Te Poari Akoranga
AGENDA – Open

Date	12 May 2021
Time	10am – 10.25am
Venue	BCITO, Wellington
Te Poari Akoranga Members	Dr Angela Beaton (Co-Chair), Greg Durkin, Lorna Gillespie, Jeanette Grace, Oonagh McGirr, Kieran Hewitson, Nita Hutchinson, Sue Smart, Deborah Young, Glynnis Brook, Natalie Waran, Neil Carroll.

Karakia timatanga Welcome and apologies Whanaungatanga		
OPEN SESSIONS		
1	**Open Minutes of Previous Meeting** Scheduled Meeting – 14 April 2021	*Attachment 1*
2	*10.05am – 10.15am* *Angela Beaton* **April Academic Report to Te Pūkenga May council meeting** **Verbal update – Te Pūkenga May council meeting** For information	*Attachment 2* *Verbal*
3	*10.15am – 10.25am* *Angela Beaton* **Revised Draft Te Poari Akoranga Tikanga Whakahaere** For endorsement	*Attachment 3*
	Next meeting – 9 June 2021 (via Microsoft Teams)	

Attachment 1

Te Poari Akoranga MINUTES – Open
14 April 2021 from 10am – 10.30am, via Zoom

WELCOME AND ATTENDANCE
Karakia timatanga (Angela Beaton)
Chair welcomed everyone to the online meeting.
Whanaungatanga

Present
Dr Angela Beaton (Co-Chair), Dr Shane Edwards (Co-Chair), Greg Durkin, Lorna Gillespie, Jeanette Grace, Oonagh McGirr, Kieran Hewitson, Nita Hutchinson, Sue Smart, Deborah Young, Natalie Waran, Neil Carroll.

In Attendance
Kelly Hynes (Minute taker).

Observer
Chris Williams, Wintec

Apologies
Glynnis Brook
Moved by Nita Hutchinson, seconded by Deborah Young

Absent
Luana Te Hira

1. Minutes of the Previous Meeting

1.1 Scheduled Meeting

Scheduled Meeting – 10 March 2021

Resolution

Moved by Sue Smart, seconded by Deborah Young

Te Poari Akoranga resolved that the minutes of Te Poari Akoranga meeting held on 10 March 2021 were approved as a true and accurate record.

2. March Academic Report to Te Pūkenga April Council Meeting

- Council received the March Te Poari Akoranga report. The key updates for Council from the March Te Poari Akoranga meeting were noted.
- Council approved the Terms of Reference (ToR) for Te Poari Akoranga, further to a couple of minor additions.
- 1-page summary plans for the Academic and Delivery Innovation workstreams were provided for Council, highlighting what stage each project is at.
- Funding request being made to TEC to address the increase in domestic demand.
- Health and wellbeing education provision strategic discussion paper was presented and was well received.
- Council are very engaged in the academic space and eager to hear more about progress.

3. Te Poari Akoranga Terms of Reference – Council approved

Te Poari Akoranga Terms of Reference approved by Council tabled and noted.

Discussion included:

- Priority and importance for the six Ohu Whakahaere o te Poari Akoranga Terms of Reference and the establishment of these sub-committees
- Some current Te Poari Akoranga members terms coming up, for those appointed on one-year terms. As previously, a skills/expertise based approach will be taken to review the coverage to identify any areas where additional expertise may be required to ensure Te Poari Akoranga is best placed to provide robust academic governance for the network over the coming year. Memberships may be reconfirmed for a further 12 months or call for expressions of interest from across the network.
- Ohu Whakahaere Chairs will likely need to be operationally focused
- The possibility for Te Poari Akoranga members to be involved in Ohu Whakahaere noted as a positive for helping with the transition and continuity
- Reliance on other Te Pūkenga committees being stood up for Te Poari Akoranga membership – drawing from interim groups during transition
- Clarity sought, where possible, in terms of transitional timeframes for when each committee will be fully stood up
- Communication to network will be important throughout the transition and as things progress

Closed sessions

Moved by Jeanette Grace, seconded by Neil Carroll

Te Poari Akoranga resolved to move to the closed sessions of the agenda.

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.

Pūrongo Kaunihera a Te Pūkenga
Council Report

4 May 2021

Agenda item number	**5**
Provided by	Angela Beaton, DCE Delivery and Academic
Author	As above
Title	Academic report
For	Noting

Te Taunaki | Recommendation(s)

It is recommended that Council:

a.	receive the academic report from Te Poari Akoranga meeting held via zoom on 14 April 2021 (minutes attached)

Te Tāhuhu Kōrero | Background

- Approved Te Poari Akoranga Terms of Reference tabled and noted. Ohu Whakahaere o te Poari Akoranga Terms of Reference and the establishment of these sub-committees is now a priority for Te Poari Akoranga.

- One-year Te Poari Akoranga membership terms coming up. As previously, a skills/expertise based approach is being taken to review the coverage to identify any areas where additional expertise may be required to ensure Te Poari Akoranga is best placed to provide robust academic governance for the network over the coming year.

- 1- page summary plans for the Academic and Delivery Innovation workstreams were provided for Te Poari Akoranga, highlighting for each what stage the project is at, for the following workstreams: Communities of Practice, Regulating for Excellence – Policies, Procedures and Key Forms, Te Arotake – Quality Management System, Programme Stocktake and Transition Plan, and Ako – Learning and Teaching Directions. A proposed plan for reporting to Te Poari Akoranga over 2021 for key stages of these workstreams was also tabled.

- Te Poari Akoranga members noted challenges experienced by some staff across the network balancing the management of higher volumes of delivery and responses to transition and transformation workstreams.

- Receipt of Te Poari Akoranga feedback on Te Pae Tawhiti working draft acknowledged, and Te Poari Akoranga were updated on the progress on Te Pae Tawhiti – subsidiary report mahi.

- Te Poari Akoranga sub-working party established, to clarify the role of existing local academic committees (Komiti akoranga-a-rohe) and how these will work and interface with Te Poari Akoranga through 2021 and 2022 to meet our current delegated roles and functions requirements, and to ensure the most effective use of network capability and capacity. A draft proposal is being prepared for Te Poari Akoranga feedback.

- Update provided on the programme development workstream, including an outline of the proposed process for programme transition and development.

Te Poari Akoranga   April 2021
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 via Zoom
- A Zoom 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 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