

Poari Akoranga - Academic Board	Minutes
Wednesday 12 August 2020	10:00am-2:00pm Wellington

Welcome and Attendance

The Chair welcomed everyone to the meeting and opened the meeting with a Karakia.

The Chair advised that given the recent change in Alert Levels due to COVID-19 and subsequent travel restrictions in place, the workshop scheduled the same day (including NZQA presentation) would be rescheduled.

Present

Chris Collins (Chair), Luana Te Hira, Oonagh McGirr, Deborah Young, Glynnis Brook, Greg Durkin, Jeanette Grace, Kieran Hewitson, Lorna Gillespie, Natalie Waran, Neil Carroll, Nita Hutchison, Sue Smart

In Attendance

Phil Alexander-Crawford

Megan Gibbons, Chief Executive Otago Polytechnic (11.04am to 11.30am)

Phil Ker (Regulations Project Lead)

Vikki Roadley (NZIST interim GM)

Valérie Bray (minute taker)

Apologies/Absent

No apologies were received.

1. Minutes of the Previous Meeting

a. Scheduled Meeting

The minutes of the Academic Board meeting held on 8 July 2020 were approved as a true and correct record.

Carried

b. Matters Arising

i. Action Items

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0720-1	Determine new timeline for excellence project for academic regulations	CC/PK/ST	September 2020
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ii. Other Matters Arising

- It was noted that more robust principle-based discussion and information sharing were required under “excellence” and shared programmes delivery discussions to address challenges around term/semester-based delivery. The Chair added that it would be important to respond to the need of context whilst keeping the learner at the centre.

2. Academic Reports to Council July

The Chair and Interim GM spoke to this agenda item.

In particular, members noted the need to:

- Work with the Council and clarify the role and function of Poari Akoranga/Academic Board:
 - o Are we setting the direction on behalf of NZIST or is the expectation that we are being supported by NZIST to set the direction?
 - o Noting that discussions have already started on “harmonisation” with no specific set of principles;
 - o Keeping in mind Governance function vs Management function.
- Identify the Board’s priorities;
- Clarify the principles and parameters of the programme regulations and provide input to monitor progress via the NZIST workplan;
- Clarify the projects currently intertwined;
- Further develop the “Workstream on a page” document and include interactions to ensure consistent set of functions;
- Coordinate workstreams (current and existing workstreams with new workstreams) and confirm their role and function; and,
- Further discuss direction and guidelines with NZQA (at a rescheduled workshop).

3. NZIST Letter of expectations

The Chair spoke to this agenda item.

The following points were noted:

- Signal of a short timeframe (3-6 months);
- Need to set priorities for Poari Akoranga/Academic Board quite soon taking a risk approach (*refer Expectation 5 – “Early signals of change will support transformation”*);
- LOE may not reflect all guiding principles of ROVE (particularly in relation to industry);
- Need to further clarify impact of COVID-19 and international partnerships;
- Confirms the responsibility to share the expertise; and,
- Need to further clarify resourcing to develop the capability in the different areas (for online delivery, platforms, upskilling, etc).

4. Terms of Reference and workplan

The Chair and Interim GM spoke to this agenda item.

The following points were noted:

- A first draft of the Poari Akoranga/Academic Board Terms of Reference (TORs) was developed in January/February as a starting point;
- TORs take into consideration the two letters of expectations (from Minister of Education and from NZIST Chair), the Charter and are developed in partnership with Māori Advisory Committee; and,
- Next steps: feedback and input were still welcome.

5. Māori partnership and Interim student and staff voice

The Interim GM spoke to this agenda item.

The following points were noted:

- Processes to establish these committees are being developed noting these have been delayed given COVID-19 (updated timeframe: October/November);
- It can be assumed that there will not be a formal process for most of this year;
- It was suggested that one of the options could be to have a collective of staff and a collective of students; and,
- Need to keep in mind membership criteria (regional representation, staff or student of NZIST).

The Chair suggested that this matter was not for Poari Akoranga/Academic Board to operationalise and asked the Interim GM to follow up with NZIST to organise an interim arrangement. **ACTION: Vikki Roadley**

Megan Gibbons joined the meeting at this point.

6. Working group verbal reports

The Chair invited Deborah Young and Sue Smart to speak to their respective agenda items.

1. Programme change process update

Deborah Young spoke to this report noting NZQA have consulted with PTEs and ITPs and it is now BAU for ITPs.

The Chair noted that further discussion with NZQA will be required around accreditation process and timeline ahead of 31 December 2022 when all accreditations would go to NZIST and in particular to query the timeline and whether this process could happen earlier.

It was acknowledged that this was a big piece of work for all involved.

2. New programme development framework

Sue Smart will provide a further report at the next Board meeting.

7. Targeted Evaluation & Review Indicators and Schedule

The Chair spoke to this agenda item noting the targeted evaluations begun in 2020, as an interim measure for the 7 ITPs that were due to have their External Evaluation and Reviews (EERs) scheduled to occur in 2020 or early 2021.

A brief discussion was held, and the main points noted were:

- The three focus areas were agreed last year (Learner support/Learning and assessment/Areas of strength).
- Concerns raised included: timing, scope and focus areas as well as field work required.

Lorna Gillespie left the meeting at this point.

8. Common seal usage

The Interim GM spoke to this agenda item noting the legal advice received from Bell Gully.

Legislative provisions key points:

- The section of the Education Act that refers to common seals of institutions (section 167) was amended by the recent legislative reforms to provide that it does not apply to NZIST or its subsidiaries. There is also a provision of the Crown Entities Act (section 128) that provides for statutory entities to have a common seal – this provision is expressed to apply to NZIST but is not expressed to apply to NZIST Subsidiaries.
- However, section 180(1A) of the Companies Act (which now applies to each NZIST Subsidiary) provides that a company may enter into a contract or other enforceable obligation by affixing its common seal, if it has one, to the contract or document containing an enforceable obligation. This is expressed to be in addition to the specific requirements for entering into contracts or other enforceable obligations set out in section 180 (e.g., deeds have specific requirements). It's not clear that this is relevant for certificates as it is unlikely they fall within the concepts of contracts or other enforceable obligations. However, in any event, given the Companies Act does contemplate that a company may have a common seal, an NZIST Subsidiary could use a common seal in relation to other documents so long as it is not prevented from doing so under its constitution (which it is not).
- As NZIST subsidiaries no longer have Councils, NZIST Subsidiaries should not be using common seals that refer to a Council. However, there is no reason why they would not continue to use a common seal for documents like certificates, so long as the reference to Council is removed and is replaced with "Board" (if a reference to a body is required in the common seal).

The Interim GM will ensure a clear communication is provided to subsidiaries with guidance on the use of common seal. **ACTION: Vikki Roadley**

9. RPL update – verbal

Megan Gibbons spoke to the RPL update noting a three-phased approach was developed to assist learners that have skills already and provide them with a quick pathway to a different career:

1. Prior recognition of learning (cross credits/experience)
2. Assessment
3. Discuss/offer a Career pathway

The following points were noted:

- The Funding model project has been discussed with TEC; and,
- The model will need to be flexible and learner-centred.

The Interim GM will circulate the supporting paper provided by Megan Gibbons. **ACTION: Vikki Roadley**

The Chair thanked Megan Gibbons for her contribution.

10. Regulations Project update

Phil Ker spoke to this agenda item and the following points were noted:

- The project has two workstreams (ITO workstream/ITP workstream);
- The project has considered the Letter of Expectation and the funding letter, reinforcing expectations around

transformational change;

- The academic statutes of ITPs are very monocultural, draw on a lengthy history of university academia, tend to serve the interest of the provider and not the learner, the language is not accessible to learners nor to the employers noting upcoming discussion will address these challenges;
- Nevertheless, there is a clear purpose statement establishing why regulations are needed with robust set of principles;
- Principles could be turned into assessment tool noting this could present challenges in case of monocultural ITPs; and,
- Assuming the suggestion is endorsed by the Council, a small project will be set up to assist the ITPs to run the self-assessments.

Phil Ker advised that he would circulate a report ahead of the NZIST Council meeting. **ACTION: Phil Ker**

The Chair thanked Phil Ker for his update noting the importance of this core project, which will result in innovation, empowerment and quality outcomes for the learner and will also contribute to the direction of the Poari Akoranga/Academic Board.

11. Update from Council

Name for NZIST:

The Chair confirmed that a recommendation has been submitted to the Minister for decision.

12. Information to go into August Pānui

The Interim GM spoke to this agenda item and advised that all agendas, minutes and papers for Poari Akoranga were available on the NZIST website.

The regular Pānui would be sent to Poari Akoranga's key stakeholders after each Board meeting and would provide updates, information and further insight into the work undertaken by Poari Akoranga.

The Chair advised that an executive summary of the minutes would be used as input for the August Pānui.

ACTION: Vikki Roadley

Key items for the August Pānui would include:

1. Working to have learner and staff voice represented on Poari Akoranga while the Staff and Student committees are set up
2. Common seal usage and guidance for subsidiaries
3. NZQA EER and summary update
4. Regulation for excellence project update

13. Te Kaupapa: NZIST Pilot Accountancy

Sue Smart spoke to the agenda item and the formation of a working group membership representation from the 15 ITPs.

Members noted the timeline. Responding to queries, Sue Smart confirmed that all Business schools have been consulted.

Sue Smart offered to take the lead on this project and work with the group. Sue Smart advised that she would follow up and identify the key contacts at subsidiaries involved.

Members supported the recommendation and approved the formation of a working group membership representation from the 15 ITPs.

The Chair asked the Interim GM to follow up on the next steps. **ACTION: Vikki Roadley**

14. Closure and Next Meeting

Next meeting date: 9 September 2020, NZIST offices, Hamilton.

The next meeting is intended to be a face to face meeting subject to change given the current alert levels.

The Chair thanked members and staff for their contribution.

The Interim GM closed the meeting with a Karakia.

Future Meeting Dates

9 September 2020	NZIST offices, Hamilton-By Zoom
14 October 2020	NZIST office, Hamilton
11 November 2020	Location tba
9 December 2020	Location tba

Summary of Action Items

	Detail	Owner	Due Date
0620-5	A working group is now required to take this further. An advisory committee meeting is being held next week; the first action of the working group is to tidy the document ready to take to the advisory committee. <i>(Item 7: Delegations)</i>	DY(C)/NH/KH/LT/LG	Completed
0620-6	A working group is to be formed to get a framework defined for how each of the subsidiaries can plan for new programme development.	SS(C)/GB/NC/OM	Completed
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