approved by Te Poari Akoranga;
 - ii) Decisions made by the body receiving the sub-delegation are reported to Te Poari Akoranga.



- iii) All formal sub-delegations will be included in the Academic Delegations Register which will be updated each time a power is sub-delegated.
- iv) Refer matters that constitute academic concerns or risks to the academic integrity of Te Pūkenga to Te Poari Akoranga.
- (d) All media and public comment should be considered in consultation with Te Poari Akoranga.
- (e) Any official information requests to Te Ohu should be directed to the Official Information Act (OIA) team of Te Pūkenga.

4. Mematanga | Membership, Appointments and Eligibility Criteria

- (a) Appointments to Te Ohu will be made by Te Poari following an Expressions of Interest process carried out by Te Ohu. Appointments will comprise the following:
 - i) Te Ohu Whakahaere Appeals member (Chair) (1 member)
 - ii) Kaimahi with tikanga Māori expertise (co-chair) (1-2 members)
 - iii) Kaimahi from within the Te Pūkenga network, preferably with experience in or familiar with appeals and/or complaints processes and procedures. (1-2 members)
 - iv) Learner member nominated by Te Pūkenga Interim Learner Advisory Committee (1 member)
 - v) Additional members may be co-opted to join if the appointed members feel that they do not have sufficient representation of skills or specialist criteria identified in Section 4. (b).
- (b) Membership should reflect a broad skills-based approach and be drawn from both ITPs and ITOs as appropriate, ensuring rangahau and Pacific representation. The appointment of members will be based on the following core criteria:
 - i) commitment to educational quality and learner achievement.
 - ii) ability to apply both a local and global view to academic issues.
 - iii) academic and specialist knowledge, skills, and experience.

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

5. Kōrama | Quorum and Hui | Meetings

- (a) A quorum shall consist of a majority of Te Ohu members. No business shall be transacted at a meeting in the absence of a quorum.



- (b) Te Ohu will meet regularly during an academic year.
 - i) Meetings may be conducted by teleconference, videoconference or in person.
 - a. If a hui is held in person, members will make reasonable efforts to attend in person.
 - b. If a member is not able to attend a hui in person, a teleconference or videoconference alternative will be provided where feasible.
 - ii) Te Ohu may also need to meet on an ad hoc basis to consider Appeals requested and/or relevant matters, and/or if determined necessary by the Chair.
 - iii) Hui dates will be set annually by the Council Secretariat to align with other meetings on Te Pūkenga Governance calendar, and in consultation with members of Te Poari.
- (c) If a member is unable to attend a hui, they must provide the Chair with comments on the issues to be discussed in reasonable time prior to the hui. Members are not able to send a proxy or delegate to the hui in their place.
- (d) A Governance Advisor shall service Te Ohu meetings to provide secretariat support and resources.
 - i) Meeting agendas will be prepared and provided in advance to members, along with appropriate briefing materials. This would normally be a week prior to the date of the meeting but may be shorter as determined by the Chair.
 - ii) Minutes of the meetings shall be prepared, retained and distributed to Te Ohu members, management and external auditors, as well being made available to Te Poari Akoranga.
- (e) Te Pūkenga is named in Schedule 2 Part 2 of the [Local Government Official Information and Meetings Act 1987 \(LGOIMA\)](#) as a particular authority to which Part 7 of LGOIMA applies. As Te Ohu has been sub-delegated authority to make decisions on behalf of Te Poari Akoranga as outlined in Section 3, the following local authority meeting rules apply:
 - i) Hui are required to be open to the public unless Te Ohu resolves to exclude the public from the whole or any part of the meeting where good reason for withholding disclosure of information exists under Section 9 of the Official Information Act 1982.
 - ii) The date, time and place of Te Ohu hui must be publicly notified not more than 14 days and not less than five days before the end of the month prior.
 - iii) At least two working days prior to the hui any member of the public may inspect all agendas and associated reports circulated to members of Te Ohu relating to that hui, excluding reports that the Tumuaki | Chief Executive reasonably expects the hui to discuss with the public excluded.
 - iv) Where an item is not on the agenda for a meeting, that item may only be discussed at that meeting if:
 - a. Te Ohu resolves to discuss it and the Chair explains at the hui at a time when it is open to the public the reason why the item is not on the agenda, and the reason why the discussion of the item cannot be delayed until a subsequent hui; or



- b. the item is a minor matter relating to the general business of Te Ohu; and the Chair explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but no resolution, decision, or recommendation may be made in respect of that item except to refer that item to a subsequent meeting for further discussion.
- v) Members of the public have a right to inspect or receive copies of minutes of Te Ohu hui (except parts of a hui from which the public was excluded).

6. Responsibilities and duties

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

7. Fees and allowances

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



- (b) For learner members of Te Ohu, fees will be equivalent to the learner member fees outlined in the Terms of Reference for Te Poari Akoranga. Learner members may claim reimbursement for out-of-pocket taxi, mileage or parking expenses and any expenses actually and reasonably incurred when travelling on Te Pūkenga business in accordance with Te Pūkenga policy. The standard should be modest and appropriately reflect public sector norms. [National Expenditure Policy](#)

8. Pūrongo | Reporting obligations

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

9. Accountability

Te Ohu Whakahaere Appeals shall:

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

10. Review of the Terms of Reference

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

Approved by Te Poari Akoranga on 28 March 2024

Kieran Hewitson

Te Poari Akoranga Co-Chair

Deborah Young

Te Poari Akoranga Co-Chair



Pūrongo Te Poari Akoranga | The Academic Board report

29 April 2024

Title	Te Ohu Whakahaere Appeals hui April 2024 – public excluded
Provided by	Glynnis Brook, Co-Chair Te Ohu Whakahaere Appeals
Author	Louise Courtney, Governance Advisor
For	Information

Te Taunaki | Recommendation(s)

It is recommended that Te Poari Akoranga:

a.	Receive the report titled ‘Te Ohu Whakahaere Appeals hui April 2024 – public excluded’
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Te Tāhuhu Kōrero | Background

Te Ohu Whakahaere Approvals | Approvals Subcommittee (Te Ohu) met online via Microsoft Teams on 17 April 2024. All members were present. Te Ohu considered the following items:

Correspondence

Te Ohu received the following correspondence:

- Te Pūkenga Legal responded to a query about the Ākonga Appeals policy. The response from the legal team stated that a decision of a business division to decline an appeal, for example, for not meeting the grounds for an appeal, could be appealed, however, only the decision to decline could be appealed, not the nature of the appeal itself. Te Ohu noted that this would require amending the policy to ensure this is clear to ākonga and kaimahi.

Current active cases

Eight notices of appeal have been received to date, including one that had been carried over from 2023. Three were closed, all declined, and one went to an Appeals panel.

The co-chair advised members of a complaint from members of the public, in which Te Ohu was providing support with the process to identify the Te Pūkenga ākonga. Once the ākonga had been identified, then it would be handed over to the relevant business division to follow up.

Ngā Tāpiritanga | Appendices

Appendix 1: [Te Ohu Whakahaere Appeals Public Excluded agenda – 17 April 2024](#)

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



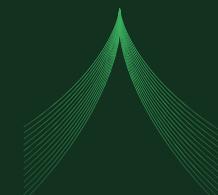
Manawa nui

We reach out and welcome in



Manawa roa

We learn and achieve together



Manawa ora

We strengthen and grow
the whole person