

**Australian Universities Quality Agency Ltd
ACN 092 938 200**

**AUQA Board Meeting 2007/3
10.00am Tuesday 19 August 2008**

**AUQA Board Room
Level 10, 123 Lonsdale Street, Melbourne, VIC 3000**

MINUTES

1. ATTENDANCE & APOLOGIES

Present

Mr Ian Hawke (Deputy Chair of the Board and Chair of the meeting)
Mr Patrick Coleman (Teleconference)
Mr Clive Hildebrand (Teleconference)
Emeritus Professor Michael Koder (Teleconference)
Professor Bill Lovegrove (Teleconference)
Professor James McWha (Teleconference)
Professor Ian O'Connor (Teleconference)
Professor Alan Pettigrew (Teleconference)
Mr Colin Walters (Teleconference)
Mr Terry Werner (Teleconference)
Dr David Woodhouse

Observer Carolyn Alport (Teleconference) and Audit Directors Rudi Lidl, and Rob Carmichael were in attendance for the non-confidential items.

Apology: Emeritus Professor Deryck Schreuder (Chair of the Board)

Board Secretary – Dr Antony Stella

Considering the nature of the agenda for the meeting, Directors had agreed that the meeting be conducted by teleconference. Directors Hawke and Woodhouse were present at the AUQA offices and the other Directors joined through teleconference. The meeting started at 10.00 hrs with the welcome by the Chair of the meeting.

2. MINUTES OF MEETING 2008/2 HELD ON 3 JUNE 2008

The Board **confirmed** the Minutes of meeting AB2008/2 held on 3 June 2008 as an accurate record of the meeting, with two minor corrections for wordings and they were incorporated.

3. THE AGENDA

3.1 **Approval of the Agenda** and items to be starred; approval of all un-starred items

Items that were deemed to require discussion had been “starred” on the Agenda. Directors were invited to indicate if they wished to change the status of any items. Considering the updates and additional papers provided on the agenda items, the Board identified items 4.3 and 9 as requiring discussion and decided to ‘un-star’ item 8.

On a motion from the Chair, the Board agreed to the actions recommended in the papers (and which were not starred or taken up for discussion at the meeting), and they were deemed to have the approval of the Board.

The starred items were then taken for discussion. The Board also agreed that the confidential item 5.1 would be taken up for discussion first followed by the other non-confidential items.

3.2 **Matters arising** not listed elsewhere on the agenda

Nil

4. AUDIT MATTERS

*4.1 **Audits 2008**

The Board **received** a report on the 2008 audit program.

Director Colin Walters briefed the Board of the impact of the 2008 audit reports on the Australian governments. One of the 2008 AUQA audit reports had expressed concerns over the TNE operations of the auditee and the Commonwealth government has asked that auditee to provide a report addressing those concerns in three months time. Similar attention by another State government was also brought to the attention of the Directors.

4.1 **Audits 2009**

The Board **received** a report on the 2009 audit program.

*4.3 **Audit Schedule 2010 Onwards**

The Board **received** a report on the Audits scheduled for 2010 onwards. Directors noted that the audit load for the year would be almost double that of the current load in terms of the number of entities to be audited. Director Woodhouse advised the Board that some of the entities are small operations and that AUQA will be able to manage this workload.

4.4 Progress Reports

The Board received a report on the Progress Reports submitted to AUQA by auditees since the previous board meeting.

***4.5 Auditor Appointment**

The Board **approved** the additional honorary auditors for the AUQA Auditor Register recommended by the Auditor Vetting and Planning Committee (AVPC).

The Board noted that more auditors from NSAs are required and that the ED has written to the NSAs seeking more nominations. The Board discussed the role of AVPC in screening the nominations for the Auditor Register in the light of AUQA's requirements for auditors of certain skill mix. In discussion it was agreed that the ED will do the initial screening of the nominations and advise the AVPC whether AUQA requires auditors of certain background.

Action: ED, AVPC

5. AUQA POLICY AND BOARD ISSUES

***5.1. Annual Performance Review of the ED**

"IN CONFIDENCE" (directors only attending for this item)

Directors received a verbal report from the Acting Chair on the performance of the ED over the previous 12 months – July 2007 to June 2008. This followed a meeting of the Board sub-committee delegated to consider this matter. Recommendations made to the Board from the sub-committee were accepted by resolution of the Board. The Acting Chair undertook to convey the outcome of these deliberations to the Executive Director at the conclusion of the meeting and to follow-up with the Chair on his return from overseas travel."

Action: Chair of the meeting

5.2. AUQA Policies

The Board received an update on the revisions to the Risk Register. The ED explained that the revisions at this stage have been only minor and that the Risk Register might need a substantial revision. The next version of the Risk Register will be placed before the Board in its next meeting scheduled in November 2008.

Action: ED

6. ENVIRONMENTAL SCAN

6.1 External Liaison

Directors received an update on interactions with external stakeholders mostly covered through the ED's report.

7. FINANCE MATTERS

7.1 Finance Committee Matters

The Board received the Financial Statement for the period ending 30 June 2008.

8. CHAIR'S REPORT

There were no specific items to report from the Chair that has not been covered under other items of the meeting.

*9. EXECUTIVE DIRECTOR'S REPORT

The Board **received** a report from the Executive Director on AUQA activities since the previous Board meeting.

The Board considered the updates sent by the ED covering a range of agenda items. The Chair noted that the presentation of such a substantial update covering only about two or three weeks indicates the very high level of activity on the part of AUQA.

The proposal to establish a Steering Committee to work further on measuring standards and outcomes was discussed. In particular, membership of the committee, funding arrangements and the reporting mechanisms were considered. The Board noted that AUQA may have to meet some initial start up costs in terms of TA to convene the face-to-face meetings of the committee and that other funding sources such as the Australian Learning and Teaching Council will be identified. Ensuring active involvement of the sector, appropriateness of the project timeline and the participation of the NSAs in this project were also considered. The Board agreed that the first meeting of the committee would throw light on these matters and **endorsed** the proposal in its present form.

Action: ED

10. MCEETYA / DEEWR MATTERS

10.1 MCEETYA Matters

There was no specific matter that already has not been covered elsewhere.

11. OTHER BUSINESS

Nil

12. NEXT BOARD MEETING

The next meeting of the Board will be held on 25 November 2008.

The 2009 Board meetings will be held in the last weeks of February, May, August and November 2009 on Tuesdays.