

Tertiary Education Report: Tertiary Education Institution Annual Reports

Date:	28 March 2018	TEC priority:	Medium
Security level:	In Confidence	Report no:	B/18/00165
		Minister's office No:	

ACTION SOUGHT		
	Action sought	Deadline
Hon Chris Hipkins Minister of Education	<p>Note that the Bills Office has received the University of Canterbury 2017 Annual Report</p> <p>Note that you are required to table this (and all other tertiary education institution annual reports) in the House within 5 working days</p> <p>Agree to the proposed process for managing this requirement</p> <p>agree that the TEC release this briefing in full once it has been considered by you</p>	4 April 2018
Enclosure: No	Round Robin: No	

CONTACT FOR TELEPHONE DISCUSSION (IF REQUIRED)				
Name	Position	Telephone		1st contact
Section 9(2)(a)	Section 9(2)(a)	Section 9(2)(a)		✓
Mike Blanchard	Deputy Chief Executive, Operations	Section 9(2)(a)		

THE FOLLOWING DEPARTMENTS/AGENCIES HAVE SEEN THIS REPORT						
<input type="checkbox"/> DPMC	<input type="checkbox"/> MPI	<input type="checkbox"/> ENZ	<input type="checkbox"/> ERO	<input type="checkbox"/> MBIE	<input type="checkbox"/> MoE	<input type="checkbox"/> MFAT
<input type="checkbox"/> MPP	<input type="checkbox"/> MSD	<input type="checkbox"/> NZQA	<input type="checkbox"/> NZTE	<input checked="" type="checkbox"/> TEC	<input type="checkbox"/> TPK	<input type="checkbox"/> Treasury

Minister's Office to Complete: Approved Declined
 Noted Needs change
 Seen Overtaken by Events
 See Minister's Notes Withdrawn

Comments:

Recommendations

Hon Chris Hipkins, Minister of Education

It is recommended that you:

1. **Note** that the Bills Office has received the University of Canterbury 2017 Annual Report
2. **Note** that you are required to table this (and all other tertiary education institution annual reports) in the House within 5 working days
3. **Agree** to the proposed process for managing this requirement

AGREED / NOT AGREED

4. **Agree** that the TEC release this aide-memoire in full once it has been considered by you

AGREED / NOT AGREED



Mike Blanchard

Deputy Chief Executive, Operations
Tertiary Education Commission

28 March 2018

Hon Chris Hipkins

Minister of Education

___ / ___ / ___

Purpose

1. This paper provides you with an overview of your requirements relating to tertiary education institution (TEI) annual reports.

You are required to table TEI annual reports in the house within 5 days of receipt

2. Section 220(3) of the Education Act provides that the Minister responsible for tertiary education must table the annual report of all TEIs in the House of Representatives.
3. Section 220(3) states that:

“The Minister must present the report to the House of Representatives within 5 working days after receiving the report or, if Parliament is not in session, as soon as possible after the commencement of the next session of Parliament.”
4. The Education Act does not provide for another Minister to table the annual report.
5. The University of Canterbury 2017 Annual Report was received on 26 March 2018, and is therefore required to be tabled in the House on or before 4 April 2018 (five working days from date of receipt).

Previous Ministers have required an aide-memoire summarising the annual report prior to tabling.....

6. Previous Ministers of Tertiary Education, Skills and Employment requested that we provide an aide-memoire which summarised key aspects of the annual reports for all TEI within three days of the annual report being received by his office. These aide-memoires summarised:
 - the Chair and Chief Executive report
 - the Statement of Service Performance objectives
 - the financial performance
 - the educational performance indicators
7. Each aide-memoire also included a letter to the TEI Chair or Chancellor acknowledging the annual report and referencing key achievements or issues.

...however, we believe you would better served receiving bespoke papers on an exceptions basis

8. The summary nature and short timeframe preparing these annual report aide-memoires meant that summary information was templated and did not cover specific issues for each provider. The short nature of the summary did not focus on all relevant issues for an individual TEI.
9. It is our view that you would be better served receiving bespoke papers on an exceptions basis that focused on any issues identified in the annual reports for a limited number of TEI only. This approach will allow us to better draw your attention to issues of significance, major changes in performance, or provide an overview of the performance of at-risk TEIs.

Proposed process

10. We are proposing the following process be managed between the Tertiary Education Private Secretary and ourselves:
- When TEI annual reports are received by the Bills Office, the Private Secretary will put them to you to note, and inform the advisors. The Private Secretary may seek guidance on any risks that the Minister's office should be aware of, if they judge that this is necessary. TEC will also review the annual report and draw your attention to any matters of note through the fortnightly update if required (see below).
 - Once you have noted the annual report, the Private Secretary will inform the Bills Office and the report will be tabled in the House.
 - In each fortnightly report, TEC will put an item on TEI annual reports received during the last fortnight. This will include high level points on each annual report, or a note that a fuller briefing is being prepared.
 - TEC will provide fuller aide-memoires within 10 days for TEIs currently subject to additional monitoring arrangements, or where the annual report highlights any significant matters or events that you should be aware of.
11. In all cases, we will provide a draft letter to the Chair or Chancellor of the TEI, acknowledging the annual report within 5 days of receipt by your office.