



Reporting Policy

1. Purpose: The purpose of this reporting policy is to establish a structured and efficient framework for regular reporting, review, and analysis of key activities, progress, and performance within the organization. This policy aims to enhance communication, transparency, and accountability across all departments and levels.

2. Reporting Frequency

a. Weekly Reporting:

- i. All executive members are required to submit a brief weekly report every Friday by the end of day, detailing their accomplished tasks, ongoing projects, and any challenges faced.
- ii. Weekly reports will be completed via the report generator in the Virtual Campus Environment.
- iii. Campus President are required to support and ensure their campus executive complete the report generator process.

b. Four-Weekly (Monthly) Invoice Review:

- i. *An automated invoice template, catered for the individual executive member, is generated, and sent via email to the executive members for review and approval.*
- ii. *All executive members are required to review, and approve the invoice by changing their invoice number, and forward the invoice to the Administrator for processing.*
- iii. *Each invoice contains the collated quantitative and qualitative data from the weekly reports all executive members complete each week.*
- iv. *A review conducted by the Representation Manager of executive activities will formulate their respective executive's invoice.*
- v. ~~A comprehensive review of executive activities will be conducted every four weeks by the Reporting and Invoice Subcommittee.~~
- vi. ~~This review will include an in-depth analysis of key performance indicators (KPIs), project milestones, and formulate executive Invoices.~~
- vii. ~~Presidential Review of executive activities will formulate the respective executive's invoice.~~

c. Quarterly Review:



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- i. A quarterly review meeting will be conducted by the executive team to assess overall organizational performance, alignment with strategic objectives, and identification of areas for improvement.
- ii. This report will be submitted To Massey University in accordance with the Service Level Agreement.
- iii. The Representation Manager will conduct a review of all Presidential roles in partnership with the executive.
- iv. Each President will present a comprehensive report, highlighting achievements, challenges, and action plans for the upcoming quarter, during the quarterly review meeting.

3. Reporting Template

a. Collation Method

- i. The report generator shall be used weekly to collate quantitative and qualitative data.
- ii. The report generator can be altered at Presidential request.
- iii. The report generator can be requested to be altered by representative in the Virtual Office.
- iv. The Reporting and Invoicing Subcommittee will approve all changes to individual generators.

b. Areas of Focus

- i. The Report Generator shall include all sections below:
- ii. Student Engagement
- iii. Student Consultation
- iv. Massey University
- v. Te Tira Ahu Pae
- vi. Portfolios
- vii. Policy Reviews
- viii. Staff Engagement
- ix. Administration

4. Accountability

- a. It is the responsibility of each executive member to submit accurate and timely reports.
- b. Presidents are accountable for the quality and completeness of the reports submitted by their teams.
- c. The executive team will ensure that the reports are thoroughly reviewed, and feedback will be provided to the relevant individuals or departments.

5. Non-Compliance



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Failure to adhere to this reporting policy may result in disciplinary action, as outlined in the organization's HR policies.

6. Review and Revision

This reporting policy will be reviewed annually and revised as needed to ensure its relevance and effectiveness.

By adhering to this reporting policy, we aim to foster a culture of transparency, accountability, and continuous improvement within our organization.

Authorized by Te Tira Ahu Pae Board:

Date: [Insert Date]

Chairperson Signature:



Approval: Approved by Te Tira Ahu Pae Board
Ratified date: 26.01.24

Campus President Meeting Policy

- 1. Purpose:** This policy outlines how Campus President meetings with executive members are conducted to ensure effective communication and teamwork.
- 2. Meeting Schedule:**
 - a. Regular meetings: Fortnightly
 - b. Special meetings: As needed and agreed upon by the executive team.
- 3. Attendance:**
 - a. All campus executive members must attend.
 - b. Notify in advance if unable to attend.
- 4. Agenda:**
 - a. Agenda sent to executive members the Friday prior to the meeting week.
 - b. Members can suggest agenda items.
 - c. See Appendix 1. For Template, specific template can also be found in the virtual environment.
- 5. Minutes:**
 - a. Minutes recorded and shared in line with the Recording Executive Meetings standard operating procedures.
- 6. Decision-Making:**
 - a. Consensus preferred; formal vote if needed.
- 7. Open Discussion:**
 - a. Time for open discussion during each meeting.
 - b. Members encouraged to bring up additional items from the reporting session.
- 8. Conduct of Meetings:**
 - a. Professional and respectful conduct.
 - b. Meetings should open and close with a karakia.
 - i. Contact the Representation Manager for additional support.
 - c. Campus President facilitates the meeting it is advised that the president facilitates the reporting process after the chairs report.
- 9. Follow-up:**
 - a. Action items assigned and reviewed in subsequent meetings.
 - b. Monitor implementation of decisions.
 - c. Ensure all representatives have completed the weekly report generator.
- 10. Review:**
 - a. An annual review to be conduct by Te Tira Ahu Pae Board to ensure effectiveness.

Appendix 1. [Campus] Meeting Minutes



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Date: [Date of the Meeting] **Time:** [Start Time - End Time] **Location:** [Meeting Location or Virtual]

Chair: Campus President

Attendees:

- [Executive 1]
- [Executive 2]
- [Executive 3]
- [Executive 4]
- [Other Attendees]

Agenda:

1. **Opening Karakia**
 - Followed by the chairs report.
2. **Reflect on Previous Meeting Minutes**
 - Review of minutes from [Previous Meeting Date]
3. **Key Updates and Progress Reports**
 - [Executive 1] - [Topic]
 - [Executive 2] - [Topic]
 - [Executive 3] - [Topic]
4. **Discussion Items**
 - [Topic 1]
 - [Subtopic 1]
 - [Subtopic 2]
 - [Topic 2]
 - [Subtopic 1]
 - [Subtopic 2]
5. **Upcoming Events and Deadlines**
 - [Event 1]
 - [Event 2]
 - [Deadlines]
 - [Announcement 1]
 - [Announcement 2]
6. **Next Steps and Action Items**
 - Assign tasks and responsibilities.
 - Set deadlines for action items.
7. **Review of Decisions Made**
 - Approve minutes of this meeting and assign minute taker for the next meeting.
8. **Date and Time of Next Meeting**
 - [Next Meeting Date and Time]
9. **Closing Karakia**



Cohort President Meeting Policy

- 1. Purpose:** This policy outlines how Cohort President meetings with executive members are conducted to ensure effective communication and teamwork.
- 2. Meeting Schedule:**
 - a. Regular meetings: Fortnightly
 - b. Special meetings: As needed and agreed upon by the executive team.
- 3. Attendance:**
 - a. All campus executive members must attend.
 - b. Notify in advance if unable to attend.
- 4. Agenda:**
 - a. Agenda sent to executive members the Friday prior to the meeting week.
 - b. Members can suggest agenda items.
 - c. See Appendix 1. For Template, specific template can also be found in the virtual environment.
- 5. Minutes:**
 - a. Minutes recorded and shared in line with the Recording Executive Meetings standard operating procedures.
- 6. Decision-Making:**
 - a. Consensus preferred; formal vote if needed.
- 7. Open Discussion:**
 - a. Time for open discussion during each meeting.
 - b. Members encouraged to bring up additional items from the reporting session.
- 8. Conduct of Meetings:**
 - a. Professional and respectful conduct.
 - b. Meetings should open and close with a karakia.
 - i. Contact the Representation Manager for additional support.
 - c. Cohort President facilitates the meeting it is also advised that the president facilitates the reporting process after the chairs report.
- 9. Follow-up:**
 - a. Action items assigned and reviewed in subsequent meetings.
 - b. Monitor implementation of decisions.
 - c. Ensure all representatives have completed the weekly report generator.
- 10. Review:**
 - a. An annual review to be conduct by Te Tira Ahu Pae Board to ensure effectiveness.

Appendix 1. [Campus] Meeting Minutes

Date: [Date of the Meeting] **Time:** [Start Time - End Time] **Location:** [Meeting Location or Virtual]

Chair: Campus President

Te Tira Ahu Pae – Massey University Students’ Association Federation
Ōteahā – Albany | Level 2, Student Central, Massey University Auckland Campus, Gate 1
Manawatū – Palmerston North | Level One, Student Services Building, Massey University, Palmerston North
Pukeahu – Wellington | Level C, Student Services Building, Massey University, Wellington



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Attendees:

- [Executive 1]
- [Executive 2]
- [Executive 3]
- [Executive 4]
- [Other Attendees]

Agenda:

1. **Opening Karakia**
 - Followed by the chairs report.
2. **Reflect on Previous Meeting Minutes**
 - Review of minutes from [Previous Meeting Date]
3. **Key Updates and Progress Reports**
 - [Executive 1] - [Topic]
 - [Executive 2] - [Topic]
 - [Executive 3] - [Topic]
4. **Discussion Items**
 - [Topic 1]
 - [Subtopic 1]
 - [Subtopic 2]
 - [Topic 2]
 - [Subtopic 1]
 - [Subtopic 2]
5. **Upcoming Events and Deadlines**
 - [Event 1]
 - [Event 2]
 - [Deadlines]
 - [Announcement 1]
 - [Announcement 2]
6. **Next Steps and Action Items**
 - Assign tasks and responsibilities.
 - Set deadlines for action items.
7. **Review of Decisions Made**
 - Approve minutes of this meeting and assign minute taker for the next meeting.
8. **Date and Time of Next Meeting**
 - [Next Meeting Date and Time]
9. **Closing Karakia**



Student Consultation Policy

Objective: Our student consultation policy is crafted to foster an environment where student representatives can seek student guidance, and information effectively. This policy outlines the procedures and expectations for consultations to ensure a constructive experience for students and executive members.

1. Scheduling Consultations:

- a. Scheduling a student consultation require representatives adhere to the student engagement policy.
- b. Te Tira Ahu Pae Board approval required for campaign supported by staff.
- c. Representative are required to provide a consultation plan to Te Tira Ahu Pae Board for Approval

2. Duration:

- a. Consultation Period Shall be at least one month 1 of passive collation.
- b. At least 1 campus consultation

3. Preparation:

- a. Representative must present a consultation plan to Te Tira Ahu Pae Board
- b. The Plan must contain:
 - i. A passive collation method
 - ii. An Active collation method
 - iii. Request for staffing resource
 - iv. Advocacy and Advocating Plan
 - v. Loop of consultation
- c. Template for consultation plan in Appendix 1.

4. Confidentiality:

- a. All information shared during the consultation will be implemented into Te Tira Ahu Pae Reporting.
- b. Students may provide or withhold personal information.

5. Code of Conduct:

- a. Respectful and professional behaviour is expected from both the students and the representative during the consultation.
- b. Discriminatory language or behaviour will not be tolerated.

6. Follow-Up:

- a. Additional follow-up post-consultations communications are necessary.
- b. These communications must include post-consultation actions.
- c. When relevant These communications must include post-consultation changes.

7. Fee Structure:

- a. The consultation must consider the implication of the student services levy.
- b. Consultation must consider the change to the Student Services Fee due to the change of the student services levy.

8. Review and Amendments

- a. This policy will be reviewed periodically and may be amended by the Board as necessary. Any amendments will be communicated to students.



Appendix 1.

Student Representative Consultation Plan Template

1. Introduction:

- Welcome and brief overview of the consultation plan.
- Emphasise the role of student representatives in advocating for student interests.

2. Objectives:

- Clearly outline the objectives of the student consultation from the representative's perspective.
- Highlight the goal of representing diverse student views.

3. Communication Strategy:

- Detail communication strategies to engage and inform fellow students.
- Emphasise transparent and accessible communication channels.

4. Representation Framework:

- Define representatives involved in the consultation process.
- Assign the lead representative of consultation.
- Assign a staff Liaison Representative.
- Consider mechanisms for inclusive representation, ensuring diverse perspectives are heard.

5. Collaboration with Stakeholders:

- Identify key stakeholders other than students, such as faculty, administration, and other decision-makers.
- Outline plans for collaborative engagement with these stakeholders.

6. Planning and Coordination:

- Detail the planning process for consultation sessions.
- Coordinate logistics and schedules that accommodates students.

7. Facilitation Team:

- Introduce the student representative team.
- Request Staffing Resource.
- Highlight roles and responsibilities, including facilitating communication between students and decision-makers.

8. Engagement Activities:

- Plan interactive and engaging activities to encourage student participation.
- Include a mix of in-person and virtual options.
- Request staff support approval.

9. Technology and Tools:

- Identify technology and tools that facilitate communication and engagement.
- Ensure ease of access for all students.

10. Feedback Mechanisms:

- Establish clear channels for students to provide feedback.
- Create anonymous options to encourage open and honest input.

11. Advocacy:

- Ensure that advocate team is consulted and supportive of consultation.
- Ensure that relevant data collected by the advocate team is considered.
- Ensure that student representative can articulate and convey student concerns behind the consultation.



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12. Documentation and Reporting:

- Detail the process for documenting and reporting on consultation outcomes.
- Highlight the importance of transparent reporting back to the student body.

13. Evaluation and Reflection:

- Establish criteria for evaluating the success of the student representation.
- Encourage regular reflection on the effectiveness of strategies employed.

14. Celebration of Student Voices:

- Plan initiatives to celebrate and recognize student contributions.
- Showcase the impact of student input on decision-making.

15. Privacy and Ethics:

- Emphasise the importance of respecting student privacy.
- Adhere to ethical guidelines when handling sensitive information.

16. Integration with Student Life:

- Explore opportunities to integrate consultation activities with student life.
- Foster a sense of connection between student input and their overall university experience.
- The consultation must consider the implication of the student services levy.
- Consultation must consider the change to the Student Services Fee due to the change of the student services levy.

17. Continuous Improvement:

- Commit to ongoing improvement based on feedback received.
- Encourage a culture of continuous enhancement in the student representation process.
- Additional follow-up post-consultations communications are necessary.
- These communications must include post-consultation actions.
- When relevant These communications must include post-consultation changes.

18. Approval and Support:

- All consultation plans must be approved by Te Tira Ahu Pae Board. Considering at least:
 - Staff Capacity
 - Consultation Topic and Current Affairs
- The Board will also ensure the support of relevant staff for the student representation efforts.

This template is designed to help student representatives navigate their role in facilitating effective consultation between students and decision-makers. Tailor it to fit the specific context and dynamics of Massey University.



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Recording Executive Meetings

Standard Operating Procedures

Objective: The purpose of this policy is to establish a systematic approach to the documentation of executive meetings through the rotation of minute-taking responsibilities among the executive team members. This ensures a fair distribution of the task and promotes a collaborative and inclusive environment.

Guidelines:

1. Rotation Schedule:

- a. A rotation schedule will be established, outlining the order in which executives will take turns in recording the minutes.
- b. Executive Members who have not taken minutes recently will be encouraged to.

2. Preparation:

- a. Executives are responsible for familiarizing themselves with the agenda prior to the meeting.
 - i. The President of the meeting shall send out the agenda the Friday prior to the meeting week.
- b. It is recommended that the meeting prior a designated minute-taker for the next meeting is assigned.
 - i. Communication with the meeting President can gain insights into any specific expectations or focus areas for the minutes.

3. Template Usage:

- a. A standardized template for meeting minutes will be provided to ensure consistency across all documented meetings.
 - i. See Appendix I. For the template.
 - ii. A specialised membership template can also be found in each virtual executive environment.
- b. Executives are expected to follow the template closely, capturing essential details such as key decisions, action items, and any other relevant discussions.

4. Accuracy and Timeliness:

- a. The assigned executive must ensure the accuracy and completeness of the minutes.
- b. Minutes should be written directly into the template in the virtual environment to facilitate timely distribution to all executives' members.
- c. The group of executives are responsible for approving these minutes before the meeting ends.

5. Review Process:

- a. The meeting President will assess the minutes for accuracy and completeness.
- b. Any necessary revisions or clarifications can be made by the President only if the original intent agreed upon does not change.

6. Confidentiality:

- a. Executives are reminded to how a Part II section if confidentiality is in question.
- b. Distribution of minutes should be restricted to the executive team.
- c. Relevant stakeholders as determined by the association shall receive processed reporting of Part I only.

7. Training and Support:

- a. New executives or those unfamiliar with minute-taking may request training or guidance from the President facilitating the meeting.
- b. Ongoing support will be provided to ensure all executives feel comfortable and competent in fulfilling their minute-taking responsibilities.



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By adhering to these guidelines, we aim to maintain consistency, transparency, and accountability in the documentation of executive meetings. This approach ensures that each executive has an opportunity to contribute to the effective and accurate recording of discussions and decisions.

Appendix 1. [Executive Meeting] Minutes

Date: [Date of the Meeting] **Time:** [Start Time - End Time] **Location:** [Meeting Location or Virtual]

Chair: President of Group

Attendees:

- [Executive 1]
- [Executive 2]
- [Executive 3]
- [Executive 4]
- [Other Attendees]

Agenda:

1. Opening Karakia

- Followed by the chairs report.

2. Reflect on Previous Meeting Minutes

- Review of minutes from [Previous Meeting Date]

3. Key Updates and Progress Reports

- [Executive 1] - [Topic]
- [Executive 2] - [Topic]
- [Executive 3] - [Topic]

4. Discussion Items

- [Topic 1]
 - [Subtopic 1]
 - [Subtopic 2]
- [Topic 2]
 - [Subtopic 1]
 - [Subtopic 2]

5. Upcoming Events and Deadlines

- [Event 1]
- [Event 2]
- [Deadlines]
- [Announcement 1]
- [Announcement 2]

6. Next Steps and Action Items

- Assign tasks and responsibilities.
- Set deadlines for action items.

7. Review of Decisions Made

- Approve minutes of this meeting and assign minute taker for the next meeting.

8. Date and Time of Next Meeting

- [Next Meeting Date and Time]

9. Closing Karakia