

# Te Ohu Whakahaere Appeals - 3 March 2025



Microsoft Teams

03 March 2025 02:00 PM - 03:00 PM

Agenda Topic	Presenter	Time	Page
<a href="#">Karakia tīmatanga</a>			3
Open agenda			
1. Administration		02:00 PM-02:05 PM	4
1.1 Welcome   Mihi			
1.2 <a href="#">Minutes of the open portion of meeting held on 18 November 2024</a>			4
1.3 <a href="#">Register of interests</a>			7
A. McLean noted a conflict of interest for agenda item five.			
1.4 Action list			
There are no outstanding actions.			
2. <a href="#">Updates from Te Poari Akoranga</a>		02:05 PM-02:15 PM	8
3. <a href="#">Resolution to exclude the public</a>			10
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 outlined in the agenda.			
Agenda - public excluded			
4. Administration - public excluded		02:15 PM-02:20 PM	11
4.1 <a href="#">Minutes of previous meeting - public excluded portion - 18 November 2024</a>			11
5. <a href="#">Appeals Officer report</a>	Karen Kennedy, Appeals Officer	02:20 PM-02:25 PM	13
6. <a href="#">Updates from Te Poari Akoranga - public excluded</a>	A. McLean	02:25 PM-02:35 PM	15
7. Other closed business		02:35 PM-02:45 PM	

[Karakia whakakapi](#)

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# 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  
the 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.



## Open minutes for Te Ohu Whakahaere Appeals - 18 November 2024

18/11/2024 | 10:00 AM - Auckland, Wellington New Zealand Standard Time

Online via MS Teams

### Attendees (4)

Adele McLean; Dell Raerino; Melanie Baynes; Sue Crossan

Chair: Adele McLean

Apologies: Robyn McNaught

In attendance: Karen Kennedy (Appeals Officer), Louise Courtney (Governance Advisor, minutes)

### Karakia tīmatanga

The hui opened with karakia led by D. Raerino at 10:01am.

### 1.0 Administration

#### 1.1 Welcome | Mihi and apologies

Te Ohu Whakahaere Appeals (Te Ohu) received, and accepted, an apology from R. McNaught.

#### 1.2 Te Ohu Whakahaere Appeals membership list

Te Ohu noted the membership list.

#### 1.3 Workplan 2024

Te Ohu noted the Workplan for the remainder of 2024.

#### 1.4 Minutes of the open portion of meeting held on 16 September 2024

#### **RESOLVED: (M. Baynes/D. Raerino)**

*THAT Te Ohu Whakahaere Appeals approved, as a true and accurate record, the minutes of the open portion of the Te Ohu Whakahaere Appeals meeting held 16 September 2024.*

#### **CARRIED**

### 2.0 Self-Assessment 2024

Te Ohu provided feedback that a new appeal had been received since the self-assessment report was created.

**RESOLVED: (M. Baynes/S. Crossan)**

*THAT Te Ohu Whakahaere Appeals:*

- a) Receives the "Te Ohu Whakahaere Appeals Self-Assessment Report"*
- b) Provides feedback on the self-assessment report; and*
- c) Recommends to Te Poari Akoranga that it approves the self-assessment report, subject to updating the number of appeals received in 2024 from 11 to 12.*

**CARRIED**

**3.0 National Ākonga Appeals Policy**

Te Ohu agreed to hold a separate meeting to review the proposed changes to the Ākonga Appeals Policy by Te Ohu Whakahaere Academic Quality before it is considered by Te Poari Akoranga for approval at its November meeting.

**4.0 Updates from Te Poari Akoranga**

**RESOLVED: (D. Raerino/M. Baynes)**

*THAT Te Ohu Whakahaere Appeals receives the meeting summary of Te Poari Akoranga meetings held:*

- 27 September 2024 and*
- 25 October 2024.*

**CARRIED**

**5.0 Resolution to exclude the public**

**RESOLVED: (S. Crossan/M. Baynes)**

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)
<b>6.0</b>	<b>Administration – Public Excluded</b>	
6.1	Minutes of the public excluded portion of the meeting held 16 September 2024	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
6.2	Action List	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
<b>7.0</b>	<b>Appeals Officer Report</b>	Section 9(2)(a) OIA Section 9(2)(g)(ii) OIA
<b>8.0</b>	<b>Updates from Te Poari Akoranga – public excluded</b>	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)(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 Ohu moved into public excluded at 10:15am.*

The hui closed with karakia led by D. Raerino at 10:36am.



# Te Ohu Whakahaere Appeals Register of Interests

**As at 11 February 2025**

Name	Interest	Nature of Interest
<b>Dell Raerino</b> Co-chair	Toi Ohomai staff member	Associate Dean
	New Zealand Qualifications Authority	External Evaluator
	Matara Limited	Director
<b>Adele McLean</b> Co-chair	Service IQ	Workforce Equity Manager
<b>Sue Crossan</b> Member	Unitec	Academic Quality and Capability Partner
<b>Melanie Baynes</b> Member	Open Polytechnic	Member of staff
	E-campus	
<b>Robyn McNaught</b> Member	Southern Institute of Technology	Member of staff



## Tā Te Pūkenga Komiti Pūrongo

### Te Pūkenga Te Ohu Whakahaere Appeals Report

**13 February 2025**

<b>Title</b>	Open portion of January 2025 Te Poari Akoranga hui
<b>Author</b>	Haley Passmore, Governance Advisor
<b>For</b>	Noting

### Te Taunaki | Recommendation(s)

It is recommended that Te Ohu Whakahaere Appeals:

a)	Receives the report titled 'Open portion of January 2025 Te Poari Akoranga hui'.
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### Te Tāhuhu Kōrero | Background

Te Poari Akoranga | The Academic Board (Te Poari) met on 28 January 2025 online via Microsoft Teams. Kieran Hewitson and Adele McLean provided apologies for the meeting. The summary below provides an overview of some key discussions and decisions by Te Poari during the open portion.

### Te Poari Akoranga sub-delegations to Te Pūkenga business divisions

Following approval from Te Pūkenga Council on 11 December 2024 to remove limitations on some sub-delegations, Te Poari approved sub-delegations to:

- Local Business Divisions Leads in respect of unresolved learner complaints or appeals.
- Te Ohu Whakahaere Academic Quality to make recommendations about national policies, procedures, or the provision of services of appeals.
- Local Academic Committees to grant formal awards of Te Pūkenga.

### Te Poari Akoranga Terms of Reference

Te Poari provided feedback on the proposed changes to the Terms of Reference and recommended that Te Pūkenga Council approve the revised Terms of Reference in Appendix 2. The amendments are:

- In Section 3 (Powers and Authority), the ability to sub-delegate appeals beyond ngā ohu whakahaere has been reflected, and a new delegation from Te Pūkenga Council to grant formal awards has been added; and
- In Section 5 (Ngā ohu whakahaere o te Poari Akoranga) Te Ohu Whakahaere Appeals has been removed.





## **Local Academic Committee reports**

Te Poari received reports from nine business divisions and noted that ServiceIQ had identified a risk relating to storage of assessments, and that assessment documents should be kept for seven years. Te Poari asked the Ako Excellence to further discuss this risk with Service IQ.

## **Ngā Tāpiritanga | Appendices**

Appendix 1: [Te Poari Akoranga 28 January 2025 hui – open portion](#)



## Te Ohu Whakahaere Appeals o Te Poari Akoranga 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)
<b>4.</b>	<b>Administration – Public Excluded</b>	
4.1	Minutes of the public excluded portion of the meeting held 18 November 2024	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
4.2	Action List	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
<b>5.</b>	<b>Appeals Officer Report</b>	Section 9(2)(a) OIA Section 9(2)(g)(ii) OIA
<b>6.</b>	<b>Updates from Te Poari Akoranga – public excluded</b>	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
<b>7.</b>	<b>Other closed business</b>	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)(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.**

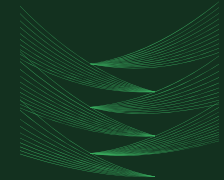
We're just about out of time, therefore I will conclude our shared space with karakia.

## 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,  
Tina! (*everybody*)  
Hui e, Tāiki e!**

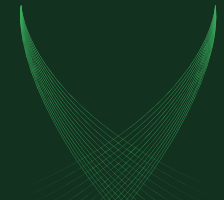
Hold fast,  
hold firmly the words of the  
academy  
cement them firmly  
fixed in the mind.  
Release ourselves  
of the decorum of formality  
let us take up the life giving  
cloak of Rongo  
the permanence of peace  
and harmony  
and bind it firmly,  
Firmly!

## Our values



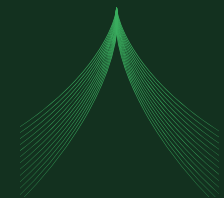
### Manawa nui

We reach out and welcome in



### Manawa roa

We learn and achieve together



### Manawa ora

We strengthen and grow  
the whole person