

Te Poari Akoranga (Academic Board) MINUTES – Open

Wednesday, 21 September 2022

Minutes

These are the Open minutes of a meeting of Te Poari Akoranga held on Wednesday, 21 September 2022 at 9am, online via Microsoft Teams.

Present

Te Poari Akoranga Members

Angela Beaton (Co-Chair)	Liz McKenzie
Jeanette Grace (Co-Chair)	Jasmine Te Hira
Fiona Beals	Doug Pouwhare
Te Urikore Biddle	Peter Winder (Acting Chief Executive)
Mary-Liz Broadley	Deborah Young
Kieran Hewitson	

Jeanette Grace chaired the meeting.

In Attendance

Jeanette Fifield (Academic Governance Coordinator, Te Pūkenga).
Tagaloatele Peggy Fairbairn-Dunlop, Council Member, Te Pūkenga.
Julia Parrott, ex-officio Te Ohu Whakahaere Approvals, Te Pūkenga – Item 5.3.
Fionna Moyer, Kaikōkiri Director Quality, Te Pūkenga – Item 6.1, Item 6.2
Dave Dixon, Recognising Knowledge and Skills Working Group Representative - Item 6.2.
Trish Chaplin-Cheyne, Recognising Knowledge and Skills Working Group Representative - Item 6.2.

Quorum

The Chair noted that a quorum of members were present at the meeting and declared the meeting open.

1. Karakia Timatanga

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

2. Welcome / Apologies

The Chair noted apologies received from, Linda Aumua (Open session), Hamish Duncan (Learner Advisory representative), Skyla Flowers (Open session) and Diane Lithgow.

The Chair welcomed new member Jasmine Te Hira, Kōmiti Māori representative and Peter Winder, Acting Chief Executive to the meeting. A whakawhanaungatanga session took place. Peter Winder thanked the members for sharing aspirations and insights and encouraged engagement with himself and Te Pūkenga Council on matters in relation to Te Poari Akoranga.

The Chair thanked P Winder for his attendance. P Winder left the meeting.

The Chair acknowledged this is the last meeting of members Te Urikore Biddle, Liz McKenzie and Doug Pouwhare, whose membership terms have been completed.

3. Administration

3.1 Te Poari Akoranga Calendar and Schedule of Committees

Te Poari Akoranga meeting time, **9am to 3pm** for the remainder of 2022.

3.2 Open Minutes of the Previous Meeting

Scheduled Meeting – 10 August 2022

Resolution:

Te Poari Akoranga approved the minutes of the open meeting of Te Poari Akoranga held on 10 August 2022, as a true and accurate record of the meeting.

Moved: Te Urikore Biddle

Seconded: Kieran Hewitson

CARRIED

3.3 Matters Arising

- Recognition of Prior Learning (RPL) – Agenda item 6.2
- Awards and Graduation – Agenda Item 6.1
- 2023 Trades Academy Programme Provision – updated report received, for information.

4. Te Pūkenga Council Report – August

The members received a verbal update of the report to Council for the month of August 2022, for information.

5. Ohu Whakahaere o Te Poari Akoranga

5.1 Te Ohu Whakahaere Quality

5.1.1 Scheduled meeting held on 7 September

The members received a verbal update of the meeting held on 7 September 2022 which included:

- a request for a central repository to access respective terms of references for Te Poari Akoranga and ngā ohu whakahaere as required
- endorsement of the final engagement round of Te Kawa Maiororo Te Pūkenga to the network
- the recommendation for approval to Te Poari Akoranga, Te Ohu Whakahaere Quality endorsement of the Continuous Quality Improvement Policy and that it is foundational to Te Pūkenga Quality Management System.

Action:

The Academic Governance Co-ordinator to set-up a central repository for Te Poari Akoranga and its sub-committees and upload the Terms of References, for access by ngā ohu members.

5.1.2 Minutes of the meeting held on 11 August 2022

The members received the minutes of the meeting held on 11 August 2022, for information.

5.1.3 Continuous Quality Improvement (CQI) Policy

Deferred to 2.30pm to accommodate the availability and attendance of Janine Kapa and Roxanne Smith.

5.2 Te Ohu Whakahaere Rangahau Māori, Research and Postgraduate

5.2.1 Scheduled meeting held on 13 September 2022

The members received a verbal update of the meeting held on 13 September which included:

- a request to Te Poari Akoranga to notify Te Pūkenga Council of Te Ohu Whakahaere Rangahau Māori, Research and Postgraduate serious concern raised in the consultation phase of He Anga Mana Whakairo Hinengaro | Intellectual Property Framework, in particular as it stands, it is unacceptable and unworkable from the seam point of rangahau, research and postgraduate study
- receipt of the consultation submission by Otago Polytechnic which articulates these concerns, and are endorsed by Te Ohu Whakahaere Rangahau Māori, Research and Postgraduate.

Action:

Te Poari Akoranga notify Te Pūkenga Council of Te Ohu Whakahaere Rangahau Māori, Research and Postgraduate serious concern in relation to He Anga Mana Whakairo Hinengaro | Intellectual Property Framework, as outlined above. This will occur at the November Council if work to align expectations in relation to the policy has not been resolved before then.

5.2.2 Minutes of the meeting held on 30 August 2022

The members received the minutes of the meeting held on 30 August 2022, for information.

5.2.3 Process for filling vacancies and co-opting on ngā ohu whakahaere

The members received a memorandum outlining a proposed process for filling vacancies and co-opting onto ngā ohu. Discussion took place.

Resolution:

Te Poari Akoranga adopt the following processes:

1. Guiding document | Terms of Reference (ToR) Mematanga | Membership, noting processes for filling vacancies and co-opting are in the terms of reference
2. Vacancies will be called for by te ohu and expressions of Interest are not necessary. Te ohu will consider applications against the identified need and/or gap and with the understanding the membership needs to be reflective of Te Pūkenga to give effect to Te Tiriti. If there are no suitable applicants, then te ohu may approach members in the network to gauge interest and invite for consideration of a position.
3. Te ohu will make a recommendation to Te Poari Akoranga for approval by the Co-Chairs of Te Poari Akoranga.

Moved: Fiona Beals

Seconded: Te Urikore Biddle

CARRIED

Action:

Ngā ohu whakahaere adopt the processes to fill vacancies and co-opting, as required.

5.3 Te Ohu Whakahaere Approvals**5.3.1 Scheduled meeting held on 19 September 2022**

The members received a verbal update of the meeting held on 19 September 2022.

5.3.2 Interim Approvals

The members received an update of activities. Discussion included:

- Work Development Council (WDC) endorsement process
- the large volume of unified programmes being submitted for approval and accreditation, which include transitional programmes (levels 1-6); and transformed degree programmes.
- review and evaluation of timelines for the transitional programmes (levels 1-6)
- processes put in place to manage the capacity and volume of approvals and accreditations being submitted to te ohu
- processes put in place to manage te ohu resources and capability
- provision of the list of level 1-6 unified programmes that will be submitted to te ohu (5 and 12 October 2022)
- NZQA times for submission
- Te Ohu delegation of approval.

The Chair welcomed Julia Parrott to the meeting. The members received a verbal overview of the socialisation of and consultation undertaken throughout the process, the list of programmes for submission to te ohu, internal timeframes and deadline dates for submission to NZQA for approval and accreditation. Discussion included:

- an opportunity for Te Poari Akoranga to guide local academic committees during the transition to interim divisional structure
- acknowledging a reasonable approach and a process in the interim
- having two sets of programmes that lead to the same qualification in some cases and for an interim time period
- the provision of programmes of study and programme documents that provide flexibility

Resolution:

Te Poari Akoranga approve formal delegation of the approval of transitional programmes levels 1-6 submitted for approval and accreditation to Te Ohu Whakahaere Approvals.

Moved: Deb Young

Seconded: Fiona Beals

CARRIED

ACTION:

Te Ohu Whakahaere Approvals update their Terms of Reference.

The members noted the quantum of programmes and the amount of work involved, acknowledging the role and purpose of Te Poari Akoranga in providing assurance and confidence.

Te ohu acknowledge there is an opportunity to start to look at a wider breadth of process, for consistency and invite Te Poari Akoranga to provide feedback on a proposed process for transformed programmes.

Te Ohu will review processes and improvements identified from learnings in this suite of approvals and acknowledge future reviews and internal processes will be informed by the final Operating Model, for Te Pūkenga in 2023.

Te ohu is requested to provide a list of the programmes (both transitional and transformational) to Te Poari Akoranga, for information.

The members applaud the development teams, te ohu and staff involved throughout the process for the quantum of work undertaken in the timeframe to meet the external deadline approvals date.

The Chair thanked J Parrott for her attendance. J Parrott left the meeting.

5.3.2 Appointment of new member

Moved to the Closed session of Te Poari Akoranga.

6. Te Kawa Maiooro | Educational Regulatory Framework

The Chair welcomed Fiona Moyer to the meeting.

6.1 Awards and Graduation Regulations

The members received a verbal overview of the Awards and Graduation Regulations. Insights included:

- Te Kawa Maiooro Te Pūkenga will be implemented from 1 January 2023
- the framework includes high level regulatory statements on Awards and Graduation
- confirmation of eligibility and conferral of the award simultaneously
- ensure ākongā receive their awards as quickly as possible
- participation by all ākongā in the graduation ceremony of their choice
- provision of awards in both English and Te Reo Māori – ākongā will have a choice
- all business divisions within the network will retain their own practices and traditions for managing awards and graduations during the transitional phase. As subsidiaries transition into Te Pūkenga business divisions, Te Pūkenga will become the awarding institution
- work is still in progress on the design of the certificate

- signatories on subsidiary-awarded certificates remain the same, signatures on co-branded certificates may change depending on the requirements for the qualification award
- the Seal has been approved and the design work is in progress
- capping delegation discussions are taking place
- WBL colleagues will continue with their award of qualifications

Action:

The members may share the memorandum (Attachment 6.1) with Academic Managers/ Directors.

The Chair welcomed Dave Dixon and Trish Chaplin-Cheyne to the meeting.

6.2 Recognising Knowledge and Skills (RKS) Regulations

The members received a verbal overview of the Recognising Knowledge and Skills Regulations. Insights included:

- regulations allows credit to be awarded towards a formal qualification, course or standard, where ākongā have already acquired, and can demonstrate current relevant knowledge and skills.
- use of terms and their definition
- requirements for an RKS application
- assessment requirements and conditions
- criteria for evidence used in RKS assessment
- RKS assessment process components
- Proposed RKS Centre
 - Terms of Reference
 - Role of the Centre
 - Role of the Kaiarahi
 - Role of the Assessor
 - Role of the Review Assessor
 - Role of RKS Centre Moderator
- quality assurance of RKS decisions and outcomes.

Discussion included:

- acknowledgement of feedback from Academic Managers incorporated into draft document
- flexibility to gather skills and knowledge from Indigenous groups, providing currency and creativity
- acknowledgement of putting ākongā at the centre throughout the regulations
- decision of centralised RKS centre – discussions ongoing
- the functions and quality management may be centralized, for consistency across the network
- the cost per credit charged to ākongā

- clarification of credit limit – there is no limit, however it was noted regulatory body credit limits are not included in programme documents.
- consultation/engagement with TITOs within WBLs
- engagement with regulatory bodies
- considerations by Te Tiriti partners

D Dixon and T Chaplin-Cheyne thanked the members for their feedback and for the opportunity to present the regulations for discussion. Feedback will be taken back to the RKS Working Group.

The Chair thanked D Dixon and T Chaplin-Cheyne for their attendance. F Moyer acknowledged the support and amount of work undertaken by the Academic Delivery and Innovation team throughout the development process of Te Kawa Maiooro and for the commitment and excellent work undertaken by the RKS Working Group and all staff involved.

F Moyer, D Dixon and T Chaplin-Cheyne left the meeting.

7. Next meeting

TBC Wednesday, 19 October 2022, 9am to 3pm, online via Microsoft Teams.

8. Formal Motion for Moving into the Closed session

The Chair moved the formal motion to move into the Closed session.

Resolution:

IT WAS RESOLVED THAT TO THE EXTENT THAT THE LOCAL GOVERNMENT OFFICIAL INFORMATION AND MEETINGS ACT 1987 (LGOIMA) MAY APPLY, THE PUBLIC BE EXCLUDED FROM THE CLOSED SESSION OF THE MEETING IN ACCORDANCE WITH SECTION 48(1) OF LGOIMA AND THE PARTICULAR INTERESTS PROTECTED BY SECTION 9 OF THE OFFICIAL INFORMATION ACT 1982 (SPECIFICALLY, TO PROTECT THE PRIVACY OF NATURAL PERSONS AND TO PROTECT INFORMATION WHERE THE MAKING AVAILABLE OF SUCH INFORMATION WOULD BE LIKELY UNREASONABLY TO PREJUDICE THE COMMERCIAL POSITION OF TE PŪKENGA, WHICH WOULD BE PREJUDICED BY THE HOLDING OF THE RELEVANT PARTS OF THE PROCEEDINGS OF THE MEETING IN PUBLIC.

Moved: Linda Aumua

Seconded: Doug Pouwhare

CARRIED

The Open session closed at 11.30am.

Resolution to move Out-of-Committee from the Closed Session

Resolution:

Te Poari Akoranga moved out-of-committee at 2.30pm | Item 17. Continuous Quality Improvement (CQI) Policy.

Moved: Deborah Young

Seconded: Jasmine Te Hira

CARRIED

The Chair welcomed Fionna Moyer, Janine Kapa and Roxanne to the meeting.

17. Continuous Quality Improvement (CQI) Policy

The members received a comprehensive verbal overview of the background and development of the policy submitted to Te Poari Akoranga for 1. Approval of the policy and 1. Approval that it is foundational to Te Pūkenga Quality Management System.

The intent of the policy is to develop a network-wide integrated insights and evaluation function to inform and support quality assurance process, reporting and continuous quality improvement. Discussion included:

- insights gathered to inform the policy development and approach for the network
- Te Ohu Whakahaere Quality discussions held and their endorsement and recommendation for approval to Te Poari Akoranga
- acknowledgement to the development team for providing an excellent document
- recognise the policy presents opportunity for a new approach
- self assessment processes looking at a kaupapa approach. F Beals will send report to F Moyer
- what is the possibility of taking the principles-based approach within the influence of the employer who is effectively the kaiako and the classroom? Taking a Te Tiriti based approach into the learning environment was acknowledged
- the development of self-reflection tools based on the same set of principles
- important to consider the inclusion of explicit statements of Mātauranga Māori
- how do we separate out the evaluative process and the variables that sit within the workplace that are outside our sphere of influence?
- to what extent the CQI policy will influence other policies developed across the network and be embedded where it needs to be?

- further consideration by the development team to align the policy Principles to Te Pūkenga values?
- the members request a summary statement to share with colleagues on how the frameworks will speak to each other.

Resolution:

Te Poari Akoranga:

1. Approve the Continuous Quality Improvement Policy; and
2. Approve that it is foundational to Te Pūkenga Quality Management System

Moved: Jeanette Grace

Seconded: Te Urikore Biddle

CARRIED

The Chair thanked F Moyer, J Kapa and R Smith for their attendance. F Moyer, J Kapa and R Smith left the meeting.

18. Karakia mutunga – T Biddle.

The meeting closed at 3.05pm.