



Otago Polytechnic Limited

BOARD PACK

for

Otago Polytechnic Limited (The Company) Meeting of the Board - Open

Monday, 16 November 2020

11:00 am

Held at:

Via Microsoft Teams

Link included in appointment

INDEX

Cover Page

Index

Agenda

Attached Documents:

1.1 a	Karakia.docx.....	6
1.3 a	Board Interests Register cover.docx.....	7
1.3 b	Board Interests Register.docx.....	8
1.5 a	Minutes cover. docx.docx.....	11
1.5 b	Minutes : Otago Polytechnic Limited (The Company) Meeting of the Board - Open - 15 O	12
1.6 a	Actions - Open.docx.....	16
2.2 a	CEO Report .docx.....	17
2.2 b	Media report for Board Oct-Nov 2020.docx.....	20
3.1 a	Board Calendar cover.docx.....	22
3.1 b	Board Calendar.docx.....	23
3.2 a	ELT Interests Register cover.docx.....	25
3.2 b	ELT Interest Register.docx.....	26
3.3 a	Academic Committee Minutes cover.docx.....	29
3.3 b	A096.20 AC F2F minutes 13 October 2020.docx.....	30
3.4 a	Staff Committee cover.docx.....	35
3.4 b	Staff Subcommittee Minutes October 2020.docx.....	36
3.5 a	Student Committee cover.docx.....	39
3.5 b	SC10 minutes.doc.....	40
3.5 c	SC11 minutes SCSA.doc.....	42
4.1 a	Karakia Whakamutunga.docx.....	43

AGENDA



OTAGO POLYTECHNIC LIMITED (THE COMPANY) MEETING OF THE BOARD - OPEN

Name:	Otago Polytechnic Limited
Date:	Monday, 16 November 2020
Time:	11:00 am to 12:00 pm
Location:	Via Microsoft Teams, Link included in appointment
Board Members:	Tony Allison (Chair), Paul Allison, Mike Collins, Karen Coutts, Maryann Geddes, Adam La Hood, Justin Lester, Megan Potiki
Guests/Notes:	<p>In Attendance:</p> <p>Philip Cullen (Deputy Chief Executive Corporate Services), Megan Gibbons (Chief Executive), Louisa Homersham (Deputy Chief Executive Business Services), Janine Kapa (Deputy Chief Executive, Māori Development/Kaitohutuhu, Oonagh McGirr (Deputy Chief Executive, Learning and Teaching Services), .</p> <p>Via Teams:</p> <p>Mary Butler (Convenor, Staff Committee), Jeanette Corson (Company Secretary), Chris Morland (Deputy Chief Executive, Learner Experience), Nathan Laurie (Convenor, Student Committee)</p>

1. PROCEDURAL

1.1 Karakia Timatanga

Supporting Documents:

1.1.a	Karakia.docx	6
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1.2 Welcome/Apologies/Notices

1.3 Conflicts of Interest

Supporting Documents:

1.3.a	Board Interests Register cover.docx	7
1.3.b	Board Interests Register.docx	8

1.4 Additional Agenda Items

1.5 Confirm Minutes

Supporting Documents:

1.5.a	Minutes cover. docx.docx	11
1.5.b	Minutes : Otago Polytechnic Limited (The Company) Meeting of the Board - Open - 15 Oct 2020	12

1.6 Matters Arising/Action List

Supporting Documents:

1.6.a	Actions - Open.docx	16
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2. REPORTS

2.1 Chair (verbal)

2.2 Chief Executive

Supporting Documents:

2.2.a	CEO Report .docx	17
2.2.b	Media report for Board Oct-Nov 2020.docx	20

3. MATTERS FOR NOTING

3.1 Board Calendar

Supporting Documents:

3.1.a	Board Calendar cover.docx	22
3.1.b	Board Calendar.docx	23

3.2 Executive Leadership Team Interests Register

Supporting Documents:

3.2.a	ELT Interests Register cover.docx	25
3.2.b	ELT Interest Register.docx	26

3.3 Academic Committee Minutes

13 October

Supporting Documents:

3.3.a	Academic Committee Minutes cover.docx	29
3.3.b	A096.20 AC F2F minutes 13 October 2020.docx	30

3.4 Staff Committee Minutes

20 October

Supporting Documents:

3.4.a	Staff Committee cover.docx	35
3.4.b	Staff Subcommittee Minutes October 2020.docx	36

3.5 Student Committee Minutes

Supporting Documents:

3.5.a	Student Committee cover.docx	39
3.5.b	SC10 minutes.doc	40
3.5.c	SC11 minutes SCSA.doc	42

4. CLOSE MEETING

4.1 Karakia Whakamutunga

Supporting Documents:

4.1.a	Karakia Whakamutunga.docx	43
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4.2 Close Meeting

Next meeting: Otago Polytechnic Limited (The Company) Meeting of the Board (Open) - 18 Feb 2021, 1:00 pm

Karakia Timatanga

Whakataka te hau kit e uru

Cease the winds from the west

Whakataka te hau ki te tonga

Cease the winds from the south

Kia mākinakina ki uta

Let the breeze blow over the land

Kia mātaratara ki tai

Let the breeze blow over the ocean

E hī aki ana te atakura

*Let the red-tipped dawn come with a
sharpened air.*

He tio, he huka, he hau hū

A touch of frost, a promise of a glorious day

Tihei mauri ora!

OTAGO POLYTECHNIC LIMITED	
BOARD PAPER	
OPEN AGENDA	DATE: 16 NOVEMBER 2020
ITEM: CONFLICT OF INTEREST	
PURPOSE: Board members should declare any potential conflict (pecuniary or non-pecuniary) they may have regarding any item on the agenda, or in relation to any discussion during the meeting. These declarations will be recorded on a separate register as well as in the minutes. Attached is a register of Board members' interests. Any changes must be advised to Jeanette Corson.	
RECOMMENDATION For noting.	

INTERESTS REGISTER

Board Member	Updated	Interest Disclosed	Nature of Potential Interest with the Otago Polytechnic
Paul Allison	16-10-2020	<ol style="list-style-type: none"> 1. Life Trustee – Halberg Disability Sport Foundation 2. Sports Commentator – NZME 3. Independent Director - University Bookshop (Otago) Ltd 4. Chair - Waitaki District Health Services Ltd 5. Chair – Waitaki District Health Services Trust 6. Chair – ORFU Board Appointment Panel 7. Independent Chair - Infinite Energy (design and installation of solar power) 8. South Island Regional Grants Committee – The Lion Foundation 9. Independent Consultant - Impact Consulting 	<ol style="list-style-type: none"> 1 – 6 Nil 7 & 9 potential supplier 8 – potential funder
Tony Allison	01-04-2020	<ol style="list-style-type: none"> 1. Chair – Dunedin International Airport Ltd 2. Director – Delta Utility Services Ltd 3. Director – Smith City (Group) Ltd 4. Chair Advisory Board – Night ‘n Day Foodstores Ltd 5. Chair Advisory Board – MHC & MHCP Ltd 6. Chair Advisory Board - Edubits 7. Director – AA Cleaners (Otago) Ltd 8. Director – One House Away 9. Managing Director – Visionalli Ltd 	<ol style="list-style-type: none"> 1. Nil 2. Potential supplier 3. Potential supplier 4. Nil 5. Potential supplier 6. Otago Polytechnic business unit 7. Potential supplier 8. Nil 9. Nil

			Polytechnic
Michael Collins	01-04-2020	<ol style="list-style-type: none"> 1. Member Dunedin Centre of Digital Excellence (CODE) Steering Group 2. Chair IT Governance Group (SDHB) 3. Chair Health and Safety Executive Governance Committee (SDHB) 4. Board Member St Hilda's Board of Proprietors 5. Member Finance, Audit & Risk Exec Member (SDHB) 6. Advisor New Dunedin Hospital Southern Partnership Group (SPG) 7. Deputy Chair South Island Chief Digital and CIO Leads 8. Member National DHB CIO Leads 9. Contractor Otago Polytechnic Capable NZ Assessor 10. Chair Environmental Sustainability Committee (SDHB) 11. Staff member Southern District Health Board 	<ol style="list-style-type: none"> 1. Collaborative Partner with OP 2. Nil 3. Nil 4. Nil 5. Nil 6. Nil 7. Nil 8. Nil 9. Contractor to OP 10. Nil 11. Nil
Karen Coutts	02-04-2020	<ol style="list-style-type: none"> 1. Te Runanga o Moeraki Member, Te Runanga o Ngai Tahu 2. Transparency International NZ, Board Member 3. Treasurer, Te Runanga o Moeraki 4. Committee, Member, Institute of Directors Wellington Branch 5. Member, New Zealand Parole Board 6. Kaiwhakahaere, Ngai Tahu ki Te Whanganui-a-Tara taurahere roopu 7. Director, KDC & Assocs Ltd 8. Director, KBDRC Ltd 	
Maryann Geddes	02-04-2020	<ol style="list-style-type: none"> 1. NZIST - Council Member 2. Southern Institute of Technology - Director 3. ARA - Director 4. Service IQ- Director 5. Queenstown Resort College - Advisory Board member 	
Adam La Hood	02-04-2020	<ol style="list-style-type: none"> 1. Director – Dunedin Venues Management Ltd 2. Chief Financial Officer – Cook Brothers Construction 	<ol style="list-style-type: none"> 1. Collaborative Partner with OP

			2. Contractor to OP
Justin Lester	01/04/2020	<ol style="list-style-type: none"> 1. Chair – Weltec Whitireia Subsidiary Board 2. Chair – Storbie Ltd 3. Director – Kapaï New Zealand Ltd 4. Director – Welcome Home Ltd 5. Chair – Good Bitches Baking 6. Contractor – Dot Loves Data 7. Contractor – Fix & Fogg 8. Ambassador – Simplicity Kiwisaver 	<p>Nil</p> <p>Nil</p> <p>Nil</p> <p>Nil</p> <p>Nil</p> <p>Potential Supplier</p> <p>Potential Supplier</p> <p>Potential Supplier</p>
Megan Potiki	01-04-2020	<ol style="list-style-type: none"> 1. Member of Te Runanga o Ōtākou 2. Employee of the University of Otago 3. Director of Arataki Associates Ltd – contracting entity involved in a wide range of Māori education, health and business. 	3. Potential supplier

OTAGO POLYTECHNIC LIMITED BOARD PAPER	
OPEN AGENDA	DATE: 16 NOVEMBER 2020
ITEM: MINUTES	
PURPOSE: The minutes of the open section of the Board meeting held on 15 October 2020 are attached	
PRESENTED BY: Tony Allison	
RECOMMENDATION: That the Board approves the minutes as a true and correct record of the open section of the meeting held on 15 October 2020.	

MINUTES (in Review)



OTAGO POLYTECHNIC LIMITED (THE COMPANY) MEETING OF THE BOARD - OPEN

Name:	Otago Polytechnic Limited
Date:	Thursday, 15 October 2020
Time:	1:00 pm to 2:30 pm
Location:	Puna Kawa, Level 2, Mason Centre Otago Polytechnic Forth Street Dunedin
Board Members:	Tony Allison (Chair), Paul Allison, Mike Collins, Karen Coutts, Maryann Geddes, Adam La Hood, Justin Lester, Megan Potiki
Guests:	In Attendance: Mary Butler (Convenor, Staff Committee), Jeanette Corson (Company Secretary), Philip Cullen (Deputy Chief Executive Corporate Services), Merran Davis (Deputy Chief Executive, Transition and Transformation, Te Pūkenga), Megan Gibbons (Chief Executive), Janine Kapa (Deputy Chief Executive, Māori Development/Kaitohutohu), Nathan Laurie (Convenor, Student Committee), Oonagh McGirr (Deputy Chief Executive, Learning and Teaching Services), Chris Morland (Deputy Chief Executive, Learner Experience), Stephen Town (Chief Executive, Te Pūkenga).
Notes:	Board only 12.30pm - 1pm

1. PROCEDURAL

1.1 Karakia Timatanga

The meeting opened with a karakia.

1.2 Welcome/Apologies/Notices

Tony Allison welcomed all to the meeting, extending a special welcome to Stephen Town, Chief Executive and Merran Davis, Deputy Chief Executive, Transition and Transformation, Te Pūkenga.

There were no apologies.

1.3 Conflicts of Interest

No conflicts were declared in relation to the open agenda.

It was noted that NZIST had been formally named Te Pūkenga and any reference to NZIST needed to be amended accordingly.

1.4 Additional Agenda Items

There were no additional agenda items.

1.5 Confirm Minutes

Otago Polytechnic Limited (The Company) Meeting of the Board - Open 17 Sep 2020, the minutes were confirmed with the following changes:

An action item to be added in relation to 4.3 Komiti Kawanaka Minutes; to pursue an option to have a rūnaka representative in attendance at Board meetings

1.6 Action List/Matters Arising

- Ako Aotearoa student survey research had been shared with the Board
- It was agreed that the December graduation should proceed as scheduled
- A dashboard of Māori student enrolments was tabled and will be included in future agendas
- The November meeting had been rescheduled for Monday 16 November in Auckland
- The inaugural meeting of the Risk and Opportunities Committee had been held that week and meetings were scheduled for 2021
- A visit to the Student Services area had been arranged prior to the meeting.
- An additional action was noted, relating to rūnaka representation at Board meetings. Stephen Town was liaising with Bell Gully over the matter.

2. REPORTS

2.1 Chair (verbal)

The Chair had nothing to report.

2.2 Chief Executive

Awards

- Josie Crawley from the School of Nursing had received an Ako Aotearoa Excellence in Tertiary Teaching award in September.
- Matt Galloway from the School of Design was a finalist in the Best Design Awards in both the design communication and editorial and books categories, with the awards ceremony to be held on 13 November.
- Jade Morgan had been awarded the Arts Access Corrections Māui Tikitiki ā Taranga Award 2020, recognising his work at Otago Corrections Facility.

Robin Day

Dr Gibbons acknowledged the passing of Robin Day who had been employed by Otago Polytechnic for 34 years.

Covid-19

The Polytechnic was continuing to operate within the guidelines for Alert level 1, emphasising the importance of contact tracing and good hygiene practices.

Distinguished Alumni Awards

Twenty alumni were acknowledged at the Distinguished Alumni awards ceremony held on 25

September. Guest speaker was Hayden Croft, a staff member and lead analyst for the Silver Ferns.

Technology and Hardship Assistance for Learners

The Polytechnic had been awarded an additional \$148k for Technology Assistance for Learners. The Hardship fund continued to be accessed by a range of learners with the most accessing for housing and food costs.

Exemption from External Evaluation and Review

The Polytechnic had been offered an exemption from participation in EER until 31 December 2022.

Summarised Finance Report for the period ended 30 September 2020

A table provided an overview of the Polytechnic's 2020 financial performance to date compared against the forecast with variances.

Key points:

- Net operating surplus of \$5,867k favourable to forecast by \$3,742k
- Capex lower than forecast to date by a net \$1,983k
- Net Monetary Assets currently favourable by \$6.7k
- EFTS enrolments of 5,331 favourable to YTD forecast by 384.

External Liaison

Dr Gibbons had met with a number of groups and individuals since the last meeting.

3. FOR APPROVAL

3.1 Policies

The following policies had been reviewed by the Finance and Audit Committee:

- Credit and Purchasing Cards
- Procurement and Purchasing

Mr La Hood noted that there was potentially further work to be done on the policies. However, the Committee was recommending that they be endorsed as they are, with a further review in six months' time.



Policies

RECOMMENDATION

That the following policies be approved, with a further review in six months' time:

- **Credit and Purchasing Cards**
- **Procurement and Purchasing**

AGREED.

Decision Date: 15 Oct 2020

Outcome: Approved

4. MATTERS FOR NOTING

4.1 Board Calendar

The Board calendar was noted.

4.2 Executive Leadership Team Interests Register

The Executive Leadership Team Interests Register was noted.

4.3 Academic Committee Minutes

Oonagh McGirr spoke to the minutes of the following Academic Committee meetings:

- 8 September (face to face)
- 15 September (electronic)

4.4 Staff Committee Minutes

Professor Mary Butler spoke to the minutes of the staff committee meetings held on 25 August and 22 September 2020:

- The Committee was continuing to work across the Polytechnic, endeavouring to engage more purposely and widely with staff.
- At the last meeting the Committee had looked at how to add value to the Work Environment Survey, with one option to set up a research group to analyse the data collected over 14 years.
- The Terms of Reference had been discussed with the Board Chair and were yet to be finalised.

4.5 Student Committee Minutes

The minutes of the student committee meeting held on 15 September 2020 were attached.

Nathan Laurie noted key points from the recent Student Voice Symposium:

- Top two issues were personal finances and mental health
- A need for partnerships between sector and student leaders
- Students facing similar issues across the country.

5. CLOSE MEETING

5.1 Meeting closed

Next meeting: Otago Polytechnic Limited (The Company) Meeting of the Board - Open - 16 Nov 2020, 11:00 am

Signature: _____

Date: _____

ACTION SHEET - OPEN			
Date	Action	Responsibility	Due date
17/09/2020	Reschedule marae visit	Jeanette Corson	Early 2021
	Date for naming of buildings/placing of plaques to be set	Janine Kapa	30/11/2020
15/10/2020	Pursue an option to have a rūnaka representative in attendance at Board meetings	Tony Allison	16/11/2020

OTAGO POLYTECHNIC LIMITED	
BOARD PAPER	
OPEN AGENDA	DATE: 16 NOVEMBER 2020
ITEM: CHIEF EXECUTIVE'S REPORT	
PRESENTED BY: Dr Megan Gibbons	

Celebrations

Currently the annual student celebrations are on, this is a very special time of the year as we see the culmination of a lot of hard work. We have already had the Photography exhibition, Business Showcase, Engineering projects, Applied Science presentations and Culinary Arts function. Board members are welcome to attend any of these functions - please advise Jeanette.

IT	IT Showcase	Friday 20 November	Opening 4.30pm; Public from 5.30pm	2 nd Floor, D Block, Otago Polytechnic
Art	Site	Opening Friday 20 November Saturday 21 Sunday 22	Opening 6pm – 7.30pm 10am – 4pm 10am – 4pm	Dunedin School of Art
Design	Bachelor of Architectural Studies Exhibition - Detail	Opening Friday 20 November Saturday 21 Sunday 22	Opening 6pm – 7.30pm 10am – 4pm 10am – 4pm	O Block – Anzac Ave
Design	NZ Cert in Digital Media & Design Exhibition	Opens Monday 2 December 5pm – Closes Friday 6 December at noon.		H Block 3 rd Floor
Fashion	Collections Graduate Fashion Show	Friday 20	7:45pm (doors open), for an 8:30pm start (tickets essential)	Otago Museum
Design	Debrief	Opening Thurs 19 Nov 5.00pm	Debrief Exhibition open daily 20 -23 Nov	The Hub
Carpentry	Charity House Auction	Saturday 21 November	12 noon	L Block (Anzac Avenue)
Horticulture / Natural Resources	Plant Sale & Open Day	Saturday 21 November	9.30am	Front of Lawn, L Block (Anzac Ave)

Covid-19

We continue to operate within the guidelines for Alert level 1. For L1 there are some restrictions that we need to follow, but the highest importance is around contact tracing and good hygiene practices. We have visitor registers, wifi access and class roll as our means of recording who is on the building. In addition, there are QR codes on each of the buildings.

Long Service Awards – 15th October 2020

We celebrated staff that had given continuous service of 10, 15, 20, 25, 30, 40 and 45 years on the 15th October. A fabulous evening where stories and memorable moments are shared. Congratulations to Lorraine Gourley who celebrated 40 years and Graham Burgess who celebrated 45 years of service.

Technology Assistance for Learners and Hardship Assistance for Learners

Both of these funds are just about fully used and will definitely be by the end of 2020. We have been asking TEC what will happen in this space for 2021 and if there is any plan to continue to support the learners in this way.

Summarised Finance Report for the period ended 31 October 2020

The following table provides an overview of Otago Polytechnic's 2020 financial performance to date and compares this against the forecast with variances.

October 2020	2020 Year to Date Actual	2020 Year to Date Forecast	Variance
	(\$000s)	(\$000s)	(\$000s)
Revenue	\$ 94,342	\$ 88,363	\$ 5,979
Expenditure	\$ 87,101	\$ 86,037	\$ (1,065)
Net Surplus	\$ 7,241	\$ 2,326	\$ 4,914
Capital Expenditure	\$ 8,939	\$ 10,893	\$ 1,954
Employment Cost as a percentage of revenue	52.6%	54.9%	2.2%
Student Fees as a % of revenue	37.6%	39.1%	1.6%
Government Funding as a % of revenue	49.0%	48.7%	(0.3)%
Working Capital	26.3%	27.3%	(1.0)%
Cash In/Cash Out	113.4%	109.7%	3.7%
Net Monetary Assets (000's)	\$ (14,102)	\$ (19,171)	\$ 5,069
Debt / Equity Ratio	10.3%	13.8%	3.5%
EFTS	5,382.1	4,972.5	409.6

Key Points:

- The net operating surplus of \$7,241k is favourable to forecast by \$4,914k mainly due to additional student income from increased enrolments.
- Capex is lower than forecast to date by a net \$1,954k due to timing of building projects being later than forecast
- Net Monetary Assets are currently favourable by \$5.1k, this is due to additional student fee revenue received for the additional EFTS enrolled.
- EFTS enrolments of 5,382 are favourable to YTD forecast by 410. This is due to additional enrolments in programmes included in the Targeted Trades and Apprenticeship Fund (TTAF) provided by the government for Trades programmes. This increase is largely in the Primary Sector of Horticulture and Apiculture. There are also additional international enrolments compared to forecast at all three campuses.

External Liaison

- Central Otago Campus
- Te Pūkenga Subsidiary Chief Executives' meeting
- Wildlife Board meeting
- Kay Nelson, Chief Executive, Hairdressing ITO
- OPAIC Board meeting via Teams
- Signing of MoU with Moana House
- Visit to Kokiri Centre
- TANZ eCampus Board Meeting
- Conrad Herewini, Kim Ulberg, TEC
- Te Pūkenga RPL Group via Zoom
- Te Pūkenga Subsidiary CEs Meeting and Powhiri for new Deputy Chief Executives, Hamilton
- Te Pūkenga COVID-19 Recovery – Training and Skills Needs Group via Teams
- NZQA Panel visit – Bachelor of Information Technology
- Mark Oldershaw, Chief Executive, Whitireia and Weltec re degree apprenticeship via Teams

Dr Megan Gibbons
Chief Executive



A summary of Otago Polytechnic external media activity, from October 6-November 5 2020. Produced by Shane Gilchrist, Senior Communications Advisor.

- 204 news mentions
- Coverage reached a cumulative audience of 1.8 million
- Online News had the highest volume of coverage (99 news mentions)
- The outlet with the highest volume was Otago Daily Times with 58 mentions

[NOTE: above data is likely skewed down 25% because of a service outage suffered by media analytics agency Isentia.]

Key themes of coverage:

There is ongoing media attention around Te Pūkenga-NZIST. Te Pūkenga's Comms Manager (and others within sector comms roles) have been liaising regularly and discussing media strategies. Media seems focused on questions regarding operational structure.

The implications of Covid in an employment/financial context have also been the subject of recent inquiries by media, who have requested data re TTAf-related enrolments as well as data on 2021 enrolments.

Otago Polytechnic academic Rue-Jade Morgan has been the focus of several interviews, including on RNZ's Kim Hill show, following his Arts Access Aotearoa Maui Tikitiki a Taranga award, recognising his work at the Otago Corrections Facility.

OP WEBSITE

There were more than 459k page views in the past month. New website visitors comprised 36% of traffic (the remainder were returning visitors); the average time spent per view was 2min31sec.

SOCIAL MEDIA

Social Media activity and engagement across all channels continues to be strong. Facebook followers now 14.5k.

INSTAGRAM

3.6k followers; this continues upward trend of previous months.

LINKEDIN

Otago Polytechnic's main LinkedIn page now has 14.5k followers, reflecting strong growth on this channel.

OTAGO POLYTECHNIC LIMITED BOARD PAPER	
OPEN AGENDA	DATE: 16 NOVEMBER 2020
ITEM: BOARD CALENDAR	
PURPOSE: Attached is the Board calendar. It is proposed that: <ul style="list-style-type: none">- there will be no Board meeting in December or January- the February meeting will be held in Cromwell- the August meeting will be held on a Marae (Hokonui to be confirmed)- the April, July and October meetings will be held wholly online.	
PRESENTED BY: Tony Allison	
RECOMMENDATION: For endorsement	

BOARD CALENDAR 2020/21

Meeting/Event	Nov	Dec	Feb 2021	Mar	April	May	June	July	Aug	Sept	Oct	Nov
Annual Report Sign off				18 Mar								
Forecast					22 April							
Budget										23 Sept		
Board Meeting	16 Nov Auckland		18 Feb Cromwell 11 am	18 Mar Dunedin	22 April Online	20 May Dunedin	17 June Dunedin	22 July Online	19 Aug Marae	23 Sept Dunedin	21 Oct Online	18 Nov Auckland
Fees Set												
International					22 April							
Domestic										23 Sept		
Strategy Review							17 June					
Finance and Audit Ctee	9 Nov		10 Feb		14 April		16 June					10 Nov
Graduation		11 Dec		12 Mar								
Maori Pre-Grad		10 Dec		11 Mar								
Komiti Kawanataka Thurs at 12.30pm	5 Nov	3 Dec	4 Feb	4 Mar	1 April	6 May	3 June	1 July	5 Aug	2 Sept	1 Oct	4 Nov
Risk and Opportunities Committee			1 Feb		12 April		14 June		2 Aug		4 Oct	
Safety, Health and Wellbeing walk around				18 Mar		20 May				23 Sept		

Meeting/Event	Nov	Dec	Feb 2021	Mar	April	May	June	July	Aug	Sept	Oct	Nov
OP Events	Student Showcases (as per CE Report)	3pm 4 Dec OP Xmas party										Student Showcases

OTAGO POLYTECHNIC LIMITED	
BOARD PAPER	
OPEN AGENDA	DATE: 16 NOVEMBER 2020
ITEM: EXECUTIVE LEADERSHIP TEAM INTERESTS REGISTER	
PURPOSE: The Executive Leadership Team Interests Register is attached	
RECOMMENDATION: For noting.	



OTAGO
POLYTECHNIC
Te Kura Matatini ki Otago

OTAGO POLYTECHNIC INTERESTS REGISTER – EXECUTIVE LEADERSHIP TEAM

Register to be maintained for the Executive Leadership Team and kept by the Chief Executive's office as per policy CP0012.06 Disclosure of Interest.

Date Updated	Name	Interest Disclosed	Nature of Potential Conflict of Interest with Otago Polytechnic	Pecuniary or non-pecuniary	Agreed approach to manage
1 February 2019	Philip Cullen	Cliffs Road Trading Board Member: <ul style="list-style-type: none"> – OP Auckland International Campus Ltd – Otago Polytechnic Education Foundation – Open Education Resource University 	Potential only		
5 July 2019	Megan Gibbons	Athletics Otago Board Otago Boys High School Board of Trustees Judge Otago Sports Awards Board member: <ul style="list-style-type: none"> – Wildlife Hospital – Open Education Resource Foundation University – Otago Polytechnic Auckland International Campus – TANZ eCampus 	Potential if fees assistance was requested OP is a sponsor		Ensure I am not involved if either of these organisations were in discussion with OP OP award chosen by Sport Otago and not judged on by judges

Date Updated	Name	Interest Disclosed	Nature of Potential Conflict of Interest with Otago Polytechnic	Pecuniary or non-pecuniary	Agreed approach to manage
7 October 2020	Louisa Homersham	Board Member - Downie Stewart Foundation (Moana House)	OP subcontracts Moana House to deliver one programme (the Te Taketake Diploma in Addictions level 7)	Pecuniary	Ensure that I am not involved in contract negotiations with Moana House
21 April 2020	Janine Kapa	<p>Board Member:</p> <ul style="list-style-type: none"> - A3 Kaitiaki Ltd (Chair) - Kōkiri Training Centre (Chair) - Otago Youth Wellness Trust - KUMA (Southern Māori Business Network) <p>OP representative on Grow Dunedin Partnership Steering Group</p> <p>Member, Kāti Huirapa Rūnaka ki Puketeraki</p> <p>Partner, Kia Māia Bicultural Communications</p> <p>Brayden Murray, Director: Learner Services – partner</p> <p>6-month 0.6 FTE secondment to Te Pūkenga, effective 1 Oct 2020 – 31 Mar 2021</p>	<p>Potential only</p> <p>Potential for similar clientele</p> <p>Potential only</p> <p>Potential for bias</p> <p>Potential only</p> <p>Potential only</p> <p>Potential supplier</p> <p>Personal interest</p> <p>Potential only</p>	<p>Pecuniary</p> <p>Non-pecuniary</p> <p>Non-pecuniary</p> <p>Non-pecuniary</p> <p>Non-pecuniary</p> <p>Non-pecuniary</p> <p>Pecuniary</p> <p>Both</p> <p>Non-pecuniary</p>	<p>Proceed with:</p> <ul style="list-style-type: none"> • caution & sensitivity • honesty & integrity • transparency
11 February 2019	Oonagh McGirr	<p>Board Member:</p> <ul style="list-style-type: none"> - Dunedin Fringe Arts Trust - The Malcam Trust - OERU Board 			
20 August 2020	Chris Morland	<ul style="list-style-type: none"> - SIGNAL ICT Grad School - Board member, Dunedin Bowls 	<p>Possible competitor</p> <p>Personal interest</p>	<p>Pecuniary</p> <p>Both</p>	<p>Transparency</p> <p>OP Policy</p>

		Ellen Morland, OP staff member spouse			
7 October 2020	Laura Warren	Intern Director - Delta			

OTAGO POLYTECHNIC LIMITED BOARD PAPER	
OPEN AGENDA	DATE: 16 NOVEMBER 2020
ITEM: ACADEMIC COMMITTEE MINUTES	
PURPOSE: Attached are the minutes of the Academic Committee meeting held on 13 October 2020.	
PRESENTED BY: Oonagh McGirr	
RECOMMENDATION For noting.	



Academic Committee

Minutes of the Academic Committee meeting held on 13 October 2020

Present: Oonagh McGirr (Chair), Ron Bull, Trish Chaplin-Cheyne, Ian Crabtree, Paul Dixon, Federico Freschi, Joanne Greatbanks, Nathan Laurie, Samuel Mann, Chris Morland, Brayden Murray, Leoni Schmidt, Sue Thompson

Apologies noted: Marc Doesburg, Sally Baddock, Megan Gibbons, Janine Kapa

In attendance: Lynn Hunter (Secretary), Anna James, Andy Kilsby

Quorum (10*) achieved 13 October 2020

* as per policy [AP0101 Academic Board](#)

1. Karakia, welcome, roll call and apologies noted.

Te Pūkenga CEO Visit

It was noted that Stephen Town, CEO of Te Pūkenga is in Dunedin this week and all staff are encouraged to attend the staff forum this Thursday at 10.15 am in the Hub. Stephen will be accompanied by Merran Davis who has been appointed as the DCE Transformation and Transition.

2. Minutes for Approvals and any matters/actions arising

Electronic Academic Committee Minutes of 15 September 2020

Recommendation A088.20: That Academic Committee approves the Electronic Academic Committee minutes of 15 September 2020 as a true and correct record.

Approve: Oonagh McGirr / Chris Morland

All present agreed.

Minutes of the face-to-face Academic Committee Meeting 08 September 2020

Recommendation A086.20: That the Academic Committee approves the face-to-face minutes of 08 September 2020 as a true and correct record and notes updates of actions.

Approve: Oonagh McGirr / Ian Crabtree

All present agreed.

Action Summary

A049.20 Academic Committee membership

Oonagh and Sue to draft changes to policy for the Board and have Academic Committee review before submission.

Initial work has been completed and it will be brought back to the next committee meeting. Initially we had intended to review membership last year but with the change to Te Pūkenga a call was made to roll over until Poari Akoranga had met and we understood what the protocols were around membership. Given that we are shifting rapidly into Poari Akoranga and that we need to retain Academic Committee, a move to review memberships on all committees for rotation. Most membership cycles are two years. ELT has indicated they would like opportunity to allow all staff to step up into membership roles and this will be important for us as an institution and for staff on their CVs. Given the importance of the Academic Committee, it was decided to have all HoC on Academic Committee or a delegate attend in their absence. With the student representatives, the president won't have full delegation to attend committees, and OPSA have established delegate roles to attend where appropriate.

Sustainability Steering Group

Federico Freschi, Laura Warren and Oonagh McGirr have been leading the Sustainability Steering group and will look to make up a sub-committee for Sustainability to give it a reporting mechanism into our Board because it will be a key strategic direction in the next set of directions that will be finalised at ELT retreat in November. This

is an opportunity for staff to be nominated to this Committee. OPSA recognised that it is important for students to be involved and included and have a voice on these Committees.

EER: Oonagh will provide an overview to Leadership Council in August and Joanne will provide a comprehensive update to September Leadership Council. Completed.

A070.20 electronic Academic Committee minutes of 18 August 2020 – Learner Assessment in Te Reo Māori

Further discussion held with the KTO office and they are comfortable with the process as developed, they need to be in a position to enable learners to be assessed in Te Reo therefore the timeframes to remain. Signed off and uploaded to the [website](#). Completed.

A078.20 electronic Academic Committee minutes of 20 August 2020 – Academic Appeal Process for Learners

The issues with the Academic Appeal policy are resolved and the corrected copy has been uploaded to the [website](#). Completed.

A081.20 Doctor of Professional Practice (DPP) – Final Assessment Flowchart, August 2020

Action: Approved contingent to Leoni splitting out the box “Amendments to be checked by Chair” & “Amendments to be checked by Panel, if they so request”. Completed.

Action: Oonagh and Sam to meet with Programme Lead to follow up with the commentary, congratulations, suggestions and DPP. Oonagh has followed up with Jo and this is now completed.

A further update on the two items enacted for the DPP which have now gone to Research and Postgraduate Board to ensure our staff learners are safe. One is that any staff member who is ready for assessment they will engage with an academic peer review outside the organisation to provide rigour in the process and is an opportunity to get a world view of your work. So that will be any staff member who is coming forward for the assessment point within the DPP which is around the potential review of learning, the learning agreement and the final written exogesis /thesis artifact combination of. The second item which had a soft launch last year, any staff who are learners on the programme will be, wherever possible subject to full panel assessment by all externals if possible but at least the make-up of at least 66%-33%, so two thirds of the panel assessing our internal staff learners will be external and we are moving to have an external on every panel assessment as good practice. This was an area identified as a risk by the monitors and asked for us to consider growing our assessor body noting that it maintains rigour, ensures and assures quality and more importantly protects our staff who are learners and mentors in the same space reducing potential for ethical conflict. Very important changes received here given that DPP is likely to be a very important product in our market for Te Pūkenga.

Comment received from Performance Excellence that anything that allows us to stand up to sound scrutiny is an improvement.

Concern that a document has not been shared with members of the Academic Committee and Research and Postgraduate Committee.

Action: Leoni/Oonagh to share a document which details the changes to assessment processes regarding external members of assessment committees or panels.

3. A089.20 Update from Te Pūkenga Poari Akoranga

Oonagh will be travelling to Hamilton to the first face-to-face meeting tomorrow, which will consist of the main meeting in the morning followed by an afternoon session on purpose and function and to ratify the Terms of Reference. Main discussion is that we are too operational. Dr Angela Beaton, DCE Delivery and Academic will be in attendance and to provide clarity on operational matters. If members have any issues or concerns to raise, to forward to Oonagh to report back to Te Pūkenga. It has been recognised that there is concern that Research and Postgraduate won't be appropriately acknowledged and that we shouldn't be creating sets of rules that slow down our process rather we should have generic sets of rules which enable process and innovation to be rapid and agile and making sure we have rigour but not stifling. Big commentary coming through is that the alignment with the ITOs is going to be more considerably more difficult than imagined because they are pushing back. ITO member has got good purchase on what we do and he represents a positive view and that it isn't carried across all the ITOs. The other point is raising the TEC funding is stifling our progress and they are changing the rules and difficult which are creating challenges around training schemes. There is a collective voice that is consistent and

aligned with the voice from Otago region. There is a consistent voice and there is a very strong representation for our Maori and learners.

There has been a strong discussion on the size of Workforce Development Council. There is an opening for us to provide a response.

A recent ITP symposium was held online for which Stephen Town delivered a keynote address. He mentioned that NZIST offers degree and postgraduate degree programmes and that this is a large part of our portfolio at present and going forward. In light of this, research at NZIST is embedded in the legislation and will never be lost. We will continue to conduct research with a focus on applied and technological research. He said he cannot comment on PBRF as he is new in his current position. When asked about funding he said that it will not be centralised as enabling the regions is part of NZIST's Executive Position Descriptions.

There are concerns that the PBRF system is being changed without the changes being clear at present. There is a risk that the PBRF changes may reduce our ability to have a variety of contributions to research. The subsidiaries will collate a response to NZIST's Academic Board while OP as one of the subsidiaries will also send our own submission.

Concerns were noted and discussed around the PBRF system, research and its role in NZIST.

Action: Oonagh will take to Poari Akoranga the discussion on PBRF system, research and its role.

4. **A090.20 Academic Committee 2021 Meeting Dates and Plan**

Recommendation A090.20: That Academic Committee endorses the 2021 meeting dates and plan.

The 2021 dates and meeting work plan was endorsed. Strongly recommended to reinstate Academic Issues Forum for 2021 and it was suggested that the first forum in March 2021 be a brainstorming session with an open question session and document our concerns as we move forward. The more opportunity we have to share with our colleagues, the better. It was noted that when opening the forum to bring in different elements (eg welfare, academic, student), factors of the ITP sector.

Endorsed: Oonagh/Sue Thompson and Leoni Schmidt

All present agreed.

5. **A091.20 Type 2 Additional Changes**

A091.20a NZ2459 New Zealand Diploma in Business (Level 5) (Approvals DB# 11948.04)

Recommendation A091.20a: That Academic Committee approves the Type 2 change for NZ2459 New Zealand Diploma in Business (Level 5).

Approve: Oonagh McGirr / Ian Crabtree

All present agreed.

A091.20b OT5165 Certificate in Professional Practice for Registered Nurses (Approvals DB# 12067.01) Programme Document 2020

Recommendation A091.20b: That Academic Committee approves the Type 2 change to Entry Criteria for the Training scheme OT5165 Certificate in Professional Practice for Registered Nurses

Approve: Oonagh McGirr / Trish Chaplin-Cheyne

All present agreed.

6. **A092.20 Type 1 Approvals, and Certificates of Proficiency enrolments**

A092.20a Type 1 Approvals up to 13 October 2020

Recommendation A092.20a: That Academic Committee approves the Type 1 Changes as listed.

Action: Approved contingent on correction of spelling of "reproductive" in Midwifery Programme description on agenda.

Approve: Oonagh McGirr / Joanne Greatbanks

All present agreed.

A092.20b Certificate of Proficiency applications/enrolments (date range: 02 September to 06 October 2020)

Recommendation A092.20b: That Academic Committee approves the individual Path of Study for Certificate of Proficiency enrolment as listed.

Approve: Oonagh McGirr / Trish Chaplin-Cheyne

All present agreed.

7. **A093.20 Programme Approval Committee (PAC) - Minutes of the 29 September PAC Meeting**

Recommendation A093.20: That Academic Committee notes the Programme Approval Committee (PAC) minutes held on 29 September 2020.

The Academic Committee notes the PAC minutes of the 29 September 2020.

8. **A094.20 Programme Approvals Committee Recommendations**

A094.20a NZ2860 New Zealand Certificate in Study and Career Preparation (Level 4) (PAC 43/20)

Background

Recommendation A094.20a: That Academic Committee approves the Type 2 changes to NZ2860 New Zealand Certificate in Study and Career Preparation (Level 4).

Approve: Oonagh McGirr / Chris Morland

All present agreed.

A094.20b NZ2660 New Zealand Certificate in Plumbing, Gasfitting and Drainlaying (Pre-Apprenticeship) (Level 3) (PAC 45/20)

Background

Recommendation A094.20b: That Academic Committee approves the Programme of Study of NZ2660 New Zealand Certificate in Plumbing, Gasfitting and Drainlaying (Pre-Apprenticeship) (Level 3) for Accreditation and Approval.

It was noted the excellent consultation with the industry and getting this completed.

Approve: Oonagh McGirr / Sue Thompson

All present agreed.

A094.20c OT4922 Bachelor of Applied Management and related Graduate Diplomas (PAC 46/20)

Background

Recommendation A094.20c: That Academic Committee approves the Type 2 changes to OT4922 Bachelor of Applied Management, and the related Graduate Diplomas.

Clarification was provided on Bachelor of Applied Management and related Graduate Diplomas.

Action: Joanne to send an invitation to Nathan to attend the next PAC meeting.

Approve: Oonagh McGirr / Nathan Laurie

All present agreed.

9. **A095.20 EduBits for Approval – Literacy for Tertiary Learners (EBT500166)**

Recommendation A095.20: That Academic Committee approves the EduBit as listed.

Questioned if this is intended for learners. Clarification that this is to support out learners to achieve and mechanism to provide instructions for lecturers.

Approve: Oonagh McGirr / Trish Chaplin-Cheyne

All present agreed.

10. **Other Business**

International update

An update to advise six international students are in New Zealand and currently in managed isolation to start with Nursing programme. If Immigration NZ consider nursing as an essential work force we will then have 15 students arriving in January 2021.

The Minister announced yesterday they will be enabling 250 Postgraduate/PhD learners to come into the country based on a series of criteria, have visa, study a course that requires them to be in New Zealand (not

offshore learning), criteria of study requirements, follow the appropriate quarantine mechanism and bear the full costs incurred. In summary the borders are still being tightly managed.

Industry Training for Apprenticeships

There is difference and barrier between the ITOs and ITPs with the skills industry qualifications.

They use the language ITR – Industry Training Register, and PIT – Programme Industry Training and we use Programmes of study and our registered qualifications of NZQA. We have a programme that is managed four years long and we deliver the content and then our students get a qualification. The ITO run these students through the ITR which is acknowledged by NZQA and they get their qualification. The sticking point is that they say our programme doesn't have unit standards. They say that our ITR must have unit standards embedded. At the moment we have two qualifications exactly the same, one is called Programme Industry Training and ours is called Programme Study and the student ends up with an apprenticeship at the end of it, but at the moment they would not register our student after four years training within their industry as qualified. The Workforce Development Council are holding clearly to this and somewhere along the line we need to map it and have it registered or identify what we are not doing that it is not in our qualification.

Action: Chris and Sam to provide a one page document for Oonagh to present to the next Poari Akoranga with two headings "Workforce Development" and "Career Force" for endorsement and to present to NZQA.

Meeting closed: 11.09 am

OTAGO POLYTECHNIC LIMITED BOARD PAPER	
OPEN AGENDA	DATE: 16 NOVEMBER 2020
ITEM: STAFF COMMITTEE	
PURPOSE: Attached are the minutes of the Staff Committee meeting held on 20 October, 2020.	
PRESENTED BY: Professor Mary Butler	

Minutes of Staff Sub-committee

Tuesday 20 October 2020

4.00 pm – 5.00 pm

F 215 and via MS Teams

Present:

Mary Butler (Convenor)	Michelle Watt (Deputy Convenor)
Megan Gibbons	Hana Cadzow
Emma Wallace	Phil Osborne
Inge Andrew	Kathryn van Beek
Kim Reay (online)	Ian Barker
Stuart Terry	Lisa Burton

Apologies: Jacquie Hayes, Shaun Tahau

Minutes: Paula Petley

1. Apologies and attendance	Opening karakia. Members were welcomed to the meeting.
2. Minutes of previous meeting	Minutes of the last meeting were ratified online.
3. Matters arising	<p><u>Meeting with Chair of OP Board</u> Mary has met with Tony Allison regarding the terms of reference.</p> <p>The Chair appreciates the number of ways the subcommittee is trying to engage with the wider polytechnic and have a more visible interface with staff. The intention is for this committee to 'add value', we need to consider how we can do this.</p> <ul style="list-style-type: none"> - pick up on what is discussed at Board meetings - input to the strategic frameworks - build and maintain relationships with ELT. <p>Megan Potiki is still the Board representative on Staff Subcommittee.</p> <p>Mary noted that Tony is open to attending a Subcommittee meeting in the new year, when we set out the year's agenda.</p> <p><u>Pulse feedback</u> Our suggestion regarding a possible research project has been passed on to Chris Morland for consideration. This would be 'closing the loop'. Not the role of this committee to do the research given the volume of data.</p> <p>Survey results are taken seriously by ELT e.g. the number of staff reporting tiredness. OP makes concerted efforts to reduce leave liability, encourage people to take leave and not take work home, this is about health and wellbeing.</p>

<p>4. Leave</p>	<p>Long service leave vs. broken service – how are these defined? OP has always recognised continuous service, e.g. some staff have worked here for over 40 years without a break. It is unclear if the length of service resets when someone leaves then comes back after a period or is on parental leave.</p> <p>There is a lot of flexibility with different types of contract, secondments etc. The intent of LSL is to recognise contribution over a time. TEU contracts allow the service to be spread across the ITP sector; OP LSL only recognises service for OP.</p> <p>WES comments alluded to people not being recognised for service as a casual staff member. Being recognised has a positive impact on people, and people also enjoy the long service functions. We need to look into whether this will continue under NZIST.</p>
<p>5. Alumni</p>	<p>Distinguished Alumni – how are they defined? At a recent function to honour distinguished alumni many talked about the transformation their study and graduation has made to their lives, particularly Capable graduates who had been acknowledged after many years of service in the community.</p> <p>Many Capable graduates were nominated for this award but other schools are not putting their graduates forward – do schools know what has happened to their grads and what contributions and achievements they have made since leaving OP? It is felt that it is important to track graduates.</p> <p>Reciprocal benefits – OP honours alumni, who may then be called on as guest speakers, to sponsor students or allow their stories to be used for promotional purposes. Should there be a time limit? I.e. how far back should we look at a graduate's achievements for them to be considered distinguished?</p> <p>Action Look into ways to better to track graduates and identify potential nominees.</p>
<p>6. Any Other Business</p>	<p><u>Health and Safety</u> Laura Warren has taken over the health and safety portfolio and a role has been offered to a person to replace Andy Westgate. Going forward there will be a focus on creating a culture of safety awareness to make H&S business as usual, as everyone's responsibility. Health, safety and wellbeing scope also now includes mental health.</p> <p><u>Comments</u></p> <ul style="list-style-type: none"> - H&S Moodle training seen as 'tick box' compliance rather than meaningful learning - training needs not to get in the way of actual work - system needs to be simple, not too many forms - the Vault incident and near miss reporting system does not talk to our other systems. <p><i>(Stuart and Lisa left the meeting at 4.48 pm).</i></p>

7. Next meeting and agenda items	Next meeting Tuesday 23 November at 4 pm. Potential speakers: Laura Warren; Daniel from TEU.
Close	Meeting closed at 5.05 pm.

ACTIONS SUMMARY

Action	Person	Completion
Public interface meeting in the Hub re Strategic Framework	Mary	4 Nov

OTAGO POLYTECHNIC LIMITED	
BOARD PAPER	
OPEN AGENDA	DATE: 16 NOVEMBER 2020
ITEM: STUDENT COMMITTEE	
PURPOSE: Attached are the minutes of the Student Committee meetings held on 27 October and 3 November 2020.	
PRESENTED BY: Nathan Laurie	
RECOMMENDATION: For noting.	

Student Committee Meeting



Tuesday 27 October 2020

12.00pm to 1.00pm

F209 - Puna Kawa, Forth Street, Dunedin

Present Nathan Laurie (Convenor, SAB), Katherine Inder (DESF), Tangihaere Gardiner (NATR), Matthew Walker (ISEH), Alice Garroway (BTHC), Ezra Tamati (CDP), Rammy El Dessouky (SAB), Patty Klinpibul (FDI), Annie Sinclair (BTHC), Maria Olmas (SAB), Chris Morland (DCE Learner Experience), Patricia Quensell (Student Success), Ronda McLaren (EA Learner Experience)

Nathan welcomed all to Student Committee, new members introduction.

Trades Training Centre (TCC)

Chris provided feedback from the Capital Works and Facilities Manager addressing concerns raised at the September meeting. Matt Walker agreed to be the student contact for the TCC. Build will not commence until early 2021 following tender process, consent, etc

Priorities for OP students

1. **Strengthened communications channels for students**
 - a) media preferences vary across students, cannot rely on e-mail solely
 - b) Tūhono (staff intranet)
 - layout and information preferred to that of the Student Hub
 - Alice found staff stories/development blogs inspiring (students don't get to see) and queried how students could blog experiences that could be linked to staff profiles
 - want access to the Tūhono staff directory with photographs and mobile numbers. Noted, there is a structured staff directory on the website, and per privacy protocols mobile numbers are not listed. Matt noted it is not easy to find and a link to the Student Hub would be good.
 - c) alignment of OP Marketing and OPSA Marketing with students having more input into all aspects of marketing aimed at students, e.g. photography, content, whilst also providing work experience
2. **OPSA proactively embedded into OP**
 - a) All teaching staff need to be aware of OPSA services and student reps in their school, Nathan noted students think it is somewhere you go to get your Student ID
 - b) Programme Rep and College Rep role descriptions to ensure support from staff
 - c) Induction (timing), OPSA's Orientation events needs to be supported by OP, regular induction tours for student services
 - Nathan questioned whether students want a one-day integration or course outlines on first day?
 - Tangi suggested utilising Facebook, Instagram with mini videos outlining OPSA services
 - Nathan and Tangi visiting Sanity in NMIT re student events and engagement
 - Good if timetable could include an events schedule that could be viewed separately or embedded in your timetable
3. **Equitable and empowering treatment of students**
 - a) Mutual and reciprocal respect towards students
 - b) Teaching staff need cultural, disability, mental health competency
 - c) Teaching staff need to abide by the standards they set for students

Nathans intention to tighten up action points for presentation to Executive Leadership Team.

NZC in Hairdressing (Emerging Stylist) (Level 4) removed from agenda, to be discussed at School level with staff and students.

Student Committee 2021

Chris Morland raised clarity about the purpose and function of Student Committee, given discussion today has been OPSA driven and the majority around the table are OPSA Executive and/or Representatives. OP funds OPSA to deliver services agreed in the Memorandum of Understanding to enrich the student experience (noted significant UNIPOL membership fee). At the last meeting we discussed having two student representatives at the OPLB table yet there is no clear differentiation. Student Committee runs under a democratic process, and OPSA representatives are welcome to attend and contribute, as are any students. Students (other than Nathan) said this was the only opportunity they had to speak or be heard by a member of Executive Leadership Team.

Action: Ronda to schedule a meeting with Megan (CE), OPSA President incumbent (Nathan) incoming (Ezra) and Chris to discuss future of Student Committee and representation on OPLB.

Next Meeting - 3 November in F209 re Student Council Staff Awards

draft



Student Council Meeting

Tuesday 3 November 2020

12.00pm to 1.00pm

Puna Kawa, Forth Street, Dunedin

Present	<p>Nathan Laurie (SAB) Ezra Tamata (CDP) Tangihaere Gardiner (NATR) Rammy El Dessouky (SAB) Matthew Walker (ISEH) Patty Klinpibul (FDI) Hamish Kundsén (BSS) Richard Takimoana (FDS) Reg Tukiwaho (FDS) Maria Olmas (SAB) Patricia Quensell (Learner Services) Ronda McLaren (EA Learner Experience)</p>
Apologies	<p>Chris Morland (DCE Learner Experience) Brayden Murray (Dir Learner Services)</p>
Staff Awards	<p>65 nominations received</p> <p><i>Excellent Support Award</i> (x1) to Donna Burkett (HLT)</p> <p><i>Excellent Teacher Award</i> (x2) to Chris Hendry (HLT) and Colleen Fay (CDP)</p> <p>The \$50 prezzy card voucher (randomly generated through Qualtrics) to Ashley Burdett (ashleyjburdett@gmail.com)</p>
Other Awards	<ul style="list-style-type: none"> • Student Council Staff Awards - students nominate staff • Learner Awards - staff and students nominate students • Staff Awards - staff nominate staff (presented at Staff Development Day) <p>Matt proposed featuring Staff Awards on Student Hub so students can see who is being acknowledged.</p>
Close	<p>Nathan thanked everyone for attending and their support during the year. Patricia thanked Nathan for his contribution during 2020.</p>

Karakia Whakamutunga

Unuhia unuhia

Draw on, draw on,

Unuhia kit e uru tapu nui

Draw on the supreme sacredness

**Kia wātea, kia māmā, te ngākau, te
tinana, te wairua I te ara takatā**

*To clear, to free the heart, the body and the
spirit of mankind*

Koia rā e Rongo, whakairia ake ki runga

*Rongo, suspended high above us (i.e. in
"heaven")*

Kia tina! TINA! Hui e! TĀIKI E!

Draw together! Affirm!



Otago Polytechnic Limited

BOARD PACK

for

Otago Polytechnic Limited (The Company) Meeting of the Board - Closed

Monday, 16 November 2020

12:30 pm

Held at:

Via Microsoft Teams

Link included in appointment

OTAGO POLYTECHNIC LIMITED	
BOARD PAPER	
CLOSED AGENDA	DATE: 16 NOVEMBER 2020
ITEM: RESOLUTION TO EXCLUDE THE PUBLIC	
RESOLUTION	
<p>That under Section 48 (1) Local Government Official Information and Meetings Act 1987, and the Official Information Act 1982, with the exception of the Executive Leadership Team members and the convenors of the Student and Staff Committees, the public be excluded from the meeting.</p>	

The general subject of each matter to be considered while the public is excluded, under section 48 (1) of the Local Government Official information and Meetings Act 1987 and the Official Information Act 1982, and the reasons for passing this resolution in relation to each matter are as follows:

General subject of each matter:

Reasons for passing this resolution in relation to the agenda:

1. Conflict of Interest
2. Additional Agenda Items
3. Confirmation of Minutes
4. Action List/Matters Arising
5. Otago Polytechnic Education Foundation Trust
6. Reporting Timeframes
7. Chair (verbal)
8. Chief Executive's Report
9. Executive Leadership Team Report
10. Finance and Audit Committee Chair (verbal)
11. Health, Safety and Wellbeing
12. Otago Polytechnic Auckland International Campus
13. Board Honour
14. Monitoring
15. Forecasting
16. Capital Commitments
17. Campus Development
18. Governance Risk Management Framework
19. Risk and Opportunities Committee Minutes
20. Contracts Signed

Enable the polytechnic holding the information to carry out, without prejudice or disadvantage, commercial activities.

Prevent the disclosure or use of official information for improper gain or improper advantage