Te Poari Akoranga | Academic Board 25 October 2024 hui

Location: Microsoft Teams

25 October 2024 09:30 AM - 12:30 PM

Agenda Topic	Presenter	Time	Page

Open Agenda

1.   Administration — 09:30 AM-09:40 AM — 9

    1.1   Welcome and apologies
Apologies: A. McLean, D. Pouwhare

RECOMMENDATION:
THAT Te Poari Akoranga accept as a true and accurate record the minutes of the open portion of Te Poari Akoranga meeting held 27 September 2024.

2.   [Te Poari Akoranga Terms of Reference](#) — 09:40 AM-09:50 AM — 24

3.   Ngā ohu whakahaere o Te Poari Akoranga — 09:50 AM-09:55 AM — 37

    3.1   [Te Ohu Whakahaere Approvals](#) — 37

RECOMMENDATION:
THAT Te Ohu Whakahaere Approvals:
a) Receives the report titled 'Te Ohu Whakahaere Approvals hui October 2024 – open;
b) Notes that Te Ohu Whakahaere Approvals approved:
•   New Zealand Certificate in Kitchen Joinery (Level 4) with strands in Manufacture, and Installation (4301-1);
•   New Zealand Apprenticeship in Kitchen Joinery (Level 4);
•   New Zealand Diploma in Aeronautical Engineering (Production Control) (Level 6)
•   New Zealand Certificate in Manufacturing (Level 3); and
•   New Delivery Site application for Te Pūkenga (unified) NZ2453 New Zealand Certificate in Business (Introduction to Team Leadership) (Level 3)
for submission to the New Zealand Qualifications Authority approval and accreditation, subject to the incorporation of feedback from Te Ohu Whakahaere Approvals.

4.   Local Academic Committee reports (open) — 09:55 AM-10:05 AM — 39

RECOMMENDATION:
THAT Te Poari Akoranga:
a) Receives the report titled 'Whitireia and WelTec Academic Committee Report September 2024';
b) Notes that Whitireia and WelTec Academic Committee approved Type 2 changes to:
-       PR4942 Bachelor of Nursing Māori;
-       HV4706 New Zealand Certificate in Cookery (L4) (Managed Traineeship);
-       PR4817 Bachelor of Nursing Pacific;
-       NZ2491 New Zealand Diploma in Veterinary Nursing (L6); and
-       NZ3428 New Zealand Certificate in Music (L4).
c) Notes that Whitireia and WelTec Academic Committee also approved the following:
-       changes to A3-P1 Domestic Student Enrolment Procedures;
-       academic governance for 2025 and beyond; and
-       2025 meeting dates.

RECOMMENDATION:
THAT Te Poari Akoranga receives the report titled Southern Institute of Technology Academic Committee Report September 2024.

RECOMMENDATION:
THAT Te Poari Akoranga receives the report titled 'MITO Quality Oversight Committee Report 3 October 2024'.

RECOMMENDATION:
THAT Te Poari Akoranga:
a) Receives the report titled 'Open Polytechnic Academic Committee Report 04 October 2024' and;
b) Notes that the Open Polytechnic Academic Committee approved:
• Annual Programme Evaluation Reports 2023 for the New Zealand Certificate in Floristry (Level 2), New Zealand Certificate in Organics Primary Production (Level 3), and New Zealand Certificate in Horticulture (General) (Level 3)
• Appointment of John Bryant and Richard Jenkins as new members of the Engineering Stakeholder Advisory Group
• Appointment of Surrey Jackson as a new member of the Psychology Stakeholder Advisory Group
• Appointment of Tracey Alenepi as a new member of the Business and Enterprise Stakeholder Advisory Group
• Appointment of Rachel Clarke as a new member of the Funeral Directing Stakeholder Advisory Group
• Updates to Credit Recognition schedule.

RECOMMENDATION:
THAT Te Poari Akoranga:
a) Receives the report titled NorthTec Academic Committee Report 10 October 2024
b) Notes that the NorthTec Academic Committee approved granting of awards outlined in the Qualification Award Summary Report
c) Notes that the NorthTec Academic Committee ratified:
• New Temporary Teaching Site at 463 Far North Road, Te Paki 0484
• New Delivery Site Application: Nelson Marlborough Institute of Technology (NMIT) to deliver NZ Certificate in Study and Employment Pathways (Level 3)
• Clinical/Fieldwork Access Agreements
• Licence to Use Premises Agreements
• Other Agreements
d) Notes the Research and Ethics Committee Report 5 September 2024

RECOMMENDATION:
THAT Te Poari Akoranga receives the report titled 'Competenz Academic Report October 2024'.

RECOMMENDATION:
THAT Te Poari Akoranga receives the report titled 'Careerforce Academic Committee Report October 2024'.

5.   Any other open business

5.1	New Zealand Qualifications Authority Consultation	D. Young and K. Hewitson, co-chairs	10:05 AM-10:15 AM	

For discussion.

6.	Resolution to exclude the public	Kieran Hewitson		57

RECOMMENDATION:
THAT the public be excluded from the remainder of the meeting. This resolution will be made in reliance on section 48(1) of the Local Government Official Information and Meetings Act 1987 (LGOIMA) (noting Te Pūkenga Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies) and the particular interests protected by section 9 of the Official Information Act 1982 (OIA) which would be prejudiced by the holding of the relevant parts of the proceedings of the meeting in public.
The general subject of each matter to be considered while the public is excluded and the reason for passing the resolution in relation to each matter are as recorded in the agenda.

Agenda - Public Excluded

7.	Administration - Public Excluded		10:15 AM-10:25 AM	58
	7.1	Minutes of the public excluded portion of the Te Poari Akoranga 27 September 2024		58

RECOMMENDATION:
THAT Te Poari Akoranga approves, as a true and accurate record, the minutes of the public excluded portion of Te Poari Akoranga meeting held 27 September 2024.

	7.2	Actions		61

No pending actions.

8.	Ngā Ohu Whakahaere o Te Poari Akoranga - public excluded		10:25 AM-10:35 AM	62
	8.1	Te Ohu Whakahaere Approvals	Diane Lithgow	62

Karakia whakakapi				64

Next meeting: Friday 29 November 9.30am - 12.30pm

Karakia timatanga

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,
Tīna!** *(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.

Te Pūkenga

Te Pūkenga

2024 Karakia Lead Schedule - Te Poari Akoranga

As at 9 October 2024

Te Poari Akoranga

2024 Meeting dates	Name	2025 Meeting dates	Name
Fri, 30 August	Fiona Beals		Doug Pouwhare
Fri, 27 September	Diane Lithgow		Te Urikore Biddle
Fri, 25 October	**Fionna Moyer**		Martin Carroll
Fri, 29 November	Henry Geary		Nita Hutchinson
			Scott Klenner
			Linda Aumua
			Adele McLean
			Kieran Hewitson
			Deborah Young
			Paora Ammunson

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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 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
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 throughout packages of learning developed and delivered by Te Pūkenga	Yes

Ref	Subject	Description	Objective	Power to Sub-Delegate?
			(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.	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		Yes (limited to ohu whakahaere)

Ref	Subject	Description	Objective	Power to Sub-Delegate?
		c. if necessary, make recommendations about policies, procedures, or the provision of services.		
8.	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
9.	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

Te Pūkenga

2024 Schedule of Te Poari Akoranga and Ngā Ohu Whakahaere meetings

As at 7 October 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~~ ~~Mon, 29 April~~
Paora Ammunson	Member (DCE Te Tiriti Outcomes)	~~Fri, 24 May~~ ~~Tues, 18 June~~
Fionna Moyer	Member (Co-Chair Te Ohu Whakahaere Academic Quality)	~~Fri, 26 July~~ ~~Fri, 30 August~~
Adele McLean	Member (Co-Chair Te Ohu Whakahaere Appeals)	~~Fri, 27 September~~ Fri, 25 October
Diane Lithgow	Member (Co-Chair Te Ohu Whakahaere Approvals)	Fri, 29 November
Fiona Beals	Member (Co-Chair Te Ohu Whakahaere Rangahau and Research)	
Martin Carroll	Member (Rohe 1 business division Academic Committee Chair)	
Te Urikore Biddle	Member (Rohe 2 business division Academic Committee Chair)	
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)	
Doug Pouwhare	Member (Co-opted)	
Linda Aumua	Member (Co-opted)	

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Te Ohu Whakahaere Appeals

Name	Role	Meeting dates
Dell Raerino	Co-Chair	~~Wed 14 Feb~~ ~~Wed 17 April - governance~~ ~~Wed 7 June - ops~~ ~~Wed 3 July - governance~~ ~~Wed 21 August - ops~~ ~~Mon 16 Sept – governance~~ Mon 18 Nov – governance & ops Wed 4 Dec - ops
Adele McLean	Co-Chair	
Sue Crossan	Member	
Melanie Baynes	Member	
Robyn McNaught	Member	

Te Ohu Whakahaere Approvals

Name	Role	Meeting dates
Diane Lithgow	Co-Chair	~~Wed 13 March~~ ~~Wed 17 April~~ ~~Fri 19 April – e-meeting~~ ~~Wed 8 May~~ ~~Wed 5 June~~ ~~Fri 14 June~~ ~~Wed 10 July - cancelled~~ ~~Wed 15 Aug~~ ~~Wed 18 September~~ ~~Wed 16 October~~ Wed 13 November
Doug Pouwhare	Co-Chair	
Kim Davies	Member	
Leoni Drew	Member	
Liz McKenzie	Member	
Harry Leder	Member	
Paul Neumann	Member	
Veraneeca Taiepa	Member	
Ginny Vincent	Member	
Maggie Wells	Member	
Denise Williams	Member	

Te Pūkenga

Te Ohu Whakahaere Academic Quality

Name	Role	Meeting dates
Deb Young	Co-Chair	~~Thurs 7 March~~
Fionna Moyer	Co-Chair	~~Wed 3 April~~
Fiona Campbell	Member	~~Wed 8 May~~
Greg Durkin	Member	~~Fri 17 May – e meeting~~
Carmel Haggerty	Member	~~Wed 5 June~~
Gianetta Lapsley	Member	~~Wed 17 July~~
Sue Roberts	Member	~~Wed 7 Aug - cancelled~~
Joan Taylor	Member	~~Fri 13 September~~
Caroline Terpstra	Member	~~Wed 9 October - cancelled~~ Wed 6 November

Te Ohu Whakahaere Rangahau, Research and Postgraduate

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

Te Pūkenga
Annual Te Poari Akoranga Work Plan 2024

Te Poari Akoranga | Te Pūkenga Academic Board	Frequency	February	March	April	May	June	July	August	September	October	November
	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				■	■		■				
Te Pūkenga Investment Plan						■					
Unfied programmes final approvals						■					
Pastoral code self-report						■					
Research Productivity and Compliance Risk Assessment Tool							■				
2025 meeting dates								■			
NZQA Consultation										■	
Academic risk											■
2025 workplan (if required)											■
Ngā ohu whakahaere self-assessment reports for 2024											■
Te Poari Akoranga self-assessment for 2024											■
Topics TBC											

Te Poari Akoranga Register of Interests

As at 9 October 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
	New Zealand Qualifications Authority	Evaluator
	Toi Ohomai	Academic Committee Chair
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	- Ako Excellence Director - Chair, Academic Committee - Member of Programme Assurance Committee - Member of Research, Rangahau and Postgraduate Committee
Paora Ammunson Member	Te Pūkenga	- DCE Te Tiriti Outcomes - Interim DCE ACLS
	Ako Aotearoa - National Centre for Tertiary Teaching Excellence (NCTTE)	Interim board member
Fionna Moyer Member	Wintec	Quality Specialist
	Te Pūkenga	Co-chair of Te Ohu Whakahaere Academic Quality.
Adele McLean Member	Service IQ	Workforce Equity Manager

Diane Lithgow Member	Competenz	General Manager: Strategic Engagement
	Te Pūkenga	Co-chair of Te Ohu Whakahaere Approvals.
	Ako Aotearoa	Board member
	World Skills NZ	Board member
Fiona Beals Member	Te Pūkenga Committee	Ohu Whakahaere Rangahau, Research and Postgraduate co-chair
	Whitireia and WelTec	Principal Lead, Teaching Innovation and Research
	Ara Taiohi	Member
Martin Carroll Member	Manukau Institute of Technology and Unitec	Deputy Chief Executive
	ConCOVE	Board member
	Universities Quality Assurance International Advisory Board (UQAIB)	Board member
	UniSerivces	Spouse is an employee
Te Urikore Biddle Member	Wintec Institute of Technology	Executive Director Māori, Quality and Academic
	Chair – Wintec Academic Committee	Chair – Wintec Academic Committee
	Chair – Wintec Foundation Trust	Chair – Wintec Foundation Trust
	Chair – Ruatoki A49B Ahu Whenua Trust	Chair – Ruatoki A49B Ahu Whenua Trust
	Director – Hoa Haere Partners Ltd	Director – Hoa Haere Partners Ltd
	Member of Institute of Directors	Member of Institute of Directors
	Member of MPTT Consortia	Member of MPTT Consortia
	Member – Waewae Whānau Trust	Member – Waewae Whānau Trust

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Nita Hutchinson Member	Western Institute of Technology at Taranaki	Academic Director
Scott Klenner Member	Otago Polytechnic	Director of Research, Rakahau Māori and Postgraduate Studies
	Ara Institute of Canterbury	Research Manager
Henry Geary Member	Te Pūkenga	Interim Learner Advisory Committee: Open Polytechnic representative
	Open Polytechnic	Enrolled in New Zealand Diploma in Architectural Technology
	Open Polytechnic	Academic Committee Student member
Doug Pouwhare Member	Te Pūkenga	Co-chair of Te Ohu Whakahaere Approvals.
	Waikato Hospice	Board Director
Linda Aumua Member	Unitec	Head of School Healthcare and Social Practice
	Te Pūkenga	Member of the Interim Kaimahi Advisory Committee

Te Pūkenga

Minutes for Te Poari Akoranga | Academic Board 27 September 2024 hui

27/09/2024 | 09:30 AM - Auckland, Wellington New Zealand Standard Time

Online via MS Teams

Attendees (11)

Paora Ammunson; Henry Geary; Kieran Hewitson; Deborah Young; Fionna Moyer; Diane Lithgow; Fiona Beals; Martin Carroll; Te Urikore Biddle; Nita Hutchinson; Scott Klenner

Chair: Kieran Hewitson

Apologies:

Linda Aumua, Adele McLean, Paora Ammunson for early departure (left at 10:05am, during item 2.3)

In attendance:

Peggy Fairbairn-Dunlop (Council Observer), Louise Courtney (Governance Advisor, minutes)

Karakia tīmatanga

The meeting opened with karakia led by P. Ammunson at 9:31am.

1.0 Administration

1.1 Welcome and apologies

Apologies were received and accepted from L. Aumua and A. McLean.

1.2 Membership and meeting schedule 2024

Te Poari Akoranga (Te Poari) noted the Membership and meeting schedule 2024.

1.3 Workplan

Te Poari noted the workplan to the end of the year.

1.4 Register of Interests

Te Poari noted the Register of Interests.

1.5 Open minutes of hui 30 August 2024

Te Poari noted the working group created to guiding principles for business divisions on how to give effect to Te Kawa Maiorooro during their transition away from a central organisation, would reconvene once a similar exercise within Te Pūkenga had been completed, and that the Te Pūkenga working group was only identifying issues and risks, not suggesting solutions.

Te Pūkenga

RESOLVED: (K. Hewitson / D. Young)

THAT Te Poari Akoranga accept as a true and accurate record the minutes of the open portion of Te Poari Akoranga meeting held 30 August 2024, subject to changing member S. Klenner to an apology, not attendee.

CARRIED

2.0 Ngā Ohu Whakahaere o Te Poari Akoranga

2.1 Te Ohu Whakahaere Academic Quality

Monitoring visit for Bachelor of Accounting

Te Poari noted the update provided on the first monitoring visit from the New Zealand Qualifications Authority (NZQA) of a Te Pūkenga unified degree, the Bachelor of Accounting and that NZQA's questions had a greater focus on the disestablishment of Te Pūkenga than on the delivery of the programme. Te Poari provided guidance to use the learnings from the visit to inform upcoming monitoring visits and seek clarification from NZQA in advance on what the focus of the visit will be to ensure the right staff are present.

National Programme Committee (NPC) Terms of Reference

Te Poari noted:

● there were no plans to provide NPC members with professional development, however, the Ako Excellence Director was working with the lead providers on the establishment of the committees including the NPC's needs.

● that until the legislation was place, it was difficult to plan what transitions arrangements were required.

● Te Poari provided guidance that the wording of the TORs could be interpreted as the NPC acting as an appeal committee, which would require members to have a different set of skills and noted that appeals would be reported to the relevant NPC, to gain an understanding of appeal trends and themes, and that appeals related specifically to the programme would be reviewed by the NPC.

RESOLVED: (F. Moyer / D. Lithgow)

THAT Te Poari Akoranga:

a) Receives the report titled 'Te Ohu Whakahaere Academic Quality hui September 2024 - open';

b) Approves Te Ohu Whakahaere Academic Quality meeting dates for 2025; and

c) Approves the revised Terms of Reference for Te Ohu Whakahaere Academic Quality.

CARRIED

Te Pūkenga

ACTION: Amend National Programme Committee Terms of Reference wording regarding appeals to reflect that only programme specific appeals will be received. (Assignee(s): Deborah Young; Due Date: 25/10/2024)

2.2 Te Ohu Whakahaere Appeals

Te Poari noted that a meeting has been held with Te Ohu Whakahaere Appeals co-chairs to discuss amendments to the Appeals Policy.

RESOLVED: (D. Young / F. Beals)

THAT Te Poari Akoranga:

a) Receives the report titled 'Te Ohu Whakahaere Appeals hui September 2024 – open';

b) Approves the update to the Terms of Reference for Te Ohu Whakahaere Appeals; and

c) Notes Lulu Lutui's resignation as a member of Te Ohu Whakahaere Appeals from July 2024.

CARRIED

2.3 Te Ohu Whakahaere Approvals

Te Poari noted the resignation of Rose Marsters from Te Ohu and discussed the volume and quality of Programme Approval and Accreditation being reviewed by Te Ohu, noting NZQA deadlines affected when programmes were submitted to Te Ohu. Te Poari noted the observation from Te Ohu that most programmes were still of a high quality and that it undertook the peer review mindful that internal quality checks had also been carried out.

Te Poari discussed whether any programmes being submitted were also being delivered at other business divisions and noted that the Matters for Central Decision Making (MCDM) process should identify this in order to utilise what is already in the network.

Te Poari recommended business divisions be requested to provide their programme plans for 2026, in order to understand how many programmes to expect for approval during the year.

RESOLVED: (D. Lithgow / N. Hutchinson)

THAT Te Poari Akoranga:

a) Receives the report titled 'Te Ohu Whakahaere Approvals hui September 2024 – open';

b) Notes that Te Ohu Whakahaere Approvals approved:

> • *New Zealand Certificate in Skills for Learning for work, for Supported Learners (Level 1) (NZ4373)*
>
> • *New Zealand Certificate in Fashion (Level 4) (NZ2630)*
>
> • *New Zealand Certificate Content Creation (Level 4) (NZ4789)*

for submission to the New Zealand Qualifications Authority approval and accreditation, subject to the incorporation of feedback from Te Ohu Whakahaere Approvals.

c) Notes resignation of member Rose Marsters.

CARRIED

Te Pūkenga

P. Ammunson left at 10:05am.

ACTION: Add to process for Te Ohu Whakahaere Approvals to ensure/request that Matters for Central Decision Making (MCDM) approval is provided as part of the documentation required by submitters. (Assignee(s): Diane Lithgow, Doug Pouwhare, Louise Courtney; Due Date: 25/10/2024)

2.4 Te Ohu Whakahaere Rangahau Research and Postgraduate

In relation to the '3 for 3' research output recommended by Te Ohu, Te Poari noted that monitoring would be required over a longer time period and that this would be recommended to the Executive Leadership Team (ELT), however the ELT would likely support the current '2 for 2' model.

RESOLVED: (F. Beals / S. Klenner)

THAT Te Poari Akoranga:

a) Receives the report titled 'Te Ohu Whakahaere Rangahau, Research and Postgraduate hui 20 September 2024 – open';

b) Approves Te Ohu Whakahaere Rangahau Research and Postgraduate meeting dates for 2025; and

c) Approves Te Ohu Whakahaere Rangahau Research and Postgraduate update Terms of Reference subject to changing the first bullet point from "the participation of Te Pūkenga in all research funding processes having regard for regional interests, leadership, and support for research" to "the revenue generated by Te Pūkenga in external research funding opportunities".

CARRIED

3.0 Local Academic Committee reports (open)

Te Poari acknowledged the work-based learning business divisions for establishing their own academic committees.

3.1 WITT - 28 August 2024

RESOLVED: (K. Hewitson / M. Carroll)

THAT Te Poari Akoranga:

a) Receives the report titled 'Western Institute of Technology at Taranaki Academic Committee Report – 28 August 2024 meeting';

b) Note that the WITT Academic Committee approved: • 2026 Academic Calendar • Certificate Graduands (including micro-credentials and training schemes) • Diploma and Degree Graduands

CARRIED

3.2 NorthTec - 3 & 12 September 2024

RESOLVED: (K. Hewitson / M. Carroll)

THAT Te Poari Akoranga:

Te Pūkenga

a) Receives the report titled NorthTec Academic Committee Report 3 & 12 September 2024

b) Notes that the NorthTec Academic Committee approved:

   • Type 2 Programme changes to NZ Certificate in Forest Industry Operations (Planning and Monitoring) (Level 4)

   • Changes to local policies

   • Granting of awards outlined in the Qualification Award Summary Report

c) Notes that the NorthTec Academic Committee ratified:

   • New Teaching Site at 1295 Riponui Road, Hukerenui 0185

   • Type 1 Programme changes to:

     - NZ Certificate in Manaaki Marae (Level 2)

     - STAR Automotive

   • Clinical Field/Work Access Agreements, Licence to use Premises Agreement and other agreements

d) Notes the Research and Ethics Committee Report 2 August 2024 in Appendix 1.

CARRIED

3.3 MIT - 4 September 2024

Te Poari noted that MIT and Unitec would prefer to not have to stay in a consortium of a unified programme but were satisfied with the current National Programme Committee structure.

RESOLVED: (K. Hewitson / M. Carroll)

THAT Te Poari Akoranga receives the report titled 'MIT Academic Committee Report – 4th September 2024'.

CARRIED

3.4 MITO - 5 September 2024

RESOLVED: (K. Hewitson / M. Carroll)

THAT Te Poari Akoranga receives the report titled 'MITO Quality Oversight Committee Report 5 September 2024'.

CARRIED

3.5 Open Polytechnic - 6 September 2024

RESOLVED: (K. Hewitson / M. Carroll)

THAT Te Poari Akoranga:

a) Receive the report titled 'Open Polytechnic Academic Committee Report 06 September 2024' and;

b) Note that the Open Polytechnic Academic Committee approved:

   • Updated programme documentation for the Bachelor of Applied Science (legacy programme)

Te Pūkenga

• *Site accreditation application for Otago Polytechnic's New Zealand Certificate in Computing (Intermediate User) (Level 3) programme of study*

• *Appointment of Daniel Lowsley as a new member of the Business and Enterprise Stakeholder Advisory Group*

• *Appointment of Nicole Ryan as a new member of the ECE Stakeholder Advisory Group*

• *Updates to Credit Recognition schedule.*

CARRIED

3.6 Toi Ohomai - 12 September 2024

RESOLVED: (K. Hewitson / M. Carroll)

THAT Te Poari Akoranga:

a) Receives the report titled 'Toi Ohomai Academic Committee Summary Report 12 September 2024 – Open'; and

b) Notes that Toi Ohomai Academic Committee approved:

• *Te Pūkenga Academic Integrity Policy*

• *Academic Programme Management Committee Minutes*

• *Te Pūkenga PAA Level 1-6 Disestablish Template*

• *Research Committee Minutes*

• *Learning and Quality Standards Committee Minutes (included appended reports:*

  - Te Pūkenga Unified Programme Update Report

  - Degree Monitoring Report - Moderation Report

  - Quality Update Sub-Contracting Report

• *Toi Ohomai Graduate Memo (Graduands)*

• *NZQA Retire/Discontinue Programme of Study Report*

• *Third subsequent Enrolment Applications.*

CARRIED

3.7 Eastern Institute of Technology - 16 September 2024

RESOLVED: (K. Hewitson / M. Carroll)

THAT Te Poari Akoranga:

a) Receives the report from EIT's Academic Committee meeting held on 16 September 2024.

b) Notes the membership changes to the EIT Programme Cluster Committees approved via delegated approval by the EIT Academic Committee Chair.

c) Notes the approval of the EIT Academic Regulatory Framework Student Discipline Procedure

CARRIED

Te Pūkenga

3.8 Competenz - 18 September 2024

RESOLVED: (K. Hewitson / M. Carroll)

THAT Te Poari Akoranga receives the report titled 'Competenz Academic Report September 2024'.

CARRIED

3.9 Unitec - 19 September 2024

RESOLVED: (K. Hewitson / M. Carroll)

THAT Te Poari Akoranga receives the report titled 'Unitec Academic Committee Report – 19 September 2024'.

CARRIED

3.10 ServiceIQ - 23 September 2024

RESOLVED: (K. Hewitson / M. Carroll)

a) Receives the report titled 'Service IQ Academic Committee Report September'.

b) Notes the Terms of Reference and membership for the Academic Committee have been approved by the ServiceIQ Senior Leadership Team.

CARRIED

4.0 Any other open business

There was no other business discussed in the open portion of the meeting.

5.0 Resolution to exclude the public

RESOLVED: from the Chair, K. Hewitson

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)
6.0	**Administration**	

Te Pūkenga

6.1	Minutes of the public excluded portion of the meeting held 30 August 2024	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
6.2	Action List	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
7.0	**Ngā Ohu Whakahaere o Te Poari Akoranga - public excluded**	
7.1	Te Ohu Whakahaere Appeals	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
7.2	Te Ohu Whakahaere Approvals	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
7.3	Te Ohu Whakahaere Rangahau Research and Postgraduate	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
8.0	**Local academic committee reports - public excluded**	
8.1	Toi Ohomai 12 September 2024	Section 9(a) OIA

Interests

Section	Interest
Section 9(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)(i) OIA	To enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities.

CARRIED

Te Poari Akoranga moved into Public Excluded at 10:20am.

Karakia whakakapi

The meeting ended with karakia led by D. Lithgow at 11:10am.

Te Pūkenga

Pūrongo Te Poari Akoranga | The Academic Board report

25 October 2024

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

Te Taunaki | Recommendation(s)

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

a)	Receives the report titled 'Te Poari Akoranga Terms of Reference October 2024';
b)	Provides feedback on the recommended changes and whether any additional changes are required to its Terms of Reference; and
c)	Recommends to Te Pūkenga Council to approve the revised Terms of Reference.

Te pūtake o tēnei pūrongo | Purpose of this report

The purpose of this report is for Te Poari Akoranga (Te Poari) to review the proposed amendments to the Terms of Reference for Te Poari.

Te Tāhuhu Kōrero | Background

The current Terms of Reference (TORs) for Te Poari were approved 26 July 2024. Te Pūkenga Council have requested that the Council Observer role be formalised in Te Poari Akoranga Terms of Reference.

Ngā Kōwhiringa me Te Tātaritanga | Options and analysis

Staff have marked up changes to the TORs for Te Poari as outlined in Appendix 1, with the amendments below:

- A better reflection of the relationship with and membership from Local Academic Committees.

- The Council Observer role has been reflected in Section 6. Kōrama | Quorum and Hui | Meetings, clause (d).

- A number of minor editorial changes have also been identified and amended.

- Incorporate Te Ohu Whakahaere Rangahau Research and Postgraduate TORs changes approved at Te Poari Akoranga's September meeting.

Te Pūkenga

Te Poari Akoranga should consider whether any other changes are required to its TORs so that these can be incorporated at the same time.

Te tirohanga taha pūtea | Financial considerations

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

Te Ahunga Ki Mua | Next steps

If Te Poari Akoranga recommends additional changes to the TORs, staff will incorporate these for approval before the TORs are presented to the Council for approval at its November meeting.

To align with the proposed changes for appeals to be managed by business divisions, further changes will need to be made to Te Poari TORs and delegations to reflect that change. It is anticipated that this change, along with other necessary changes to policies and delegations, will be presented to the final meeting of Te Poari for 2024.

Ngā Tāpiritanga | Appendices

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

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 Akoranga[1] (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 local academic committees, 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;

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[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 23 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
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 throughout	Yes

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Te Pūkenga

Ref	Subject	Description	Objective	Power to Sub-Delegate?
			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
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.	Appeals		(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.	Yes (limited to ohu whakahaere)
8.	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	Establish and provide assurance and confidence that ohu whakahaere, (national subcommittees of Te Poari Akoranga) strengthen academic leadership in key	No

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Ref	Subject	Description	Objective	Power to Sub-Delegate?
		the same.	areas of focus.	
9.	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) Major decisions made by the body receiving the sub-delegation are reported to Te Poari Akoranga.

    iii) All formal sub-delegations will be included in the 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, and advice from the Interim Māori Advisory Committee. Appointments will comprise the following:

    i) Ako Excellence Director (Co-Chair)

    ii) Tumuaki | 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) Four members selected by Te Poari Akoranga from the chairs of local academic committees 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).

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(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 Co-Chairs with a copy to the Council Secretariat.

    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. 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, and micro-credentials, or equivalent), and associated changes in accordance with approved delegations.

iv) **Rangahau, Research and Postgraduate**, to:

a. ~~To p~~Provide leadership in rangahau, research and innovation, and postgraduate activity, by having oversight of rangahau and research planning across Te Pūkenga business divisions, policy, funding, and ethics.

b. ~~Identify risks in the transition into regional divisions and e~~Ensure that ~~as we transition that~~ there are effective governance and operational supports and mechanisms in place to mitigate risks and provide assurance in research quality.

c. Identify, promote, and enhance best practice rangahau, research, research capability and innovation, and postgraduate programme delivery including that relating that to research ethics across Te Pūkenga and that these are maintainable and sustainable at a regional level.

d. Receive~~s~~ and monitor~~s~~ annual research and postgraduate reports from regional centres and work-based learning providers, where appropriate.

~~d.~~e. Review and monitor the revenue generated by Te Pūkenga in external research funding opportunities.

(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 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

Te Pūkenga

(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)   The ~~Council Secretary~~Governance Director will annually set hui dates 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 Co-Chairs 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 Te Poari hui in their place unless this is specified in the Membership section.

(d)   All Council Members shall be entitled to attend Te Poari Akoranga meetings. In addition, the Council may (but is not required to) appoint a permanent observer to Te Poari Akoranga. The permanent observer will have a standing invitation to attend meetings, the right to receive meeting documentation and participate in meeting debate, but they will have no voting rights.

(e)   A Governance Advisor shall service Te Poari 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 Co-Chairs.

    ii)   Minutes of the meetings shall be prepared, retained, and distributed to Te Poari members, management, and external auditors, as well being made available to Te Pūkenga Council.

(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.

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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.

iv) Where an item is not on the agenda for a meeting, that item may only be discussed at that meeting if:

    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 Co-Chairs 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.;

Te Pūkenga

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

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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. Sensitive Expenditure Policy

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9.   **Pūrongo | Reporting obligations**

The Co-Chairs 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 11 July 2024

Sue McCormack
Acting Council Chair

Te Pūkenga

Pūrongo Te Poari Akoranga | The Academic Board report

25 October 2024

Title	Te Ohu Whakahaere Approvals hui October 2024 – open
Provided by	Diane Lithgow, Co-Chair Te Ohu Whakahaere Approvals
Author	Louise Courtney, Governance Advisor
For	Approval

Te Taunaki | Recommendation(s)

It is recommended that Te Poari Akoranga:

a)	Receives the report titled 'Te Ohu Whakahaere Approvals hui October 2024 – open;
b)	Notes that Te Ohu Whakahaere Approvals approved: • *New Zealand Certificate in Kitchen Joinery (Level 4) with strands in Manufacture, and Installation (4301-1);* • *New Zealand Apprenticeship in Kitchen Joinery (Level 4);* • *New Zealand Diploma in Aeronautical Engineering (Production Control) (Level 6)* • *New Zealand Certificate in Manufacturing (Level 3); and* • *New Delivery Site application for Te Pūkenga (unified) NZ2453 New Zealand Certificate in Business (Introduction to Team Leadership) (Level 3)* for submission to the New Zealand Qualifications Authority approval and accreditation, subject to the incorporation of feedback from Te Ohu Whakahaere Approvals

Te Tāhuhu Kōrero | Background

Te Ohu Whakahaere Approvals (Te Ohu) met online via Microsoft Teams on 16 October 2024. D. Pouwhare, H. Leder, and V. Taiepa provided apologies for absence, and P. Neumann providing an apology for early departure from the meeting. Te Ohu considered the following items in the public excluded portion of its meeting:

Programme approvals

Te Ohu reviewed, provided feedback on, and approved the following programmes in its public excluded session, and resolved that the resolutions be made public but that the report and discussion remain public excluded:

• New Zealand Certificate in Kitchen Joinery (Level 4) with strands in Manufacture, and Installation (4301) - BCITO

• New Zealand Diploma in Aeronautical Engineering (Production Control) (Level 6) - ServiceIQ

• New Zealand Certificate in Manufacturing (Level 3) - Wintec

• New Delivery Site application for NZ2453 New Zealand Certificate in Business (Introduction to Team Leadership) (L3) - EIT

Pūrongo Te Poari Akoranga | The Academic Board Report – Meeting summary Te Ohu Whakahaere Approvals September 2024 – Open
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Ngā Tāpiritanga | Appendices

Appendix 1: Te Ohu Whakahaere Approvals open agenda – 16 October 2024

Pūrongo Te Poari Akoranga | The Academic Board Report – Meeting summary Te Ohu Whakahaere Approvals September 2024
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Te Pūkenga

Pūrongo a Te Poari Akoranga a Te Pūkenga | Academic Board Report

25 October 2024

Title	Whitireia and WelTec Academic Committee Report September 2024
Provided by	Whitireia and WelTec
Author	Dr Martin Boswell, Registrar

Te Taunaki | Recommendation(s)

It is recommended that Te Pūkenga Poari Akoranga:

a)	Receives the report titled 'Whitireia and WelTec Academic Committee Report September 2024';
b)	Notes that Whitireia and WelTec Academic Committee approved Type 2 changes to: - PR4942 Bachelor of Nursing Māori; - HV4706 New Zealand Certificate in Cookery (L4) (Managed Traineeship); - PR4817 Bachelor of Nursing Pacific; - NZ2491 New Zealand Diploma in Veterinary Nursing (L6); and - NZ3428 New Zealand Certificate in Music (L4).
c)	Notes that Whitireia and WelTec Academic Committee also approved the following: - changes to A3-P1 Domestic Student Enrolment Procedures; - academic governance for 2025 and beyond; and - 2025 meeting dates.

Whakarāpopototanga | Summary

Type 2 Change approvals:

- Approved Significant (Type 2) changes to PR4942 Bachelor of Nursing Māori and submission to NZQA for approval as follows:
  - Remove the requirement of a current First Aid Certificate from the Entry Requirements.

- Approved Significant (Type 2) changes to HV4706 New Zealand Certificate in Cookery (L4) (Managed Traineeship) and submission to NZQA for approval as follows:
  - Update to version 2 of the qualification (Strategic Purpose, Graduate Profile).
  - Replace eight 15 credit courses FC4120, FC4121, FC4122, FC4123, FC4124, FC4125, FC4126, and FC4127 with four 30 credit courses.
  - Change delivery method from block courses to 20 on-campus sessions over 40 weeks.

Te Pūkenga

Type 1 Change approvals:

- Approved Minor (Type 1) changes to PR4817 Bachelor of Nursing Pacific as follows:

  o Add additional frameworks - Teu le va Framework; Me tika ngā tikanga Framework; Tangata Hourua Framework to the Programme Philosophy.

  o Change to selection criteria.

  o Minor changes to content of courses NURS5118, NURS5119, NURS5128, NURS5129, NURS6119, NURS6128, NURS6159 to add Use of Artificial Intelligence and Sustainability to reflect the latest Nursing Education Programme Standards (2024) and minor changes to assessment methods in NURS5118 and NURS5128.

- Approved Minor (Type 1) changes to PR4942 Bachelor of Nursing Māori as follows:

  o Minor changes to content of NURS5411, NURS5413, NURS5421, NURS6410, NURS6411, NURS6420, NURS6421, NURS7420.

  o Update programme document content for currency and alignment with latest New Zealand Nursing Council Education Programme Standards.

- Approved Minor (Type 1) changes to NZ2491 New Zealand Diploma in Veterinary Nursing (L6) as follows:

  o Update to version 2 of the qualification.

  o Minor changes to Employment Pathway.

- Approved Minor (Type 1) changes to NZ3428 New Zealand Certificate in Music (L4) as follows:

  o Removal of MU4003 as pre-requisite for MU4004.

  o Increase holiday weeks from 2 weeks to 6 weeks.

  o Amend delivery site to 'All approved WelTec and Whitireia sites'.

Procedures

The Academic Committee approved the changes to A3-P1 Domestic Student Enrolment Procedures subject to confirmation by the Kaiwhakahaere Māori, Dean Te Wānanga Māori and Chief Advisor Pacific of appropriate wording about directing applicants to agreed programmes to the appropriate Māori or Pacific staff. Registrar to confirm and alter accordingly, with the Chair approving on behalf of the Committee

Academic Governance and Proposed Academic Committee Meeting Dates

That Academic Committee approved the following:

1. That the Academic Committee provide feedback on academic governance for 2025 and beyond; and

2. That the Academic Committee approve the 2025 meeting dates; and

3. That Schools note the request to schedule Boards of Studies meeting at least three weeks prior to the Academic Committee meetings.

Te Pūkenga

Pūrongo a Te Poari Akoranga a Te Pūkenga | Academic Board Report

25 October 2024

Title	Southern Institute of Technology Academic Committee Report September 2024
Provided by	Southern Institute of Technology (SIT) Academic Committee
Author	Mikyla Okuyama – Secretary SIT Academic Committee

Te Taunaki | Recommendation(s)

It is recommended that Te Pūkenga Poari Akoranga:

a)	Receives the report titled Southern Institute of Technology Academic Committee Report September 2024.

Whakarāpopototanga | Summary

Programme Approvals updates

Received Te Pūkenga Updates to Unified Programmes:

a. NZ4388 NZC Animal Healthcare Assisting (Level 4)

Compliance

Health, Safety and Wellbeing

- *QM 4.3 2-01 Moderation of Assessment policy update*

Noted updates to the QM 4.3 2-01, as a result of consideration for the requirements listed in a recent NZQA programme monitoring report on internal moderation.

General Business

Consistency Review Schedule

Noted results for NZD in Animation (L5, L6) are now 'sufficient'. Heads of Faculty to advise who reviewers will be for the remainder of 2024 and the first half of 2025 so training on Consistency Reviews can be organised for late October.

Te Pūkenga

Pūrongo a Te Poari Akoranga a Te Pūkenga | Academic Board Report

October 2024

Title	**MITO Quality Oversight Committee Report 3 October 2024**
Provided by	**MITO**
Author	Liz McKenzie
	Manager Assessment and Moderation
	Committee Chair

Te Taunaki | Recommendation(s)

It is recommended that Te Poari Akoranga:

a)	Receives the report titled MITO Quality Oversight Committee Report 3 October 2024.

Whakarāpopototanga | Summary

MITO's Quality Oversight Committee met and discussed matters relating to moderation, QA policy development and review, and establishment of a National Programme Committee for the unified WBL programme leading to the NZC in Business (First Line Management) (Level 4).

Aroturuki | Monitoring

Nil

Ngā tino raru ka heipū mai | Key risks

Risk title	Description	Potential consequences	Current mitigation	Comments

Ngā Tāpiritanga | Appendices

Appendix 1: Minutes – Quality Oversight Committee Meeting 3 October 2024

Te Pūkenga

Appendix 1: Minutes – Quality Oversight Committee Meeting 3 October 2024

mito

MINUTES – Quality Oversight Committee Meeting

Date: 3 October 2024

Time: 10.30 am

Members:

- Michael Alsford - GM Qualifications
- Liz McKenzie - Manager Assessment and Moderation (Chair)
- Paul Neumann - Manager Programmes
- Peter Rees and David Meurant - Senior Advisors: Compliance and Quality
- Jeremy Christmas - National Moderation Advisor
- Michelle Crompton – Principal Advisor

Apologies: David Meurant (on leave), Pete Rees

Item 1: Terms of Reference

Confirmed: ToRs MITO Quality Oversight Committee 050924.docx

Item 2: Programme Approvals (Standing Item)

Nil

Item 3: Quality Assurance and Compliance Activity (Standing Item)

Nil

Item 4: Moderation (Standing Item)

Moderation Plan 2024 - Q4 Moderation call to sub-contractors imminent.

Summary of previous month's moderation activity was tabled.

Item 5: Programme withdrawal/closure or suspension (Standing Item)

Nil

Te Pūkenga

Item 6: Key Risks (Standing Item)

Nil

General Business

- Te Pūkenga MCDM processes as at September 2024 circulated
    o Lead Provider unified WBL FLM National Programme Committee
    o First meeting with Competenz and Connexis scheduled for 14 October.
- MITO QA Policy review underway
- Draft MITO Assessment Integrity Policy
- Assessor Upskilling Workshop being held 17 October 2024.

Next meeting scheduled:

7 November 2024

5 December 2024

Te Pūkenga

Pūrongo a Te Poari Akoranga a Te Pūkenga | Academic Board Report

25 October 2024

Title	Open Polytechnic Academic Committee Report 04 October 2024
Provided by	Open Polytechnic Academic Committee
Author	Alan Cadwallader, Executive Director

Te Taunaki | Recommendation(s)

It is recommended that Te Pūkenga Poari Akoranga:

a)	Receives the report titled 'Open Polytechnic Academic Committee Report 04 October 2024' and;
b)	Notes that the Open Polytechnic Academic Committee approved:

- Annual Programme Evaluation Reports 2023 for the New Zealand Certificate in Floristry (Level 2), New Zealand Certificate in Organics Primary Production (Level 3), and New Zealand Certificate in Horticulture (General) (Level 3)

- Appointment of John Bryant and Richard Jenkins as new members of the Engineering Stakeholder Advisory Group

- Appointment of Surrey Jackson as a new member of the Psychology Stakeholder Advisory Group

- Appointment of Tracey Alenepi as a new member of the Business and Enterprise Stakeholder Advisory Group

- Appointment of Rachel Clarke as a new member of the Funeral Directing Stakeholder Advisory Group

- Updates to Credit Recognition schedule.

Whakarāpopototanga | Summary

The following items were received and noted:

- Approval from Teaching Council and NZQA for a Type 2 change request for the Bachelor of Teaching (Early Childhood Education)

- Sufficiency outcome from the NZQA Consistency Review for the New Zealand Certificate in Information Technology (Level 5)

- Sufficiency outcome from the NZQA Consistency Review for the New Zealand Certificate in Real Estate (Salesperson) (Level 4)

- Communication to ākonga member representative who resigned from Academic Committee

Te Pūkenga

- Type 1 changes to legacy Course Descriptors and Programmes that had already been approved under an internal delegation process

- Minutes from the Portfolio Governance Group meeting 21 August 2024

- Action Plan from 2024 degree monitoring report for the Bachelor of Applied Management

- Minutes from the Academic Quality Assurance Committee meeting 22 August 2024

- Minutes from Research Committee meeting 13 August 2024.

The following items were approved:

- Appointment of John Bryant and Richard Jenkins as new members of Engineering Stakeholder Advisory Group

- Appointment of Surrey Jackson as a new member of the Psychology Stakeholder Advisory Group

- Appointment of Tracey Alenepi as a new member of the Business and Enterprise Stakeholder Advisory Group

- Appointment of Rachel Clarke as a new member of the Funeral Directing Stakeholder Advisory Group

- Updates to Credit Recognition schedule.

Aroturuki | Monitoring

The Open Polytechnic Academic Committee received:

- Annual Programme Evaluation Reports (APERS) 2023.
    - New Zealand Certificate in Floristry (Level 2)
    - New Zealand Certificate in Organic Primary Production (Level 3)
    - New Zealand Certificate in Horticulture (General) (Level 3)
- 2024 degree monitoring report for the Bachelor of Applied Management
- 2024 degree monitoring report for the Bachelor of Teaching (Early Childhood Education)
- 2024 degree monitoring report for the Bachelor of Teaching (Primary Education) and Graduate Diploma in Teaching (Primary Education).

Ngā tino raru ka heipū mai | Key risks

Risk title	Description	Potential consequences	Current mitigation	Comments
Assessment integrity	Increased use of AI to support ākonga submission of assessment	Managing increasing incidents of AI-generated plagiarism	Reviewing current policy and governance settings for the polytechnic's	Assessment integrity

Te Pūkenga

		Impact on academic honesty and assessment integrity	assessment environment Drafting guidelines for AI usage for both kaimahi and ākonga Increasing resources to manage increased plagiarism cases	
Unified programmes	Impact of implementation and changes to unified programmes requiring changes to digital resources and assessment for distance delivery	Ongoing management and implementation of unified programmes not accounting for the Open Polytechnic distance delivery model Resource changes, revision and redevelopment impact on programme implementation timeframes and investment in resource development	Representation at national programme committee	Unified programmes

Pūrongo a Te Poari Akoranga a Te Pūkenga | Academic Board Report

25 OCTOBER 2024

Title	NorthTec Academic Committee Report 10 October 2024
Provided by	NorthTec Academic Committee
Author	Joan Taylor, Academic Committee Co-Chair

Te Taunaki | Recommendation(s)

It is recommended that Te Poari Akoranga:

a)	Receives the report titled NorthTec Academic Committee Report 10 October 2024
b)	Notes that the NorthTec Academic Committee approved granting of awards outlined in the Qualification Award Summary Report
c)	Notes that the NorthTec Academic Committee ratified: • New Temporary Teaching Site at 463 Far North Road, Te Paki 0484 • New Delivery Site Application: Nelson Marlborough Institute of Technology (NMIT) to deliver NZ Certificate in Study and Employment Pathways (Level 3) • Clinical/Fieldwork Access Agreements • Licence to Use Premises Agreements • Other Agreements
d)	Notes the Research and Ethics Committee Report 5 September 2024 in Appendix 1

Whakarāpopototanga | Summary

Academic Quality Assurance Committee Report – 23 September 2024

New Teaching Sites

The Committee ratified the following teaching sites:

> **Temporary site:**
> Te Taumihi Ngati Kuri, 463 Far North Road, Te Paki 0484
>
> Delivery of New Zealand Certificate in Forest Industry Foundation Skills (Level 2), theory components only

Pūrongo ki Te Poari Akoranga a Te Pūkenga | Academic Boardl Report – NorthTec Academic Committee Report 10 October 2024 Page 1 of 3

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Programme Site Accreditation

The Committee ratified the following New Delivery Site Application:

NorthTec Programme:
NZ Certificate in Study and Employment Pathways (Level 3)

Requesting Business Division:
Nelson Marlborough Institute of Technology (NMIT)

Other matters

The Committee received the following reports:

- Contracts Report
- Quality Practices Report
- Programme Development Report
- Research and Ethics Committee Report
- Academic Monitoring Report

The Committee ratified:

- Clinical/Fieldwork Access Agreements
- Licence to Use Premises Agreements
- Other agreements

Awards Report

The Committee received the Qualification Award Summary Report and confirmed the Certificates, Diplomas and Degree requirements have been met. It approved the granting of the awards.

Aroturuki | Monitoring

Discussion on two main items:

The quality of Consistency Review reports being produced by academic teams resulting in some insufficient outcomes. It was resolved to include the quality of consistency review reports in the risk register with an action plan of how to support the academic teams.

Academic Monitoring report itemised the current projects, with an emphasis on the academic review of an example of the first-round delivery of one of the unified qualifications. There are a number of recommendations for the programme to consider in its improvement plans.

Te Pūkenga

Ngā tino raru ka heipū mai | Key risks

Risk title	Description	Potential consequences	Current mitigation	Comments
NZQA Monitoring	NZ 1883 NZ Certificate in English Language (Academic) (Level 4)	Continued delivery of current programme	NZQA Approved action plan completed.	Action plan completed and closed.
NZQA monitoring	NZ 2992 Certificate in Health and Wellbeing (Social and Community Services) (Level 4).	Delivery of programme after current intake/cohort	NZQA approved action plan in place for rest of 2024.	Has been in process for 2024 intake. Monitoring to continue into semester 1 2025.
NZQA Consistency Reviews	Concern raised at number of CR to date (8) with final outcome = insufficient (2) – 25%	Future delivery compromised	• Resource now in place provided to support compilation of reports and presentations from individual departments/programmes. • Participants (academic teams) encouraged to attend NZQA Consistency Review Workshops	

Ngā Tāpiritanga | Appendices

Appendix 1: Research and Ethics Committee Report – 5 September 2024

Pūrongo ki Te Poari Akoranga a Te Pūkenga | Academic Boardl Report – NorthTec Academic Committee Report 10 October 2024 Page 3 of 3

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Circulate to: Angie Dang, John Stansfield, Lorraine King, Lizzie Carroll-Thom, Lisette Buckle, Stella Campbell, Ripeka Walters, Aditi Agarwal, Katrina Goddard

NorthTec
TAI TOKERAU WĀNANGA

RESEARCH COMMITTEE REPORT
TO ACADEMIC COMMITTEE MEETING 10th October 2024

OPEN SECTION

PRESENT: Angie Dang (chair), Lorraine King, Lisette Buckle, Aditi Agarwal, Sandra McDonald, Saini Kant

MEETING: 5th September 2024

APOLOGIES:

IN ATTENDANCE: Melissa Robins (minutes)

ITEMS DISCUSSED:

General Business
- Follow up on Meri and Max's outputs from their research funding. Angie followed up with Huria for a copy of their writing, still waiting.

- Finance question on budgeting and setting aside incoming funding for Semester 1 2015

- Committee to make contact with Pathway Managers and attend Programme Committee Hui's to encourage research activity.

- Maunga Kura Toi, updated their Research plan progression. Three quarters of their plan has been completed.

- Research trip Te Hemo went on to Vancouver Island has invited her and the student back to attend a ceremony

- Business – lacking outputs largely due to staff changes. There is an opportunity and interest in some research outputs and will ask Angie for assistance.

Incoming Correspondence

RECOMMENDATIONS:

1. That the report be received.

A Dang
Chair

NorthTec
TAI TOKERAU WĀNANGA

MINUTES OR RESEARCH COMMITTEE MEETING
THURSDAY 5th SEPTEMBER 2024
AT 3:30PM
VIA ZOOM

PRESENT: Angie Dang (Chair, Social Services), Lissette Buckle (Business), Lorraine King (Creative – Maunga Kura Toi), Aditi Agarwal (Business), Sandra MacDonald (Nursing), Saini Kant (Library)

IN ATTENDANCE: Melissa Robins (minutes)

1.0	**Welcome:** Angie
2.0	**Karakia:** n/a
3.0	**Apologies:**

4.0   Action Points

Date	Action	Assigned	Update
02/08/2024	Connection with ICT for portal spot for presenting on completed or ongoing research projects	Melissa	**Ongoing**
02/08/2024	Research Committee to review a copy of Meri and Max's written report from their research funded overseas workshops	Angie to obtain and circulate	**Ongoing**
02/08/2024	Circulate minutes of Research Hui minutes to Toa and Finance. Ask for clarity about withholding incoming research funding for Semester 1 2025	Melissa	**Completed**
02/08/2024	Seek clarity from Finance about who is responsible for the Research budget and who completed it for 2024		**Ongoing - Has been brought to finance waiting on response.** **Will be brought of academic committee**
02/08/2024	Follow up with Pathway Managers to encourage staff at their committee huis to apply for research funding	Lorraine	**Has been brought up at Pathway Manager meetings - Ongoing**

6.0 Incoming Correspondence

- Jamie Smiler – Animal Ethics – Environment to follow up

7.0 General Business

- Angie still working on the Ethics document. Will work on finalising next term

- Update from on Angie on First Impression Survey. So far received 80 responses out of 600.

- Academic Committee Angie is unable to attend Academic Committee, needs a proxy to attend in her place. Sandra was able to attend the start of the hui and has agreed to sit in as a proxy. Reporting back on what happened in the last meeting. Report have been sent to Stella and raise the budget issue.

- Angie has been approached by someone who is looking to publish an article but has to pay for publication. Question about the process of paying for publication or paying for open access. Will follow up but advise person to submit a research funding application.

8.0 Correspondences

- Rangahou research forum – email circulated. Looking to replace PBRF funding with another system.

9.0 Pathway Updates

Maunga Kura Toi

- Three quarters of research plan is completed.
- Lorraine has another project
- Te Hemo, follow-up from Vancouver Island Trip have been requested to return for a ceremony. The Pathway will be producing a piece of art with their students to bring them. Is sponsored by Creative New Zealand.

Business

- Lissette has asked for Lorraine or Angie to attend their next pathway hui to encourage outputs and interest for research activity
- Current staffing levels are low and have lost research active staff.
- Have some opportunities with research with AI within Accounting
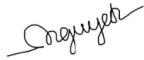- A couple of tutors in Auckland who are keen to get some research outputs
-

Social Services and Nursing to present at the next hui.

9.0 Next Scheduled Meeting

Thursday 17th October 2024 – 3:30PM

- **Pathway updates on their research plan to be presented in the next hui. This will be added as an agenda item ongoing.**

Meeting Closed 4:00PM

Date: 13 September 2024

Te Pūkenga

Pūrongo a Te Poari Akoranga a Te Pūkenga | Academic Board Report

25 October 2024

Title	**Competenz Academic Report October 2024**
Provided by	Competenz Local Academic Committee
Author	Pip Walsh, General Manager Learning Design and Innovation

Te Taunaki | Recommendation(s)

It is recommended that Te Poari Akoranga:

a)	Receives the report titled 'Competenz Academic Report October 2024'.

Whakarāpopototanga | Summary

Competenz Local Academic Committee met 10 October 2024 and covered the following matters:

- Risk register / Issues log established.
- NZQA approvals:
  - 4 Micro credentials.
  - 1 Type 2 amendment.
  - Subcontract agreement.
- 2 Matters for Central Decision Making forms submitted to Te Pukenga in October.
- Investigation into subcontractor concluded and their Educational Delivery Contract has been terminated.
- No Recognition of Prior Learning nor Credit Recognition Transfer assessments this month.
- No new appeals nor academic integrity issues this month.

Te Pūkenga

Pūrongo a Te Poari Akoranga a Te Pūkenga | Academic Board Report

25 October 2024

Title	Careerforce Academic Committee Report October 2024
Provided by	Careerforce
Author	Denise Williams, GM Learning Solutions, Committee Chair

Te Taunaki | Recommendation(s)

It is recommended that Te Poari Akoranga:

a)	Receives the report titled 'Careerforce Academic Committee Report October 2024'.

Whakarāpopototanga | Summary

Planning for 2025 is a priority as Toitu te Waiora are currently reviewing the following qualifications:

- New Zealand Certificate in Health and Wellbeing (Level 2).
- New Zealand Certificate in Health and Wellbeing (Level 3).

Although the Workforce Development Council are unable to confirm the submission date to NZQA, we have been assured that these will be completed before the end of 2024:

Aroturuki | Monitoring

Ongoing monitoring of academic dishonesty.

Te Pūkenga

Te Poari Akoranga o Te Pūkenga Meeting

Resolution to exclude the public

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

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

Item	General subject of each matter to be considered	Section(s)
7.	**Administration**	
7.1.	Minutes of the public excluded portion of the meeting held 27 September 2024	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
7.2.	Actions	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
8.	**Ngā Ohu Whakahaere o Te Poari Akoranga - public excluded**	
8.1.	Te Ohu Whakahaere Approvals	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA

Interests

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

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,
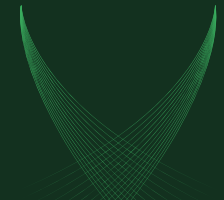**Tīna!** *(everybody)*
Hui e, Tāiki e!

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
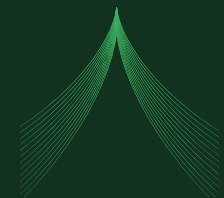and harmony
and bind it firmly,
Firmly!

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

Te Pūkenga