

Te Poari Akoranga | Academic Board October hui



25 October 2023 10:00 AM - 03:30 PM

Agenda Topic	Presenter	Time	Page
Open Agenda			
Karakia tīmatanga			4
1. Welcome and apologies			
2. Administration		10:00 AM-10:10 AM	5
2.1 Te Poari Akoranga membership and meeting schedule calendar 2023			5
For information			
2.2 Register of Interests Please raise any interests related to your role, or to items on the agenda.			
2.3 Open minutes of September 2023 hui			9
For approving			
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 27 September 2023.			
2.4 Action List Update on progress and close off complete actions	Megan Gibbons	10:10 AM-10:15 AM	12
3. Te Pūkenga Council update Verbal update	Deborah Young	10:15 AM-10:20 AM	
4. Ngā Ohu Whakahaere o Te Poari Akoranga			13
4.1 Te Ohu Whakahaere Quality	Deborah Young & Fionna Moyer	10:20 AM-10:30 AM	13
4.1.1 Ākonga Rights and Responsibilities	Simone Anderson (tbc)	10:30 AM-10:40 AM	13
Based on the discussions from the September hui, it was decided that the report be brought back to the Board for approval at its October hui.			
For approval			
RECOMMENDATION: THAT Te Poari Akoranga:			
a. Receive the report titled 'Ākonga Rights and Responsibilities';			
b. Approve the draft Ākonga Rights and Responsibilities; and			
c. Note the next steps.			

4.1.2	Verbal update of meeting held 11 October 2023 For noting	Fionna Moyer & Deborah Young		
4.2	Te Ohu Whakahaere Rangahau, Research and Postgraduate	Fiona Beals & Annemarie Gillies	10:40 AM-10:45 AM	19
4.2.1	Minutes of meeting held 3 October 2023 For noting	Fiona Beals & Annemarie Gillies		19
4.3	Te Ohu Whakahaere Appeals	Marama Rawiri and Glynnis Brook	10:45 AM-10:50 AM	22
4.3.1	Minutes of meeting held 4 October 2023 For noting.	Marama Rawiri & Glynnis Brook		22
4.4	Te Ohu Whakahaere Ako	Te Wai Collins	10:50 AM-10:55 AM	
4.4.1	Verbal update of meeting held 5 October 2023 For information.	Te Wai Collins		
4.5	Te Ohu Whakahaere Approvals	Diane Lithgow & Doug Pouwhare	10:55 AM-11:00 AM	
4.5.1	Verbal update of a meeting held 18 October 2023 For information.	Diane Lithgow & Doug Pouwhare		
4.6	Te Ohu Whakahaere Ōritetanga	Janine Kapa	11:00 AM-11:05 AM	
4.6.1	Verbal update of meeting held 18 October 2023 For information.	Janine Kapa		
5.	General Business			
6.	Resolution to exclude the public For approval			26
	Agenda - Public Excluded			
7.	Verbal update on Te Pūkenga Council update (public excluded portion) For information.		11:05 AM-11:10 AM	
8.	Ngā Ohu Whakahaere o Te Poari Akoranga (public excluded)			28
8.1	Te Ohu Whakahaere Quality	Deborah Young & Fionna Moyer		28

8.1.1	Te Pūkenga Self-Assessment Report	Deborah Young and Megan Gibbons	11:10 AM-11:15 AM	28
	For noting and information.			
9.	Administration - Public Excluded		11:15 AM-11:20 AM	62
9.1	Minutes of the public excluded portion of Te Poari Akoranga September 2023		11:20 AM-11:25 AM	62
	For approval			
	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 27 September 2023			
9.2	Action List - Confidential	Megan Gibbons	11:25 AM-11:30 AM	63
	Lunch break		11:30 AM-12:00 PM	
	Workshop			
10.	DRAFT Terms of Reference for Te Poari Akoranga	Megan Gibbons	12:00 PM-12:30 PM	64
	For discussion and feedback.			
11.	Work programme 2023	Megan Gibbons & Louise Courtney	12:30 PM-01:00 PM	74
	For reflection and feedback, items that Te Poari Akoranga have covered in 2023.			
	Karakia whakakapi			76
	Next scheduled meeting Wednesday 22 November 2023			

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.

2023 Schedule of Te Pūkenga Council and Committee meetings

As at 14 August 2023

Te Ohu Whakahaere Ako

Name	Role	Meeting dates
Michael Alsford	Co-Chair	31 August 2023
Te Wai Collins	Co-Chair	5 October 2023
		2 November 2023
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 Appeals

Name	Role	Meeting dates
Glynnis Brook	Co-Chair	18 August
Marama Rawiri	Co-Chair (interim)	27 September
Sue Crossan		1 November 2023
Julie McDonald		29 November 2023
Dell Raerino		
Logan Bannister		
Melanie Baynes		
Lulu Lutui		
Adele McLean		
Robyn McNaught		
Margaret Naufahu		
Aine Whelan-Kopa		
Cheryl Little		

Te Ohu Whakahaere Approvals

Name	Role	Meeting dates
Diane Lithgow	Co-Chair	23 August 2023
Doug Pouwhare	Co-Chair	27 September 2023
Kim Davies	Member	18 October 2023
Harry Leder	Member	15 November 2023
Liz McKenzie	Member	
Veraneeca Taiepa	Member	
Denise Williams	Member	
Shelley Wilson	Member	
Leoni Drew	Member	
Rose Marsters	Member	
Paul Neumann	Member	
Paula Simeon	Member	
Ginny Vincent	Member	
Maggie Wells	Member	

Te Ohu Whakahaere Ōritetanga

Name	Role	Meeting dates
Janine Kapa	Interim Co-Chair	7 September 18 October 2023
Donna Cavell	Member	16 November 2023
Matiu Julian	Member	
Erin Lincoln	Member	
Megan Potik	Member	
Merirangitiria Rewi	Member	
Helen Taimarangai	Member	
Simone Anderson	Member	
Warwick Pitts	Member	

Te Ohu Whakahaere Quality

Name	Role	Meeting dates
Deb Young	Co-Chair	9 August 2023 13 September
Fionna Moyer	Co-Chair	11 October 2023 8 November 2023
Greg Durkin	Member	13 December 2023
Carmel Haggerty	Member	
Gianetta Lapsley	Member	
Sue Roberts	Member	
Joan Taylor	Member	
Carolyn Terpstra	Member	
Fiona Campbell	Member	
Malama Saifoloi	Member	

Te Ohu Whakahaere Rangahau Māori, Research and Postgraduate

Name	Role	Meeting dates
Fiona Beals	Co-Chair	15 August 2023
Annemarie Gillies	Co-Chair	5 September 2023 20 September 2023
Ruth Crawford	Member	3 October 2023 17 October 2023
Tepora Emery	Member	7 November 2023
Marrin Haggie	Member	21 November 2023
Suzanne Miller	Member	5 December 2023
Michael Shone	Member	
Jonathan Sibley	Member	
John Stansfield	Member	
Natalie Waran	Member	
Federico Freschi	Member	
Allen Hill	Member	

Pūrongo Kaunihera a Te Pūkenga | Council Report

4 October 2023

Title	September 2023 Te Poari Akoranga hui summary for Council – Open session
Provided by	Megan Gibbons, Pourangi Mātauranga me ngā Pūnaha Ako DCE Academic Centre and learning Systems
Author	Louise Courtney, Governance Advisor
For	Information

Te Taunaki | Recommendation(s)

It is recommended that Te Pūkenga Council:

a.	Receive the report titled ‘September 2023 Te Poari Akoranga hui summary for Council’;
b.	Note that Te Poari Akoranga approved the following Type 1 changes to Level 4 programmes: <ul style="list-style-type: none"> i) New Zealand Certificate in Adult and Tertiary Teaching - to extend the range of delivery weeks/hours to allow for the part time delivery undertaken by Learning Works ii) New Zealand Certificate in Hairdressing (Professional Stylist) Level 4 - add the following two delivery sites - 6008 Te Pūkenga TA Wellington Institute of Technology and 6014 Te Pūkenga TA Whitireia Community College iii) New Zealand Certificate in Business (Administration and Technology) (Level 4) - to add the following two delivery sites omitted from the delivery sites listed in the original application - 6006 Te Pūkenga TA ARA Institute of Canterbury and 6022 Te Pūkenga TA Open Polytechnic of New Zealand iv) New Zealand Certificate in Apiculture (Level 4) and New Zealand Certificate in Apiculture (Queen Bee Rearing) (Level 4) - to add the following delivery site - 6015 Te Pūkenga TA Southern Institute of Technology;
c.	Note that Te Poari Akoranga approved the reporting template for regional academic committees; and
d.	Note that Te Poari Akoranga approved the terms of reference for Te Ohu Whakahaere Rangahau, Research and Postgraduate.

Te Tāhuhu Kōrero | Background

Te Poari Akoranga | The Academic Board (Te Poari) met on 27 September 2023 via Teams. The summary below provides an overview of some key discussions and decisions by Te Poari at its open session.

Type 1 Changes to Level 4 Programmes

Under its delegation from Council 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, and to seek approval/accreditation of programmes by external bodies, Te Poari Akoranga ratified the approval of the following Level 4 programmes by the co-chairs. It was noted that changes to the reporting process will be reviewed once the organisation structure is in place.

- New Zealand Certificate in Adult and Tertiary Teaching - to extend the range of delivery weeks/hours to allow for the part time delivery undertaken by Learning Works
- New Zealand Certificate in Hairdressing (Professional Stylist) Level 4 - add the following two delivery sites - 6008 Te Pūkenga TA Wellington Institute of Technology and 6014 Te Pūkenga TA Whitireia Community College.
- New Zealand Certificate in Business (Administration and Technology) (Level 4) - to add the following two delivery sites omitted from the delivery sites listed in the original application - 6006 Te Pūkenga TA ARA Institute of Canterbury and 6022 Te Pūkenga TA Open Polytechnic of New Zealand.
- New Zealand Certificate in Apiculture (Level 4) and New Zealand Certificate in Apiculture (Queen Bee Rearing) (Level 4) - to add the following delivery site - 6015 Te Pūkenga TA Southern Institute of Technology.

Draft Reporting Template for Regional Academic Committees

Under its delegation from Council to determine policies and operating procedures of Te Pūkenga in relation to learners and academic matters, Te Poari Akoranga approved the reporting template for regional academic committees.

Ākongā Rights and Responsibilities

Te Poari discussed the draft Ākongā Rights and Responsibilities framework and provided guidance around whether the expectations on kaimahi were achievable and safe, especially where kaimahi are involved in appeals or disciplinary processes; and that matters related to equity as Māori, Pacific and Disabled Learners were not well represented in the framework.

Te Poari will review this again at its October hui.

Te Ohu Whakahaere Rangahau, Research and Postgraduate Terms of Reference

Under its delegation from Council to establish any ohu whakaharere (subcommittees) as are deemed necessary for the efficient and effective operation of Te Poari Akoranga, Te Poari approved the Terms of Reference for Te Ohu Whakahaere Rangahau, Research and Postgraduate subject to minor amendments.

Te Poari also noted that te ohu currently has an expressions of interest process underway for vacant roles.

Te Ohu Whakahaere Appeals



Te Poari noted that Marama Rawiri has accepted the role of co-chair of Te Ohu Whakahaere Appeals.

Te Ohu Whakahaere Ōritetanga

Te Poari noted that Janine Kapa is currently acting as chair of Te Ohu Whakahaere Ōritetanga.

Ngā Tāpiritanga | Appendices

[Te Poari Akoranga open agenda 27 September 2023](#)

Te Poari Akoranga | Academic Board October hui - Administration

Consolidated Actions Report									
Report generated on 19/10/2023									
GROUP	TITLE	MEETING DATE	STATUS	DUE DATE	ACTION ITEM	ASSIGNEES	SECTION	NOTIFICATION SENT	NOTES
Te Poari Akoranga	Actions from May 2023	23/05/2023	Overdue	10/05/2023	J Fifield will send the mapping document to Te Poari Akoranga, for information.	T Biddle, J Fifield	Te Ohu Whakahaere Ōritetanga - OPEN	Unsent	
Te Poari Akoranga	Actions from July 2023	12/07/2023	Overdue	12/07/2023	Check that te ohu is operating at a Governance level as some of their actions look operational.	Co-Chairs of Te Ohu Whakahaere Ōritetanga	Te Ohu Whakahaere Ōritetanga OPEN	Unsent	
Te Poari Akoranga	Minutes for Te Poari Akoranga Academic Board September hui	27/09/2023	Pending	None	add Pacific representation to membership	Unassigned	Terms of Reference	Unsent	
Te Poari Akoranga	Minutes for Te Poari Akoranga Academic Board September hui	27/09/2023	Pending	None	Remove Committee	Kieran Hewitson	Draft Reporting Template for Regional Academic Boards	Unsent	
Te Poari Akoranga	Minutes for Te Poari Akoranga Academic Board September hui	27/09/2023	Pending	None	Get on agenda for Education Quality Forum and include delegations memo	Kieran Hewitson	Draft Reporting Template for Regional Academic Boards	Unsent	

Te Poari Akoranga: Ākonga Rights and Responsibilities

27 September 2023

Title	Ākonga Rights and Responsibilities
Provided by	Andrew McSweeney, Pourangi Ākonga me te Ahumahi Deputy Chief Executive Learner and Employer Experience and Attraction
Author	Simone Andersen, Kaikōkiri Learner and Whānau Engagement
For	Approval

Te Taunaki | Recommendation(s)

It is recommended that Te Poari Akoranga:

a.	Receive the report titled 'Ākonga Rights and Responsibilities';
b.	Approve the draft Ākonga Rights and Responsibilities; and
c.	Note the next steps.

Te Tāhuhu Kōrero | Background

1. Te Kawa Maiorooro came into effect in January 2023. Since that time, national level learner policies continue to be developed that further deliver on Te Pūkenga legislated expectations and requirements within the Pastoral Care Code (the Code). Together, these provide the network with direction and guidance to achieve an aligned, whole-of-provider approach to learner safety and wellbeing. Two national level learner policies that have recently come into effect are:

1. Pastoral Care Policy (approved April 2023 by Te Poari Akoranga and Te Pūkenga Council through its Health Safety and Wellbeing Committee).
2. Learner Voice and Partnering Policy (approved July 2023 by Te Pūkenga Council).

These policies apply to Te Pūkenga kaimahi but impact directly on ākonga. One of the requirements of the Code is that Te Pūkenga makes information about the ways it supports learner wellbeing and safety readily available and in accessible formats to its learners, its kaimahi and the general public.

2. Ākonga Rights and Responsibilities supplements the new national policies and Te Kawa Maiorooro, by communicating their content in a summarised format that is relevant to learners, using plain language free of jargon and legalese.
3. Ākonga Rights and Responsibilities has been drafted collaboratively between ACLS and LEEA. Drafting has involved extensive consultation with ākonga and kaimahi over a period of 12 months, including collaboration with work-based learning kaimahi over a period of three months. This led to the inclusion of targeted messaging to work-based learners which reflects the nature of the tripartite Training Agreement.



4. Ākonga Rights and Responsibilities includes ākonga conduct and is required by Te Pūkenga as a Tertiary Education Organisation. It is also a key component of Te Pūkenga Pastoral Care Code Framework, which was approved in January 2023:

Pastoral Code Framework		
Ākonga Rights and Responsibilities (including Conduct)	Pastoral Care Policy (plus other supporting policies & artefacts)	Learner Voice & Partnering Policy (plus Practice Guidance)
Concerns & Complaints Policy/Appeals Policy and Procedures		

Table 1 – Te Pūkenga whole of provider approach to pastoral care of ākonga

5. Ākonga Rights and Responsibilities helps to ensure Code compliance by presenting information about how Te Pūkenga supports the wellbeing and safety of its learners, in a way that is accessible to learners. It ensures all ākonga are aware of the policies that affect them at Te Pūkenga, and their rights and responsibilities as Te Pūkenga learners.
6. To make the content relevant and accessible to learners, Ākonga Rights and Responsibilities has been categorised in accordance with key aspects of a typical learning journey. The sections cover areas such as enrolment, learning and teaching, safety and wellbeing, learner voice and participation and learner representation. It also includes guidance around what is acceptable conduct, and what constitutes misconduct.
7. It is intended that Ākonga Rights and Responsibilities will be made available as a resource to learners (including prior to, and at the time of, enrolment) in a range of formats, to ensure its accessibility to diverse learners. It will also be promoted to Te Pūkenga kaimahi to ensure a shared understanding across Te Pūkenga network.

Te pūtake o tēnei pūrongo | Purpose of this report

8. This report seeks Te Poari Akoranga approval of Te Pūkenga Ākonga Rights and Responsibilities.
9. All statements made within Ākonga Rights and Responsibilities have been mapped to Te Kawa Maiooro, the Code, and other legislative requirements.

Ngā Kōwhiringa me Te Tātaritanga | Options and analysis

Option 1 – Approve Te Pūkenga Ākonga Rights and Responsibilities (recommended)

10. Providing consistent and direct messaging to all ākonga will help clarify their expectations coming into Te Pūkenga, by advising them of their rights and responsibilities. This will better enable shared understanding throughout the learner community. By also providing Ākonga Rights and Responsibilities to network kaimahi, it will reinforce expectations for consistent approaches to be taken across Te Pūkenga, ensuring Te Pūkenga maintains compliance with its obligations.
11. Ākonga Rights and Responsibilities provides references to current key policies and procedures that affect learners. There are likely to be more national learner policies developed over time as Te Pūkenga transitions. These can be incorporated during any reviews of the resource, to ensure learners have a single source by which they can access national policies that impact them.

Option 2 - Suggest improvements to Ākonga Rights and Responsibilities or implementation approaches

12. Robust consultation with ākonga and kaimahi has informed the development of this resource. It has been thoroughly worked through with work-based learning kaimahi, to arrive at a final draft which reflects their input and is satisfactory to them in terms of inclusive language for the general statements, and specific messaging for work-based learners added where needed.
13. It is anticipated that Ākonga Rights and Responsibilities (and its content in a range of alternative formats) will be made available to prospective and enrolling learners, and kaimahi, especially those who work in the area of pre/enrolment.

Option 3 – No endorsement of Ākonga Rights and Responsibilities

14. There is an option to not endorse Ākonga Rights and Responsibilities. However, another approach would then be needed to support compliance with Objective 1 of the Code, which is the requirement for Te Pūkenga to take a whole of provider approach to maintaining a strategic and transparent Learner Wellbeing and Safety System, and to make information about this readily available to learners in accessible formats.

Te Pae Tawhiti | Te Tiriti o Waitangi Excellence Framework

15. The Code contributes to an education system that honours Te Tiriti o Waitangi and supports Māori-Crown relationships, in accordance with section 4(d) of the Education and Training Act 2020. Ākonga Rights and Responsibilities reinforces and upholds the Code, supporting Te Pūkenga commitment to enabling the voice of ākonga Māori and supporting a partnering approach with ākonga to inform all that Te Pūkenga does.

Ōritetanga me te Angitu Ākonga | Equity Impact and Ākonga Success

16. Te Pūkenga Equity and Learner Success Strategy focusses on developing stronger responsive practices. Ākonga Rights and Responsibilities provides consistent national messaging across learner and kaimahi communities around Te Pūkenga commitments to ensuring learner wellbeing and safety, including the commitment to involve learners in matters that impact on them at Te Pūkenga.
17. The strategy focuses on ākonga centred systems, which are prioritised in the development of frameworks such as Te Kawa Maiororo and the Pastoral Care Code Framework. Ākonga Rights and Responsibilities further supports this.

Pānga ki Ngā Ākonga/Kaitukumahi | Employer Impact

18. A Te Pūkenga system that supports learner wellbeing and safety involves the employers of Te Pūkenga work-based learners. An addendum to the tripartite agreement has been incorporated into the tripartite Training Agreement, to achieve clarity around the respective roles and responsibilities of Te Pūkenga, employers and learners in achieving Pastoral Care Code outcomes in a work-based context.

Te Uiuinga Whānui | Engagement/consultation

Group engaged with	Level of engagement ¹	Commentary
Academic Data and Integrity Unit (via Director Academic Quality)	Collaborate	August 2022 – Draft developed in association with ITP subsidiary kaimahi supplied to LWE team
Pastoral Care Code Project Lead	Consult	September 2022 – Draft tabled at Code hui for discussion and feedback
Learner Leadership Group	Consult	September 2022 – Draft supplied for review and feedback
Interim Learner Advisory Committee	Consult	October 2022 – Draft supplied for review and feedback
John Dickson Peer reviewer	Consult	October 2022 – Draft supplied for review and feedback
Academic Data and Integrity Unit (via Director Academic Quality)	Collaborate	October 2022 – Learner and J Dickson feedback reviewed and responded to

¹ Inform, Consult, Collaborate, Partner, Empower. Refer [Engagement Summary 110619 \(tearawhiti.govt.nz\)](https://www.tearawhiti.govt.nz/engagement-summary-110619) for guidance. Engagement may be required at different levels for different stakeholder groups.

Group engaged with	Level of engagement ¹	Commentary
LJE Lead Team	Consult	November 2022 – Draft supplied for review and feedback
Legal Team (via Director Legal and Risk)	Consult	December 2022 – Draft supplied for legal review
Te Kahui Mātauranga (WBL)	Consult	December 2022 – Online hui/ presentation and draft supplied for review and feedback
Learner and Employer Success Working Group (WBL)	Consult	December 2022 – Online hui/ presentation and draft supplied for review and feedback
Academic Data and Integrity Unit (via Director Academic Quality)	Collaborate	Jan/Feb 2023 – All work-based kaimahi feedback reviewed and responded to
Learner and Employer Success Working Group (WBL)	Consult	March 2023 – response to all WBL feedback provided; iterated draft in response to further feedback around specific needs of WBL learners
Executive Leadership Team	Inform	May 2023 – Draft tabled for endorsement
Legal Team (via Director Legal and Risk)	Consult	June 2023 – Draft supplied for legal review
ACLS (via DCE Academic Centre and Learning Systems)	Consult	June 2023 – Draft supplied for review and feedback

Ngā tino raru ka heipū mai | Key risks

Risk title	Description	Potential consequences	Current mitigation
Implementation challenges	Enrolment processes are not yet aligned across Te Pūkenga so it may be more difficult to incorporate the resource into a range of business division pre/enrolment practices and documentation.	Poor visibility of the resource. Inconsistent incorporation of the resource across Te Pūkenga network.	Robust promotion of the Ākonga Rights and Responsibilities through existing channels Provide pre/enrolment teams and staff with an introductory paragraph and link to the resource on a web page so they can easily incorporate the resource



			into their existing practices and documentation.
No current alternative accessible formats	Not all learners will find the document-based resource accessible. Disability and other needs need to be met by presenting the resource in other ways, e.g., in visual and oral formats. This task is not likely to be completed prior to the document-based resource coming into effect.	Disability and other needs will not immediately be met in the way the resource is presented.	Individual kaimahi working in pre/enrolment familiarise themselves with the document so they can ensure prospective and incoming ākonga with accessibility requirements are made aware of their rights and responsibilities in ways that meet their individual needs.

Te tirohanga taha pūtea | Financial considerations

19. Initial costs associated with implementation are covered within the scope of the Learner Success Plan budget.

Te Ahunga Ki Mua | Next steps

20. Convert the document-based resource into a web-friendly, engaging format and publish it on Te Whare and Te Pūkenga website, ready to be promoted to learners and kaimahi across Te Pūkenga network.
21. Develop implementation materials and a plan to promote the resource across learner leadership and representation groups and business divisions in Te Pūkenga network.
22. Continue to develop alternative formats for presenting Ākonga Rights and Responsibilities, using in-house and/or external resources.

Te Hunga whai koha | Contributors

Katrina Thomas – Principal Advisor Learner Journey and Experience

Ngā Tāpiritanga | Appendices

Appendix 1 – Draft Ākonga Rights and Responsibilities



Minutes for 3 October Rangahau, Research and Postgraduate Meeting

03/10/2023 | 09:30 AM - 11:30 AM - Auckland, Wellington New Zealand Standard Time

Attendees (8)

Fiona Beals (Co-chair), Whitireia/WelTec; Annemarie Gillies (Co-Chair), EIT; Ruth Crawford (Member), WITT; Allen Hill (Member), Ara; Suzanne Miller (Member), Otago Polytechnic; Michael Shone (Member), Ara; Jonathan Sibley (Member), EIT; John Stansfield (Member), Northtec

1. Karakia Timatanga

A. Gillies delivered the opening karakia.

2. Welcome / Apologies

F. Beals chaired the meeting.

Quorum of members achieved.

Apologies from T. Emery. M. Haggie has left te ohu.

3. Declaration of Conflict of Interest

4. Administration

4.1 2023 Te Poari Akoranga meeting calendar schedule

4.2 2023 Ngā ohu whakahaere meeting calendar schedule

4.3 Ngā ohu membership list

4.4 Notes of meeting held on 5 September 2023

(A. Hill / J. Sibley)

Resolved that the minutes of the meeting held on 5 September 2023 are a true and correct record.

CARRIED

4.5 Matters Arising

4.6 Action List

The following changes were made to the action list:

- 2405.3 closed.
- 0507.06 awaiting national director appointment.
- 0809.5 awaiting national director appointment.
- 0809.6 rangahau research IP policy to be developed by ohu once Te Pūkenga operational and governance structures are confirmed.
- 0809.8 closed until movement in postgraduate unification.
- 0703.4 need akonga representative on ohu as this is in ToR. Contact Megan to action. Preference for postgraduate Rangahau research student.
- 0905.4.4 complete.
- 0801.3 complete.
- 0905.1 ongoing. Te Ohu acknowledged the request and opportunity given by ELT to provide a paper advising factors to consider in participating in the upcoming review was positive. Fiona to lead small sub-group comprising J. Sibley, M. Shone, A. Hills, and F. Beals, and circulate the paper back to ohu, and then to ELT.
- 0905.2 ongoing.
- 0905.3 ongoing.
- 0905.4 ongoing.

Te ohu noted that the Ethics Framework was formally approved by Council in November 2022, and then approved by Te Poari as a living document in 2023. Te ohu noted that this policy needs operationalisation and socialisation. Te ohu agreed that the Ethics Framework still needs extensive review and socialisation across Te Pūkenga.

5. Member vacancies

Te ohu moved to closed session for this item.

The co-chairs noted their selection of two new members for te ohu and requested input from the ohu on the third remaining member vacancy. Te ohu discussed the inclusion of Pacific representation and agreed that three new members will be appointed now from existing pool of applicants with the co-opting of a Pacifica member through the Pacific Leadership Group. Query about advertisement and why only two applicants submitted CVs and it was noted that covering letters may not have been requested which we should do in the future. Te ohu agreed that new members should be inclusion and representative of Te Pūkenga regions.

The ohu agreed on a third member and to send letters to unsuccessful applicants thanking them for their interest and for the new membership condition in ToRs to be filled through co-opting at this point and time given that it has been hard to keep ohu membership.

6. General business

7. Next meeting

8. Karakia Whakamutunga

Annemarie delivered the closing karakia.

The meeting closed at 10.20am.



Minutes for October Appeals Committee Meeting

04/10/2023 | 11:00 AM - 01:00 PM - Auckland, Wellington New Zealand Standard Time
Online

Attendees (12)

Glynnis Brook (Co-chair); Cheryl Little (Appeals Officer); Melanie Baynes; Sue Crossan; Margaret Naufahu; Julie McDonald; Adele McLean; Robyn McNaught; Aine Whelan-Kopa; Marama Rawiri (Co-chair); Haley Passmore (Governance Advisor)

Apologies: Dell Raerino, Logan Bannister, Lulu Lutui

Karakia Timatanga

M. Rawiri delivered the karakia.

1. Welcome | mihi

M. Rawiri chaired the meeting and welcomed H. Passmore as the new Governance Advisor.

2. Disclosure of Conflicts of Interest

No new conflicts of interest.

3. Administration

3.1 Minutes of the scheduled meeting held on 18 August 2023

RESOLVED (A. McLean/J. McDonald)

That Te Ohu Whakahaere Appeals approve the minutes of Te Ohu Whakahaere Appeals meeting held on 18 August 2023 as a true and correct record.

CARRIED

3.2 Action List

Te ohu reviewed the action list and advised on items which can now be closed.

4. Health, Safety & Wellbeing

The Chair spoke to this item. Te ohu noted that the newly announced organisational structure has and will continue to impact te ohu members and that new member recruitment

may be necessary in the New Year. The Chair noted that it was pleasing to see that fewer kaimahi were affected than originally thought.

5. Reports from Te Poari Akoranga

The Chair spoke to this item, noting the following updates from the September Te Poari Akoranga meeting:

- type one changes to level 4 programmes, including the addition of delivery locations.
- draft template on movement towards a regional academic board.

The Chair noted that the following items were shared at the September Te Pūkenga Council meeting:

- memo of understanding between Air NZ and NMIT.
- update on NZ, China and vocational education alliances.
- Ākonga Rights and Responsibilities Policy.

The Chair noted that she provided updated the September Te Poari Akoranga and Te Pūkenga Council meetings on te ohu Appeals current cases.

Resolution to move into closed session

Te ohu resolved to move into closed session for items 6-8 of the agenda.

6. Correspondence

To and from MIT. Te ohu noted that no response has been received back and there may be perceived caution from MIT to engage with te ohu on this issue. Te ohu discussed the possibility of engaging with another person at MIT. It was determined that follow-up will occur from te ohu.

Te ohu noted that this situation highlights the need for greater training of all kaimahi and management to handle similar situations and the importance of awareness of, and adherence to, existing policies. Te ohu noted that MIT has staffing challenges at moment, like many other business divisions, and that this may be contributing to lack of engagement of issue.

Te ohu noted the need for a consolidated policy for concerns, complaints and appeals across Te Pūkenga. Progress on this will be discussed in General Business.

Action 202310.1: M. Rawiri and G. Brook to follow-up with Martin and report back at November hui.

7. Member resignations

Te ohu noted and accepted resignation from J. McDonald. Te ohu thanked her for her time and contribution to te ohu.

Te ohu noted and accepted resignation from L. Bannister. Te ohu thanked her for her time and contribution to te ohu.

8. Update on incoming and active cases

C. Little provided an update on this item, noting that there are currently eight closed cases and three cases with governance.

- MIT update. Individual has raised concerns around processes at MIT and is considering lodging an appeal against grade. Further updates will be provided as these progresses.
- Information only – potential appeal has been flagged by DCE to te ohu. Complaint currently with NZQA.

Te ohu discussed when cases are considered closed, noting that this will be a procedural discussion for a future hui. C. Little suggested a category of “sleep” cases for those which te ohu has dealt with, but for which there is not yet a formal conclusion.

Te ohu discussed whether they have the right to hold information about appeals cases which are no longer active within te ohu - this will be a discussion for future hui.

9. General Business

Te ohu discussed the Concerns, Complaints and Appeals policy, including what a long-term appeals policy might look like. Te ohu agreed that the best approach takes a regional perspective as a unified model. C. Little organising a meeting to discuss the long-term Concerns, Complaints and Appeals policy.

10. Next meeting

Te ohu discussed moving the timing of the November meetings and it was agreed to keep the timing for the 1 November meeting to 11am-1pm.

Poroporoaki

M. Rawiri delivered the closing karakia.

A. Whelan-Kopa will deliver the karakia at next meeting.

M. Naufahu will deliver the karakia on 29 Nov.

The meeting closed at 12.33pm.



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)
7.	Verbal update on Te Pūkenga Council update (public excluded portion)	Section 9(2)(a) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
8.	Ngā Ohu Whakahaere o Te Poari Akoranga (public excluded)	
8.1.	Te Ohu Whakahaere Quality	
8.1.1.	Te Pūkenga Self-Assessment Report	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
9.	Administration – Public Excluded	
9.1.	Minutes of the public excluded portion of Te Poari Akoranga September 2023	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
10.	General Business (Public Excluded)	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
11.	DRAFT Terms of Reference for Te Poari Akoranga	Section 9(2)(b)(ii) OIA

		Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
12.	Work programme 2023	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).

The Chair will also move that certain employees from Te Pūkenga be permitted to remain at the meeting, after the public has been excluded, because of their specific knowledge in relation to the above items. This knowledge, which will be of assistance in relation to the matters above to be discussed, is relevant to those matters because they have assisted in the progression of such matters.

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!

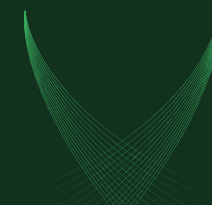
Hold fast,
hold firmly the words of the
academy
cement them firmly
fixed in the mind.
Release ourselves
of the decorum of formality
let us take up the life giving
cloak of Rongo
the permanence of peace
and harmony
and bind it firmly,
Firmly!

Our values



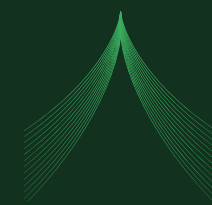
Manawa nui

We reach out and welcome in



Manawa roa

We learn and achieve together



Manawa ora

We strengthen and grow
the whole person