



# minutes

## Staff Team Advisory Rōpū

Wednesday, 21 August 2019  
Mt Albert Campus, Building 182 Room 1003

### Present

Daniel Weinholz (Chair)	Babar Mahmood	Brad Kruger	Lusa Tuleasca
Sarah Sommerville	Julie McGregor	Sarah Hardman	Roger Birchmore
Elizabeth Morris	Yo Heta Larsen	Peter Matthewson (W)	Jo Barnes
Meenakshi Singh	Maryam Mirzaei	Micalla Williden	

### Apologies

Blair Sorenson	Rob Gambolati	Evelyn Hikuroa
Toni Rewiri	Craig Robertson	Tracey Lomas-Heavey
Anaru Parangi		

### In Attendance

Lynnette Brown (Minutes)	Trude Cameron	
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### Absent

Linda Kestle	Shar Lewin	
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1. **Karakia**  
The meeting was opened with a Karakia
2. **Apologies**  
The apologies were noted.
3. **Minutes of the Meeting held 31 July 2019**
  - 3.1. The minutes of the previous meeting were accepted as a true and correct record.  
  
Moved: Meenakshi Singh  
Seconded: Brad Kruger  
MOTION CARRIED

### 3.2. **Matters Arising**

**SEAtS** – the Committee would like to receive an update at their next meeting in respect of SEAtS including a response to the list of concerns that was provided as an additional one-pager.

**ACTION 1: Seek update on SEAtS discussion**

### 3.3. **Action List**

The Committee noted the action list.

## 4. **STAR FOCUS AREAS**

### 4.1. **Academic Leaders/Academic Programme Managers – Change Management**

Trude Cameron, Operations Manager for Schools, spoke to the members inviting them to take this opportunity to provide input into what the induction for academic leaders should cover as the format for the day has not yet been fully developed. It was noted that an induction is scheduled for Friday, 30 August.

The members discussed their concerns in relation to the changes to the academic leaders function.

Issues raised:

- Lack of clarity around the realignment of tasks to enable the new roles to do their job
- Lack of clarity as to what is expected to be delivered for the .2 FTE programme coordinators/discipline leaders (PC/DL)
- No monetary recognition in respect of the PC/DL roles
- Lack of clarity around how this change will lead to improved teaching and academic quality
- Confusion around role titles – i.e. some schools are having discipline leaders and some are having programme co-ordinators
- No clear line of sight on where or who to go to for information / support

Risks identified:

- Getting drawn into doing too much paperwork
- Workload / burnout
- Processes not matching up / gaps / making the job more complex

Trude commented that communications is a key component when working in a large and complex organisation. It is clear members feel that there is more to be done in this space around the academic leader changes. She advised that she wasn't able to provide answers for all areas as some of the concerns raised sit with HR and others, however, she would share their feedback as appropriate.

Two meetings of HR and the directors of wider groups have been held during which a comprehensive list of the key things to be communicated between schools and different service areas was developed. At the same time a process is underway to identify the most logical contact person to include in the list. This is a work in progress, however, it is anticipated that it will be ready to be communicated next week to programme managers and discipline leaders/programme co-ordinators to ensure that everything they are responsible and accountable for is documented. This should go some way towards addressing members concerns.

In response to the concerns around workload – this will need to be discussed with the Heads of School to reallocate the workload to enable the .2 (PC/DL) to be managed appropriately. It was noted that some Heads of Schools had indicated to staff their awareness of what needs to be done, however, no actual plan is in place nor decisions made.

To the question of how this change will enhance academic quality and enable better teaching, Trude advised that this will need to be quantified and actions developed with Heads of Schools.

A member raised concerns around too many changes going on at once e.g. business administrators at the same time as the academic leadership roles. Further, they felt that there was a lack of consultation during the academic programme manager appointment process including the preferred candidate self-selecting staff to provide 360° feedback. Staff would like to have been able to contribute more to the selection process. They would like to have seen shortlisted candidates present directly to their prospective teams providing an opportunity for feedback which is common practice in the education sector.

A concern was raised around the Mātauranga Māori roles commenting that while this is an exciting initiative the roles are too big and could potentially impact on both the staff member and the programme.

#### 4.2. **Focus Areas Table**

The Committee noted the table.

### 5. **Membership**

#### 5.1. **Map**

The Committee noted the membership.

### 6. **Any Other Business**

A meeting to be arranged with Murray Strong, Commissioner to provide him with a 6-monthly update and discuss work to date.

#### **ACTION 2: Calendar invite to Murray Strong to meet with STAR**

### 7. **The meeting was closed with a Karakia**

### 8. **Next meeting**

05 September 2019 – Ordinary Meeting

17 September 2019 – Meeting with Commissioner