



# Otago Polytechnic Limited

## BOARD PACK

for

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

Thursday, 18 February 2021

10:15 am

Held at:

Room 16, Trades Academy Building

Otago Polytechnic, Bannockburn Road, Cromwell

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# AGENDA



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

<b>Name:</b>	Otago Polytechnic Limited
<b>Date:</b>	Thursday, 18 February 2021
<b>Time:</b>	10:15 am to 11:30 am
<b>Location:</b>	Room 16, Trades Academy Building, Otago Polytechnic, Bannockburn Road, Cromwell
<b>Board Members:</b>	Adam La Hood, Paul Allison, Karen Coutts, Maryann Geddes, Justin Lester
<b>Apologies:</b>	Megan Potiki, Mike Collins
<b>Guests/Notes:</b>	In Attendance: Jeanette Corson (Company Secretary), Philip Cullen (Deputy Chief Executive Corporate Services), Megan Gibbons (Chief Executive), Louisa Homersham, Deputy Chief Executive Business Services, Chris Morland (Deputy Chief Executive, Learner Experience), Laura Warren (Deputy Chief Executive, People, Culture and Safety). Via Teams: Janine Kapa (Deputy Chief Executive, Māori Development/ Kaitohutohu (via Teams), Oonagh McGirr (Deputy Chief Executive, Learning and Teaching Services),

### 1. PROCEDURAL

#### 1.1 Karakia Timatanga

Supporting Documents:

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#### 1.2 Welcome/Apologies/Notices

#### 1.3 Conflicts of Interest

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#### 1.4 Additional Agenda Items

#### 1.5 Confirm Minutes

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## 1.6 Action Sheet/Matters Arising

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## 2. REPORTS

### 2.1 Chair (verbal)

### 2.2 Chief Executive

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## 3. MATTERS FOR NOTING

### 3.1 Board Calendar

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### 3.2 Executive Leadership Team Interests Register

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### 3.3 Academic Committee Minutes

Supporting Documents:

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## 4. CLOSE MEETING

### 4.1 Close Meeting

**Next meeting:** Otago Polytechnic Limited (The Company) Meeting of the Board (Open) - 18 Mar 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!**

<b>OTAGO POLYTECHNIC LIMITED BOARD PAPER</b>	
<b>OPEN AGENDA</b>	<b>DATE: 18 FEBRUARY 2021</b>
<b>ITEM: CONFLICT OF INTEREST</b>	
<b>PURPOSE:</b> 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.	
<b>RECOMMENDATION:</b> For noting.	

<b>OTAGO POLYTECHNIC LIMITED</b> <b>BOARD PAPER</b>	
<b>OPEN AGENDA</b>	<b>DATE: 18 FEBRUARY 2021</b>
<b>ITEM: MINUTES</b>	
<b>PURPOSE:</b> The minutes of the open section of the Board meeting held on 19 November 2020 are attached	
<b>PRESENTED BY:</b> Adam La Hood	
<b>RECOMMENDATION:</b> That the Board approves the minutes as a true and correct record of the open section of the meeting held on 19 November 2020.	

# MINUTES (in Review)



## 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

**Attendees:**

**Guests/Notes:** In Attendance:

Mary Butler (Convenor, Staff Committee), Jeanette Corson (Company Secretary), 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/Kaitohutohu), Nathan Laurie (Convenor, Student Committee), Oonagh McGirr (Deputy Chief Executive, Learning and Teaching Services), Chris Morland (Deputy Chief Executive, Learner Experience)

### 1. PROCEDURAL

#### 1.1 Karakia Timatanga

Mrs Potiki opened the meeting opened with a karakia.

#### 1.2 Welcome/Apologies/Notices

An apology had been received from Professor Butler for lateness.

#### 1.3 Conflicts of Interest

Mike Collins advised that he had been appointed Chair of Otago Polytechnic's Capable NZ Permanent External Advisory Committee.

#### 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 15 Oct 2020, the minutes were confirmed as presented.

**RECOMMENDATION**

**Paul Allison/Tony Allison**



**That the minutes of the open section of the Board meeting held on 15 October be approved as a true and correct record.**

**AGREED.**

## **1.6 Matters Arising/Action List**

- The Marae visit was scheduled for August
- The date for naming of buildings to be the first face to face meeting held in Dunedin in 2021.
- With regard to pursuing an option to have rūnaka representation at Board meetings and further to a response from Stephen Town, it was suggested that there be more consultation with rūnaka regarding options for 2022, acknowledging that it is unlikely that there will be a board post 2022. Ms Kapa reported that initial conversations amongst iwi around the country indicated similar concerns.

## **2. REPORTS**

### **2.1 Chair (verbal)**

The Chair had nothing to report.

### **2.2 Chief Executive**

#### **Celebrations**

Dr Gibbons had included a schedule of student showcases to be held during November.

#### **Covid-19**

The Polytechnic was continuing to operate within the guidelines for Alert level 1, with emphasis on contact tracing and good hygiene practices.

#### **Long Service Awards**

A dinner had been held on 15 October to celebrate staff who had given continuous service of 10, 15, 20, 25, 30, 40 and 45 years.

#### **Technology Assistance for Learners and Hardship Assistance for Learners**

Both of these funds were almost fully used and were likely to be by the end of 2020.

#### **Summarised Finance Report for the period ended 31 October 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 \$7,241k favourable to forecast by \$4,914k
- Capex lower than forecast to date by a net \$1,954
- Net Monetary Assets currently favourable by \$5.1k
- EFTS enrolments of 5,382 favourable to YTD forecast by 410.

#### **Media Report**

Shane Gilchrist, Senior Communications Advisor had provided a summary of the Polytechnic's external media activity for the past month.

#### **External Liaison**

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

### 3. MATTERS FOR NOTING

#### 3.1 Board Calendar

The Board calendar was provided, outlining changes proposed for Board meetings:

- no Board meeting in December or January
- the February meeting to be held in Cromwell
- the August meeting to be held on a Marae
- the April, July and October meetings to be held wholly online.

Mr Cullen pointed out that the Board's approval of the tender price for the shovel ready project would be required in December. It was agreed that the meeting scheduled for 17 December will proceed.

Ms Kapa is to check with the Rūnaka regarding the naming of buildings in either February and March. If February, the meeting in Cromwell will change to March.

The April meeting (scheduled to be online) is to be reassessed early in the year and could possibly be held in Auckland.

Mr La Hood advised that the Finance and Audit meetings are to be rescheduled around when Mrs Coutts is in Dunedin.

The Performance Review Committee is scheduled to meet on 19 April and later in the year.

#### 3.2 Executive Leadership Team Interests Register

The Executive Leadership Team Interests Register was noted.

#### 3.3 Academic Committee Minutes

Ms McGirr spoke to the minutes of the Academic Committee meeting held on 13 October.

#### 3.4 Staff Committee Minutes

Professor Butler spoke to the minutes of the Staff Committee.

She advised that she had resigned to take up a position in Adelaide. Co-convenor Michelle Watt had also resigned to prioritise her study. The Committee was currently looking for a new convenor and co-convenor.

#### 3.5 Student Committee Minutes

Nathan Laurie reported on the Staff Committee meeting held on 27 October and a meeting held on 3 November to select staff excellence awards.

Key points:

- A suggestion that a student be appointed in a liaison role related to the Trades Training Centre development
- Discussion around three priorities from students for discussion with ELT
- Suggested that the Student Committee be disestablished and that this be replaced by regular meetings between OPSA and the Executive Leadership Team, with minutes from those meetings being presented to the Board. It was also mooted that there be two OPSA representatives attending Board meetings. Nathan, Chris Morland and Megan Gibbons are to discuss further and make a recommendation to the Board. Mr La Hood's preference was that there be a rotational presence at Board meetings.

## 4. MEETING CLOSED

### 4.1 Meeting closed

**Next meeting:** Otago Polytechnic Limited (The Company) Meeting of the Board (Open) - 18 Feb 2021, 10:15 am

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

<b>ACTION SHEET - OPEN</b>			
<b>Date</b>	<b>Action</b>	<b>Responsibility</b>	<b>Due date</b>
17/09/2020	Date for naming of buildings/placing of plaques to be set	Janine Kapa	18/03/2021
15/10/2020	Pursue an option to have a rūnaka representative in attendance at Board meetings	Megan Potiki/Janine Kapa	18/03/2021
16/11/2020	Bring a recommendation to the Board regarding the Student Council/OPSA and attendance at Board meetings	Nathan Laurie/Chris Morland/Megan Gibbons	18/02/2021

<b>OTAGO POLYTECHNIC LIMITED</b>	
<b>BOARD PAPER</b>	
<b>OPEN AGENDA</b>	<b>DATE: 18 FEBRUARY 2021</b>
<b>ITEM: CHIEF EXECUTIVE'S REPORT</b>	
<b>PRESENTED BY: Dr Megan Gibbons</b>	

### **Start of the Academic Year**

We start the majority of the academic programmes on Monday 22<sup>nd</sup> February. Most programmes will participate in a mihi whakatau in the Hub to welcome them to our space and place. Māori learners will also be able to attend the welcome by mana whenua in a powhiri at Puketeraki Marae, Karitane on Tuesday the 23<sup>rd</sup> February. Programmes are looking full with good numbers across all areas of the institution, but particularly high areas with TTAF funding and in Health.

### **Graduation**

March graduation will be held on the 12<sup>th</sup> March with one ceremony at 3pm, after the march at 1pm. Māori pre-graduation will be on the 11<sup>th</sup> and Pasifika pre-graduation on the 10<sup>th</sup>. Some areas are also having pre-graduation functions for their learners.

### **Covid-19**

Following the community case in January in Northland further communication went out to staff reminding them the importance of good hygiene practices, using the QR scanning app and about being prepared should we need to go into lock down again. In general staff are as prepared as they can be. This will be reiterated again as the learners begin and we remind them of processes.

### **Trades Training Centre**

This is underway with fencing and pathways up to secure the site for work to begin. There will be disruption to movement across campus and there could also be noise concerns, particularly for teaching in D Block.

### **Annual List of Programmes**

Our annual list of programmes have been submitted to Te Pūkenga for notification (attached). In addition we have gained approval (attached) for the delivery of NZ Certificate in Plumbing, Gas-fitting and Drainlaying (L3) and this will start in late April.

### **Media Report**

Attached is a media report provided by Shane Gilchrist, Media Liaison.

### **External Liaison November - February**

- Subsidiary CEs' meetings x 2
- Visit – Ara Institute of Canterbury
- Guest speaker, L5 Leadership
- Westpac Otago Business Awards
- Wildlife Trust meetings x 2
- OPAIC Graduation
- OPAIC Board meeting
- Mark Cartwright, Workforce Central Dunedin
- Terry Davies, Chief Executive Dunedin Venues Management Ltd
- Otago Museum Master Plan consultation session
- Hon David Clark

- Charity House Auction
- Regional Skills Leadership Group meeting via Zoom
- TEC Māori and Pasifika Trades Training meeting via Zoom
- Conrad Herewini and Kim Ulberg, TEC
- iD Fashion Annual General Meeting
- Whaiao RCE Otago Chairs' meeting
- Opening Address - Māori Research Symposium
- Grow Dunedin Partnership meeting
- Dunedin School of Art Foundation meeting
- Pasifika pre-graduation ceremony
- TANZ eCampus Board meeting via Zoom
- Subsidiary CEs Workshop, Wellington
- OPAIC Board meeting via Zoom
- WOBI digital two day event - Emotional Intelligence with Daniel Goleman
- TANZ eCampus meeting, Wellington
- OPAIC Board three day retreat, Auckland
- Whaiao RCE Otago full group meeting, Cromwell
- Global Polytechnic Alliance meeting via Teams
- Mayor's Dinner – Chinese New Year
- Ministerial launch of the Centre of Digital Excellence Grants

Dr Megan Gibbons  
Chief Executive

	<b>Delivered in 2021</b>	<b>New 2021</b>
NC1368	National Certificate in Building, Construction, and Allied Trades Skills (Level 2)	
MC4270	Certificate in Person-centred Dementia Care (Level 4) Micro-credential	
NC5224	National Certificate in Carpentry (Level 4) (Last date of Entry - DEC2018 -- Expires DEC2021)	
NZ1881	New Zealand Certificate in English Language (Level 2)	
NZ1882	New Zealand Certificate in English Language (General) (Level 3)	
NZ1883	New Zealand Certificate in English Language (Academic) (Level 4)	
NZ1883	New Zealand Certificate in English Language (Academic) (Level 4)	
NZ1884	New Zealand Certificate in English Language (Academic) (Level 5)	
NZ2100	New Zealand Certificate in Cookery (Level 3)	
NZ2101	New Zealand Certificate in Cookery (Level 4)	
NZ2102	New Zealand Diploma in Cookery (Advanced) (Level 5)	
NZ2104	New Zealand Certificate in Food and Beverage Service (Level 3) (Café Service) (Bar Service)	
NZ2105	New Zealand Certificate in Food and Beverage Service (Level 4)	
NZ2108	New Zealand Certificate in Hospitality (Level 2)	
NZ2201	New Zealand Certificate in Salon Skills (Introductory) (Level 2)	
NZ2206	New Zealand Diploma in Tourism and Travel (Level 5)	
NZ2215	New Zealand Certificate in Primary Industry Operation Skills (Level 3)	
NZ2218	New Zealand Certificate in Primary Industry Skills (Level 2)	
NZ2220	New Zealand Certificate in Agriculture (Farming Systems) (Level 3)	
NZ2223	New Zealand Certificate in Apiculture (Level 3)	
NZ2224	New Zealand Certificate in Apiculture (Level 4)	
NZ2225	New Zealand Certificate in Apiculture (Queen Bee Rearing) (Level 4)	
NZ2236	New Zealand Certificate in Retail (Level 4)	
NZ2348	Te Whakamahi Whenua Level 3	
NZ2387	New Zealand Certificate in Electrical Engineering Theory (Level 3)	
NZ2388	New Zealand Certificate in Electrical Engineering Theory and Practice (Trade) (Level 4)	
NZ2411	New Zealand Certificate in Hairdressing (Salon Support) (Level 3)	
NZ2420	New Zealand Diploma in Construction (Level 6)	
NZ2452	New Zealand Certificate in Business (Administration and Technology) (Level 3)	
NZ2453	New Zealand Certificate in Business (Introduction to Team Leadership) (Level 3)	
NZ2454	New Zealand Certificate in Business (Introduction to Small Business) (Level 3)	
NZ2455	New Zealand Certificate in Business (Accounting Support Services) (Level 4)	
NZ2456	New Zealand Certificate in Business (First Line Management) (Level 4)	
NZ2457	New Zealand Certificate in Business (Small Business) (Level 4)	
NZ2459	New Zealand Diploma in Business (Level 5)	
NZ2459	New Zealand Diploma in Business (Level 5)	
NZ2461	New Zealand Certificate in Business (Administration and Technology) (Level 4)	
NZ2462	New Zealand Certificate in Project Management (Level 4)	
NZ2487	New Zealand Certificate in Animal Care (Level 3)	
NZ2490	New Zealand Certificate in Animal Technology (Level 5)	
NZ2491	New Zealand Diploma in Veterinary Nursing (Level 6)	
NZ2539	New Zealand Diploma in Hospitality Management (Level 5)	
NZ2592	New Zealand Certificate in Computing (Intermediate User) (Level 3)	
NZ2592	New Zealand Certificate in Computing (Intermediate User) (Level 3)	
NZ2594	New Zealand Certificate in Information Technology Essentials (Level 4)	
NZ2612	New Zealand Diploma in Engineering	
NZ2627	New Zealand Certificate in Arts and Design (Level 4)	
NZ2629	New Zealand Certificate in Digital and Media Design (Level 4)	
NZ2630	New Zealand Certificate in Fashion (Level 4)	
NZ2636	New Zealand Diploma in Arts and Design (Level 5)	
NZ2637	New Zealand Diploma in Arts and Design (Level 6)	
NZ2638	New Zealand Diploma in Digital Media and Design (Level 5)	

NZ2649	New Zealand Diploma in Photography (Level 6)	
<b>NZ2660</b>	<b>New Zealand Certificate in Plumbing, Gasfitting and Drainlaying (Pre-Apprenticeship) (Level 3)</b>	<b>New</b>
NZ2666	New Zealand Diploma in Horticulture Production (Level 5)	
NZ2674	New Zealand Certificate in Horticulture Services (Level 4)	
NZ2676	New Zealand Certificate in Horticulture Production (Level 4)	
NZ2677	New Zealand Certificate in Horticulture (General) (Level 3)	
NZ2678	New Zealand Certificate in Horticulture (Level 3)	
NZ2684	New Zealand Certificate in Land Based Sustainability Practices (Level 3)	
NZ2714	New Zealand Certificate in Mechanical Engineering (Trades) (Level 4)	
NZ2715	New Zealand Certificate in Mechanical Engineering (Level 3)	
NZ2737	New Zealand Certificate in Stonemasonry (Level 4) ( <i>Construction Stonemasonry</i> )	
NZ2738	New Zealand Certificate in Carpentry (Level 4)	
NZ2740	New Zealand Diploma in Wellness and Relaxation Massage (Level 5)	
NZ2754	New Zealand Certificate in Adult Literacy and Numberacy Education (Vocational/Workplace) (Level 5)	
NZ2834	New Zealand Certificate in Construction Trade Skills (Level 3)	
NZ2849	New Zealand Certificate in Early Childhood Education and Care (Level 3)	
NZ2850	New Zealand Certificate in Early Childhood Education and Care (Level 4)	
NZ2860	New Zealand Certificate in Study and Career Preparation (Level 4)	
NZ2862	New Zealand Certificate in Foundation Skills (Level 2)	
NZ2863	New Zealand Certificate in Study and Career Preparation (Level 3)	
NZ2877	Whanau Ora Level 3	
NZ2889	New Zealand Diploma in Enrolled Nursing (Level 5)	
NZ2896	New Zealand Certificate in Bicycle Servicing (Level 3)	
NZ2897	New Zealand Certificate in Bicycle Mechanics (Level 4)	
NZ2992	New Zealand Certificate in Health and Wellbeing (Social and Community Services) (Level 4)	
NZ2993	New Zealand Certificate in Adult and Tertiary Teaching (Level 5)	
NZ3089	New Zealand Certificate in Commercial Road Transport (Heavy Vehicle Operator) (Level 3)	
NZ3097	New Zealand Certificate in Automotive Engineering (Level 3)	
NZ3118	New Zealand Certificate in Heavy Automotive Engineering (Level 4)	
NZ3444	New Zealand Certificate in Beauty Therapy (Level 4)	
NZ3445	New Zealand Diploma in Beauty Therapy (Level 5)	
NZ3450	New Zealand Certificate in Light Automotive Engineering (Level 4)	
NZ3460	New Zealand Certificate in Automotive Electrical Engineering (Level 4)	
NZ3490	New Zealand Certificate in Avalanche Risk Management (Level 5)	
NZ3491	New Zealand Certificate in Avalanche Risk Management (Level 6)	
NZ3492	New Zealand Certificate in Introductory Snowschool Instruction (Applied) (Level 4)	
NZ3563	New Zealand Certificate in Exercise (Level 4)	
NZ3564	New Zealand Certificate in Exercise (Level 5)	
NZ3667	New Zealand Certificate in English Language (Applied) (Level 3)	
NZ3669	New Zealand Certificate in English Language (General) (Level 4)	
NZ3765	New Zealand Certificate in Outdoor and Adventure Education (Multi-Skilled) (Level 4)	
NZ3811	New Zealand Certificate in Brewing (Level 4)	
NZ3812	New Zealand Certificate in Brewing (Level 5)	
NZ3813	New Zealand Diploma in Brewing (Level 6)	
NZ3915	New Zealand Certificate in Electric Vehicle Automotive Engineering (Level 5)	
NZ4000	NZQF Certificate in English for Engineering (Level 5)	
OT4688	Bachelor of Midwifery	
OT4728	Bachelor of Nursing	
OT4760	Bachelor of Occupational Therapy	
OT4765	Bachelor of Information Technology	
OT4798	Master of Fine Arts	
OT4805	Postgraduate Diploma in Occupational Therapy Practice	
OT4806	Bachelor of Occupational Therapy (Honours)	



OT4807	Master of Occupational Therapy	
OT4863	Postgraduate Certificate in Midwifery Practice	
OT4864	Postgraduate Diploma in Midwifery	
OT4865	Master of Midwifery	
OT4887	Bachelor of Design (Fashion)	
OT4898	Postgraduate Certificate in Occupational Therapy Practice	
OT4922	Bachelor of Applied Management	
OT4936	Bachelor of Design (Product)	
OT4978	Graduate Certificate in Information Technology (Level 7)	
OT4979	Graduate Diploma in Information Technology	
OT4989	Master of Design Enterprise	
OT4996	Bachelor of Design (Communication)	
OT5025	Bachelor of Social Services	
OT5040	Graduate Diploma in Design (Specialty)	
OT5041	Bachelor of Visual Arts	
OT5044	Graduate Diploma in Visual Arts	
OT5046	Graduate Diploma in Innovation and Entrepreneurship	
OT5047	Graduate Diploma in Business Transformation and Change	
OT5048	Graduate Diploma in Event Management	
OT5049	Graduate Diploma in Accounting	
OT5050	Graduate Diploma in Business Information Systems	
OT5051	Graduate Diploma in Human Resource Management	
OT5053	Graduate Diploma in Project Management	
OT5054	Graduate Diploma in Sales and Marketing	
OT5055	Graduate Diploma in Sport Management	
OT5056	Graduate Diploma in Operations and Production Management	
OT5057	Graduate Diploma in Food and Beverage Management	
OT5058	Graduate Diploma in Hotel Management	
OT5059	Graduate Diploma in Strategic Management	
OT5060	Graduate Diploma in Tourism Management	
OT5066	Bachelor of Engineering Technology	
OT5067	Bachelor of Visual Arts (Honours)	
OT5068	Postgraduate Certificate in Visual Arts	
OT5069	Postgraduate Diploma in Visual Arts	
OT5070	Master of Visual Arts	
OT5081	Bachelor of Culinary Arts	
OT5085	Graduate Diploma in Business Excellence	
OT5086	Graduate Diploma in Sustainable Practice	
OT5087	Graduate Diploma in Applied Management	
OT5099	Master of Professional Practice	
OT5100	Graduate Diploma in Professional Practice	
OT5101	Graduate Diploma in Tertiary Education	
OT5102	Postgraduate Certificate in Applied Practice in Health (Specialty)	
OT5105	Doctor of Professional Practice	
OT5106	Bachelor of Design (Honours)	
OT5110	Postgraduate Certificate in Applied Management	
OT5111	Postgraduate Diploma in Applied Management	
OT5112	Master of Applied Management	
OT5113	Graduate Diploma in Social Services (Specialty)	
OT5114	Postgraduate Certificate in Design	
OT5115	Postgraduate Diploma in Design	
OT5116	Master of Design	
OT5127	Graduate Diploma in Adventure Tourism Management	
OT5128	Bachelor of Construction (Quantity Surveying)	

OT5130	Te Taketake Diploma in Applied Addictions Counselling (Level 7)	
OT5132	Agriculture (Vehicles, Machinery and Infrastructure) (Level 2) Training Scheme	
OT5133	Bachelor of Applied Science	
OT5134	Postgraduate Certificate in Applied Science	
OT5135	Postgraduate Diploma in Applied Science	
OT5136	Master of Applied Science	
OT5137	Bachelor of Leadership for Change	
OT5138	Bachelor of Architectural Studies	
OT5143	Certificate in Technology Product Development Essentials (Level 4)	
OT5144	Certificate in Digital Technology Product Solutions (Level 5)	
OT5147	Certificate in Digital Health (Level 4)	
OT5148	Certificate in Electric Vehicle Battery Maintenance (Level 5)	
OT5149	Certificate in Land Skills (Level 2)	
OT5150	Starter English Training Scheme (Level 1)	
OT5151	Elementary English Training Scheme (Level 1)	
OT5152	Pre-Intermediate English Training Scheme (Level 2)	
OT5153	Intermediate English 1 Training Scheme (Level 3)	
OT5154	Intermediate English 2 Training Scheme (Level 3)	
OT5155	Upper-Intermediate English Training Scheme (Level 4)	
OT5156	Advanced English Training Scheme (Level 4)	
OT5157	Certificate in Avian Wildlife Healthcare (Veterinary Nurse) (Level 6)	
OT5158	Certificate in Avian Wildlife Healthcare (Veterinarian) (Level 7)	
OT5163	Certificate in Applied Digital Technology Production Solutions (Level 6)	
OT5164	Certificate in Bicultural Competency (Level 4)	
OT5165	Certificate in Professional Practice for Registered Nurses	
OT5166	Certificate in Management Fundamentals	
OT5167	Certificate in High Performance Sport (Level 5)	
OT5168	Certificate in Facilitation of Digital Learning (Level 6)	
OT5169	Certificate in Applied Sustainable Practice (Level 5)	
OT5170	Certificate in Digital Marketing (Level 5)	
OT5171	Certificate in Safe Removal and Refitting of Electric Vehicle High Voltage Systems Components (Level 4)	
OT5173	Bachelor of Information Technology	
OT5174	Graduate Certificate in Information Technology (Level 7)	
OT5175	Graduate Diploma in Information Technology	

	<b>Not being delivered in 2021</b>	
NZ2412	New Zealand Certificate in Hairdressing (Emerging Stylist) (Level 4)	
NZ3030	New Zealand Diploma in Building Surveying (Level 6)	
NZ2470	New Zealand Certificate in Health and Wellbeing (Level 3) (Health Assistance)	
NZ2202	New Zealand Certificate in Tourism (Level 4)	
OT5104	Graduate Diploma in Applied Science (Specialty)	
NZ3626	New Zealand Certificate in Sport, Recreation and Exercise (Multi-Sector) (Level 4)	



Te Pūkenga

# Te Pūkenga Approval Matters: Request for Approval Form

**To:** The Chief Executive of Te Pūkenga – New Zealand Institute of Skills and Technology (Te Pūkenga)

**From:** Otago Polytechnic Ltd (the Company)

## Background

In accordance with the matters set out at Schedule 2 of the Constitution and Sections 1 and 2 of the Operational and Financial Parameters Direction (**OFP Direction**) for the Company, this *Te Pūkenga Approval Matters Request for Approval Form (Request Form)* relates to the following:

Reserved Matters under Schedule 2 of the Constitution		Select (✓)	Operational Reserved Matters under OFP Direction (paragraphs under section 2)		Select (✓)
<b>Restricted Thresholds Approval Matters</b>			<b>Operational Approval Matters</b>		
1.	Capital Expenditure		21.	Change to Chief Executive remuneration	
2.	New borrowings / new borrowing limits		22.	Remuneration for new Chief Executive	
3.	Drawdown on existing debt facilities		23.	Employment agreement of Chief Executive	
4.	Disposal of property assets		24.	Agreement of any Multi Employer Collective Agreement	
5.	Disposal of non-property assets		25.	Change to business systems inconsistent with Te Pūkenga guidelines	
6.	Charging of assets		26.	Student fees outside of annual budget	
7.	Leases and licenses		27.	Academic policies / student regulations inconsistent with model policies / regulations	
			28.	Remove a programme / add a programme / change a programme on the list of programmes prepared to support the then-current investment plan	✓
	<b>Restricted Actions Approval Matters</b>		29.	Change in regional delivery of programmes	
8.	Receipt of gifts with material / long term operating or capital costs or liabilities		30.	Marketing that is inconsistent with the Te Pūkenga brand standards / marketing approach	
9.	Annual Academic Programme		<p><b><i>The Company should indicate the relevant Reserved Matter by inserting a ✓ in the relevant row.</i></b></p> <p><b><i>For a summary of these Reserved Matters and a full explanation of the thresholds applicable to the Company, please refer to Attachment 1 of this Form and the Te Pūkenga Subsidiaries Governance Framework Summary.</i></b></p>		
10.	Name of the Te Pūkenga Subsidiary				
11.	Acquiring shares or interests				
12.	Trusts				
13.	Additional subsidiary companies				
14.	Ring-fenced amounts				
15.	Director remuneration				
16.	Director indemnity and insurance				
17.	Asset management / utilisation plans				
18.	Budgets and funding				
19.	Out of scope activities				
20.	Major transaction				



**Te Pūkenga**

## Description of Request for Approval

This request for approval relates to application for the delivery of NZ2660, New Zealand Certificate in Plumbing, Gasfitting and Drainlaying (Pre-Apprenticeship) (Level 3) from April 2021. This programme has been in development during 2020 and we are using the Weltec programme of study. This programme has extensive industry support and leads to creating practitioners to help with the Dunedin Hospital build.

<p><b>Provided on behalf of the Company by:</b>  <b>Name:</b> Megan Gibbons  <b>Position:</b> CE  <b>Date of Request:</b> 28/01/21</p>	<p><b>Secretary for Education Consent Also Required?*</b></p> <p><input type="checkbox"/> Yes  <input checked="" type="checkbox"/> No</p> <p><b>Please explain why the Secretary's consent is or is not required:</b></p> <p>Operational reserved matter</p>
<p><b>Matter of urgency?</b></p> <p><input type="checkbox"/> Yes  <input checked="" type="checkbox"/> No</p>	<p><b>Please explain nature of urgency</b></p>
<p><i>* Note: please see the Te Pūkenga Subsidiaries Governance Framework Summary for further details regarding whether consent is required from the Secretary for Education for a particular Te Pūkenga Approval Matter.</i></p>	

## Information for Te Pūkenga to provide to Secretary in respect of Te Pūkenga Approval Matter (if applicable)

The following relevant background information in relation to the Te Pūkenga Approval Matter is enclosed with this Form:

- [insert]

*[Note: the Company should provide sufficient information for Te Pūkenga to submit the Form to the Secretary for the Secretary's consent to the Te Pūkenga Approval Matter on behalf of the Company where consent from the Secretary is also required. Further guidance as to what information should be included can be found by reference to what was historically required to be submitted by ITPs/Polytechnics to the Monitoring and Crown Ownership team at the Tertiary Education Commission (note these are also referred to in the Te Pūkenga Subsidiaries Governance Framework Summary):*

- Capital projects: [https://www.tec.govt.nz/assets/Forms-templates-and-guides/Interim-Thresholds-for-Approval-of-Capital-Expenditure-by-the-Secretary-of-Education\\_NZIST.pdf](https://www.tec.govt.nz/assets/Forms-templates-and-guides/Interim-Thresholds-for-Approval-of-Capital-Expenditure-by-the-Secretary-of-Education_NZIST.pdf)
- New borrowings: <https://www.tec.govt.nz/teo/working-with-teos/tei/borrowing/>, note also <https://www.tec.govt.nz/teo/working-with-teos/tei/finance-lease/> in respect of entering into a finance lease. Refer to Gazette of 1 May 2014 for Ministerial Determination on Exempt Borrowing (<https://gazette.govt.nz/notice/id/2014-go2538>).
- Disposal of property assets: <https://www.tec.govt.nz/teo/working-with-teos/tei/asset-management-teis/land-buildings/>, see also <https://www.tec.govt.nz/teo/working-with-teos/tei/asset-management-teis/building-demolition/> in respect of demolition of buildings.
- Disposal of non-property assets: <https://www.tec.govt.nz/teo/working-with-teos/tei/asset-management-teis/sale-plant-equipment-financial-assets/>



## Te Pūkenga

Relevant background information in relation to the Te Pūkenga Approval Matter should be provided at Attachment 2 of this Form. The Company should contact [PMO@tepukenga.ac.nz](mailto:PMO@tepukenga.ac.nz) if it has any queries in respect of this requirement.]

### NOTE: THIS SECTION IS FOR COMPLETION BY TE PŪKENGA ONLY

## Te Pūkenga Decision

### Te Pūkenga hereby:

- Approves the Company undertaking the Te Pūkenga Approval Matter, subject to any conditions noted below
- Does not approve the Company undertaking the Te Pūkenga Approval Matter

### Conditions of Approval

Approval to the Te Pūkenga Approval Matter is not subject to any conditions

### If applicable, reason for declining approval to Te Pūkenga Approval Matter

### Secretarial consent

- As set out above, the Company has confirmed that consent from the Secretary for Education is not required under the Education and Training Act 2020
- The Secretary for Education has consented to the Company undertaking the Te Pūkenga Approval Matter and has provided this to Te Pūkenga. A copy of this consent is enclosed.
- The Secretary for Education does not consent to the Company undertaking the Te Pūkenga Approval Matter and has provided this decision to Te Pūkenga.

Signed by **Te Pūkenga – New Zealand Institute of Skills and Technology:**

Stephen Town, Chief Executive

2 February 2021

Date

## Attachment 1: Te Pūkenga Approval Matters List

(Please refer to the Te Pūkenga Subsidiaries Governance Framework Summary (September 2020) for further details)

Te Pūkenga Approval Matters - Restricted Thresholds
<p><b>1. Capital expenditure</b></p> <p>Agreeing to incur, or incurring, capital expenditure in respect of a capital project:</p> <ul style="list-style-type: none"> <li>• which will, or is likely to, result in the Te Pūkenga Subsidiary exceeding its capital expenditure budget in the annual budget; and/or</li> <li>• if the cost or, or level of risk of, the capital project is equal to or above the threshold amount set by the Secretary pursuant to section 222N of the Education Act 1989 or section 327 of the Education and Training Act 2020 and: <ul style="list-style-type: none"> <li>○ the capital project is not within a capital plan of Te Pūkenga approved in writing by the Secretary; or</li> <li>○ Te Pūkenga has not already obtained the written consent of the Secretary for the capital project.</li> </ul> </li> </ul> <p>The interim thresholds set by the Secretary for the purposes of section 222(N)(1)(a) of the Education Act 1989 and section 327 of the Education and Training Act 2020 are published (on behalf of the Ministry of Education) at the following link: <a href="https://www.tec.govt.nz/assets/Forms-templates-and-guides/Interim-Thresholds-for-Approval-of-Capital-Expenditure-by-the-Secretary-of-Education_NZIST.pdf">https://www.tec.govt.nz/assets/Forms-templates-and-guides/Interim-Thresholds-for-Approval-of-Capital-Expenditure-by-the-Secretary-of-Education_NZIST.pdf</a></p> <p>Please refer to the Te Pūkenga Subsidiaries Governance Framework Summary (September 2020) for further detail in relation to these.</p>
<p><b>2. New Debt and New Borrowing Limits</b></p> <p>Any new borrowing, issuing of debentures or otherwise raising money (except in relation to any finance leases).</p> <p>Entering into any new finance lease that would result in the Te Pūkenga Subsidiary's Tier 1 borrowing being in excess of the Tier 1 "exempt borrowing" limit in the Ministerial Determination on Exempt Borrowing (<a href="https://gazette.govt.nz/notice/id/2014-go2538">https://gazette.govt.nz/notice/id/2014-go2538</a>)</p> <p>Any new borrowing limits in relation to any existing debt or borrowing facilities.</p>
<p><b>3. Drawdown on existing debt facilities</b></p> <p>Drawing-down on any existing debt or borrowing facilities either:</p> <ul style="list-style-type: none"> <li>• in advance of the budgeted drawdowns for the financial year; and/or</li> <li>• in excess of the total budgeted draw-downs for the financial year by the specified threshold, being where the total draw-downs would be more than 105% of total budgeted draw-downs.</li> </ul>
<p><b>4. Disposal of property assets</b></p> <p>Selling or otherwise disposing (including by way of gifting) of property assets or interests in property assets above the threshold set by the Minister pursuant to section 192(5) of the Education Act 1989 or section 282(5) of the Education and Training Act 2020 (see formula at <a href="https://www.tec.govt.nz/teo/working-with-teos/tei/asset-management-teis/land-buildings/">https://www.tec.govt.nz/teo/working-with-teos/tei/asset-management-teis/land-buildings/</a>)</p>

Te Pūkenga Approval Matters - Restricted Thresholds
<p><b>5. Disposal of non-property assets</b></p> <p>Selling or otherwise disposing (including by way of gifting) of non-property assets or interests in non-property assets in a transaction, or series of related transactions, above an amount equal to the threshold amount of disposals of plant and equipment and financial assets as determined by the Minister pursuant to section 192(5) of the Education Act 1989 or section 282(5) of the Education and Training Act 2020 (see formula at: <a href="https://www.tec.govt.nz/teo/working-with-teos/tei/asset-management-teis/sale-plant-equipment-financial-assets/">https://www.tec.govt.nz/teo/working-with-teos/tei/asset-management-teis/sale-plant-equipment-financial-assets/</a>)</p>
<p><b>6. Charging of assets</b></p> <p>Mortgaging or otherwise charging assets or interest in assets (in a transaction, or series of related transactions) by the Company by an amount equal to or in excess of \$500,000.</p>
<p><b>7. Leases and licenses</b></p> <p>Entering into a lease or license (but excluding where a counterparty exercises any right of renewal) of land or buildings (as grantor or grantee):</p> <ul style="list-style-type: none"> <li>• where the annual rent payable or receivable is equal to or in excess of \$400,000; or</li> <li>• which is for a term (including any rights of renewal) in excess of 3 years.</li> </ul>

Te Pūkenga Approval Matters - Restricted Actions
<p><b>8. Receipt of gifts</b></p> <p>Receipt of any of gifts of real property (e.g., land and buildings), personal property (e.g., shares or options to acquire shares) or any other asset, real property or personal property that has material or long-term operating or capital costs or liabilities (including contingent liabilities).</p>
<p><b>9. Annual Academic Programme</b></p> <p>Any development of, or changes to, any qualifications, programmes or related course material outside of any annual academic programme agreed with Te Pūkenga from time to time.</p>
<p><b>10. Name of the Te Pūkenga Subsidiary</b></p> <p>Changing the name of the Te Pūkenga Subsidiary.</p>
<p><b>11. Acquiring Shares or Interests</b></p> <p>Acquiring shares in any company or acquiring an interest in any partnership, joint venture, or other association of persons, or an interest in a company other than in its shares.</p>
<p><b>12. Trusts</b></p> <p>Settling a trust or being appointed a trustee of a trust</p>
<p><b>13. Additional Subsidiaries</b></p> <p>Incorporating, establishing or acquiring a subsidiary company</p>
<p><b>14. Ring-fenced amounts</b></p> <p>Dealing with any amounts that have been ring-fenced by the Te Pūkenga Subsidiary (in accordance with any ring-fencing policy of Te Pūkenga).</p>
<p><b>15. Director Remuneration</b></p> <p>Authorisation of Director remuneration.</p>
<p><b>16. Director indemnity and insurance</b></p> <p>Providing an indemnity and effecting insurance for directors of the Te Pūkenga Subsidiary.</p>
<p><b>17. Asset management and utilisation plans</b></p> <p>Approval of an asset management and utilisation plan for the Te Pūkenga Subsidiary.</p>
<p><b>18. Budgets and Financing</b></p> <p>Adoption of budget guidelines and / or approval of an annual budget and funding and delivery proposal.</p>
<p><b>19. Out of scope activities</b></p> <p>Approval of any matter which inconsistent with the scope of the Te Pūkenga Subsidiary's activities as set out in the approved annual budget and funding proposal.</p>
<p><b>20. Major transactions</b></p> <p>Entering into any major transaction (as defined in section 129 of the Companies Act 1993).</p>

Operational Reserved Matters under OFP Direction
<p><b>21. Change to Chief Executive remuneration</b></p>
<p><b>22. Remuneration for new Chief Executive</b></p> <p>Approval of any remuneration for any new Chief Executive.</p>
<p><b>23. Employment agreement of Chief Executive</b></p> <p>Approval of any proposed changes to the terms and conditions of employment of the Chief Executive, or any proposed terms and conditions for any new Chief Executive.</p>
<p><b>24. Agreement of MECA</b></p> <p>Negotiation and agreement of any Multi Employer Collective Agreement.</p>
<p><b>25. Change to business systems</b></p> <p>Change, development and implementation of business systems materially inconsistent with guidelines and limits adopted by Te Pūkenga and notified to the Te Pūkenga Subsidiary.</p>
<p><b>26. Student fees outside of budget</b></p> <p>Setting of student fees outside of the annual budget agreed by Te Pūkenga.</p>
<p><b>27. Academic policies / student regulations</b></p> <p>Adoption of any academic policies, student regulations and statutes that are inconsistent with any model academic policies, student regulations and statutes notified by Te Pūkenga to the Te Pūkenga Subsidiary from time to time.</p>
<p><b>28. Programmes</b></p> <p>Remove a programme from, add a programme to, or change any programme on (where the change would result in a material change to the nature, scope and purpose of that programme that would impact on the Te Pūkenga network of programme delivery), the list of programmes prepared by the Te Pūkenga Subsidiary to support the Te Pūkenga Subsidiary's then-current investment plan provided to the Tertiary Education Commission for the purposes of the Te Pūkenga Subsidiary obtaining SAC funding.</p>
<p><b>29. Change in delivery</b></p> <p>Change of scope of regional delivery of programmes.</p>
<p><b>30. Marketing Strategy</b></p> <p>Decision relating to the design or implementation of regional or international marketing which is materially inconsistent with Te Pūkenga's brand standards and/or marketing approach.</p>





**A summary of Otago Polytechnic external media activity, from December 4, 2020 – January 29, 2021. Produced by Shane Gilchrist, Senior Communications Advisor.**

- 500 news mentions.
- Coverage reached a cumulative audience of 7.6 million.
- Online News had the highest volume of coverage (201 news mentions)
- The outlet with the highest volume was Otago Daily Times with 95 mentions

**Key themes of coverage:**

Threats of attack affected the December graduation ceremonies in Dunedin, postponing them until March 2021.

1000 International students will be allowed to enter New Zealand as MIQ availability allows. The first since borders closed.

Dunedin is continuing to be the tertiary education capital of New Zealand. Exciting changes in the city such as the Hospital rebuild, and the rapidly growing tech sector create a huge opportunity for Otago Polytechnic.

The Wildlife Hospital has marked its three-year anniversary and is recognised for its vital role in helping to save threatened species.

**OP WEBSITE**

There were more than 412,000k page views in the past two months. New website visitors comprised approx. 42% of traffic (the remainder were returning visitors); the average time spent per view was 2min35sec.

**SOCIAL MEDIA**

Social Media activity and engagement across all channels continues to be strong. Facebook followers now 14k.

**INSTAGRAM**

3.69k followers; this continues upward trend of previous months.

**LINKEDIN**



Otago Polytechnic's main LinkedIn page now has 14.9k followers, reflecting strong growth on this channel.

<b>OTAGO POLYTECHNIC LIMITED</b> <b>BOARD PAPER</b>	
<b>OPEN AGENDA</b>	<b>DATE: 18 FEBRUARY 2021</b>
<b>ITEM: BOARD CALENDAR</b>	
<b>PURPOSE:</b> Attached for noting is the Board calendar.	

**BOARD CALENDAR 2021**

Meeting/Event	Feb 2021	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
<b>Annual Report Sign off</b>		18 Mar									
<b>Forecast</b>			22 April								
<b>Budget</b>								23 Sept			
<b>Board Meeting</b>	18 Feb Cromwell 10.15 am	18 Mar Dunedin	22 April Online	20 May Dunedin	17 June Dunedin	22 July Online	19 Aug Marae	23 Sept Dunedin	21 Oct Auckland	18 Nov Online	
<b>Fees Set</b>											
International			22 April								
Domestic								23 Sept			
<b>Strategy Review</b>					17 June						
<b>Finance and Audit Ctee</b>		8 Mar	30 April				9 Aug			8 Nov	
<b>Graduation</b>		12 Mar									
<b>Maori Pre-Grad</b>		11 Mar									
<b>Pasifika Pre-Grad</b>		10 Mar									
<b>Komiti Kawanataka</b> Thurs at 12.30pm	4 Feb	4 Mar	1 April	6 May	3 June	1 July	5 Aug	2 Sept	1 Oct	4 Nov	2 Dec
<b>Risk and Opportunities Committee</b>	1 Feb		12 April		14 June		2 Aug		4 Oct		6 Dec
<b>Performance Review Committee</b>			16 April						15 Oct		

Meeting/Event	Feb 2021	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
<b>Health and Safety walkaround</b>		18 Mar		20 May				23 Sept			
<b>OP Events</b>											
- Student Showcases										Nov	
- Celebration - Long Service - Staff Awards - Distinguished Alumni								10 Sept			
- Christmas Function											3 Dec

<b>OTAGO POLYTECHNIC LIMITED</b> <b>BOARD PAPER</b>	
<b>OPEN AGENDA</b>	<b>DATE: 18 FEBRUARY 2021</b>
<b>ITEM: EXECUTIVE LEADERSHIP TEAM INTERESTS REGISTER</b>	
<b>PURPOSE:</b> The Executive Leadership Team Interests Register is attached.	
<b>RECOMMENDATION:</b> 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"> <li>– OP Auckland International Campus Ltd</li> <li>– Otago Polytechnic Education Foundation</li> <li>– Open Education Resource University</li> </ul>	Potential only		
20 November 2020	Megan Gibbons	Otago Boys High School Board of Trustees  Judge Otago Sports Awards  Board member: <ul style="list-style-type: none"> <li>– Wildlife Hospital</li> <li>– Open Education Resource Foundation University</li> <li>– Otago Polytechnic Auckland International Campus</li> <li>– TANZ eCampus</li> </ul>	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	Board Member: <ul style="list-style-type: none"> <li>- A3 Kaitiaki Ltd (Chair)</li> <li>- Kōkiri Training Centre (Chair)</li> <li>- Otago Youth Wellness Trust</li> <li>- KUMA (Southern Māori Business Network)</li> </ul> OP representative on Grow Dunedin Partnership Steering Group Member, Kāti Huirapa Rūnaka ki Puketeraki Partner, Kia Māia Bicultural Communications Brayden Murray, Director: Learner Services – partner 6-month 0.6 FTE secondment to Te Pūkenga, effective 1 Oct 2020 – 31 Mar 2021	Potential only Potential for similar clientele Potential only Potential for bias  Potential only  Potential only Potential supplier  Personal interest  Potential only	Pecuniary Non-pecuniary Non-pecuniary Non-pecuniary  Non-pecuniary  Non-pecuniary Pecuniary  Both  Non-pecuniary	Proceed with: <ul style="list-style-type: none"> <li>• caution &amp; sensitivity</li> <li>• honesty &amp; integrity</li> <li>• transparency</li> </ul>
11 February 2019	Oonagh McGirr	Board Member: <ul style="list-style-type: none"> <li>- Dunedin Fringe Arts Trust</li> <li>- The Malcam Trust</li> <li>- OERU Board</li> </ul>			
20 August 2020	Chris Morland	<ul style="list-style-type: none"> <li>- SIGNAL ICT Grad School</li> <li>- Board member, Dunedin Bowls</li> </ul>	Possible competitor  Personal interest	Pecuniary  Both	Transparency OP Policy

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



<b>OTAGO POLYTECHNIC LIMITED</b>	
<b>BOARD PAPER</b>	
<b>OPEN AGENDA</b>	<b>DATE: 18 FEBRUARY 2021</b>
<b>ITEM: ACADEMIC COMMITTEE MINUTES</b>	
<b>PURPOSE:</b> Attached are the minutes of the following Academic Committee meetings: - 10 November 2020 face to face - 4 December 2020 electronic - 9 February 2021 face to face	
<b>PRESENTED BY:</b> Oonagh McGirr	
<b>RECOMMENDATION</b> For noting.	



## Academic Committee

Minutes of the Academic Committee meeting held on 10 November 2020

Present: Oonagh McGirr (Chair), Ron Bull, Trish Chaplin-Cheyne, Federico Freschi, Joanne Greatbanks, Nathan Laurie, Samuel Mann, Sue Thompson Marc Doesburg, Megan Gibbons, Sally Baddock (arrived 11.15am)

Apologies noted: Brayden Murray, Leoni Schmidt, Chris Morland, Janine Kapa, Ian Crabtree, Paul Dixon

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

**Quorum (10\*) achieved 10 November 2020**

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

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

Nathan Laurie introduced Izzy Costigan to Academic Committee who will attend as Vice-President for OPSA in Nathan's absence when required. The room was individually introduced to Izzy.

**Action: Lynn to add Izzy to Academic Committee Teams site.**

### 1. Minutes for approvals and any matters/actions arising

#### **A096.20 Academic Committee Minutes of the 13 October 2020**

Recommendation A096.20: That the Academic Committee approves the minutes of the 13 October 2020 as a true and correct record and notes updates of actions.

Approved: Oonagh McGirr / Sue Thompson

All present agreed

#### **Action Summary**

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

Leoni Schmidt and Oonagh McGirr to share a document which details the changes to assessment processes regarding external members of assessment committees or panels.

**Action: Roll to next meeting**

#### **A089.20 PBRF System, Research and its Role**

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

There are some proposals to make changes to the system and the concern is that the change may happen part way through the reporting which runs on a five year cycle and there is the potential for our Government to change the PBRF framework which could impact quite significantly on our staff and funding. The concerns were raised to Poari Akoranga and it was voted and Oonagh was the only counter-voice. A caveat was included that we would support the changes but they need to be appropriately planned for and changes should not be made in any way that would disadvantage our staff. Poari Akoranga minutes are uploaded to Te Pūkenga website for viewing. Outcome has been communicated to Leoni Schmidt, Research and Postgraduate Studies for her information.

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

Correction of spelling of "reproductive" in Midwifery Programme description on agenda. Completed.

#### **Programme Approvals Meeting**

Joanne Greatbanks to send an invitation to Nathan Laurie (OPSA President) to attend the next PAC meeting. Nathan forwarded to the Izzy Costigan. Completed.

**A049.20 Academic Committee membership**

Sue provided a brief on the changes made to the Policy document.

**Actions: Other editions required:****Membership of Academic**

- Remove words "Campus Manager", "School" (in Heads of School/College) to read "Heads of College"
- Add "Director Performance Excellence"
- Add "or delegate" at the end of The President of Otago Polytechnic Students Association (OPSA)

**Programme Approvals Committee – Terms of Reference**

- Remove "Manager Quality Enhancement Centre"
- Remove "Quality Specialist OPAIC"
- Change wording "Quality Enhancement Centre" to "Performance Excellence"

**Generic Change throughout**

- Change "Council" to "Board"

Sue Thompson to review total membership numbers are set that duplicate members only vote once.

Oonagh McGirr to review changes are carried out and check formatting.

Leoni Schmidt to review Research and Postgraduate Committee – Terms of Reference and Research Ethics Committee – Terms of Reference.

**2. A097.20 Update from NZIST Poari Akoranga - Academic Board**

The meeting was held in Hamilton where Merrin Davis, DCE Transformation and Transition and Angela Beaton, DCE Delivery and Academic were in attendance. Main items discussed were Te Tiriti o Waitangi Framework which has been consulted on and Janine Kapa has been involved in this work. It was well received by the group. Main view was that it looked like an evaluated framework rather than developmental framework. Poari Akoranga endorsed what it is set out to do and speaks to the heart of the intention to have learners at the centre and to fully honour our partnership to the Te Tiriti o Waitangi. A discussion around Benchmarking our Practice. A roadshow is in train and Janine is working in this group consulting on that framework. The framework has been shared through Teams. Leadership Council will provide feedback in a report to put forward to Poari Akoranga. Angela Beaton mentioned this is a real opportunity to align fully with the obligations that the Government has set out for itself that we might argue has not always met around partnership. We need to be really clear in terms of indicative milestones, workstrands and workstreams because we reported the additional significant workload for staff after a very full year. This was noted. There was a general discussion around the purpose of Te Pūkenga and what its attempting to do through Poari Akoranga and agreed that the key focus is around learner support and employer alignment. There is an increasing and fast growing interest from the ITOs in shifting over into our organisation. By the middle of 2021 we will have three ITOs aligned, possibly more, but waiting to see what that looks like. This could mean more learners, and we will need to manage expectations. As a body how we message positively and ensure our staff are not feeling disadvantaged and having an equalised funding system once the model is developed. Document sharing was questioned? A number of policies are starting to come through.

**3. A098.20 International Students update**

There is no update for International students coming into NZ. International Working Group of Te Pūkenga has been working on a draft priorities document of developing an international communications brand / workstreams. Once this piece of work is done, the International Working Group are going to reformat and reform it again to make sure they have the right people from around the network having a voice and keep changing in this space. The last news from Immigration NZ was that the borders wouldn't be open for two to three years and this does create issues for us in the longer term particularly not just around international learners but also with some of our partnerships that we have learners that come and do a year with us and that's the ones that are struggling at the moment. The universities are struggling to fill the 250 places due to increased costs coming to NZ with flight and MIQ cost increases. The Government is indicating that will be key in this space is at changing the model and it won't be a numbers game. This will have a huge impact as they are not looking at quality, they are looking at postgrad and then degree so they are not seeing Vocational Education as being high quality which is an interesting space. Pushing more from a cultural lens rather than a marketized lens. There are a couple of projects around global citizenship.

We are waiting to hear if we are successful with a funding application securing funding to run a pilot model on online outbound preparations. We will communicate the changes as they come through around the work that we are doing to maintain our international stakeholder relationships and to engage with our international learners who are still here or joining us through blended learning programmes.

**4. A099.20 OT5130 Te Taketake Diploma in Applied Addictions Counselling (Level 7)**

Recommendation A099.20a: That Academic Committee approves the Type 2 Changes to OT5130 Te Taketake Diploma in Applied Addictions Counselling (Level 7)

Approved: Oonagh McGirr / Joanne Greatbanks

All present agreed

**5. A100.20 Programme Approval Committee (PAC) - Minutes of the electronic PAC Meeting 27 October 2020**

Recommendation: A100.20 That the Academic Committee endorses the electronic Programme Approval Committee minutes of 27 October 2020.

The Director of Performance Excellence provided a brief on the minutes and also on item number 6 A101.20.

The Academic Committee endorsed the Programme Approval Committee minutes of 27 October 2020.

All present agreed

**6. A101.20 OT5171 Certificate in Safe Removal and Refitting of Electric Vehicle High Voltage Systems Components (Level 4) (PAC 49/20)**

Recommendation A101.20: That Academic Committee approves the training scheme for OT5171 Certificate in Safe Removal and Refitting of Electric Vehicle High Voltage Systems Components (Level 4).

Approved: Oonagh McGirr / Trish Chaplin-Cheyne

All present agreed

**7. A104.20 A Quick Tour of the Privacy Principles - October 2020**

“The new Privacy Act will give people better privacy protections and place greater responsibilities on businesses and organisations that collect and use personal information. It will also give the Privacy Commissioner stronger powers to ensure businesses and organisations comply with the Act.”

The Privacy Act changes from the 1<sup>st</sup> December 2020. The key points are that it is strengthening people’s right to privacy. The biggest risk area we have is with the terms and conditions that the students sign whether the students know that we would share any information with relative Government agencies in terms of their learning. This includes the NZ Police and that we have an ongoing relationship with the University Proctor. We need to be very careful when sharing as the biggest risk is that we could breach privacy otherwise. Breaches are now required to be reported to the Office of the Privacy Commissioner. Disciplinary action from Proctor for off-site issues are included in the Policy. Sue is working with Comms to get the Principles/notice put up on display. If we are found in breach of the Privacy Act or we don’t report to the Privacy Commissioner, there could be financial implications.

**8. A105.20 Student Intellectual Property Guideline**

Sue provided a brief on the guideline provided. In terms of staff and learners work the IP is the learners or the staff members, but there are some exceptions and one of those exceptions are the people who are learners on the Professional Practice qualifications. The guideline is to help staff comply with their obligation to guard learners’ IP while also providing learners with benefits to their learning from engaging in real world projects. IP reporting line management and endorsement was discussed.

In Purpose item number 5 wording should be corrected as “Authority to negotiate IP ownership for a learner who is a staff member of Otago Polytechnic Ltd.” Move “shall be the formal leader” to Process number 5.

It was also noted that the significant work put in for “Purpose 2.1, 2.2. and 2.3” and the enormous breakthrough to get this through. The DCE, Merrin Davis has also congratulated us on the Policy and she has taken this to Unitec.

**Action: Sam/Megan to review Purpose and Process item number 5. In Purpose item number 5 wording should be corrected as “Authority to negotiate IP ownership for a learner who is a staff member of Otago Polytechnic Ltd.” Move “shall be the formal leader” to Process number 5.**

The Academic Committee notes and endorses the Student Intellectual Property Guideline received subject to the discussed changes to be made.

All present agreed

## 9. A102.20 Type 1 Approvals, and Certificates of Proficiency enrolments

### A102.20a Type 1 Approvals up to 3 November 2020

Recommendation A102.20a: That Academic Committee approves the Type 1 Change as listed

Approved: Oonagh McGirr / Sue Thompson

All present agreed

## 10. A103.20 EduBits for Approval

Recommendation A103.20: That Academic Committee approves the EduBits as listed.

Approved: Oonagh McGirr / Trish Chaplin-Cheyne

All present agreed

## 11. Other Business

### International Education Forum

Oonagh will be representing Megan at the International Education forum in Auckland next week where we will present our concerns regarding international students. Stephen Town is very keen to ensure that we don't have the exposure that we have had in the system around international learners both financial and cultural, and equally he wishes to have a focus on quality not quantity. Megan and Oonagh have had a discussion around the quality of learner experience, and how can we justify charging double the fees when you don't get double the experience.

### Thank you - Marc Doesburg

The Chair thanked on behalf of Academic Committee Marc Doesburg for his commitment and dedication to the Academic Committee and wishes him well for his future endeavours.

## Action Summary

Leoni Schmidt	<b>A081.20 Doctor of Professional Practice (DPP) – Final Assessment Flowchart, August 2020</b> Leoni Schmidt and Oonagh McGirr to share a document which details the changes to assessment processes regarding external members of assessment committees or panels.	By next meeting
Lynn	<b>OPSA representation</b> To add Izzy Costigan to Academic Committee Teams	By next meeting
Sue Thompson Oonagh McGirr Leoni Schmidt	<b>A049.20 Academic Committee membership</b> To review total membership numbers are set that duplicate members only vote once To review changes are carried out and check formatting To review Research and Postgraduate Committee – Terms of Reference and Research Ethics Committee – Terms of Reference	By next meeting

Samuel Mann / Megan Gibbons	<p><b>A105.20 Student Intellectual Property Guideline</b></p> <p>Sam/Megan to review Purpose and Process item number 5. In Purpose item number 5 wording should be corrected as “Authority to negotiate IP ownership for a learner who is a staff member of Otago Polytechnic Ltd.” Move “shall be the formal leader” to Process number 5.</p>	By next meeting
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**Meeting Closed 11.28am**



## Academic Committee

Minutes of the *electronic* Academic Committee meeting held on 4 December 2020

### Responses from

- |                            |                                |
|----------------------------|--------------------------------|
| 1. Oonagh McGirr (moved)   | Approved, 04/12/2020, 12.45 pm |
| 2. Ian Crabtree (seconder) | Approved, 04/12/2020, 1.15 pm  |
| 3. Megan Gibbons           | Approved, 04/12/2020, 1.44 pm  |
| 4. Trish Chaplin-Cheyne    | Approved, 07/12/2020, 8.13 am  |
| 5. Samuel Mann             | Approved, 08/12/2020, 11.13 am |
| 6. Sue Thompson            | Approved, 08/12/2020, 11.14 am |
| 7. Leoni Schmidt           | Approved, 08/12/2020, 11.22 am |
| 8. Joanne Greatbanks       | Approved, 08/12/2020, 2.43 pm  |
| 9. Federico Freschi        | Approved, 08/12/2020, 5.54 pm  |

### Non responders

1. Chris Morland
2. Sally Baddock
3. Janine Kapa
4. Brayden Murray
5. Paul Dixon
6. Ron Bull
7. Nathan Laurie (OPSA President)

**Quorum (9) achieved 04/09/2020**

### 1. **A014.20** Retention of Student Assessment Materials – Exemption Letter and Notice

[Exemption Letter and Notice](#)

**Recommendation A014.20:** That Academic Committee notes the exemption condition to 31 December 2021.

### 2. **A107.20** Type 2 change - NZ2225 New Zealand Certificate in Apiculture (Queen Bee Rearing) (Level 4)

[12066.02 NZ2225 NZC in Apiculture \(Queen Bee Rearing\) \(Level 4\)](#)

**Recommendation A107.20:** That Academic Committee approves the Type 2 change to NZ2225 New Zealand Certificate in Apiculture (Queen Bee Rearing) (Level 4).

### 3. **A108.20** Type 2 change - NZ2612 New Zealand Diploma in Engineering (Level 6)

[11830.08 NZ2612 New Zealand Diploma in Engineering \(Level 6\)](#)

**Recommendation A108.20:** That Academic Committee approves the Type 2 change to move to version 3 of the qualification and minor changes for NZ2612 New Zealand Diploma in Engineering (Level 6).

**4. A109.20 Programme Approvals Committee Minutes of the eMeeting of 1 December 2020**[PAC minutes of the eMeeting of 1 December 2020](#)**Recommendation A109.20: That Academic Committee notes the Minutes of the 1 December eMeeting of the Programme Approvals Committee.****5. A110.20 OT5169 Certificate in Applied Sustainable Practice (Level 5) (PAC51/20)**[OT5169 Certificate in Applied Sustainable Practice \(Level 5\)](#)**Recommendation A110.20: That Academic Committee approves the training scheme OT5169 Certificate in Applied Sustainable Practice (Level 5)****6. A111.20 OT5149 Certificate in Land Skills (Level 2) (PAC52/20)**[OT5149 Certificate in Land Skills \(Level 2\)](#)**Recommendation A111.20: That Academic Committee approves the Type 2 change to the training scheme OT5149 Certificate in Land Skills (Level 2)****7. A112.20 Type 1 Approvals up to 3 December 2020**

11887.16	OT5112	Master of Applied Management
10850.56	OT4760	Bachelor of Occupational Therapy
11697.37	OT5025	Bachelor of Social Services
11937.1	NZ2860	New Zealand Certificate in Study and Career Preparation (Level 4)

**Recommendation A112.20: That Academic Committee approves the Type 1 Changes as listed.****8. A113.20 EduBits for Approval**

Approvals Application #	EduBit Code	EduBit#	EduBit Title	Level	Credit	Comments
40224.01	EBT300206	206	<a href="#">Practises Health and Safety</a>	3	5	Revised - change to Learning Outcomes
40227.00	EBT200294	294	<a href="#">Fundamentals of Carpentry Worksite Tools and Machinery (Level 2)</a>	2	1	New
40228.00	EBT200293	293	<a href="#">Safe Working Practices for the Construction Worksite (Level 2)</a>	2	1	New
40229.00	EBT500295	295	<a href="#">Supervisor's Role in Construction Site Health and Safety (Level 5)</a>	5	3	New
40230.00	EBT500296	296	<a href="#">Manager's Role in Construction Health and Safety (Level 5)</a>	5	3	New
40231.00	EBT300195	195	<a href="#">Displays Cultural Competence</a>	3	5	New

**Recommendation A113.20: That Academic Committee approves the EduBits as listed.**





## Academic Committee

Minutes of the Academic Committee meeting held on 09 February 2021

- Present: Oonagh McGirr (Chair), Ron Bull, Trish Chaplin-Cheyne, Federico Freschi, Sue Thompson, Sally Baddock, Brayden Murray, Leoni Schmidt, Chris Morland, Ian Crabtree, Chris Williamson, Richard Nyhof, Anna James
- Apologies: Izzy Costigan, Kelly Gay, Chris Morland, Megan Gibbons, Nathan Laurie, Samuel Mann, Paul Dixon, Janine Kapa
- In attendance: Lynn Hunter (Secretary), Mairead Fountain

**Quorum (11\*) achieved 09 February 2021**

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

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

Each member was asked to provide a commentary on positivity for 2021 for their area of work.

Joanne Greatbanks has been seconded to Te Pukenga and Anna James will deputise in her place at Academic Committee.

It was noted that Brayden and Leoni will leave Academic Committee at 11am.

### 1. Welcome new members

The Chair welcomed new members to the Academic Committee. The new members being Kelly Gay, Head of College / Campus Manager – Central; Richard Nyhof, College of Engineering, Construction and Living Sciences; Chris Williamson, College of Community Development and Personal Wellbeing.

### 2. Minutes for approvals and any matters/actions arising

#### **A106.20 Academic Committee Minutes of the 10 November 2020**

Recommendation A106.20: That the Academic Committee approves the minutes of the 10 November 2020 as a true and correct record and notes updates of actions.

Approved: Oonagh McGirr / Trish Chaplin-Cheyne

#### **A114.20 Electronic Academic Committee Minutes of the 4 December 2020**

Recommendation A114.20: That the Academic Committee approves the electronic minutes of the 4 December 2020 as a true and correct record.

Approved: Oonagh McGirr / Brayden Murray

### Action Summary

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

Suggested changes were made and updated DPP flowchart was attached to the agenda. Completed.

### OPSA Representation

Izzy Costigan was added to the Academic Committee Teams. Completed.

#### **A049.20 Academic Committee membership**

Policy has been reviewed, updated and forwarded to Policies to transfer to new template and upload to Policies website.

**Action: Lynn to follow up with Policies to reload correct version of the Academic Committee Policy to the Policies database.**

**A105.20 Student Intellectual Property Guideline**

Purpose and Process item 5 was corrected and “shall be the formal leader” was moved to Process item 5. Completed.

**3. A001.21 Update from NZIST Poari Akoranga - Academic Board**

We continue the work on how we action the transition work this year and have seconded staff with project coordinators delivering in this space. Oonagh has been seconded and working on two projects with Angela Beaton; working on Ako Direction with Learning and Teaching. Oonagh provided background on the project and how this will take place. A project brief is being submitted next week to Poari Akoranga for sign off and then to Council for their approval before beginning consultation across the sector. In parallel to this work we are looking at staff capability and another team is working alongside on an integrated programme portfolio for Te Pukenga to migrate what we have into a centralised system. It is more likely that we will have a central framework of programmes that will sit in one space. A key piece of work is to bring the ITOs into the conversation with a significant piece of work in workbase learning. Poari Akoranga have made it clear it should have a strategic mandate and not an operational one and to not make decisions on operations, but we lead on the alignment of Policies and Protocols to ensure that we are meeting our statutory, regulatory and legal obligations. There will be a renewal of membership in April. Oonagh was thanked for the reporting she has brought back to Academic Committee.

**4. A002.21 2020 Monitors Reports**

Trish spoke to the GDTE report and advised three of the five recommendations suggested have been closed out and work continues to close out the outstanding recommendations. Mark Hornby was thanked for his feedback. Academic Committee notes the Master of Professional Practice Monitor report and the recommendations suggested particularly the reiteration of applying for self monitoring of the Masters and Professional Practice. We want to get this in train since the 2019 visit. Some recommendations around Programme changes have been completed.

Federico spoke to the positive Postgraduate Design Suite Monitors report and the recommendations suggested some have been addressed. Increasing enrolment levels have been recognised and work continues in this space. A key recommendation to apply to NZQA to self monitor the Masters programme.

**Recommendation A002.21a: That Academic Committee notes the monitors reports for the Graduate Diploma in Tertiary Education, the Master of Professional Practice, and the Postgraduate Design suite.**

Noted: Oonagh McGirr / Ian Crabtree

**Recommendation A002.21b: That Academic Committee supports the application to NZQA for Self-Monitoring of the Master of Professional Practice/Graduate Diploma in Professional Practice.**

Approved: Oonagh McGirr / Trish Chaplin-Cheyne

**Recommendation A002.21c: That Academic Committee supports the application to NZQA for Self-Monitoring of the Postgraduate Design programmes.**

Approved: Oonagh McGirr / Brayden Murray

**5. A003.21 Consistency Reviews 2020 Reports**

Anna advised this was the first lot of 17 reviews to be brought to Academic Committee for noting. Academic Committee notes the 2020 consistency reviews.

**Action: Lynn to link the Consistency Reports in the agenda for members to view the reports.**

**Recommendation A003.21: That Academic Committee notes the Consistency Reviews for the above listed qualifications.**

Academic Committee notes the Consistency Reviews based on the Academic Committee members due diligence of reading the links that are put up on the agenda with any feedback brought back.

Noted: Oonagh McGirr / Trish Chaplin-Cheyne

## 6. **A004.21 Qualification Closures - TEC**

A clean up of the two main external agency websites (NZQA and TEC) is initiated, with the purpose of keeping all listed approved qualifications current. Following TRoQ, NZQA has been systematically processed the closure of the old certificate, diploma, national certificate, and national diploma qualifications. Otago Polytechnic has taken the stance that we will wait for NZQA to 'discontinue' all our qualifications instead of us prompting an early move to the status discontinued. This will allow for any student who was close to completion, but missing a course or two to apply for an RPL based on experience gained, so that the student could be awarded the qualification.

**Recommendation A004.21a: That Academic Committee approves the closure of the above listed qualifications at TEC.**

Approved: Oonagh McGirr / Sue Thompson

**Recommendation A004.21b: That Academic Committee approves the closure of the above listed qualifications at and TEC.**

Approved: Oonagh McGirr / Sue Thompson

**Recommendation A004.21c: That Academic Committee approves the closure of the above listed qualifications at both NZQA and TEC.**

Approved: Oonagh McGirr / Ian Crabtree

## 7. **A005.21 Type 1 changes, and Certificates of Proficiency**

### **A005.21a Type 1 Approvals up to 03 February 2021**

**Recommendation A005.21a: That Academic Committee approves the Type 1 Changes as listed.**

Approved: Oonagh McGirr / Chris Williamson

### **A005.21b Certificate of Proficiency applications/enrolments (date range: 3 December 2020 to 2 February 2021**

**Recommendation A005.21b: That Academic Committee approves the individual Paths of Study for Certificate of Proficiency enrolments as listed.**

Approved: Oonagh McGirr / Sally Baddock

## 8. **A006.21 Programme Approval Committee (PAC) - Minutes of the PAC Meeting held on 26 January 2021**

Anna provided an update of the PAC membership. Senior leadership were removed from membership due to already being involved in Te Pukenga. If the Programme Innovation Taskforce is running correctly the strategic questions shouldn't come to PAC as they would have already been dealt with beforehand. We have put together a matrix that will include more academic members. The NZ Certificate in Building, Construction and Allied Trade Skills document which is an EIT document we don't want accreditation only to deliver so the document is approved but we had discussions about some of the issues that are not related to Otago Polytechnic and our strategic framework. The question put to PAC "do they want to see the accreditation only documents?" and the response was "yes they do". The programme document format was discussed. It is most likely there will be one programme document with covenants attached.

Academic Committee endorses the Programme Approval Committee minutes of the 26 January 2021.

**Recommendation: A006.21: That the Academic Committee endorses the Programme Approval Committee minutes of the 26 January 2021.**

Endorsed: Oonagh McGirr / Trish Chaplin-Cheyne

## 9. **A007.21 EduBits for Approval**

Mairead spoke to the individual EduBits presented. Ron has requested to pull the revised "Bicultural Competency EduBit 40143.01" for further revision and brought back for approval.

**Action: Ron to work through the revised version of the "EduBits 40143.01 Bicultural Competency". To be brought back to Academic Committee for approval when ready.**

Academic Committee approves the EduBits 40232.00 – 40236.00.

**Recommendation: A007.21: That Academic Committee approves the new and revised EduBits as listed.**

Approved: Oonagh McGirr / Ian Crabtree

## 10. Other Business

No other business tabled.

### Action Summary

Who	Item	When
Lynn	<b>A049.20 Academic Committee membership</b> To follow up with Policies to reload correct version of the Academic Committee Policy to the Policies database	By next meeting
Lynn	<b>A003.21 Consistency Reviews 2020 Reports</b> To link the Consistency Reports in the agenda for members to view the reports.	By end of today's meeting
Ron	<b>A007.21 EduBit 40143.01: Bicultural Competency</b> To work through the revised version of the EduBit 40143.01: Bicultural Competency. To be brought back to Academic Committee for approval when ready.	By next meeting

**Meeting Closed 11.02 am**



# Otago Polytechnic Limited

## BOARD PACK

for

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

Thursday, 18 February 2021

11:30 am

Held at:

Room 16, Trades Academy Building

Otago Polytechnic, Bannockburn Road, Cromwell

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