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| To | Poari Mātauranga Academic Board | Date | 29 July 2019 |
| From | Simon Tries Chair, Te Poari Whai Kounga Quality Alignment Board Manager, Te Korowai Kahurangi | | |
| Subject | Subcommittee Chair Report – Te Poari Whai Kounga Quality Alignment Board | | |

This memo provides a summary of the key matters discussed at Te Poari Whai Kounga | Quality Alignment Board meeting of 19 February 2019.

Membership

Six new members were appointed to the committee with four members acknowledged for their contribution following the cessation of their term.

Director – Priority Groups reports

- Priority Group Directors provided an update on their respective reports.

Work plan

- The draft work plan was presented for discussion and adopted by the committee, noting that it will be refined as the year progresses.

Review of Industry Advisory Committee (IAC) Guidelines

- Revised guidelines were discussed and approved. Key changes include: strengthening of Te Noho Kotahitanga, the introduction of the Code of Conduct, and a greater focus on identifying and responding to Māori and Pacific workforce needs.

Attendance

- Attendance at committee meetings was discussed along with options for when attending was not possible.

PAQC reporting

- The approach to PAQC reporting to and from the committee was presented and discussed. PAQC Chairs will be expected to report quarterly to Academic Board, with the reporting aligned to their work plan. The reports are templated with input provided by both the Chairs and the secretaries (Te Korowai Kahurangi). A [template for the report](#) is within the QAB papers.

Self-assessment

- Members spent some time discussing the work plan, terms of reference and membership for the committee. A summary of the discussion is available in the minutes.