

Te Poari Akoranga | Academic Board 28 March 2024 hui



28 March 2024 10:00 AM - 01:00 PM

Agenda Topic	Presenter	Time	Page
Open Agenda			
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1. Welcome and apologies			
2. Administration		10:00 AM-10:10 AM	5
2.1 Te Poari Akoranga membership and meeting schedule calendar 2024			5
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Members must declare any agenda items where a conflict arises between their role as a member of Te Poari Akoranga and the role they are usually employed in, or any private or other external interest they may have and stand aside from decision making in respect of that item.			
2.3 Delegations from Te Pūkenga Council to Te Poari Akoranga			11
The delegations from Council to Te Poari Akoranga are provided as a reference to inform decision making at this meeting.			
2.4 Open minutes of hui 1 March 2024.			14
RECOMMENDATION: THAT Te Poari Akoranga accept as a true and accurate record the minutes of the open portion of the Te Poari Akoranga meeting held 1 March 2024.			
3. 2024 Workplan		10:10 AM-10:15 AM	20
4. Ngā Ohu Whakahaere o Te Poari Akoranga			22
4.1 Te Ohu Whakahaere Academic Quality	F. Moyer (co-chair)	10:15 AM-10:25 AM	22

4.1.1	<u>Update from 7 March 2024 hui</u>		22
<p>RECOMMENDATION: THAT Te Poari Akoranga: a. Receives the report titled 'Te Ohu Whakahaere Quality hui March 2024'; b. Approves the revised 'Te Ohu Whakahaere Academic Quality Terms of Reference' subject to inclusion of any feedback provided. c. Approves the extension of membership terms for an additional year (or until the date Te Pūkenga is disestablished, whichever occurs first) for the following members: • Deborah Young • Fiona Moyer • Greg Durkin • Carmel Haggerty • Gianetta Lapsley • Caroline Terpstra • Joan Taylor; d. Notes that Te Ohu Whakahaere Quality approved their workplan for 2024, noting it will require updating as the year progresses; and e. Notes that Te Ohu Whakahaere Quality approved Te Pūkenga Moderation: 'Which resources do you need?' and that it accompanies the Moderation transition and Implementation resources approved by the Ohu 8 November 2023.</p>			
4.2	Te Ohu Whakahaere Approvals	D. Pouwhare (co-chair)	29
4.2.1	<u>Update from 13 March 2024 hui</u>		29
<p>RECOMMENDATION: THAT Te Poari Akoranga: a. Receive the report titled 'Te Ohu Whakahaere Approvals hui March 2024'. b. Note that Te Ohu Whakahaere Approvals approved for submission to the New Zealand Qualifications Authority (NZQA): • 4225 New Zealand Certificate in Coachbuilding Level 3. • New Zealand Apprenticeship (Complex) in Coachbuilding (Level 3-4). • New Zealand Diploma in Veterinary Nursing Level 6.</p>			
4.3	Te Ohu Whakahaere Rangahau, Research and Postgraduate	A. Gillies (co-chair)	31
4.3.1	<u>Update from 21 March 2024 hui</u>		31
<p>RECCOMENDATION: THAT Te Poari Akoranga: a. Receives the report titled 'Te Ohu Whakahaere Rangahau, Research and Postgraduate hui March 2024' b. Approves the revised 'Te Ohu Whakahaere Rangahau Research and Postgraduate Terms of Reference' subject to inclusion of any feedback provided; c. Approves the extension of membership terms for an additional year (or until the date Te Pūkenga is disestablished, whichever occurs first) for the following members: • Annemarie Gillies • Fiona Beals • Tepora Emery • Suzanne Miller • Michael Shone • Jonathan Sibley; d. Approves the appointment of Jamie Smiler, Director Rangahau and Research to Te Ohu Whakahaere Rangahau, Research and Postgraduate as per the updated terms of reference; e. Notes that further extensions for members of ngā ohu whakahaere may be required throughout the year; f. Notes that Te Ohu Whakahaere Rangahau, Research and Postgraduate approved its workplan for 2024, and that it will be updated once the co-chairs have met with the Director Rangahau and Research; and g. Notes that Rose Crawford has resigned from Te Ohu Whakahaere Rangahau Research and Postgraduate.</p>			

5. [Extending terms of ngā ohu whakahaere membership](#) 10:35 AM-10:40 AM 39

RECOMMENDATION:

THAT Te Poari Akoranga:

- a. Receive the report titled 'Ngā ohu whakahaere member extension of terms'; and
- b. Approve the extension of membership terms for an additional year (or until the date Te Pūkenga is disestablished, whichever occurs first) for the following members of Te Ohu Whakahaere Approvals, whose memberships are due to expire in the next three months:
 - Doug Pouwhare
 - Diane Lithgow
 - Kim Davies
 - Harry Leder
 - Liz McKenzie
 - Veraneeca Taiepa
 - Denise Williams
 - Shelley Wilson;
- c. Note that requests to extend membership terms for members of Te Ohu Whakahaere Academic Quality and Te Ohu Whakahaere Rangahau, Research and Postgraduate are included in a separate report to Te Poari Akoranga;
- d. Note that there are no members of Te Ohu Whakahaere Appeals whose membership are expiring in April, May or June 2024; and
- e. Note that further extensions for members of ngā ohu whakahaere may be required throughout the year.

6. [Appointments to Te Poari Akoranga - 28 March 2024](#) 41

RECOMMENDATION:

THAT Te Poari Akoranga:

- a. Receive the report titled 'Appointments to Te Poari Akoranga – 28 March 2024';
- b. Note that under our delegation from Te Pūkenga Council on 8 February 2024 to appoint one Chair (or delegate) of a business division Academic Committee from each Rohe we have appointed the following members to Te Poari Akoranga:
 - Martin Carroll (Rohe 1)
 - Te Urikore Biddle (Rohe 2)
 - Nita Hutchingson (Rohe 3); and
- c. Note that one further appointment is still yet to be made for Rohe 4.

7. Any Other Business

8. [Resolution to exclude the public](#) 42

For approval

Agenda - Public Excluded

9. Administration - Public Excluded 10:40 AM-10:45 AM 43

9.1 [Minutes of the public excluded portion of the Te Poari Akoranga 1 March 2024 hui](#) 43

RECOMMENDATION:

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

9.2 [Minutes of the e-meeting held 5 March 2024](#) 46

RECOMMENDATION:

THAT Te Poari Akoranga approve, as a true and accurate record, the minutes of the e-meeting held 5 March 2024.

9.3 [Action List](#) 48

Update on progress and close off complete actions.

[Karakia whakakapi](#) 49

Next scheduled meeting

9:30am - 12:30pm, Monday 29 April 2024.

Karakia tīmatanga

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

Māku e huaki te wānanga nei.

I'll open our shared space.

Kia huakina te wānanga nei ki te karakia.

May our shared space be opened with karakia.

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

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

Karakia tīmatanga Opening incantation

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

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

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

Tēnā koe i tō karakia mai.

Thank you for delivering karakia.

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

With heartfelt gratitude, thank you for delivering karakia.

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

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



2024 Schedule of Te Poari Akoranga and Ngā Ohu Whakahaere meetings

As at 20 March 2024

Te Poari Akoranga

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



Te Ohu Whakahaere Appeals

Name	Role	Meeting dates
Glynnis Brook	Co-Chair	Wed 27 March
Sue Crossan	Member	Fri 31 May
Dell Raerino	Member	Fri 6 September
Melanie Baynes	Member	Fri 6 December
Lulu Lutui	Member	
Adele McLean	Member	
Robyn McNaught	Member	

Te Ohu Whakahaere Approvals

Name	Role	Meeting dates
Diane Lithgow	Co-Chair	Wed 13 March
Doug Pouwhare	Co-Chair	Wed 17 April
Kim Davies	Member	Wed 8 May
Harry Leder	Member	Wed 5 June
Liz McKenzie	Member	Wed 10 July
Veraneeca Taiepa	Member	Wed 14 Aug
Denise Williams	Member	Wed 11 September
Shelley Wilson	Member	Wed 9 October
Leoni Drew	Member	Wed 13 November
Rose Marsters	Member	
Paul Neumann	Member	
Paula Simeon	Member	
Ginny Vincent	Member	
Maggie Wells	Member	



Te Ohu Whakahaere Quality

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

Te Ohu Whakahaere Rangahau, Research and Postgraduate

Name	Role	Meeting dates
Fiona Beals	Co-Chair	Thurs 21 March
Annemarie Gillies	Co-Chair	Thurs 9 May
Ruth Crawford	Member	Wed 17 July
Tepora Emery	Member	Thurs 12 September
Suzanne Miller	Member	Wed 13 November
Michael Shone	Member	
Jonathan Sibley	Member	
John Stansfield	Member	
Allen Hill	Member	
Louise Rummel	Member	
Waireti Roestenburg	Member	
Christine Cheyne	Member	



Te Ohu Whakahaere Ako

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

Te Ohu Whakahaere Ōritetanga

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



Te Poari Akoranga Register of Interests

As at 25 March 2024

Name	Interest	Nature of Interest
Kieran Hewitson Co-Chair	Te Pūkenga	Executive Director Ako Delivery
	EIT Academic Committee	Chair
Deborah Young Co-Chair	Te Pūkenga	Ako Excellence Director
	Te Pūkenga Committee	Co-chair of Te Ohu Whakahaere Academic Quality
Gus Gilmore Member	Te Pūkenga	Chief Executive
Paora Ammunson Member	Te Pūkenga staff member	DCE Te Tiriti Outcomes
	Ako Aotearoa - National Centre for Tertiary Teaching Excellence (NCTTE)	Interim board member
Andrew McSweeney Member	Te Pūkenga staff member	DCE Learner and Employer Experience and Attraction
	Youth CSI	Director
Fionna Moyer Member	Te Pūkenga staff member	Kaikōkiri Director Quality
	Te Pūkenga	Seconded from Te Pūkenga Waikato Institute of Technology until 28 March 2024
	Te Pūkenga Committee	Co-chair of Te Ohu Whakahaere Academic Quality, subcommittee of Te Poari Akoranga.
Glynnis Brook Member	Ara Institute of Canterbury	- Executive Director – Academic, Innovation and Research - Academic Committee chair
	Social Workers Registration Board	- Member Presiding member of Professional Conduct Committees as required
	Te Pūkenga Committee	Ohu Whakahaere Appeals chair.
Diane Lithgow	Te Pūkenga	- Ako Network Director: Services

		- Ohu Whakahaere Approvals co-chair.
	Ako Aotearoa	Board member
	World Skills NZ	Board member
Fiona Beals	Te Pūkenga Committee	Ohu Whakahaere Rangahau, Research and Postgraduate co-chair
	Whitireia and WelTec	Employee
	Ara Taiohi	Member
Martin Carroll	Manaukau Institute of Technology and Unitec	Deputy Chief Executive
	ConCOVE	Board member
	Universities Quality Assurance International Advisory Board (UQAIB)	Board member
	UniServices	Spouse is an employee
Te Urikore Biddle	Wintec Institute of Technology	Executive Director Māori, Quality and Academic
Nita Hutchinson		
Henry Geary Member	Open Polytechnic	Academic Committee Student member
	Open Polytechnic	Enrolled in New Zealand Diploma in Architectural Technology
	Te Pūkenga Learner Leadership Group	Te Pūkenga: Open Polytechnic representative
Tagaloatele Dr Peggy Fairbairn-Dunlop Council observer	UNESCO	Social Science Commissioner
	Vinepa Trust	Patron, Board Member
	Pacific Talk about Education and Learning PLD Pilot	Member of Consulting Team



Schedule A

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

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

A1: Council Delegations to Te Poari Akoranga

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

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

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



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

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



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



Minutes for Te Poari Akoranga | Academic Board 1 March 2024 hui

01/03/2024 | 09:30 AM - Auckland, Wellington New Zealand Standard Time

Online via Microsoft Teams

Attendees (7)

Deborah Young (chair); Kieran Hewitson; Fiona Moyer; Glynnis Brook; Paora Ammunson; Henry Geary; Tagaloatele Peggy Fairbairn-Dunlop

In attendance:

Warwick Pitts, delegate for Andrew McSweeney (Director Learner Strategy and Experience LJE), Louise Courtney (Governance Advisor, minutes)

Karakia tīmatanga

The hui opened with karakia lead by D. Young at 9:35am.

1. Welcome and apologies

The chair welcomed new members to Te Poari Akoranga.

Apologies received and accepted from G. Gilmore, and D. Lithgow for absence.

2. Administration

2.1 Te Poari Akoranga membership and meeting schedule calendar 2024

Te Poari Akoranga noted that members under the new terms of reference were still being confirmed and highlighted the need for Pacifica and Work Based Learning representation which would be addressed through co-option.

2.2 Register of Interests Te Poari Akoranga 2024

Interests raised by members were updated on the Register of Interests:

- P. Ammunson, a member of Ako Aotearoa.
- K. Hewitson, chair of the Eastern Institute of Technology's Academic Committee.
- G. Brook, chair of the Ara Institute of Canterbury's Academic Committee.

ACTION: Update Register of Delegations based on information provided by members. (Assignee(s): Louise Courtney; Due Date: 28/03/2024)

2.3 Delegations from Te Pūkenga Council to Te Poari Akoranga

The delegations from Te Pūkenga Council to Te Poari Akoranga were noted.



2.4 Open minutes of hui 22 November 2023.

Te Poari Akoranga discussed whether the workplan included Education Review recommendations and noted that while that it did not, conversations were ongoing with respect to expectations from the New Zealand Qualifications Authority (NZQA).

T.P. Fairbairn-Dunlop joined the hui at 9:56am.

There was discussion related to providing assurance to Te Pūkenga Council that the organisation continues with business as usual. Te Poari Akoranga noted that especially with the upcoming transition out of a central organisation, workplans needed to continue to provide assurance that compliance and statutory work was being adhered to, from ngā ohu whakahaere to Te Poari, and that in order to align to the Minister's Letter of Expectations, the academic committees, or equivalent for Work Based Learning organisations (WBL), would be providing reports to Te Poari.

RESOLVED (K. Hewitson / G. Brook)

THAT Te Poari Akoranga accept as a true and accurate record the minutes of the open portion of the Te Poari Akoranga meeting held 22 November 2023.

CARRIED

ACTION: Follow up how WBLs are going to provide assurance to Te Poari in relation to academic quality.

(Assignee(s): Deborah Young; Due Date: 28/03/2024)

3. 2024 Workplan

RESOLVED (P. Ammunson / H. Geary)

- a. Receive the report titled 'Te Poari Akoranga and ngā ohu whakahaere draft workplan 2024'.
- b. Approve the Te Poari Akoranga draft workplan, noting that changes can be made as required.
- c. Approve in principle the draft workplan for ngā ohu whakahaere, noting that adjustments may be required as unforeseen matters arise.

CARRIED

4. Ngā Ohu Whakahaere o Te Poari Akoranga

4.1 Te Ohu Whakahaere Academic Quality

4.1.1 Te Kawa Maiorooro Update

The co-chair advised that the framework had already been approved by Te Poari Akoranga and this update was for minor changes since the approval and to align to new direction of Te Pūkenga.

RESOLVED (G. Brook / K. Hewitson)

THAT Te Poari Akoranga:

- a. Receive the report titled 'Update on Te Kawa Maiorooro 2024', table of amendments made to Te Kawa Maiorooro for 2024, and published Te Kawa Maiorooro 2024, V24.03.



b. Endorse the changes made to Te Kawa Māorooro V24.03 approved under delegation by Deborah Young, Co-Chair, Te Ohu Whakahaere Quality.

CARRIED

4.2 Te Ohu Whakahaere Ako

RESOLVED (K. Hewitson / D. Young)

THAT Te Poari Akoranga:

- a. Receive the report titled 'Te Ohu Whakahaere Ako hui - open' and*
- b. Note that Te Ohu Whakahaere Ako received a resignation from M. Alsford, co-chair of Te Ohu Whakahaere Ako.*

CARRIED

4.3 Te Ohu Whakahaere Appeals

The Appeals co-chair provided a brief update on the work undertaken by the ohu. She noted that business divisions were pulling back from engaging in an appeals process. Te Poari Akoranga discussed the possibility of reviving the pānui that was sent out in the past in order to communicate with the organisation that current systems and processes needed to be adhered to until formal directives were provided on the future of Te Pūkenga.

4.3.1 Te Ohu Whakahaere Appeals November 2023 hui - open

RESOLVED (G. Brook / F. Moyer)

THAT Te Poari Akoranga:

- a. Receive the report titled 'Te Ohu Whakahaere Appeals hui updates - open'.*
- b. Note that Te Ohu Whakahaere Appeals received resignations from A. Whelan-Kopa, M. Naufahu, and co-chair M. Rawiri due to changes in their study and work situations.*
- c. Note that Te Ohu Whakahaere provided feedback on the national process for the resolution of ākongā concerns and complaints, including the recommendations included in the report 'Ākongā Concerns and Complaints Process – Findings and recommendations (October 2023)'.*

CARRIED

4.3.2 Te Ohu Whakahaere Appeals hui February 2024 - open

RESOLVED (K. Hewitson / D. Young)

THAT Te Poari Akoranga receive the report titled 'Te Ohu Whakahaere Appeals hui February 2024 - open'.

CARRIED



4.4 Te Ohu Whakahaere Approvals

4.4.1 Te Ohu Whakahaere Approvals hui January 2024 - open

RESOLVED (H. Geary / P. Ammunson)

THAT Te Poari Akoranga:

- a. Receive the report titled 'Te Ohu Whakahaere Approvals hui January 2024- open'.
- b. Note that Te Ohu Whakahaere Approvals approved for submission to NZQA:
 - 1) 2303 New Zealand Certificate in Contact Centres (Level 3) subject to the following changes:
 - i) an Aims Statement be included the application.
 - ii) an Indicative Delivery Schedule be included in the application.
 - iii) links and references to 'Te Kawa Maiororo Te Pūkenga | Educational Regulatory Framework' are updated to reflect the document's most recent version.
 - iv) contact details are updated to reflect current members of Te Pūkenga staff.
- c. Note that Te Ohu Whakahaere Approvals approved the following for submission to NZQA:
 - 2552 New Zealand Diploma in Applied Science (Level 5)
 - 2553 New Zealand Diploma in Applied Science (Level 6) 3715 NZQF Diploma in Computer Applications
 - 3716 NZQF Diploma in Networking
 - 3717 NZQF Diploma in Engineering

CARRIED

4.4.2 Te Ohu Whakahaere Approvals hui February 2024 - open

RESOLVED (K. Hewitson / G. Brook)

THAT Te Poari Akoranga:

- a. Receive the report titled 'Te Ohu Whakahaere Approvals hui February 2024 - open'
- b. Note that Te Ohu Whakahaere Approvals approved for submission to the New Zealand Qualifications Authority (NZQA):
 - 3708-2 New Zealand Certificate in Scaffolding (General) (Level 3).
 - 3710-2 New Zealand Certificate in Scaffolding (Trade) (Level 4).

CARRIED

5. Appointment of Te Ohu Whakahaere representatives to Te Poari Akoranga

RESOLVED (D. Young / F. Moyer)

THAT Te Poari Akoranga:

- a. Receive the report titled 'Appointments to Te Poari Akoranga – March 2024' and
- b. Recommend to Te Pūkenga Council that Doug Pouwhare be co-opted to Te Poari Akoranga.



c. Note that Glynnis Brook, Te Ohu Whakahaere Appeals co-chair, Diane Lithgow, Te Ohu Whakahaere Approvals co-chair, Fiona Beals, Te Ohu Whakahaere Rangahau and Research are appointed to Te Poari Akoranga, as delegated to the Te Poari Akoranga co-chairs by the Te Pūkenga Council at its meeting of 8 February 2024.

CARRIED

6. Any Other Business

Te Poari Akoranga discussed the process for nominations for Te Whatu Kairangi and noted that this would be delegated back to business divisions to nominate and approve.

ACTION: Celebrate nominees for Te Whatu Kairangi through Ngā Taipitopito. Once nominees are known, organise with marketing team for story to be written up about them. (Assignee(s): TBC; Due Date: 28/03/2024)

7. Resolution to exclude the public

RESOLVED (D. Young / P. Ammunson)

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)
8.	Administration	
8.1	Minutes of the public excluded portion of the meeting held 22 November 2023	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
8.2	Action List	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
9.	Draft Self-Assessment Te Poari Akoranga for 2023	Section 9(2)(g)(ii) OIA
10.	Te Ohu Whakahaere Appeals – public excluded	
10.1	Te Ohu Whakahaere Appeals hui November 2023 – public excluded	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
10.2	Te Ohu Whakahaere Appeals hui February 2024 – public excluded	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA



Interests

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

CARRIED

Te Poari Akoranga moved into public excluded at 10:34am.

Karakia whakakapi

D. Young closed the hui with karakia at 11:13am.

**Te Pūkenga
Annual Te Poari Work Plan master**

	Frequency	February	March	April	May	June	July	August	September	October	November	December
Te Poari Akoranga Te Pūkenga Academic Board	Monthly	Friday 1 March	Thursday 28 March	Monday 29 April	Friday 24 May	Monday 1 July	Friday 26 Jul	Friday 30 August	Friday 27 September	Friday 25 October	Friday 29 November	
Te Poari Akoranga self-assessment for 2023												
Terms of Reference												
2024 workplan for Te Poari Akoranga and ngā ohu whakahaere												
Ngā ohu whakahaere Terms of Reference												
Academic delegations register												
Reporting template for Regional Academic Committees												
Pastoral code self-report												
2025 meeting dates (if required)												
Academic risk												
2025 workplan (if required)												
Ngā ohu whakahaere self-assessment reports for 2024												
Te Poari Akoranga self-assessment for 2024												
<i>Topics TBC</i>												
Te Ohu Whakahaere Appeals	Quarterly	Fri 20 Mar				Fri 31 May			Fri 6 Sept			Fri 6 Dec
Te Ohu Whakahaere Terms of Reference review												
Develop/Review workplan for 2024												
<i>Review Concerns, Complaints, and Appeals Policy</i>												
2025 meeting dates												
Self assessment for 2024												
<i>Review hearing process including relevant documentation and policies</i>												
<i>Review Register of Appeals</i>												
<i>Review governance function - role, responsibilities and parameters</i>												
<i>Develop a professional development plan for te ohu members specific to the needs for the mahi.</i>												
<i>Reporting and interface with regions</i>												
Te Ohu Whakahaere Approvals	Monthly	Wed 13 Mar	Wed 17 Apr	Wed 8 May	Wed 5 June	Wed 10 Jul	Wed 14 Aug	Wed 11 Sept	Wed 9 Oct	Wed 13 Nov		
Te Ohu Whakahaere Terms of Reference review												
Develop/Review workplan for 2024												
2025 meeting dates												
Self assessment for 2024												
<i>Regular update on the status of programmes, once they have been approved by te ohu e.g. timeframes of submission, WDC endorsement, RFI requests, NZQA approval.</i>												
<i>Overview of the Mātauranga Māori snapshot tool to provide assurance of the capability and resourcing of programmes</i>												
<i>Review of Micro Credential development, this is currently developed and approved through the Business Divisions.</i>												
Te Ohu Whakahaere Quality	Monthly	Thur 7 Mar	Wed 3 Apr	Wed 8 May	Wed 5 June	Wed 10 Jul	Wed 7 Aug	Wed 11 Sept	Wed 9 Oct	Wed 6 Nov		
Te Ohu Whakahaere Terms of Reference review												
Review workplan for 2024												
Entry Requirements project document												
<i>Review membership of Te Ohu in line with structure changes within Te Pūkenga</i>												

Te Poari Akoranga | Academic Board 28 March 2024 hui - 2024 Workplan

				Template approval process								
Other projects												
2025 meeting dates												
Self assessment for 2024												
Working groups update												
Review policies to support Te Kawa Maiorooro												
Programme development phase process in place												
Collate and publish Te Pūkenga Self-Assessment report for NZQA												
Timeframes for all phases of degree development unification												
Phase development of Programme Approval Process												
Review/Update Academic Matters Decision form												
Finalise and operationalise governance structures of academic matters												
Te Ohu Whakahaere Rangahau Research and Postgraduate	bi-monthly	Thurs 7 Mar		Thurs 9 May		Wed 17 July		Thur 12 Sept		Wed 13 Nov		
Te Ohu Whakahaere Terms of Reference review												
Develop/Review workplan for 2024												
Report on SPE for 2024 are same as what was in for 2023 in relation to research												
Review Te Mataru Whānui and work on next steps												
Review annual reports from committees at regional level for review at July hui												
2025 meeting dates												
Self assessment for 2024												
Stand up appropriate governance mechanisms for the monitoring of research projects in terms of ethics – animal, human, taonga, and environmental.												
Review governance mechanisms for the monitoring of research projects with ethical component – animal, human, taonga, and environmental.												
Develop a Rangahau, Research and Innovation Strategy for Te Pūkenga												
Lead the development of an Intellectual Policy framework for Te Pūkenga												
Work on relevant research related post-graduate policies and procedures.												



Pūrongo Te Poari Akoranga | The Academic Board report

28 March 2024

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

Te Taunaki | Recommendation(s)

It is recommended that Te Poari Akoranga:

a.	Receives the report titled 'Te Ohu Whakahaere Quality hui March 2024';
b.	Approves the revised 'Te Ohu Whakahaere Academic Quality Terms of Reference' subject to inclusion of any feedback provided.
c.	Approves the extension of membership terms for an additional year (or until the date Te Pūkenga is disestablished, whichever occurs first) for the following members: <ul style="list-style-type: none"> • Deborah Young • Fionna Moyer • Greg Durkin • Carmel Haggerty • Gianetta Lapsley • Caroline Terpstra • Joan Taylor;
d.	Notes that Te Ohu Whakahaere Quality approved their workplan for 2024, noting it will require updating as the year progresses; and
e.	Notes that Te Ohu Whakahaere Quality approved Te Pūkenga Moderation: 'Which resources do you need?' and that it accompanies the Moderation transition and Implementation resources approved by the Ohu 8 November 2023.

Te Tāhuhu Kōrero | Background

Te Ohu Whakahaere Quality (Te Ohu) met online via Microsoft Teams 7 March 2024. Carmel Haggerty, Greg Durkin, Gianetta Lapsley, and Malama Saifoloi provided apologies for the meeting. Te Ohu considered the following items:

Workplan

Te Ohu reviewed its proposed workplan and approved it subject to requested changes.

Terms of Reference review 2024

Te Ohu reviewed the proposed changes to its Terms of Reference (TORs) and provided feedback. Te Ohu was mindful of the change in direction for Te Pūkenga but aware of the work that still needs to be



done until the organisation is formally disestablished. Te Ohu recommends that Te Poari approves the proposed TORs included in Appendix 2.

Staff identified a number of members whose terms will expire in the next three months. Under the TORs, Te Poari Akoranga may extend these memberships for an additional year. Members whose terms were coming to an end in the next few months expressed their desire to continue on the Ohu for another year, or until Te Pūkenga is disestablished, whichever occurs first.

Memo to Te Ohu Whakahaere Academic Quality - Te Pūkenga Moderation

At its meeting of 13 December 2023, the ohu approved a 'Which resources to you need?' table to support the network to understand which Te Pūkenga moderation resources were relevant to them.

While there was evidence that the resources were being accessed, no formal feedback had been received on their usefulness, so the Ohu have planned to undertake a review of the resources including inviting feedback from users.

Other matters

- Te Ohu received the report outlining the minor changes and amendments made to Te Kawa Maiorooro which were provided to Te Poari on 1 March 2024
- Te Ohu received the self-assessment provided to Te Poari in November 2023.

Ngā Tāpiritanga | Appendices

Appendix 1: [Te Ohu Whakahaere Quality pack – 7 March 2024](#)

Appendix 2: Proposed Te Ohu Whakahaere Academic Quality Terms of Reference



Te Ohu Whakahaere Academic Quality Terms of Reference

Terms of Reference

1. Whakapapa | Background

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

2. Ngā Tikanga | Purpose / Scope

- (a) To provide leadership in academic evaluation and quality assurance;
- (b) To ensure quality improvement by overseeing and monitoring the consistent application of the quality assurance system, including reviewing and recommending to Te Poari Akoranga approval of policies relating to delivery, learning and learners and operating procedures.

3. Powers and Authority

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

Ref	Subject	Description	Objective	Power to Sub-Delegate?
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.	Provide assurance and confidence: <ul style="list-style-type: none"> a. of the effectiveness of teaching, learning and research within the organisation with a focus on outcomes. b. that work-based learning is applied throughout packages of learning being 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. 	

- (b) In addition, Te Poari delegates approval of minor changes to academic procedures, within academic policy, to the Chair, Te Ohu Whakahaere: Academic Quality.
- (c) In enacting the sub-delegations outlined in this section, Te Poari requires:
 - i) Any policies related to the responsibilities are approved by Te Poari Akoranga;



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

4. Mematanga | Membership, Appointments and Eligibility Criteria

- (a) Appointments to Te Ohu will be made by Te Poari following an Expressions of Interest process carried out by Te Ohu. Appointments will comprise the following:
 - i) Ako Excellence Director (Chair) (1 member)
 - ii) Kaiārahi/Director Māori or equivalent (co-Chair) (1 member)
 - iii) Quality Managers or equivalent (1-2 members)
 - iv) Staff members within the Te Pūkenga network (3-7 members)
 - v) Additional members may be co-opted to join if the appointed members feel that they do not have sufficient representation of skills or specialist criteria identified in Section 4. (b).
- (b) Membership should reflect a broad skills-based approach and be drawn from both ITPs and ITOs as appropriate, ensuring rangahau and Pacific representation. The appointment of members will be based on the following core criteria:
 - i) commitment to educational quality and learner achievement.
 - ii) ability to apply both a local and global view to academic issues.
 - iii) academic and specialist knowledge, skills, and experience.

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

5. Kōrama | Quorum and Hui | Meetings

- (a) A quorum shall consist of a majority of Te Ohu members. No business shall be transacted at a meeting in the absence of a quorum.
- (b) Te Ohu will meet regularly during an academic year.
 - i) Meetings may be conducted by teleconference, videoconference or in person.



- a. If a hui is held in person, members will make reasonable efforts to attend in person.
- b. If a member is not able to attend a hui in person, a teleconference or videoconference alternative will be provided where feasible.
- ii) Te Ohu may also need to meet on an ad hoc basis to consider approvals requested and/or relevant matters, and/or if determined necessary by the Chair.
- iii) Hui dates will be set annually by the Council Secretariat to align with other meetings on Te Pūkenga Governance calendar, and in consultation with members of Te Poari.
- (c) If a member is unable to attend a hui, they must provide the Chair with comments on the issues to be discussed in reasonable time prior to the hui. Members are not able to send a proxy or delegate to the hui in their place.
- (d) A Governance Advisor shall service Te Ohu meetings to provide secretariat support and resources.
 - i) Meeting agendas will be prepared and provided in advance to members, along with appropriate briefing materials. This would normally be a week prior to the date of the meeting but may be shorter as determined by the Chair.
 - ii) Minutes of the meetings shall be prepared, retained and distributed to Te Ohu members, management and external auditors, as well being made available to Te Poari Akoranga.
- (e) Te Pūkenga is named in Schedule 2 Part 2 of the [Local Government Official Information and Meetings Act 1987 \(LGOIMA\)](#) as a particular authority to which Part 7 of LGOIMA applies. As Te Ohu has been sub-delegated authority to make decisions on behalf of Te Poari Akoranga as outlined in Section 3, the following local authority meeting rules apply:
 - i) Hui are required to be open to the public unless Te Ohu resolves to exclude the public from the whole or any part of the meeting where good reason for withholding disclosure of information exists under Section 9 of the Official Information Act 1982.
 - ii) The date, time and place of Te Ohu hui must be publicly notified not more than 14 days and not less than five days before the end of the month prior.
 - iii) At least two working days prior to the hui any member of the public may inspect all agendas and associated reports circulated to members of Te Ohu relating to that hui, excluding reports that the Tumuaki | Chief Executive reasonably expects the hui to discuss with the public excluded.
 - iv) Where an item is not on the agenda for a meeting, that item may only be discussed at that meeting if:
 - a. Te Ohu resolves to discuss it and the Chair explains at the hui at a time when it is open to the public the reason why the item is not on the agenda, and the reason why the discussion of the item cannot be delayed until a subsequent hui; or
 - b. the item is a minor matter relating to the general business of Te Ohu; and the Chair explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but no resolution,



decision, or recommendation may be made in respect of that item except to refer that item to a subsequent meeting for further discussion.

- v) Members of the public have a right to inspect or receive copies of minutes of Te Ohu hui (except parts of a hui from which the public was excluded).

6. Responsibilities and duties

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

7. Pūrongo | Reporting obligations

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



8. Accountability

Te Ohu Whakahaere Academic Quality shall:

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

9. Review of the Terms of Reference

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

Approved by Te Poari Akoranga on 28 March 2024

Kieran Hewitson

Te Poari Akoranga Co-Chair

Deborah Young

Te Poari Akoranga Co-Chair

DRAFT

Pūrongo Te Poari Akoranga | The Academic Board report

28 March 2024

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

Te Taunaki | Recommendation(s)

It is recommended that Te Poari Akoranga:

a.	Receive the report titled 'Te Ohu Whakahaere Approvals hui March 2024'; and
b.	Note that Te Ohu Whakahaere Approvals approved for submission to the New Zealand Qualifications Authority (NZQA): <ul style="list-style-type: none"> • 4225 New Zealand Certificate in Coachbuilding Level 3. • New Zealand Apprenticeship (Complex) in Coachbuilding (Level 3-4). • New Zealand Diploma in Veterinary Nursing Level 6.

Te Tāhuhu Kōrero | Background

Te Ohu Whakahaere Approvals | Approvals Subcommittee (Te Ohu) met online via Microsoft Teams on 14 February 2024. Denise Williams and Rose Marsters provided apologies for the meeting. Te Ohu considered the following items:

Complex Level 3-4 Coachbuilding programme

Te Ohu discussed the programme approval and accreditation document and noted that:

- The New Zealand Qualifications Authority (NZQA) had requested a combined Performance Improvement Plan and Programme of Study, which would be separated again for funding purposes.
- NZQA titles were used with indicative content drawn from the related unit standards.
- the modules are competency based with units earned throughout the programme. Practical components may be separate to the theory component of the unit standard.
- Assurance was provided that all Graduate Profile Outcomes met the appropriate level requirements.
- The Ohu raised the importance of being clear in the documentation about what was being approved.

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



New Zealand Diploma in Veterinary Nursing Level 6

Te Ohu discussed the programme approval and accreditation document and critique document and noted that:

- Although multiple providers had been running separate programmes, the sector now wanted more consistent outcomes.
- The unification of the programmes will be progressed regardless of the future structure of vocational education.
- In relation to the cultural competency and awareness portion of the programme, the programme developers did not want to restrict the term cultural to refer only to Māori culture, highlighting differences between rural and suburban cultures.
- It would be important to be clear about how a Safety Passport was tracked so learners go on placements with the correct requirements in place.

Te Ohu approved New Zealand Diploma in Veterinary Nursing Level 6. to be submitted to NZQA.

Workplan 2024

Te Ohu discussed its proposed workplan and noted that:

- The proposed updates to the Delegations Register may have an impact on what this ohu considers.
- Changes to unified programmes would still come through the ohu.

Te Ohu deferred approval of the Workplan 2024 to its next hui in order to incorporate the above matters.

Other matters

- Te Ohu did not have sufficient time to review its Terms of Reference and deferred this to its next meeting.

Te Ohu noted that secondments would soon come to an end for kaimahi that supported the work of the ohu and noted that it was not yet clear how this would be supported in the future.

Ngā Tāpiritanga | Appendices

Appendix 1: [Te Ohu Whakahaere Approvals pack – 13 March 2024](#)



Pūrongo Te Poari Akoranga | The Academic Board report

28 March 2024

Title	Te Ohu Whakahaere Rangahau, Research and Postgraduate hui March 2024
Provided by	Fiona Beals and Annemarie Gillies, Co-Chairs
Author	Louise Courtney, Governance Advisor
For	Information

Te Taunaki | Recommendation(s)

It is recommended that Te Poari Akoranga:

a.	Receives the report titled 'Te Ohu Whakahaere Rangahau, Research and Postgraduate hui March 2024'
b.	Approves the revised 'Te Ohu Whakahaere Rangahau Research and Postgraduate Terms of Reference' subject to inclusion of any feedback provided;
c.	Approves the extension of membership terms for an additional year (or until the date Te Pūkenga is disestablished, whichever occurs first) for the following members: <ul style="list-style-type: none"> • Annemarie Gillies • Fiona Beals • Tepora Emery • Suzanne Miller • Michael Shone • Jonathan Sibley;
d.	Approves the appointment of Jamie Smiler, Director Rangahau and Research to Te Ohu Whakahaere Rangahau, Research and Postgraduate as per the updated terms of reference;
e.	Notes that further extensions for members of ngā ohu whakahaere may be required throughout the year;
f.	Notes that Te Ohu Whakahaere Rangahau, Research and Postgraduate approved its workplan for 2024, and that it will be updated once the co-chairs have met with the Director Rangahau and Research; and
g.	Notes that Rose Crawford has resigned from Te Ohu Whakahaere Rangahau Research and Postgraduate.

Te Tāhuhu Kōrero | Background

Te Ohu Whakahaere Rangahau, Research and Postgraduate (Te Ohu) met online via Microsoft Teams 21 March 2024. Tepora Emery and Jonathan Sibley provided apologies for the meeting.



The ohu welcomed new members Waireti Roestenburg, Louise Rummel and Christine Cheyne, who all bring a wealth a knowledge and experience in the rangahau, research and postgraduate sector. Also new to the ohu was Jamie Smiler, Director Rangahau, Research and Postgraduate. The ohu acknowledged the resignation of R. Crawford from her substantive role at the Western Institute of Technology and therefore her role as a member of the ohu.

Terms of Reference 2024

Te Ohu reviewed the proposed changes to its Terms of Reference (TORs) and provided feedback to:

- remove a learner as part of its membership due to concerns at exposing a learner, as a member of the ohu, to risk especially during a time of change and transition
- remove any mention of strategic action/direction/development
- add the Director Rangahau and Research as a member
- remove the ethics subcommittees

Te Ohu recommends that Te Poari approves the proposed TORs included in Appendix 2.

The ohu committed to continue to progress Te Matarau Whānui | Te Pūkenga Ethics Framework across the current Te Pūkenga network, as some business divisions did not receive it when it was first released.

The ohu whakahaere was established in 2022. After staff conducted a review of the membership against the terms of reference (TORs), they identified a number of members whose terms will expire in the next three months. Under the TORs, Te Poari Akoranga may extend these memberships for an additional year. Members whose terms were coming to an end in the next few months expressed their desire to continue on the Ohu for another year, or until Te Pūkenga is disestablished, whichever occurs first.

Workplan 2024

Te Ohu agreed in principle with the draft workplan, however, the co-chairs will work with the Director Rangahau and Research to develop a workplan that aligns with operational matters related to rangahau, research and postgraduate.

Ngā Tāpiritanga | Appendices

Appendix 1: [Te Ohu Whakahaere Rangahau, Research and Postgraduate pack – 21 March 2024.](#)

Appendix 2: Proposed Te Ohu Whakahaere Rangahau, Research and Postgraduate Terms of Reference.



Te Ohu Whakahaere Rangahau, Research and Postgraduate Terms of Reference

Terms of Reference

1. Whakapapa | Background

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

2. Ngā Tikanga | Purpose / Scope

- (a) To 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 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) Receives and monitors annual research and postgraduate reports from regional centres and work-based learning providers, where appropriate.

3. Powers and Authority

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

Ref	Subject	Description	Objective
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)

- (b) Te Poari delegates Te Ohu Whakahaere Rangahau Māori, Research and Postgraduate (Te Ohu) to:
 - i) Review and monitor:
 - a. the participation of Te Pūkenga in all research funding processes having regard for regional interests, leadership, and support for research.



- b. rangahau and research capacity and capability across Te Pūkenga
 - c. the performance of Te Pūkenga in relation to national rangahau, research and postgraduate strategies ensuring a culture of continuous improvement across business divisions
- (c) In line with the powers to sub-delegate in the table above, from time to time, Te Poari 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 Academic Delegations Register which will be updated each time a power is sub-delegated.
- (d) All media and public comment should be considered in consultation with Te Pūkenga Council.
- (e) Any official information requests to Te Poari should be directed to the Official Information Act (OIA) team of Te Pūkenga.

4. Mematanga | Membership, Appointments and Eligibility Criteria

- (a) Appointments to Te Ohu will be made by Te Poari following an Expressions of Interest process carried out by Te Ohu. Appointments will comprise the following:
- i) Pounuku Rangahau and Research (1 member)
 - ii) Research active staff members (including emerging and early career researchers) (3-7 members)
 - iii) Staff members from postgraduate programmes (1-3 member/s)
 - iv) Additional members may be co-opted to join if the appointed members feel that they do not have sufficient representation of skills or specialist criteria identified in Section 4. (c).
- Two members of the ohu will be appointed/voted as co-chairs, one of whom will be the representative to Te Poari Akoranga.
- (b) Membership should reflect a broad skills-based approach and be drawn from both ITPs and ITOs as appropriate, ensuring rangahau and Pacific representation. The appointment of members will be based on the following core criteria:
- i) commitment to rangahau and research quality with significant experience at the management of staff and student research functions at a senior management/executive level
 - ii) ability to apply both a local and global view to rangahau and research needs and strategic direction
 - iii) authoritative and specialist knowledge, skills, and experience in the areas of applied and technological rangahau and research, with a demonstrable track record in industry/community partnered research and Kaupapa Māori research, a strong



- publication record in the areas of focus and the related methodologies Te Pūkenga is seeking to develop.
- iv) members will be selected on the basis of commitment to rangahau and mātauranga Māori;
- (c) 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.
- (d) Members will be appointed for up to two years, with the option of renewal for one further year, to be made by Te Poari. Membership of Te Ohu may be revoked by either Te Poari or the appointed member at any time by giving four weeks' written notice in writing.
- i) These members may resign from Te Ohu at any time by notifying the Chair with a copy to the Governance Advisor.
 - ii) A member's appointment may be terminated at any time for good reason by the Te Poari Akoranga Chair. Good reason includes, but is not limited to, failure to attend more than two consecutive Te Ohu hui (without informing the Chair), and failure to act in accordance with the Code of Conduct.

5. Kōrama | Quorum and Hui | Meetings

- (a) A quorum shall consist of a majority of Te Ohu members. No business shall be transacted at a meeting in the absence of a quorum.
- (b) Te Ohu will meet regularly during an academic year.
 - i) Meetings may be conducted by teleconference, videoconference or in person.
 - a. If a hui is held in person, members will make reasonable efforts to attend in person.
 - b. If a member is not able to attend a hui in person, a teleconference or videoconference alternative will be provided where feasible.
 - ii) Te Ohu may also need to meet on an ad hoc basis to consider approvals requested and/or relevant matters, and/or if determined necessary by the Chair.
 - iii) Hui dates will be set annually by the Council Secretariat to align with other meetings on Te Pūkenga Governance calendar, and in consultation with members of Te Poari.
- (c) If a member is unable to attend a hui, they must provide the Chair with comments on the issues to be discussed in reasonable time prior to the hui. Members are not able to send a proxy or delegate to the hui in their place.



- (d) A Governance Advisor shall service Te Ohu meetings to provide secretariat support and resources.
 - i) Meeting agendas will be prepared and provided in advance to members, along with appropriate briefing materials. This would normally be a week prior to the date of the meeting but may be shorter as determined by the Chair.
 - ii) Minutes of the meetings shall be prepared, retained and distributed to Te Ohu members, management and external auditors, as well being made available to Te Poari Akoranga.
- (e) Te Pūkenga is named in Schedule 2 Part 2 of the [Local Government Official Information and Meetings Act 1987 \(LGOIMA\)](#) as a particular authority to which Part 7 of LGOIMA applies. As Te Ohu has been delegated authority to make decisions on behalf of Te Poari as outlined in Section 3, the following local authority meeting rules apply:
 - i) Hui are required to be open to the public unless Te Ohu resolves to exclude the public from the whole or any part of the meeting where good reason for withholding disclosure of information exists under Section 9 of the Official Information Act 1982.
 - ii) The date, time and place of Te Ohu hui must be publicly notified not more than 14 days and not less than five days before the end of the month prior.
 - iii) At least two working days prior to the hui any member of the public may inspect all agendas and associated reports circulated to members of Te Ohu relating to that hui, excluding reports that the Tumuaki | Chief Executive reasonably expects the hui to discuss with the public excluded.
 - iv) Where an item is not on the agenda for a meeting, that item may only be discussed at that meeting if:
 - a. Te Ohu resolves to discuss it and the Chair explains at the hui at a time when it is open to the public the reason why the item is not on the agenda, and the reason why the discussion of the item cannot be delayed until a subsequent hui; or
 - b. the item is a minor matter relating to the general business of Te Ohu; and the Chair explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but no resolution, decision, or recommendation may be made in respect of that item except to refer that item to a subsequent meeting for further discussion.
 - v) Members of the public have a right to inspect or receive copies of minutes of Te Ohu hui (except parts of a hui from which the public was excluded).

6. Responsibilities and duties

- (a) To exercise its powers and duties and oversee the areas outlined in section 3, Te Ohu members shall:
 - i) Review any papers prepared for Te Ohu, prepare adequately prior to each hui and participate actively in hui, contributing to actions when agreed.
 - ii) Bring matters of significance to the attention of Te Ohu and use professional perspectives to undertake analysis or prepare advice as required.
 - iii) Contribute to the development of a forward work programme for Te Ohu.



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

7. Fees and allowances

- (a) No additional fees will be paid to employees of Te Pūkenga for their participation in Te Ohu as hui are anticipated to occur during normal working hours. Expenses related to Te Ohu should be included in each employee's usual expense cost centre.
- (b) For learner members of Te Ohu, fees will be equivalent to the learner member fees outlined in the Terms of Reference for Te Poari Akoranga. Learner members may claim reimbursement for out-of-pocket taxi, mileage or parking expenses and any expenses actually and reasonably incurred when travelling on Te Pūkenga business in accordance with Te Pūkenga policy. The standard should be modest and appropriately reflect public sector norms. [National Expenditure Policy](#)

8. Pūrongo | Reporting obligations

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

9. Accountability

Te Ohu shall:

- (a) self-assess its performance against these Terms of Reference on an annual basis. This self-assessment shall include feedback from Te Poari on its perspective on the performance of Te Ohu, as provided by the Chair of Te Poari.



- (b) confirm annually that all responsibilities outlined in these Terms of Reference have been carried out.

10. Review of the Terms of Reference

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

Approved by the Te Poari Akoranga of Te Pūkenga on 28 March 2024

Kieran Hewitson

Te Poari Akoranga Co-Chair

Deborah Young

Te Poari Akoranga Co-Chair



Pūrongo Te Poari Akoranga | The Academic Board report

28 March 2024

Title	Ngā ohu whakahaere member extension of terms 2024
Author	Louise Courtney, Governance Advisor
For	Approval

Te Taunaki | Recommendation(s)

It is recommended that Te Poari Akoranga:

a.	Receive the report titled ‘Ngā ohu whakahaere member extension of terms’; and
b.	Approve the extension of membership terms for an additional year (or until the date Te Pūkenga is disestablished, whichever occurs first) for the following members of Te Ohu Whakahaere Approvals, whose memberships are due to expire in the next three months: <ul style="list-style-type: none"> • Doug Pouwhare • Diane Lithgow • Kim Davies • Harry Leder • Liz McKenzie • Veraneeca Taiepa • Denise Williams • Shelley Wilson;
c.	Note that requests to extend membership terms for members of Te Ohu Whakahaere Academic Quality and Te Ohu Whakahaere Rangahau, Research and Postgraduate are included in a separate report to Te Poari Akoranga;
d.	Note that there are no members of Te Ohu Whakahaere Appeals whose membership are expiring in April, May or June 2024; and
e.	Note that further extensions for members of ngā ohu whakahaere may be required throughout the year.

Te pūtake o tēnei pūrongo | Purpose of this report

This report seeks approval from Te Poari Akoranga to extend the terms of members of Te Ohu Whakahaere Approvals for an additional year (or until the date Te Pūkenga is disestablished, whichever occurs first).

Te Tāhuhu Kōrero | Background

Under its delegations from Te Pūkenga Council (the Council), Te Poari Akoranga may establish any ohu whakahaere (sub-committees) as are deemed necessary for the efficient and effective operation of Te Poari Akoranga and make appointments to these ohu whakahaere. This power cannot be



Pūrongo Te Poari Akoranga | The Academic Board report

subdelegated. Te Poari Akoranga may formally sub-delegate specific tasks and/or responsibilities to these ohu whakahaere.

At its February 2024 meeting, the Council approved new terms of reference for Te Poari Akoranga which included four ohu whakahaere: Academic Quality, Appeals, Approvals, and Rangahau Research and Postgraduate. This was to ensure that Te Pūkenga aligned to the Minister's Letter of Expectations and the future disestablishment of Te Pūkenga.

As many of these ohu whakahaere were established in 2022, staff have conducted a review of the membership against each ohu whakahaere's terms of reference (TORs) and identified a number of members whose terms will expire in the next three months. Under the TORs, Te Poari Akoranga may extend these memberships for an additional year.

Ngā Kōwhiringa me Te Tātaritanga | Options and analysis

Kaimahi recommend to Te Poari that the terms of all ohu whakahaere members of Te Poari Akoranga expiring in the next three months are extended for a further year to ensure that Te Poari can continue to be assured that academic matters are being managed. Once a timeframe for disestablishing Te Pūkenga is known, future extensions can be made to that end date.

Te Ahunga Ki Mua | Next steps

If Te Poari Akoranga approve the extension, the Governance Advisor will advise ngā ohu whakahaere members of membership extension via letter from the Co-Chairs of Te Poari before they next meet.



Pūrongo Te Poari Akoranga | The Academic Board report

28 March 2024

Title	Appointments to Te Poari Akoranga – 28 March 2024
Provided by	Deborah Young and Kieran Hewitson, Te Poari Akoranga co-chairs
Author	Louise Courtney, Governance Advisor
For	Information

Te Taunaki | Recommendation

It is recommended that Te Poari Akoranga:

a.	Receive the report titled ‘Appointments to Te Poari Akoranga – 28 March 2024’;
b.	Note that under our delegation from Te Pūkenga Council on 8 February 2024 to appoint one Chair (or delegate) of a business division Academic Committee from each Rohe we have appointed the following members to Te Poari Akoranga: <ul style="list-style-type: none"> • Martin Carroll (Rohe 1) • Te Urikore Biddle (Rohe 2) • Nita Hutchingson (Rohe 3); and
c.	Note that one further appointment is still yet to be made for Rohe 4.

Te pūtake o tēnei pūrongo | Purpose of this report

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

Te Tāhuhu Kōrero | Background

At its meeting of 8 February 2024, the Council approved the new Terms of Reference for Te Poari Akoranga. As part of that approval process, members were appointed to Te Poari by the Council. However, at the time of the Council’s meeting, not all members had been confirmed, such as the co-chairs from each ohu whakahaere, as well as representatives from regional academic committees. Under the authority delegated them by the Te Pūkenga Council, the co-chairs of Te Poari, appoint to Te Poari Akoranga, Martin Carroll for Rohe 1, Te Urikore Biddle for Rohe 2 and Nita Hutchingson for Rohe 3.

The remaining members to be nominated by the Interim Māori Advisory Committee will need to be approved by Council.

Te Ahunga Ki Mua | Next steps

The new appointment to Te Poari Akoranga will be reported to the Te Pūkenga Council as part of the Te Poari Akoranga report summarising its 28 March 2024 meeting.



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

Interests

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

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!

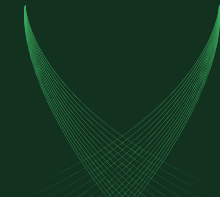
Hold fast,
hold firmly the words of the
academy
cement them firmly
fixed in the mind.
Release ourselves
of the decorum of formality
let us take up the life giving
cloak of Rongo
the permanence of peace
and harmony
and bind it firmly,
Firmly!

Our values



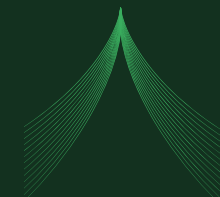
Manawa nui

We reach out and welcome in



Manawa roa

We learn and achieve together



Manawa ora

We strengthen and grow
the whole person