| **To** | Te Poari Mātauranga, Academic Board | **From** | Simon Nash, Chair Academic Board |
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| **Title** | Proposed Reporting Framework | **Date** | 25 July 2020 |

**Recommendation/s**

That Academic Board approve the adoption of this reporting framework for introduction at September 2020 Academic Board reporting.

**Purpose**

To adopt a revised reporting framework that is more focused and efficient and better meets the needs of Academic Board; to standardise reporting on academic matters by Schools, Success Strategy teams, Te Korowai Kahurangi and Te Puna Ako; and to establish a single reporting framework for Unitec's Board, ELT, Academic Board and sub-committees.

**Background**

Since the 2018 EER, Academic Board has focused on ensuring a high level of oversight of activity related to academic quality and student success. This has involved significant changes to our reporting and Quality Management System, and has placed high reporting demands on Schools, Success Strategy Teams, Te Korowai Kahurangi and Te Puna Ako.

Reporting is time intensive, but not yet providing the oversight required – principally because it is focused on reporting progress of actions, rather than progress against milestones and towards outcomes/goals/targets, i.e. reporting is not really telling us whether we are on track.

The proposed Framework (attached) is for reporting at Unitec Board, Academic Board and Sub-Committees, and ELT of the following:

- Success Strategies – Student Success, Māori, Pacific, Under 25, International and other relevant strategies as agreed
- All Quality Management Systems reporting by Te Korowai Kahurangi and Te Puna Ako
- All Schools
- (Potentially) Sub-Committees of Academic Board

The proposed Framework makes these changes to our reporting:

1. Teams stop reporting on detail of progress on actions but maintain this tracking for their internal use

2. Adopt standardised RAG reporting at agreed intervals on actions, with commentary on opportunities, issues and mitigating actions – "know your gaps; own your gaps"

3. Adopt reporting on outcomes and progress towards goals at half-yearly intervals (NB: this does not replace RAG reporting; both may occur concurrently)

**Next Steps**

If adopted, the details of the framework will need to be agreed with each reporting team. These include setting RAG criteria, reporting intervals, formats, etc.

The Executive Leadership Team have indicated their interest in adopting this reporting framework more widely across Unitec, where it is appropriate.

**People Consulted**

Simon Tries, Manager Te Korowai Kahurangi

Nick Sheppard, Executive Director Schools and Performance

Glenn McKay, Executive Director Student Success

Andrea Thumath, Director Under-25s Student Success

The Executive Leadership Team have approved an earlier draft of this proposal

A number of Academic Board members have provided advice on reporting preferences

**Attached**

Proposed Reporting Alignment Framework July 2020