

To	Te Poari Mātauranga Academic Board Chairs – Ako Ahimura, Quality Alignment Board, Academic Approvals Committee Murray Strong, Commissioner Executive Leadership Team	From	Simon Nash – Chair, Academic Board
Title	Attendance at Academic Governance Committees (2019)	Date	23 January 2020

Recommendation/s

That the recipients listed above accept the following report, and that Academic Governance Committee Chairs include this memo in agendas for discussion at their respective committees.

Purpose

To provide data on attendance at the Academic Governance Committees (Academic Board, Quality Alignment Board, Ako Ahimura, Academic Approvals Committee) over 2019, and consider any impact of low attendance at committees; and to advise committee members of the reporting process for 2020.

Background

In 2019, the following data was recorded on absences, apologies and proxies at these four committees:

<u>Committee</u>	Total absences (2019)	Total apologies with no proxy (2019)	Absent or No Proxy: Average members per meeting (2019)	Absent or No proxy: Average meetings per member (2019)
Academic Board	8	21	2.4	1.8
Ako Ahimura	10	52	7.7	2.6
Quality Alignment Board	29	9	3.8	1.7
Academic Approvals	9	24	6.6	2.5

NB: the data above treats *absences* and *apologies with no proxy* as the same in terms of impact on committee business, i.e. there is no representation by/for that member at that meeting.

Academic Board absences were low and had limited impact on the committee's business in 2019.

Quality Alignment Board had one meeting that was inquorate and cancelled in 2019. Quality Alignment Board, and to lesser extent Ako Ahimura, suffered from clashes with Head of School meetings, which were scheduled after the Academic Governance Committee timetable was set. This has been remedied for 2020.

Ako Ahimura had no representation in 2019 from one School (Trades) and very little from a second (Construction). On average, five Schools were unrepresented at each meeting and this had a significant impact on the committee's business because we could not be confident that the position of that School was being represented in deliberations and decision-making, or that committee business was being reported back to the School. As Chair, I communicated with Heads of School throughout 2019 to address this.

Academic Approvals Committee had a high level of non-attendance with nearly half of its members absent on average, per meeting.

Attendance at all committees by ex officio members was generally strong. As Chair of Academic Board, I will communicate with a small number of those members about ensuring attendance in 2020.

Next Steps

Full attendance and engagement are critical to effective committee function, so I will be reinforcing this with chairs and members through the year.

In 2020, I will ask the Committees' Secretary to report absences and apologies without proxy for each meeting for the committees listed above and to maintain a running record, and for this to be included in the Minutes. I will also ask Committee Chairs to monitor and follow-up with absent members as issues arise, and to report to committees when they are concerned that absences are impacting on the business of the committee.

The 2020 Heads of School and Academic Governance Committee timetables have now been aligned to avoid repeating the 2019 clashes.