

## Te Poari Akoranga o Te Pūkenga Meeting

<b>Date</b>	18 May 2022	
<b>Time</b>	10am – 10.50am	
<b>Venue</b>	Online via Microsoft Teams	
<b>Te Poari Akoranga Members</b>	Angela Beaton (Co-Chair)	Skyla Flowers
	Jeanette Grace (Co-Chair)	Lorna Gilliespie
	Linda Aumua	Diane Lithgow
	Fiona Beals	Liz McKenzie
	Te Urikore Biddle	Doug Pouwhare
	Mary-Liz Broadley	David Tipene-Leach
	Greg Durkin	Deborah Young
	Hamish Duncan	

OPEN AGENDA		
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<b>Karakia Timatanga</b>		
<b>Welcome</b> Hamish Duncan – Learner Advisory Committee representative		
<b>Apologies</b>		
<b>Whanaungatanga</b>		
1.	10am-10.05am <b>Open Minutes of Previous Meeting</b> Scheduled Meeting – 13 April 2022 For approval	<b>Attachment 1</b>
2.	10.05am-10.10am <i>Angela Beaton</i> <b>Verbal update – Te Pūkenga April/May Council meeting</b> For noting	
3.	10.10am-10.15am <i>Angela Beaton</i> <b>Update – projects occurring in Academic Delivery and Innovation</b> For information	
4.	10.15am-10.25am Julia Parrott, Kaikōkiri Director Approvals <b>Verbal update - Approvals systems and processes</b> For information	<b>Attachment 4</b>

## OPEN AGENDA

### OHU WHAKAHAERE O TE POARI AKORANGA

5.	10.30am-10.40am <i>Deb Young</i> <b>Te Ohu Whakahaere Quality</b> For information	<b>Attachment 5</b>
6.	10.40am-10.50am <i>Doug Pouwhare (Co-chair), Diane Lithgow (Co-chair)</i> <b>Verbal update - Te Ohu Whakahaere Approvals</b> For information	
7.	<b>Te Ohu Whakahaere Rangahau Māori, Research and Postgraduate</b> <b>Inaugural meeting scheduled on Tuesday, 24 May 2022</b>	

### STANDING ITEM(S)

**NZQA Simplifying qualifications and other credentials decisions**  
 For information, noting, discussion as required

### NEXT MEETING

**Wednesday, 29 June 2022 (Online via Microsoft Teams)**

### FORMAL MOTION FOR MOVING INTO CLOSED SESSION

*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.*

# Te Pūkenga Poari Akoranga (Academic Board) Terms of Reference

<b>Current Version</b> April 2021	<b>Previous Reviews</b>	<b>Next Review</b> 2022
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## 1 Whakapapa | Background

Te Poari Akoranga<sup>1</sup> is delegated by the Council of Te Pūkenga (the Council) to give effect to the Charter by providing a national framework to enable and monitor excellence in Akoranga, in particular, educational teaching, learning, research and delivery supporting work based, learning, courses of study or training, awards and other academic matters.

Poari Akoranga was established April 2020 pursuant to section 222K of the Education Act 1989.

The Education Act 1989 was subsequently replaced by the Education and Training Act 2020 (the Act). Section 324(2) of the Act provides that the council... must “establish an academic board... to (a) advise it on matters relating to work-based learning, courses of study or training, awards, and other academic matters; and (b) exercise powers delegated to it by the council”.

## 2 Te Kaupapa | Principles

The Education and Training Act 2020 defines the operating context for Te Pūkenga, which is to provide:

- Learners with the education they need to participate in the labour market, society, and their communities;
- Education opportunities that support the wellbeing of learners;
- Education of high quality; and
- Education that honours Te Tiriti o Waitangi.

Likewise, the Act sets out specific functions for Te Pūkenga, to:

- Provide, arrange and support vocational, foundation and higher-level education, training and related research;
- Respond to the needs of regions, learners, industries, employers and communities;
- Improve the consistency of vocational education and training;
- Improve educational outcomes; and
- Improve outcomes for Māori learners in partnership with Māori communities.

Te Pūkenga has established five key priorities to fulfil these legislative functions, to:

- Maintain relentless focus on equity and ensuring participation – we honour and uphold Te Tiriti o Waitangi in all we do;
- Deliver customised learning approaches that meet the needs of learners and trainees wherever they are;
- Use our size and scale to strengthen the quality and range of education delivery throughout Aotearoa;
- Offer services that meet the specific regional needs of employers and communities; and

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<sup>1</sup> The importance of seeking an appropriate name for the academic board that reflects a holistic and inclusive approach consistent with the intent of Te Pūkenga charter has been recognised. Poari is the decision-making body of an organisation; Akoranga is all encompassing, referring to learning, subject, discipline, profession, school, educational course, academic programme, academic course, teaching, class, and lesson and includes circumstances of learning, time of learning and place of learning.

- Transition educational services in a smooth and efficient manner.

Poari Akoranga has a central role within Te Pūkenga to give effect to the Charter. In doing so, Poari Akoranga is guided by the values of Te Pūkenga.

### 3 Ngā Tikanga | Purpose

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)).

Specifically, Te Poari Akoranga will fulfil the primary function of providing assurance and confidence in the network of provision and to ensure all Kaupapa are met, including:

- 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 network to ensure the goals of Te Pūkenga are met and continuous improvement is achieved and sustained.
- Provide assurance and confidence of the effectiveness of teaching, learning and research within the network with a focus on outcomes.
- Quality assure and approve the development of new or re-developed packages of learning and delivery models, to ensure Kaupapa continue to be met and sustained.
- Provide assurance and confidence that Kāwanatanga (governance) responsibilities are upheld, whilst respecting the Tino rangatiratanga (absolute self-determination) of Iwi and Māori partners, in order to achieve Ōritetanga (equitable outcomes for Māori learners and their whānau).
- Provide assurance and confidence that Mātauranga Māori is applied throughout all packages of learning developed and delivered by Te Pūkenga; contribute to a partnership approach to policies and decisions affecting Mātauranga Māori; and create space for kaitiaki to exercise kaitiakitanga over Mātauranga Māori.
- Provide assurance and confidence 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.
- Establish and provide assurance and confidence that ohu whakahaere, (national subcommittees of Te Poari Akoranga) strengthen academic leadership in key areas of focus. Receive advice and evidence (real time and retrospective) from ohu whakahaere, and other relevant sources, to ensure:
  - a purposeful and responsive mix of provision matched to need, with a relentless focus on equity, access, and participation to support a culture of equity and diversity where all learners are included and valued;
  - holistic selection policies promote and facilitate academic equity for learners from under-represented groups, who have the potential to succeed academically, and who have applied via the application process; and
  - prioritised accessible support that acknowledges barriers and actively encourages learners and their whānau to participate and engage, for learners to achieve academic equity.
- 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.
- Grant awards of Te Pūkenga.
- Consider and report to the Council on any other academic matters, which are referred to it by the Council or the Chief Executive Te Pūkenga, or which Te Poari Akoranga believes are of significance, including commissioning reviews and research.

- Foster and facilitate effective relationships and collaboration across the network and with other groups, such as with Workforce Development Councils (WDCs), regulatory bodies, Regional Skills Leadership Groups, and other organisations, to ensure Kaupapa are met.
- Support Māori agency and authority over the education of Māori learners, and apply mana ōrite practices. Mana Ōrite determines that respective views be heard, considered, and afforded equal explanatory power. This means both parties acknowledge and accept each other's unique perspectives, knowledge systems and world views as being equally valid to decisions made under the relationship and in respect of the Tikanga.

In completing these functions, Te Poari Akoranga will be cognisant of Te Pae Tawhiti Te Tiriti o Waitangi Excellence Framework 2020-2025<sup>2</sup> and will use it as a tool to assist in making decisions when exercising these powers.

#### **4 Mematanga | Membership**

Section 324(2) of the Education and Training Act 2020 provides that the council of Te Pūkenga must "establish an academic board consisting of its chief executive and members of the staff and students of Te Pūkenga..."

Appointments to Te Poari Akoranga will be made by the Council following input, advice and direction with Māori as our Te Tiriti o Waitangi Partner. Appointments will comprise the following:

- Tangata Whenua member (co-Chair)
- Deputy Chief Executive, Delivery and Academic (co-Chair)
- Two (2) enrolled learners from the learner committee of Te Pūkenga (established in accordance with section 325(1) of the Act)
- Two (2) members from the Māori Advisory Committee of Te Pūkenga (established in accordance with section 325(1) of the Act)
- Two (2) members from the staff committee of Te Pūkenga (established in accordance with section 325(1) of the Act)
- Deputy Chief Executive, Partnerships and Equity or delegate
- Chief Executive of Te Pūkenga or delegate
- Ohu Whakahaere (national sub-committee) Chairs or delegates

Members of Te Poari Akoranga are expected through the contribution of their expertise, experience and perspectives to be cognisant of, and reflect where appropriate, the broad range of interests within their respective networks. All decisions must be taken with the paramount driving force to support Te Pūkenga to achieve its Charter. If consensus cannot be reached, decisions will be taken by the co-Chairs of Te Poari Akoranga.

At the discretion of Te Poari Akoranga, and with the approval of Council, further members may be co-opted or seconded to Te Poari Akoranga. Non-voting observers/understudies from within the network may attend hui unless otherwise stipulated. Te Poari Akoranga retains the right to determine whether this is with or without speaking rights.

#### **5 Whakaingoatia | Representation**

Council will aim to achieve a balanced representation when appointing new members to Te Poari Akoranga. Membership should reflect a broad skills-based approach and the appointment of members will be based on the following core criteria:

- Commitment to educational quality and learner achievement;

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<sup>2</sup> As approved at Te Pūkenga council hui of 1 September 2020

- Commitment to Ōritetanga and the success of learners who are under-served by the education system (with a specific focus on Māori learners, Pacific learners, learners with disabilities, adult and second-chance learners and youth); and an
- Ability to apply both a local and global view to academic issues.

In addition, the following specialist criteria may be applied when appointing members:

- Demonstrated knowledge and experience, and a commitment to Mātauranga Māori;
- Demonstrated knowledge and experience in addressing inequities in tertiary education provision related to gender, sexuality, age, disability, and ethnicity;
- 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
- 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.

Members will be appointed for either one or two years as determined by the Council with the option of renewal for one further year, with any decision as to renewal to be made by the Council. Membership of Te Poari Akoranga may be revoked by either Te Pūkenga Council or the appointed member at any time by giving four weeks' written notice in writing.

## 6 Ohu whakahaere o te Poari Akoranga | Subcommittees of the Academic Board

Te Poari Akoranga will establish standing ohu whakahaere (national subcommittees of Te Poari Akoranga) to undertake specified on-going tasks. From time to time it may also be necessary for Te Poari Akoranga, with the approval of Council, to appoint ad-hoc ohu whakahaere to undertake short-term mahi of significance.

Te Poari Akoranga intends to establish ohu whakahaere to focus on:

- i. **Academic Quality**, to provide leadership in academic evaluation and quality assurance; and ensure quality improvement by overseeing and monitoring the consistent application of the academic quality assurance system, including developing and recommending to Te Poari Akoranga approval of policies and operating procedures.
- ii. **Ōritetanga**, to provide assurance to Te Poari Akoranga that the principles of Ōritetanga (learner success) are embodied in all academic practices to meet the relevant outcomes of the Charter; and to assess and monitor the educational outcomes for Māori (and, based on need, Pacific learners and learners with disabilities).
- iii. **Ako**, to:
  - Develop and support a Mana Ōrite based strategic direction for teaching, learning and research to support a culturally responsive approach in education matters (teaching, learning and research);
  - Ensure an overarching pedagogical coherence for seamless transition for learners between modes of delivery, including work-based, and across regions, for all vocational, applied and professional programme delivery at all levels of the New Zealand Qualification Framework (Levels 1-10); and
  - Ensure the needs of work-based learners, employers and 'workplace' learning environments are represented in all academic decisions, policies and processes.
- iv. **Approvals**, to develop and direct a purposeful and responsive mix of provision matched to need, with a relentless focus on equity, access, and participation to support a culture of equity and diversity where all learners and their whānau are included and valued; and to recommend to Te Poari Akoranga the approval of education and training packages (for example, programmes of study, training schemes and micro-credentials, or equivalent), and associated changes in accordance with approved delegations.

- v. **Appeals**, to receive unresolved learner complaints or appeals that have already been determined (in line with relevant appeals policies and processes); support the resolution, settlement and/or withdrawal of such unresolved complaints or appeals; and if necessary, make recommendations about policies, procedures or the provision of services.
- vi. **Rangahau Māori, Research and Postgraduate**, to support, monitor and lead rangahau Māori, research and innovation activity; to help determine and support the strategic directions and approaches for rangahau Māori, research and postgraduate provision; and to provide oversight of rangahau Māori and research planning, funding and ethics.

Each ohu whakahaere will consist of members drawn from across the network with relevant, demonstrated skills and experience. Appointments to each ohu whakahaere will be made by Te Poari Akoranga in accordance with the terms of reference for the ohu, reflecting the value of appropriate geographical spread of representation. All Chair appointments will be made by Te Poari Akoranga.

## 7 Tuku mana | Delegations

From time to time, Te Poari Akoranga may formally delegate specific tasks and/or responsibilities to nominated groups, committees and/or other ohu whakahaere. In doing so, it requires:

- Any policies related to the responsibilities are formally approved by Te Poari Akoranga
- Minor changes to academic procedures, within academic policy, are delegated to the Chair, Ohu Whakahaere (Quality)
- Major decisions made by the body receiving the delegation are reported to Te Poari Akoranga.

All formal delegations will be included in the Academic Delegations Register which will be updated at least annually.

## 8 Kōrama | Quorum

Half the current membership plus one member of Te Poari Akoranga constitutes a quorum.

If the requirement for a quorum is not met, the hui can proceed, with any recommended actions/motions requiring endorsement by a quorum before they become binding.

## 9 Hui | Meetings

Te Poari Akoranga will determine the frequency with which it meets, with no fewer than six hui per academic year. Hui will be open to the public unless there is a need to protect the rights of persons or organisations. In such circumstances, the hui will 'go into committee' and the public will be excluded.

Each ohu whakahaere will determine the frequency with which it meets and will be responsible for maintaining adequate records for reporting to Poari Akoranga. Hui will be conducted according to the schedule agreed on by Poari Akoranga, appropriate to its tasks and delegations.

Te Poari Akoranga will meet with representatives from Workforce Development Councils (6), NZQA, TEC, Te Pūkenga and other organisations, as required, to fulfil the functions of the committee.

## 10 Pūrongo | Reporting

Te Poari Akoranga will report monthly in writing to Te Pūkenga Council and as agreed to Te Tiriti partner. Engagement with Te Tiriti partners will be based upon Te Pūkenga Te Pae Tawhiti Te Tiriti o Waitangi Excellence Framework 2020-2025.

**Tikanga Whakahaere / Operating Procedures****Meetings**

- Te Poari Akoranga will determine the frequency with which it meets, with no fewer than six hui per academic year
- Schedule of meetings determined annually in advance
- Currently held monthly, from February to December, on the second Wednesday of the month
- Usually held from 10am to 2pm
- Meetings are held face to face or online
- An online option is made available for all meetings
- Meetings are held in accordance with the agenda

**Attendance**

- Half the current membership plus one member of Te Poari Akoranga constitutes a quorum
- If the requirement for a quorum is not met, the hui can proceed, with any recommended actions/motions requiring endorsement by a quorum before they become binding
- At least 80% individual Te Poari Akoranga member attendance over the year is required, or membership may be reviewed by the Co-Chairs
- Guests will attend meetings or for select agenda items as relevant, at the discretion of the Co-Chair/s
- Te Pūkenga project staff may be invited/attend additional sessions as observers (non-speaking rights), particularly where there are interdependencies across projects
- Non-members in attendance do not have voting rights. Speaking rights of non-members in attendance will be at the discretion of the Co-Chair/s
- Non-voting observers/understudies from within the network may attend hui unless otherwise stipulated. Te Poari Akoranga retains the right to determine whether this is with or without speaking rights
- Members of the public, including Te Pūkenga learners and staff, may attend open sessions as observers. Meeting details are made available via Te Pūkenga website
- Hui will be open to the public unless there is a need to protect the rights of persons or organisations. In such circumstances, the hui will 'go into committee' and the public will be excluded

**Agendas and Minutes**

- Agenda items of business, cover memo and associated papers must be received at least 7 working days before the meeting
- Te Poari Akoranga Co-Chair/s determine the agenda for the meetings
- Agenda to be circulated to the members at least 4 working days before the meeting
- Closed agenda items will be specified on the agenda. Closed agenda and associated documentation will be sent to members only. An outline of these sessions will be included in the closed agenda and minute documentation
- Late agenda items / extraordinary matters will only be included in rare cases where the matter is considered critical by the Co-Chair/s to the function of Te Pūkenga and/or a subsidiary, or the smooth transition of academic delivery
- Draft minutes of the meeting to be circulated to members within 5 working days of the end of a meeting
- Minutes will be confirmed as a true and accurate record at the next meeting
- Final open agenda and minute documentation will be made available for the public on Te Pūkenga website. The agenda will be available prior to the meeting date, and minute documentation available following Council approval and confirmation at the following Te Poari Akoranga meeting

**Reporting**

- Te Poari Akoranga reports monthly in writing to Te Pūkenga Council and as agreed to Te Tiriti partner

18 May 2022

## Te Poari Akoranga o Te Pūkenga Meeting 2022 Calendar

Month	Date	Time	Day	Venue
<b>2022</b>				
February	9 February	10am-2pm	Wednesday	Online via Microsoft Teams
March	9 March	10am-2pm	Wednesday	Online via Microsoft Teams
April	13 April	10am-2pm	Wednesday	Online via Microsoft Teams
May	18 May	10am-2pm	Wednesday	Online via Microsoft Teams
June	29 June	10am-2pm	Wednesday	Online via Microsoft Teams
<b>July</b>	<b>27 July</b>	<b>10am-2pm</b>	<b>Wednesday</b>	<b>Online via Microsoft Teams</b> <b><i>Degree programme approvals</i></b>
August	10 August	10am-2pm	Wednesday	Online via Microsoft Teams
September	21 September	10am-2pm	Wednesday	Online via Microsoft Teams
<b>October</b>	<b>19 October</b> <b>tbc</b>	<b>10am-2pm</b>	<b>Wednesday</b>	<b>Online via Microsoft Teams</b> <b><i>L1-6 programme approvals</i></b>
November	2 November	10am-2pm	Wednesday	Online via Microsoft Teams
December	7 December	10am-2pm	Wednesday	Online via Microsoft Teams

# Ohu Whakahaere o Te Pūkenga

## Meeting 2022 Calendar

### Te Ohu Whakahaere Approvals

Meeting Dates	Name	Role
12 April 2022	Diane Lithgow	Co-chair
11 May 2022	Doug Pouwhare	Co-chair
8 June 2022	Linda Aumua	Member
14 July 2022	Rod Bentham	Member
21 July 2022	Kim Davies	Member
31 August 2022	Harry Leder	Member
14 September 2022	Liz McKenzie	Member
12 October 2022	Keri Milne-Ihimaera	Member
16 November 2022	Veraneeca Taipa	Member
Tbc December 2022	Ondene van Dulm	Member
	Shelley Wilson	Member
	Julia Parrott	Ex-officio

### Te Ohu Whakahaere Quality

Meeting Dates	Name	Role
6 April 2022	Deborah Young	Co-chair
4 May 2022	Vacancy tbc	Co-chair
1 June 2022 *	Greg Durkin	Member
6 July 2022 *	Carmel Haggerty	Member
3 August 2022 *	Hemi Hoskins	Member
7 September 2022 *	Kim Isherwood	Member
5 October 2022 *	Gianetta Lapsley	Member
9 November 2022	Ben Ngaia	Member
Tbc 14 December 2022	Karen Scott	Member
	Carolyn Terpstra	Member
	Fionna Moyer	Ex-officio

*\*additional meetings will be held for programme approvals and accreditation L1-7+ to meet NZQA closing dates 2022*

### Te Ohu Whakahaere Rangahau Māori, Research and Postgraduate

Meeting Dates	Name	Role
24 May 2022	Fiona Beals	Co-chair
tbc June 2022	David Tipene-Leach	Co-chair
tbc July 2022	Ruth Crawford	Member
tbc August 2022	Tepora Emery	Member
tbc September 2022	Marrin Haggie	Member
tbc October 2022	Suzanne Miller	Member
tbc November 2022	Jenny Lee-Morgan	Member
tbc December 2022	Michael Shone	Member
	Jonathan Sibley	Member
	John Stansfield	Member
	Natalie Waran	Member
	Angela Beaton	Ex-officio

## **Te Poari Akoranga o Te Pūkenga**

Tuhinga taupokia

Cover Note

**10 May 2022**

<b>Title</b>	<b>Attachment 1</b> Minutes of the Open Meeting held 13 April 2022
<b>Provided by</b>	Jeanette Fifield – Academic Governance Coordinator
<b>For</b>	<b>Approval</b>

### **Recommendation**

It is recommended that Te Poari Akoranga:

1. Approve the minutes of Te Poari Akoranga **open** meeting held on 13 April 2022 as a true and correct record.

## **Te Poari Akoranga (Academic Board) MINUTES – Open**

### **Wednesday, 13 April 2022**

#### **Minutes**

These are the Open minutes of a meeting of Te Poari Akoranga held on Wednesday, 13 April 2022 at 10.00am, online via Microsoft Teams.

#### **Present**

##### **Te Poari Akoranga Members**

Jeanette Grace (Co-Chair)	Lorna Gilliespie
Angela Beaton (Co-Chair)	Liz McKenzie
Linda Aumua	Doug Pouwhare
Te Urikore Biddle (Lateness)	Sue Smart
Mary-Liz Broadley	Natalie Waran
Glynnis Brook	Deborah Young
Neil Carroll	Skyla Flowers
Greg Durkin	

Jeanette Grace chaired the meeting.

#### **In Attendance**

Jeanette Fifield (Academic Governance Coordinator, Te Pūkenga).  
Julia Parrott (Kaikōkiri Approvals, Academic Delivery and Innovation, Te Pūkenga) Item 6.  
David Tipene-Leach (Research Professor, EIT) Item 7.  
Diane Lithgow (Co-chair, Te Ohu Whakahaere Approvals) Item 12.  
Fiona Beals (Co-chair Te Ohu Whakahaere Rangahau Māori Research and Postgraduate) Item 13.  
David Tipene-Leach (Co-chair Te Ohu Whakahaere Rangahau Māori Research and Postgraduate) Item 13.

#### **Quorum**

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

#### **Karakia Tīmatanga**

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

#### **Whanaungatanga**

The Chair welcomed Skyla Flowers (Learner Advisory Committee representative) to the meeting. Skyla Flowers introduced herself to the committee. She replaces Dahrian Watene.

## Open Minutes

### 1. Open Minutes of the Previous Meeting

#### 1.1 Scheduled Meeting

Scheduled Meeting – 9 March 2022. Minor corrections noted.

#### **Resolution:**

Te Poari Akoranga approved the minutes of the open meeting of Te Poari Akoranga held on 9 March 2022, as a true and accurate record of the meeting.

**Moved:** Sue Smart

**Seconded:** Deborah Young

**CARRIED**

### 2. Te Pūkenga March 2022 Council Meeting

The members received a verbal update.

### 3. Projects - Academic Delivery and Innovation

The members received a verbal update and overview of projects occurring in Academic Delivery and Innovation.

- unification of programmes
- development of the Quality and Academic Regulatory Framework
- development of approvals systems and processes
- draft Research Ethics Framework
- implementation of plans and interim solutions to support 'Early Movers'.

### 4. Collaboration between Te Pūkenga and Work Development Councils (WDCs)

The members received the report from the Kaikōkiri Director Strategic Partnerships, which provided an update of a meeting held with General Managers of WDCs which included:

- collaboration between Academic Delivery and Innovation, Te Pūkenga, WDCs and NZQA
- roles and responsibilities including programme endorsement, approval process
- programme unification
- sharing of processes
- communication strategy.

## 5. Quality and Academic update Te Kawa Maiooro

The members received the report from the Kaikōkiri Quality, which provided a summary update of mahi undertaken by seven working groups supporting the development of the framework.

1. Enrolment
2. Recognition of Knowledge and Skills (RPL/CRT)
3. Assessment
4. Learning and Teaching
5. Concerns, Complaints and Appeals
6. Learner Integrity
7. Graduation

## 6. Approvals systems and processes update

The Chair welcomed the Kaikōkiri Director Approvals to the meeting. The members received a presentation and verbal update on:

- NZQA matters in relation to application of approvals and accreditation for unifying programmes, new Te Pūkenga programme approval and accreditation, delivery sites, review of requirements level 7 and above programmes by end of April. Conversations still need to be held in relation to an approval process through Te Hono o Te Kahurangi. Te Pūkenga are requested to guide direction and clarity of questions that will inform these conversations
- the members requested an update on Mātauranga Māori NZQCF conversations being held by NZQA – to be followed up (with invitation to Eve McMahon and colleagues at NZQA)
- programme unification - the members received a list of programmes for delivery in 2023 noting the scope of work that will need to be completed within these timeframes for 2023 delivery, and that these may not fully align with usual operational preparation deadlines within individual subsidiaries
- Mātauranga Māori - development of a self-reflection tool of a programme's maturity of the Inclusion of Mātauranga Māori. The tool will be incorporated in the approvals process, once finalised.

The Chair thanked J Parrott for her attendance.

### **Actions**

1. J Fifiel to invite Eve McMahon and colleagues from NZQA to attend Te Poari Akoranga to discuss the NZQCF consultation (including Mātauranga Māori aspects).
2. J Fifiel to invite Layelin Stewart and Ben Ngaia to attend Te Poari Akoranga to discuss the development of a self-reflection tool of a programme's maturity regarding the inclusion of Mātauranga Māori.

## 7. **Research Ethics Framework**

The Chair welcomed Dr David Tipene-Leach, EIT. The members received a presentation and verbal update of the draft Te Pūkenga Research Ethics framework from N Waran and D Tipene-Leach, EIT.

The framework follows a three stage process and is moving through Stage 1 and onto Stage 2.

**Stage 1:** Development of ethics framework to guide research and research processes (as well as an Animal Ethics framework)

**Stage 2:** Test and modify the proposed working framework

**Stage 3:** Develop the operational processes required for use of the framework  
Implementation 1 January 2023

The members received a verbal update of Te Pūkenga Ethics framework.

## 8. **Animal Ethics Code**

The members received an introduction and presentation of the draft Animal Ethics Code. Developments are progressing as planned against agreed milestones. The members thanked the project team for the collaborative development undertaken and the connections made with workstreams across the network.

The Chair thanked D Tipene-Leach for his attendance.

## 9. **Te Ohu Whakahaere Quality, Te Ohu Whakahaere Approvals, Te Ohu Whakahaere Rangahau Māori, Research and Postgraduate**

The members received the approved membership lists of ngā ohu whakahaere.

## 10. **Te Poari Akoranga | Ngā Ohu Whakahaere**

The members discussed guidance and support to ngā ohu whakahaere as operational processes are embedded.

Discussion included:

- operational processes
- reporting to Te Poari Akoranga (minutes and verbal updates)
- receiving recommendations from ngā ohu whakahaere
- communication to inform work undertaken by ngā ohu whakahaere
- socialisation of communications and items of interest to the wider network
- consultation and connections between ngā ohu whakahaere and wider network

### **Action:**

The Academic Governance Co-ordinator will provide to the Co-chairs outcomes of conversations and decisions, to report back to ohu, as applicable.

## 11. Te Ohu Whakahaere Quality

The Chair welcomed Te Ohu Whakahaere Co-chair who provided a verbal update to the members of ohu activity including:

- inaugural meeting held on 6 April 2022
- resignation received from member J Smith, Northtec
- Te Poari Akoranga will appoint Co-chair to meet the Terms of Reference
- Te ohu questioned the use of the word 'academic' as appropriate in the current Terms of Reference, as they were unsure if this Ohu had oversight of all of Te Pukenga for quality functions.

### **Action**

A Beaton and D Young to have a further conversation on the use of the word 'academic' as appropriate in the current ToR.

## 12. Te Ohu Whakahaere Approvals

The Chair welcomed Te Ohu Whakahaere Approvals Co-chairs who introduced themselves to the members and provided a verbal update of ohu activity including:

- discussions held between te ohu Co-chairs regarding their responsibilities
- inaugural meeting held on 12 April 2022 which included discussions on:
  - Programme development
  - Programme unification
  - Compliance checks (NZQA, TEC, Regulatory Bodies)
  - Meeting schedule dates 2022.

The Chair thanked Co-Chair D Lithgow for her attendance.

## 13. Te Ohu Whakahaere Rangahau Māori, Research and Postgraduate

The Chair welcome Te Ohu Whakahaere Rangahau Māori, Research and Postgraduate Co-chairs who introduced themselves to members and provided a summary overview of their experience in the sector. A preparatory meeting with Co-chairs of Te Ohu and Co-chairs of Te Poari Akoranga has been held. A date for their inaugural meeting is yet to be scheduled.

The Chair thanked Co-chairs, D Tipene-Leach and F Beals for their attendance.

### **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:** Greg Durkin

**Seconded:** Mary-Liz Broadley

**CARRIED**

The Open session closed at 12.05pm.

## **Te Poari Akoranga o Te Pūkenga**

Tuhinga taupokia

Cover Note

**10 May 2022**

<b>Title</b>	<b>Attachment 4</b> Update on Actions - Approvals
<b>Provided by</b>	Julia Parrott, Kaikōkiri Director Approvals
<b>For</b>	<b>Information / Update</b>

### **Recommendation**

It is recommended that Te Poari Akoranga:

1. Receive the update on the actions – Approvals, from the meeting of Te Poari Akoranga held on 13 April 2022.

## Memo

Date	10 May 2022
To	Te Poari Akoranga
From	Julia Parrott, Kaikōkiri Director Approvals
RE:	Update on Actions

### **Approval of Mātauranga Māori qualifications and programmes**

Te Poari Akoranga requested an update on discussions that have been held between Te Pūkenga and NZQA regarding approval of Mātauranga Māori qualifications and programmes through Te Hono o Te Kahurangi (THoTK), or any other programme seeking THoTK approval.

On Wednesday 20 April, a teleconference was held between Ben Ngaia (Kaikōkiri, Māori Academic Development, Te Pūkenga) and Miriata Tauroa (Manager, Quality Assurance Māori, NZQA) to identify and discuss communications between Te Pūkenga and NZQA regarding approval of qualifications and programmes through Te Hono o Te Kahurangi (THoTK). It was confirmed that there had been none.

A subsequent hui was held on Friday 29 April to initiate the first discussion of this nature. In this hui, NZQA's high level plans regarding THoTK capability development for its staff were discussed, as well as NZQA's desire to re-form a THoTK advisory group inclusive of tertiary sector representatives to work together on a consistent understanding of the application of THoTK across Quality Assurance. Te Pūkenga expressed a desire to be a part of this advisory group and to work closely with NZQA on THoTK quality assurance matters.

### **Degree Approval – external**

Discussions have been and, continue to be, held between Te Pūkenga, NZQA and other regulatory bodies as to the process for the approval of the new unified degrees.

There are many operational details to work through for all parties but there is predominantly agreement to a robust but pragmatic approach to the facilitation of the panel processes.

Te Ohu Whakahaere -Approvals is meeting regularly to ensure it is prepared to receive the applications for approval.

### **Programme endorsement function -Workforce Development Councils (WDC)**

The requirement for WDC endorsement of new, or type 2 changes to, programmes comes into effect 1 June 2022. Discussions have been ongoing between WDC and Te Pūkenga in relation to the endorsement of programmes resulting from the unification project. The WDC lead on this project has confirmed that they will take a pragmatic approach to unifying programmes and any type 2 changes to currently approved programmes. Application and approved documentation is being developed by the WDCs and will be available for use from 1 June 2022.

## **Training schemes to be replaced with Micro-credentials**

Legislation is being amended to replace training schemes with micro-credentials, as part of NZQA's work [simplifying New Zealand qualifications and other credentials](#). This means that from around August this year all current training schemes will be treated as micro-credentials. Training schemes will no longer be an education product which NZQA can approve.

Analysis of the provision of training schemes across the network is on-going. NZQA has confirmed that currently approved training schemes will be deemed micro-credentials and details on the review/QA requirements will be clarified once the NZQA rules have been through consultation. Nothing further is required at this time.

## **Te Poari Akoranga o Te Pūkenga**

Tuhinga taupokia

Cover Note

**10 May 2022**

<b>Title</b>	<b>Attachment 5</b> Report Te Ohu Whakahaere Quality
<b>Provided by</b>	Deborah Young, Co-chair Te Ohu Whakahaere Quality
<b>For</b>	<b>Update for information / To be Received</b>

### **Recommendation**

It is recommended that Te Poari Akoranga:

1. Receive Te Ohu Whakahaere Quality report dated 4 May 2022.



## Pūrongo Te Poari Akoranga o Te Pūkenga Academic Board Report

5 May 2022

<b>Title</b>	<b>Te Ohu Whakahaere Quality Report</b>
<b>Provided by</b>	Deborah Young, Co-Chair Te Ohu Whakahaere Quality
<b>For</b>	Information

### Te Taunaki | Recommendation(s)

It is recommended that Te Poari Akoranga:

a.	<b>receive</b> the report from Te Ohu Whakahaere Quality meeting held online via Teams, 4 May 2022
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### Te Tāhuhu Kōrero | Background

#### Key points from Te Ohu Whakahaere Quality meeting held on 4 May 2022

1. Te Ohu Whakahaere Quality Tikanga Whakahaere were approved.
2. Te Pūkenga Academic Regulatory Framework
  - Fiona Moyer provided an overview of the Steering group and each working group for both Te Kawa Maiooro and the Quality Assurance Framework, including the role of each group and an update on their progress to date. The overarching principles the working groups are using to provide guidance to the Ohu were also shared and discussed.
  - Confirmation was received that the proposed process for approval of policies will be:
    - Steering group to endorse for submission to Te Ohu Whakahaere Quality (June)
    - Te Ohu Whakahaere Quality endorse for consultation within the sector (July)
    - Te Ohu Whakahaere Quality submit to Te Poari Akoranga for approval accompanied by summary statements identifying the positives and any perceived challenges (Sept).
  - It was reported that the Self Assessment working group were now working to ensure one approach across Te Pūkenga which will see Te Pae Tawhiti woven into the final framework and artefacts. It was recognised that without the knowledge of the Te Pūkenga operating model the quality working groups were grappling with the development of workflow/processes etc.

- It was agreed that the consultation of the Te Kawa Maioorooro will occur separately to the Quality Assurance Framework material due to the variance in progression of the mahi and the need to prioritise the academic regulations for unified programmes.
3. Membership  
Jon Smith's resignation from Northtec and new role within NZQA was acknowledged.  
Discussion took place relating to a suitable replacement for approval by DCE, ADI.
  4. Meeting Schedule for 2022  
Discussed and endorsed.