Otago Polytechnic Council

BOARD PACK

for

Otago Polytechnic Council - Open

Friday, 7 February 2020

12:30 PM

Held at:

Puna Kawa

Level 2, Mason Centre
Otago Polytechnic
Forth Street
Dunedin

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Agenda

Attached Documents:

AGENDA
OTAGO POLYTECHNIC COUNCIL - OPEN

Name:	Otago Polytechnic Council
Date:	Friday, 7 February 2020
Time:	12:30 PM to 1:30 PM
Location:	Puna Kawa, Level 2, Mason Centre Otago Polytechnic Forth Street Dunedin
Board Members:	Kathy Grant (Chair), Bill Moran, Megan Potiki, Neil Barns, Paul Allison, Peter Coolbear, Jamie Adamson
Guests:	In Attendance:
	Jono Aldridge (Convenor, Staff Subcommittee), Jeanette Corson (Secretary to Council), Philip Cullen (Deputy Chief Executive Corporate Services) via Skype, Megan Gibbons (Deputy Chief Executive, People and Performance), Janine Kapa (Deputy Chief Executive, Māori Development/Kaitohutohu, Phil Ker (Chief Executive) via Skype, Nathan Laurie (Convenor, Student Council), Oonagh McGirr (Deputy Chief Executive, Learning and Teaching Services), Chris Morland (Deputy Chief Executive, Learner Experience).
Notes:	A Council only session will follow the open section.

1. PROCEDURAL

1.1 Apologies

1.2 Conflict of interest

Supporting Documents:

1.3 Confirm Minutes

Supporting Documents:

1.4 Matters Arising

2. REPORTS

2.1 Chair (verbal)

2.2 Chief Executive (verbal)

3.   POLICIES FOR APPROVAL

3.1   Policies for Approval

Supporting Documents:

4.   MATTERS FOR NOTING

4.1   Council Calendar

Supporting Documents:

4.2   Executive Leadership Team Interests Register

Supporting Documents:

4.3   Academic Board Minutes

Supporting Documents:

4.4   Student Council Minutes

Supporting Documents:

4.5   Staff Subcommittee Minutes

Supporting Documents:

5.   CLOSE MEETING

5.1   Meeting Closed

Next meeting: Otago Polytechnic Council - Open - 6 Mar 2020, 12:30 PM

OTAGO POLYTECHNIC COUNCIL PAPER	
OPEN AGENDA	**DATE:** **7 FEBRUARY 2020**
ITEM: **CONFLICT OF INTEREST**	

PURPOSE:
Council 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 Council members' interests. Any changes must be advised to the Secretary to Council.

RECOMMENDATION
For noting.

INTERESTS REGISTER

Council Member	Updated	Interest Disclosed	Nature of Potential Interest with the Otago Polytechnic
Jamie ADAMSON	01-02-19	1. Deloitte Limited (Partner) 2. Otago Museum Trust Board (Treasurer)	1. Potential supplier 2. Potential customer
Paul ALLISON	01-11-19	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. Independent Chair - Infinite Energy (design and installation of solar power) 7. South Island Regional Grants Committee – The Lion Foundation 8. Independent Contractor – The Lion Foundation 9. Independent Consultant - Impact Consulting	1 – 5 Nil 6 & 9 potential supplier 7 & 8 – potential funder
Neil BARNS	17-01-19	1. Board Chair – Otago Polytechnic Auckland International Campus 2. Director/Shareholder Neil Barns Consulting Limited 3. Partner – Barns-Davis Orchard Partnerships 4. Commissioner, Whitireia and Weltec Polytechnics 5. Director - WelTec Enterprises Ltd 6. Director - LCB Management NZ Ltd 7. Director - IEM Ltd	1. OP is a 50% owner of the limited partnership and is impacted directly by its operations in Auckland 2. The Company provides consultancy services mainly to TEOs and government education agencies that OP also has dealings with. 3. Joint owner of an avocado orchard. Unlikely to involve OP directly although OP offers horticulture qualifications and training.
Peter COOLBEAR	16-11-16	1. Co-owner and director: Coolbear Ltd - Information Management and Tertiary Education Consulting 2. Member, NZQA Consistency Review Panel	

| Kathy GRANT | 04-10-19 | 1. NZIST Establishment Board
2. Dunedin City Holdings Ltd (Deputy Chair)
3. Trustee of numerous private trusts
4. Dunedin City Treasury Limited (Deputy Chair)
5. SDHB (Commissioner)
6. Dunedin Stadium Property Limited
Spouse:
1. Gallaway Cook Allan (Consultant)
2. Hazlett & Sons Limited (Chair)
3. South Link Health Services Limited (Director)
4. Warbirds Over Wanaka Community Trust (Board Member)
5. Warbirds Over Wanaka Limited (Director)
6. Warbirds Over Wanaka (2008) Limited (Director)
7. Warbirds Over Wanaka (2010) Limited (Director)
8. Leslie Groves Home & Hospital (Board Member)
9. Dunedin Diocesan Trust Board (Chair)
10. Trustee of numerous private trusts | |
| Bill MORAN | 04-10-19 | 1. Director, Pioneer Energy
2. Chair and Director, Sport and Recreation New Zealand
3. Chair and Director, High Performance Sport New Zealand
4. Chair, Turn up the Music Trust
5. Chair, Three Lakes Cultural Trust
6. Director, Youthtown
7. Trustee, New Zealand Dementia Prevention Trust
8. Trustee, New Zealand Football Foundation
9. Trustee, Olive Leaf Centre Trust
10. Trustee, Community Trust South
11. Trustee, Parliamentary Education Trust
12. Advisory Trustee, School of Government, Victoria University of Wellington
13. Advisory Trustee, Play It Strange Trust
14. Director, Aspen Initiative New Zealand
15. Director, Worksafe New Zealand | Nil |

		Polytechnic
Megan POTIKI	26-06-17	
		1. Member of Te Rūnanga 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

COUNCIL PAPER	
OPEN AGENDA	**DATE:** **7 FEBRUARY 2020**
ITEM: **MINUTES**	
PURPOSE: The minutes of the open section of the meeting held on 1 November 2019 are attached.	
PRESENTED BY: Kathy Grant	
RECOMMENDATION **That the minutes of the open section of the meeting held on1 November 2019 be approved as a true and correct record.**	

MINUTES (in Review)
OTAGO POLYTECHNIC COUNCIL - OPEN

Name:	Otago Polytechnic Council
Date:	Friday, 1 November 2019
Time:	1:15 PM to 2:00 PM
Location:	Puna Kawa, Level 2, Mason Centre Otago Polytechnic Forth Street Dunedin
Board Members:	Kathy Grant (Chair), Bill Moran, Megan Potiki, Neil Barns, Paul Allison, Peter Coolbear, Jamie Adamson
Guests/Notes:	In Attendance:
	Jono Aldridge (Convenor, Staff Subcommittee), Jeanette Corson (Secretary to Council), Philip Cullen (Deputy Chief Executive Corporate Services), Megan Gibbons (Deputy Chief Executive, People and Performance), Barry Jordan, (Chair, NZIST Establishment Board), Janine Kapa (Deputy Chief Executive, Māori Development/Kaitohutohu, Nathan Laurie (Convenor, Student Council), Chris Morland (Deputy Chief Executive, Learner Experience)

1.   PROCEDURAL

1.1   Apologies

Apologies had been received from Mr Ker and Ms McGirr.

1.2   Conflict of interest

No conflicts were declared in relation to the open agenda.

1.3   Confirm Minutes

Otago Polytechnic Council - Open 4 Oct 2019, the minutes were confirmed as presented.

1.4   Matters Arising

There were no matters arising.

2.   REPORTS

2.1   Chair (verbal)

Mrs Grant had attended the installation of an Art Work at Te Pā Tauira the prior evening. The work had been created by Scott Eady, Senior Lecturer at the Dunedin School of Art.

A full calendar of events for the upcoming student showcase had been circulated, which Mrs Grant encouraged members to attend.

2.2   Chief Executive

In Mr Ker's absence, Mr Cullen spoke to the Chief Executive's report.

- Summarised financial report
  A table provided an overview of the Polytechnic's 2019 financial performance to date, compared against the forecast with variances.
  Key points:
  - Net operating surplus of $3,995k favourable to forecast by $636k
  - Capex lower than forecast to date by a net $1,540k
  - EFTS enrolments at 5,256 unfavourable to YTD forecast by 25, mainly in the Managed Apprenticeships area which was expected to pick up by year end.
  Mr Cullen noted that the financials had improved since the preparation of this report.

- A media report had been provided by Shane Gilchrist, Media Liaison.

- External Liaison
  Mr Ker had met with a number of groups and individuals since the last meeting.

RECOMMENDATION

That the Council receives the Chief Executive's report.

AGREED.

3.   POLICIES FOR APPROVAL

3.1   Policies for Approval

The following policies had been reviewed by the Finance and Audit Committee and were recommended to the Council for approval:

- CP0006.06 Council Honours Awards
- CP0014.02 Internal Audit
- CP0010.04 Fraud Prevention and Response
- Fraud Control Plan
- CP0015.00 Risk Management

RECOMMENDATION

That the Council approves the above policies.

AGREED.

4.   MATTERS FOR NOTING

4.1   Council Calendar

It was confirmed that the next Council meeting will be held on 6 December which had originally been set aside as a placeholder.

Mrs Grant noted the Long Lunch fundraiser to be held on on 29 November, and the two Graduation ceremonies to be held on 13 December.

4.2   Executive Leadership Team Interests Register

The Executive Leadership Team Interests Register was noted.

4.3   Academic Board Minutes

The following Academic Board minutes had been circulated:

- 13 August – approvals
- 13 August - face to face
- 10 September – face to face
- 17 September – electronic
- 30 September – electronic
- 8 October – face to face

Mrs Grant referred to Item 2 in the minutes of 13 August seeking clarification from the Council on RoVE related questions. She pointed out that the Council was unable to respond at this stage.

In response to Dr Barns regarding the delegations which are likely to be given to Academic Boards, Mr Jordan said these were likely to be similar to current delegations.

4.4   Student Council Minutes

Nathan Laurie presented the minutes of the Student Council meeting held on 23 October.

4.5   Staff Subcommittee Minutes

Jono Aldridge presented the minutes of 26 September. His reported that while his term on the Staff Subcommittee was due to expire at the end of the year, the Committee had agreed to extend this until 31 March 2020.

5.   CLOSE MEETING

5.1   Meeting Closed

Next meeting: Otago Polytechnic Council - Open - 7 Feb 2020, 12:30 PM

Signature:_____   **Date:**_____

OTAGO POLYTECHNIC COUNCIL PAPER	
OPEN AGENDA	**DATE:** **7 FEBRUARY 2020**
ITEM: **POLICIES FOR APPROVAL**	
PURPOSE: The following policies have been reviewed by the Finance and Audit Committee and are recommended to the Council for approval: • CP0007 Legislative Compliance • CP0012 Disclosure of Interest	
PRESENTED BY: Philip Cullen	
RECOMMENDATION: **That the Council approves the revision of the above policies.**	

OTAGO POLYTECHNIC MANAGEMENT POLICY		Number: CP0007.06
Title:	**Legislative Compliance**	
Classification:	**Leadership**	
Chief Executive Approval:	Effective Date:	Review Date:
Previous Policy No:	**n/a**	Status: Current
Contact Authority:	**Secretary to Council**	

Purpose

The Polytechnic is committed to ensuring that it conducts its business in a lawful, professional and ethical manner.

The Polytechnic's commitment to legal compliance in all aspects of its operations is demonstrated by the development, maintenance and ongoing improvement of the Legislative Compliance System set out in this policy. The scope of this policy is "legislative compliance", that is compliance with all relevant statutes and regulations.

Policy, Procedure and Responsibilities

1. The Legislative Compliance System is made up of:
   a. Allocating responsibilities for legislative compliance;
   b. Proper resourcing of the Legislative Compliance System;
   c. Identifying and assessing legislative compliance obligations;
   d. Regular monitoring and reporting of legislative compliance including any compliance failures;
   e. Ongoing training of staff to enable them to fulfil their compliance obligations;
   f. Reviewing the Legislative Compliance System;
   g. Updating by the Polytechnic's solicitors as to applicable legislation and risk as appropriate.

2. The policy applies to all activities of Otago Polytechnic at governance, management and operational levels.

3. The Chief Executive may delegate responsibility for compliance to specific members of the Polytechnic's Executive Leadership Team, Heads of School/College and Directors.

   3.1. Deputy Chief Executive Corporate Services:
      3.1.1. The DCE Corporate Services will oversee the maintenance of an up-to-date Register of Key Legislation (Appendix 1) based on an assessment of the major risks to the Polytechnic. The Register will include:
         a. a summary of the key legislation;
         b. the member of Executive Leadership Team responsible for each compliance area; and
         c. the individual responsible for reporting on each compliance area.
      3.1.2. The DCE Corporate Services is also responsible for managing the Polytechnic's Legislative Compliance System and for reporting routines that include providing "positive assurance" to Council annually that the Polytechnic has complied with relevant legislation.

   3.2. Contracts Manager:
      3.2.1. The Contracts Manager will be responsible for the following duties:
         a. maintaining the Register of Key Legislation (Appendix 1);
         b. liaising with the Polytechnic's legal and risk advisors on any new requirements;
         c. recommending changes to the Polytechnic's Register of Key Legislation, reflecting changes to legislation, and the recommendations of the Polytechnic's legal advisers;

     d.   advising the DCE Corporate Services on any legislative compliance issues not delegated;

     e.   co-ordinating the Legislative Compliance System reporting systems and arranging audits of the System.

     f.   Ensuring that reporting under section 4 of this policy is completed.

3.3. Executive Leadership Team, Heads of School/College, and designated Directors have the responsibility detailed in the Register of Key Legislation (Appendix 1). In fulfilling that responsibility, they will:

     a.   liaise with the Contracts Manager on changes to legislation compliance requirements;

     b.   advise on compliance issues;

     c.   establish and implement systems, procedures, guidelines, training programmes, informative materials and take such other action as may be reasonably required to ensure legislative compliance;

     d.   report annually on compliance status including signed Declaration Forms;

     e.   report immediately, on any identified risk exposure;

     f.   report immediately, on any critical breach

     g.   maintain all necessary records as are reasonably required.

3.4. All Polytechnic staff are responsible for acting in a legally compliant way in the course of their duties and should:

     a.   be aware of, and comply with, the legislative obligations relevant to their role;

     b.   undertake any necessary compliance training and be aware of the Polytechnic's policies and procedures which promote and support legal compliance; and

     c.   report any compliance concerns, issues and failures in accordance with this policy, and know that such reporting is valued and encouraged by the Polytechnic.

4.   Resourcing and Training

4.1.   The Polytechnic is committed to properly resourcing the development, maintenance and improvement of the Legislative Compliance System.

4.2.   The competence and training requirements for the achievement and promotion of legislative compliance at the Polytechnic will be assessed on an ongoing basis.

5.   Monitoring and Reporting of Legislative Compliance

5.1.   In addition to a specific obligation to report actual or potential breaches of legal obligations to the DCE Corporate Services and Finance and Audit Committee as they become known, regular monitoring of legislative compliance will be undertaken and reported as follows:

     a.   Annual reports to DCE Corporate Services from Executive Leadership Team, Heads of School/College and designated Directors on compliance with legislative requirements, and reporting non-compliance occurrences;

     b.   annual declarations by all responsible managers

     c.   annual report and declaration from the DCE Corporate Services to the Finance and Audit Committee on the Polytechnic's overall compliance with legislative requirements.

5.2.   Legislative Compliance reports will also:

     a.   highlight any significant changes to the Polytechnic's legislative compliance obligations which have occurred since the last report or which are known to be about to occur, and the strategies in place to meet new or altered obligations;

Legislative Compliance

      b. provide commentary on any significant areas of poor, reduced or improved compliance performance, including details of the corrective action taken, or proposed to be taken, where significant legislative compliance breaches have been identified; and

      c. provide evidence of the Compliance System's effectiveness, achievements and trends.

5.3.   The Polytechnic's policy and procedures will be regularly reviewed and updated as a part of business as usual, with any immediate need to update or amend this Policy identified through: regular monitoring of compliance; reporting of compliance breaches; and the timely notification of changes to legislation.

Referral Documents   Appendix 1 Register of Key Legislation

Approved by Council Date:

Appendix 1
(updated January 2018)

Register of Key Legislation

Statute	Oversight	Reporting
Accident Compensation Act 2001	DCE People, Performance and Development	Safety and Wellbeing Advisor
Building Act 2004	DCE Corporate Services	Capital Works & Facilities Manager
Consumer Guarantees Act 1993	DCE Learner Experience	Director Learner Services
Copyright Act 1994	DCE Learning and Teaching Services	Director Research and Postgraduate Studies
Crown Entities Act 2004	Chief Executive	DCE Corporate Services
Education (Pastoral Care of International Students) Code of Practice 2016	DCE Learner Experience	Director Learner Services
Education Act 1989 (Public Body Obligations)	Chief Executive	DCE Corporate Services
Education Act 1989 (Education Provider Obligations)	DCE Learner Experience	Director Learner Services
Employment Relations Act 2000	DCE People, Performance and Development	Director: People and Culture
Fair Trading Act 1986	DCE Learner Experience	Director Learner Services
Fire and Emergency Act 2017	DCE Corporate Services	Capital Works & Facilities Manager
Food Act 2014	DCE Corporate Services	Capital Works & Facilities Manager
Goods and Services Tax Act 1985	DCE Corporate Services	Director Business Services
Hazardous Substances and New Organisms Act 1996	DCE Corporate Services	Safety and Wellbeing Advisor
Health and Safety at Work Act 2015	DCE People, Performance and Development	Safety and Wellbeing Advisor
Holidays Act 2003	DCE People, Performance and Development	Director: People and Culture
Human Rights Act 1993	DCE People, Performance and Development	Director: People and Culture
Income Tax Act 2007	DCE Corporate Services	Director Business Services

Legislative Compliance

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Kiwisaver Act 2006	DCE People, Performance and Development	Director: People and Culture
Local Authorities (Members Interests) Act 1968	DCE Corporate Services	DCE Corporate Services
Local Government Official Information and Meetings Act (Part 7) 1987	Chair of Council	Council Secretary
Minimum Wage Act 1983	DCE People, Performance and Development	Director: People and Culture
Official Information Act 1982	DCE Corporate Services	Director Learner Services
Parental Leave and Employment Protection Act 1987	DCE People, Performance and Development	Director: People and Culture
Privacy Act 1993	DCE Corporate Services	Director Learner Services/ Chief Information Officer
Property Law Act 2007	DCE Corporate Services	Capital Works & Facilities Manager
Protected Disclosures Act 2000	Chief Executive	DCE Corporate Services
Public Audit Act 2001	DCE Corporate Services	Director Business Services
Public Finance Act 1989	DCE Corporate Services	Director Business Services
Public Records Act 2005	Chief Executive	Chief Information Officer
Resource Management Act 1991	DCE Corporate Services	Capital Works & Facilities Manager
Sale and Supply of Alcohol Act 2012	DCE Corporate Services	Capital Works & Facilities Manager
Smoke Free Environments Act 1990	DCE People, Performance and Development	Safety and Wellbeing Advisor
State Sector Act 1988	DCE People, Performance and Development	Director: People and Culture
Wages Protection Act 1983	DCE People, Performance and Development	Director: People and Culture

Legislative Compliance

OTAGO POLYTECHNIC COUNCIL POLICY		Number: CP0012.06
Title:	**Disclosure of Interests**	
Classification:	Workforce	
Council Approval:	Effective Date: **1X February 2019**	Review Date: **1 November 2019**
Previous Policy No:	**MP0441**	Status: Current
Contact Authority:	**Secretary to Council**	

Purpose

To clearly outline the process of disclosure of interests and to provide guidance on how potential conflict of interest situations should be managed including the giving and receiving of gifts in the course of Polytechnic business.

This policy applies to all Otago Polytechnic Council and staff members ("Member"). In this policy "staff member" and "manager" includes the Chief Executive and anyone engaged under a Contract for Services.

Statutory Compliance

Employment Relations Act 2000

State Sector Act

Local Authorities (Members' Interests) Act 1968

Definitions

Interest means any relationship or activity that could result in a conflict of interest.

Conflict of interest means a situation in which the activities or relationships of a Member:

- Leads, might lead, or might appear to lead, to a direct or indirect benefit for the Member; or

- interferes, might interfere, or might appear to interfere with the Member's obligations to Otago Polytechnic;

  except when that activity or relationship results from the proper exercise of the Member's academic freedom.

Personal Relationship is a close relationship with any person including but not limited to a partner or ex-partner, spouse or ex-spouse, relative, close friend, or business associate past or present.

Situations of Conflict of Interest include but are not limited to:

- **Personal relationships** as defined above may impinge on a Member's obligations to Otago Polytechnic in relation to employment matters such as recruitment and staff management, or in relations to academic matters such as student assessment.

- **Relationships** with other organisations where the interests of the other organisation has the potential to conflict with the interests of Otago Polytechnic. Having financial or other interests outside Otago Polytechnic which could directly or indirectly have an adverse effect on the discharge of the Member's obligations to Otago Polytechnic or which could otherwise damage the interests of Otago Polytechnic.

- **Accepting or giving gifts,** entertainment, or any other personal favours (goods, services, vouchers, tickets, and cash) which go beyond minor and common business courtesies. (Refer to policy *CP0008 Sensitive Expenditure* for Otago Polytechnic requirements to accepting and giving gifts).

CP0012.06 Disclosure of Interest

Policy

1. Otago Polytechnic is committed to demonstrating and providing an equitable and transparent working and learning environment for its staff, learners and stakeholders.

2. The objectives of this policy are:

    - To ensure appropriate declaration of interest;

    - To provide procedures for dealing with potential conflicts of interest;

    - To ensure the giving and receiving of gifts is appropriate and transparent.

3. Members must follow the requirements of *CP0008 Sensitive Expenditure* for any giving or receipt of gifts.

4. Members must disclose all~~any~~ interests ~~as soon as they become aware that a situation may give rise to a conflict or may appear to do so~~. That disclosure should be made to their manager, to the Chief Executive, or to the Council, whichever is most appropriate in the circumstances.

5. It may not be appropriate for any Member to be present during any discussion, or take part in any decision, relating to a matter in which the Member has declared an interest as it is defined in this policy, however this will depend on the particular circumstances and the nature of the interest.

6. It is not appropriate for a subordinate to report either directly or indirectly to a Formal Leader with whom they have a personal relationship unless the Formal Leader has reported the conflict of interest to the Chief Executive or the Deputy Chief Executive, People and Performance ~~and Development~~ and the reporting relationship has been authorised in writing.

    6.1. For the avoidance of doubt, this requirement applies to all personal relationships whether they arise before, during, or after the reporting relationship is established, and whether the relationship is current or past.

    6.2. The manager must immediately report the existence of any performance issue, disciplinary matter, or dispute to the Deputy Chief Executive, People and Performance ~~and Development~~ or to the Chief Executive, and take no part in any related investigation or decision making process unless expressly required to do so in writing by the Chief Executive or the Deputy Chief Executive, People and Performance ~~and Development~~.

7. When a subordinate Formal Leader reports to a more senior Formal Leader and that Formal Leader has a personal relationship with a staff member who reports to the subordinate Formal Leader then:

    7.1. Any communication about the staff member between the senior and subordinate Formal Leaders must not relate to performance or disciplinary issues, or to other matters which could directly advantage or directly disadvantage the staff member in their employment. The senior Formal Leader must not be involved in any other way with any such matters involving the staff member unless expressly required to do so in writing by the Chief Executive or the Deputy Chief Executive, People and Performance ~~and Development~~.

    7.2. When the relevant Formal Leader is the Chief Executive and a performance issue, disciplinary matter or dispute arises in relation to a staff member with whom the Chief Executive has a personal relationship then:

    7.2.1. The Chief Executive will immediately delegate his or her powers as employer in the matter to the Deputy Chief Executive, People and Performance ~~and Development~~, who will exercise all the authority of the Chief Executive and act independently of the Chief Executive who

will have no further involvement in the matter other than the right to be advised of the outcome.

7.2.2. If the Chief Executive or the Deputy Chief Executive, People and Performance and Development believes that the input of the Chair of Council would assist in resolving the matter, he or she will have absolute discretion to seek that assistance.

7.2.3. If the Chief Executive or any affected staff member has a complaint about the decision made or the process followed by the Deputy Chief Executive, People and Performance and Development, they may appeal the decision by notice to the Deputy Chief Executive, People and Performance and Development. The Deputy Chief Executive, People and Performance and Development will then reconsider the original decision taking into account the reasons given for the appeal.

7.2.4. The Deputy Chief Executive, People and Performance and Development may make whatever amendments to the original decision he or she considers appropriate, and if that does not resolve the complaint the Chief Executive or the affected staff member may refer the complaint to the Chair of Council who will determine the manner in which it should be resolved.

8. The disclosure and authorisation requirements of clause 4 apply also to personal relationships between Members and learners. In such situations it is the Member's responsibility to disclose the existence of the relationship.

8.1. Otago Polytechnic strongly discourages Members from allowing personal relationships with learners to develop.

8.2. When a personal relationship does develop, or when it already exists, the Member's Formal Leader will ensure that any perceived or real conflict of interest or imbalance of power is adequately addressed and that impartial assessment and integrity of academic processes is maintained.

8.3. This may include involving an independent person in marking and assessment.

9. An Interest Register is to be maintained for the Executive Leadership Team, Directors, and Heads of School/College, and kept by the Chief Executive's office.

10. Where an Executive Leadership Team member, Director, or Head of School/College discloses an interest, the Chief Executive will determine, depending on the nature and extent of the interest, the appropriate way of dealing with it. If the Executive Leadership Team member, Director, or Head of School/College with an interest is not happy with the Chief Executive's decision, he or she may refer the matter to the Chair of Council who will decide how to proceed.

11. A separate Interest Register is to be maintained for Council members and included in the papers as a standing item.

11.1. Where a Council member discloses an interest, the Chair will determine, depending on the nature and extent of the interest, the appropriate way of dealing with it. If the Chair is conflicted or is unavailable that determination will be made by the Deputy Chair.

12. Staff members must disclose any interest to their Formal Leader as soon as it arises and the Formal Leader is then responsible for formulating an appropriate plan to manage the situation.

CP0012.06 Disclosure of Interest

12.1. The Formal Leader will consult the employee before deciding how the interest should be managed but the final decision is at the Formal Leader's discretion.

12.2. The staff member may challenge the Formal Leader's decision by referring it to the Deputy Chief Executive, People and Performance and Development who will either uphold the Formal Leader's decision or substitute his or her own decision after considering the relevant circumstances at the time.

12.3. Any agreements or decisions on the management of interests must be recorded in writing and placed on the staff member's personnel file.

13. When an applicant for a position at Otago Polytechnic has a personal relationship with a Member, that Member must take no part in, or seek any information relating to, the recruitment or appointment process for the position whether before the appointment is made or later.

Relationship to Disciplinary Procedure

14. In the absence of a reasonable explanation, failure by a staff member to declare an interest to their Formal Leader could be deemed misconduct and may be investigated as per policy *MP0444 Resolving Performance Problems*.

Disputes

15. In the event of a dispute relating to this policy arising between staff members and their manager, either may refer to matter to the Chief Executive for review or if the Chief Executive has a conflict of interest or is unavailable, to the Deputy Chief Executive, People and Performance and Development.

Referral Documents	CP0008 Sensitive Expenditure
	CP0013 Procurement and Purchasing Policy
	MP0444 Resolving Performance Problems
	Council Code of Conduct

Approved by Council

Date: X February 1 November 2019

CP0012.06 Disclosure of Interest

OTAGO POLYTECHNIC COUNCIL PAPER	
OPEN AGENDA	**DATE:** **7 FEBRUARY 2020**
ITEM: **COUNCIL CALENDAR**	
PURPOSE: Attached is the Council calendar.	
RECOMMENDATION: For noting.	

COUNCIL CALENDAR 2020/21

Meeting/Event	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Feb 2021
Audit Process												
Interim												
Signoff			3 April									
Forecast												
Budget												
Council Meeting Fridays	7 Feb	6 March	3 April	1 May	5 June Placeholder	3 July	7 Aug Marae Visit?	4 Sept Placeholder	2 Oct	6 Nov	4 Dec Placeholder	5 Feb
Function		27 March										
Photo												
Fees Set												
International						3 July						
Domestic							7 Aug					
Finance and Audit Ctee	5 Feb Wed	5 March	2 April 30 April		4 June	2 July	6 Aug	3 Sept	1 Oct	5 Nov	3 Dec	4 Feb
Graduation		13 March										
Maori Pre-Grad		12 March										
Komiti Kawanataka Thurs at 8am	5 Feb	5 March	2 April 30 April		4 June	2 July	6 Aug	3 Sept	1 Oct	5 Nov	3 Dec	4 Feb

Meeting/Event	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Feb 2021
Investment Plan Draft												
Approval												
Report												
Risk Management Review Policy												
Safety, Health and Wellbeing walk around				1 May		3 July			2 Oct			
Strategy Workshop Approval												
OP Events				Distinguished Alumni Awads 20 May Long Service Awards 21 May CE Farewell 22 May						Student Showcases		

OTAGO POLYTECHNIC COUNCIL PAPER	
OPEN AGENDA	**DATE:** **7 FEBRUARY 2020**
ITEM: **EXECUTIVE LEADERSHIP TEAM INTERESTS REGISTER**	
PURPOSE: The Executive Leadership Team Interests Register is attached.	
RECOMMENDATION **For noting.**	

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: – OP Auckland International Campus Ltd	Potential only		
5 July 2019	Megan Gibbons	Athletics Otago Board Otago Boys High School Sports Council Otago Boys High School Board of Trustees Judge Otago Sports Awards Start Up Dunedin Wildlife Hospital	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
4 October 2019	Janine Kapa	Board Member: – A3 Kaitiaki Ltd (Chair) – Kokiri Training Centre – Otago Youth Wellness Trust – KUMA (Southern Māori Business Network) Member, Kāti Huirapa Rūnaka ki Puketeraki Partner, Kia Māia Bicultural Communications	Potential only Potential for similar clientele Potential for bias	Non-pecuniary Pecuniary Non-pecuniary	Proceed with: • caution & sensitivity • honesty & integrity
26 February 2018	Phil Ker	Board Member: – TANZ – TANZ eCampus Limited – OP Auckland International Campus Ltd – Postsecondary International Network – World Federation of Colleges and Polytechnics – JBA Limited – OPAIC Limited Partnership (Chief Executive of OP as Partner) – Convenor – selection panel for National Tertiary teaching Excellence Awards – Glenys Ker, Programme Leader Capable NZ - spouse	Possible competitor Potential supplier and competitor to OP Possible bias Personal interests	Non-pecuniary Both	Transparency Non participation re OP candidates OP Policy

Date Updated	Name	Interest Disclosed	Nature of Potential Conflict of Interest with Otago Polytechnic	Pecuniary or non-pecuniary	Agreed approach to manage
11 February 2019	Oonagh McGirr	Board Member: – Dunedin Fringe Arts Trust – The Malcam Trust – OERU Board			
2 February 2018	Chris Morland	SIGNAL ICT Grad School Ellen Morland, OP staff member spouse	Possible competitor Personal interest	Pecuniary Both	Transparency OP Policy
23 Oct 2019	Gagan Sachdeva	Tamanna Ahuja, Director of Search Experts Ltd., Spouse	Supplier of Search Marketing and software development solutions to OP and OPAIC.	Both	Transparency – relationship pre declared to OP colleagues and OPAIC Board.
		Other relatives employed at AIC: Seema Chawla, HoD Construction Rajeev Chawla, Lecturer, Business Kanika Hans – Technology Specialist	Possible Bias	Non-Pecuniary	Transparency, Not directly involved in hiring / employment decisions or any matters arising in due course.

OTAGO POLYTECHNIC COUNCIL PAPER	
OPEN AGENDA	**DATE:** **7 FEBRUARY 2020**
ITEM: **ACADEMIC BOARD MINUTES**	

PURPOSE:

Attached are the minutes of the following Academic Board meetings:

- Face to Face
  - 13 November 2019
- Electronic
  - 28 November 2019
  - 10 December 2019
  - 17 December 2019

PRESENTED BY: Oonagh McGirr

RECOMMENDATION

For noting.

Academic Board
Minutes of the Academic Board meeting held on 13 November 2019

Present: Oonagh McGirr (Chair), Joanne Greatbanks, Ian Crabtree, Sally Baddock, Leoni Schmidt, Sue Thompson, Paul Dixon, Ishant Ghulyani, Megan Gibbons, Marc Doesburg

Apologies: Phil Ker, Janine Kapa, Samuel Mann Trish Chaplin-Cheyne, Ron Bull, Peter Coolbear, Federico Freschi, Nathan Laurie, Chris Morland, Brayden Murray

In attendance: Lynn Hunter (Secretary)

Quorum (10*) achieved 13 November 2019
*Quorum changed to 10 with update to membership May 2019 as per policy AP0101 Academic Board

Opened with karakia. Welcomed Joanne Greatbanks and Paul Dixon to Academic Board.

1. Minutes for approval as true and correct record and any matters/actions arising:

    A121.19 AB face-to-face minutes 8 October 2019
    Recommendation A121.19: That Academic Board approves the minutes of 8 October 2019 as a true and correct record.
    Action: Item 4, A115.19 add "Oral assessment – it was agreed in all cases for the need to have independent external assessors to Capable NZ".
    Approved: Oonagh / Ian

    Other matters arising
    There have been discussions in the DPP programme and Leoni is meeting later today about alternative formats for presentations and doesn't think they are thinking about oral presentations in this case but about the project for the final part of the DPP in other formats, e.g. symposium, exhibition, etc. Do these particular types of changes need to come to Academic Board? Are these two circumstances two different issues? There is a relationship that they are both about testing the boundaries of the approved programme document and what is in it. The process must be rigorous, equate with what is in the current programme document and the presentation for a doctorate, which is believed to be 80% written document and 20% presentation. If we are getting presentations for the written report in a different format from the traditional written document, we have to make sure for ourselves regarding the rigor of that; that it can be observed in a public arena as it is required for a doctorate (in honouring the concept of new knowledge) and that it can be moderated. We would expect that it is a rigorous, in-depth wrap around presentation, with equivalent depth of articulation. Highly recommend consultation with the monitors for the doctorate. Jonathan and Giselle will have a view on the percentages for the written and oral presentations for articulation of the change. In consultation with the monitors, change is requested through Academic Board, and is deemed as a Type 1 change to the programme document and lodged with NZQA to keep it up to date. We need to get clarity around how a presentation is managed in terms of their examination of that assessment because there is a discussion that that presentation could be with members of the public, members of industry and a concern how the assessors can ask the searching questions they want to with other people there.
    Action: Type 1 change to NZQA to come back to Academic Board for approval. This will include the assessment diagram which will include the public presence of the presentation change.

    Updates of Action Matters arising:
    A113.19 E-meeting AB Minutes 30 September 2019
    Add justification from the Chair to Sam Mann's question on the e-meeting AB minutes 30 September 2019.
    Completed.

    A101.19 Research Performance Measures for Degree-teaching teams
    1. Remove words 'day-to-day' from the minutes. *Completed.*
    2. To develop communication that clarifies all elements of workload of their core job. *Will be discussed at the Academic Issues Forum scheduled 14 November 2019. The communication will be submitted to Heads of College before sending out to all staff.*

    Vocational Education and Training Reform
    1. Lynn to ensure link to the Bill in the reform document works and resend to Board members. *Completed*
    2. Oonagh to draft a document, send to Academic Board members for review before end of week as a collective submission.

Taken the information collated and find a way to submit through one of our working parties and OP's representation presenting on our behalf as a strategic move. Will submit through Academic arrangements working group (Janine Kapa) to enable submission is heard.

Moderation of Assessment Policy
Oonagh to check with Phil status of the Policy.
Phil has the policy and ticking off one-by-one. Nursing had an Audit recently and it was brought up at the five year Bachelor of Nursing Audit. Assurance was given that the moderation assessment policy document is with Phil for sign off.

A116.19 Elected members for Academic Board
1. Request policy change to Academic Board membership with the current changes from OPAIC.
2. To put election membership on agenda in February 2020 to review situation subject to NZIST changes.
   Both in progress.
Academic Board noted that all Heads of Colleges will automatically sit on the Academic Board.

A118.19 Type 1 Approval – BIT Cultural identity and ethics issues are addressed. *Completed.*

2020 Student Rights & Responsibilities, T&C and Fees
Sue and Trish have been working through each document and addressed with appropriate people to close out and respond back to Academic Board.
Megan highlighted that Phil it thought the comment that students have the right to have timely feedback on assessment was requiring further comment/clarity.
Action: Megan to send wording change to be included into the 2020 Students Rights & Responsibilities, T&C and Fees. Sue to bring back changed document to Academic Board for noting.

2. **A122.19 Postgraduate Applied Management**
   Recommendation A122.19: That Academic Board notes the Monitors Report for the Postgraduate Applied Management suite of programmes.

   Academic Board noted the positive outcome from NZQA for the Monitors Report for the Postgraduate Applied Management suite of programmes. We are still waiting on final report from NZQA around the external moderation. Last year there were 11 recommendations from NZQA and this year only one recommendation remains in progress. Academic Board thanks to Sue and Leoni driving this project and all that were involved in this project.

3. **A123.19 OT5147 Certificate in Digital Health (Level 4) – iMOKO Training Scheme**
   Recommendation A123.19: That Academic Board approves the Type 2 changes to OT5147 Certificate in Digital Health (Level 4).
   Approved: Oonagh / Megan

   Ian Crabtree provided background and concerns on the development of the iMOKO Training Scheme. In 2017, Lance O'Sullivan GP in Northland developed an iMOKO screen for early childhood centre training programme to identify health issues in children expediting treatment without them going to the local GP. Lance met with Ian, Megan and Phil to develop an EduBit and has been developed and live. However, none of the early childhood assessors register or enrol in the programme. As part of that it was decided to develop a digital app for those that choose to go down that road. There were some concerns that potentially anyone from outside could register in the programme and some work has been done to change to assessment in this area and link to iMOKO app. There are some individual issues that will need to be dealt with as students enrol on the programme.

4. **A115.19 Leadership for Change request for oral assessment (Glenys Forsyth to speak to Actions below)**
   Action from last meeting: To provide the following:
   1. A fuller rationale which represents the views of all those who have contributed to the discussion until this point
   2. Full notes from the Capable NZ Committee
   3. Information, as requested by the CE, which clearly indicates this practice in other TEIs
   4. Full information detailing how rigor will be met and maintained in the proposed final assessment
   5. Part of the clarification is thinking through and addressing the unintended consequences of engaging with the request to orally assess
   6. What are the implications for Policy programme regulations including weightings for oral versus written work for final assessments, and how can/do we address this?
   Recommendation A115.19: That the Academic Board approve for a BL4C learner to present an oral portfolio rather than a written one.

   Decision: The Academic Board does not approve on the basis of the following rationale:
   1. The Board notes that the risk regarding written assessment is not sufficiently mitigated, notably the principle of maintaining academic integrity of assessment.
   2. Integrity is compromised in several ways
      a. There is a potential breach of inclusivity, in that by not offering such an alternative to all students (equity), which has not occurred, other members of the cohort are disadvantaged if no offer is made.
      b. The number of credits for the assessment (substantive in nature), which speaks to the need to present some significant form of written evidence for assessment

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       c.   A substantive portion of the programme has been approved through RPL. In this case the need for evidence of written skills is further emphasised.

    3.   We have considered the cultural learning needs identified by the learner regarding assessment and believe these are met in so far as there is a sizeable oral component.

    4.   At the time of enrolment on the programme, the requirement was, (and remains) the **completion of a written report**.

Actions:

    a.   HoCAP to communicate that AB has not approved the request for the reasons outlined above.

    b.   That clarification is sought by AB that the portfolio which has already been assessed on a previous course is simply being provided as an attestation to written skills. It may not be re-assessed as part of a different assessment.

    c.   The programme team to meet with the Working Group from AB (Director PGR, DCE PP and DCE Maori Development, DCE LTS and Te Kaihapai) to establish clear guidelines regarding assessment for the learner in question, with the intention of clarifying a variation of assessment artefact which speaks to the values of the oral tradition. Discussions also to identify a timeline and assessors in line with Policy.

    d.   Clarify with the Programme Team the need to adhere to Policy and protocol in supporting requests from learners for alternative assessment, ensuring robust documentation of discussions, requests and any associated changes in a timely manner.

We remain committed to progressing the discussions regarding oral assessment, as supported by the evidence and research regarding such type of assessment.

5.   **A124.19 Type 1 Approvals and Certificates of Proficiency enrolments**

    124.19a Type 1 Approvals up to 7 November 2019
    Recommendation A124.19a: That Academic Board approves the Types 1 Changes as listed.
    Approved: Oonagh / Sally

    124.19b Retrospective Type 1 Changes
    Recommendation A124.19b: That Academic Board approves the RETROSPECTIVE Types 1 Changes as listed.
    Approved: Oonagh / Megan

    124.19c Certificate of Proficiency applications/enrolments (date range: 02 Oct – 07 Nov 2019)
    Recommendation A124.19c: That Academic Board approves the individual Paths of Study for Certificate of Proficiency enrolments as listed.
    Approved: Oonagh / Megan

    Action: Contingent upon 072831 – Organisations in a NZ context learners why they are doing two courses over summer as a certificate of proficiency they could be enrolled in a Bachelor of Management if we had the support for them over the summer. QEC to provide update to Sue Thompson.

6.   **A125.19 EduBits for noting**
    Preceptorship in Undergraduate Nursing was resubmitted from the action of the last meeting after reviewing wording changes due to confusion in the title. There was general discussion on the title and how it is interpreted. It was clarified that learners become new grads, they then go for a formal preceptorship programme because part of the nursing competencies is to understand the direction of delegation and demonstrate that capability, so they are learning about preceptorship.
    Action: Trish to change the title to read "Preceptorship for Undergraduate Nursing Students" and cc Ian and Andy.

    EduBits
    Question raised that EduBits is for noting and not approval at this meeting. Given that EduBits do not go through PAC and this is the place it comes for sign-off; shouldn't it be that Academic Board approve? With the development and key driver of EduBits moving forward into a time of change, that we would like to oversee and approve future EduBits? Commercial viability needs to be considered first via ELT and once signed off, Academic Board approves the EduBits to ensure due diligence is covered in all aspects.
    Action: Joanne to document a process and share with Andy the changed process. Megan and Oonagh will table at ELT the agreement in change of process to reinstate an approval system by Academic Board for EduBits.

7.   **A126.19 Programme Approvals Committee (PAC)**
    Recommendation 126.19: That Academic Board approves the programme document and data supporting the application for approval and accreditation for OT5159 Postgraduate Certificate in Applied Information Technology, OT5160 Postgraduate Diploma in Applied Information Technology, and OT5160 Master of Applied Information Technology
    Approved: Sue / Oonagh

8.   **A127.19 Tentative placeholder for meeting 10 December**
    Recommendation A127.19: That Academic Board makes a decision whether to hold face-to-face meeting or electronic voting for December approvals.

Concern we would not reach quorum with face-to-face meeting. Agreed to do December approvals by e-meeting.
Action: Cancel the face-to-face meeting and advise QEC any approvals will be by e-meeting for December.

Other Business
Ishant Ghulyani, OPAIC student rep has advised this is his last meeting and will be handing his role to the new rep.

Action Summary

Who	What	When
Lynn	**A115.19 Oral assessment:** It was agreed in all cases for the need to have independent external assessors and not from Capable NZ.	By next meeting
Leoni	**DPP programme:** Type 1 change to NZQA to come back to Academic Board for approval. This will include the assessment diagram which will include the public presence of the presentation change.	By next meeting
Megan/Sue	**2020 Student Rights & Responsibilities, T&C and Fees:** Megan to send wording change to be included into the 2020 Students Rights & Responsibilities, T&C and Fees. Sue to bring back changed document to Academic Board for noting.	By next meeting
Joanne	**124.19c Certificate of Proficiency applications/enrolments (date range: 02 Oct – 07 Nov 2019):** To provide Sue Thompson with an update to why learners are doing two courses over summer as a certificate of proficiency they could be enrolled in a Bachelor of Management if we had the support for them over the summer.	By next meeting
Trish	**A125.19 Preceptorship in Undergraduate Nursing:** To change the title to read "Preceptorship for Undergraduate Nursing Students" and cc Ian and Andy.	By next meeting
Joanne	**EduBits:** Joanne to document a process and share with Andy the changed process. Megan and Oonagh will table at ELT the changed process for agreement in change of process to reinstate an approval system by Academic Board for EduBits.	By next meeting
Lynn	**A127.19 Tentative placeholder for meeting 10 December:** Cancel the face-to-face meeting and advise QEC any approvals will be by e-meeting for December.	By 1 December

Meeting closed 11.40am

Next meetings
- 10 December 2019 e-meeting

Academic Board

Minutes of the *electronic* Academic Board meeting held on
28 November 2019

Approved at Academic Board meeting 13 November with 10 members
Oonagh McGirr (Chair), Joanne Greatbanks, Ian Crabtree, Sally Baddock, Leoni Schmidt, Sue Thompson,
Paul Dixon, Ishant Ghulyani, Megan Gibbons, Marc Doesburg

Additional approvals/responses from
1. Federico Freschi   Approved 28/11/2019, 12.56 am
2. Trish Chaplin-Cheyne   Approved 28/11/2019, 9.42 pm

Quorum (11) achieved 28/11/2019

A123.19 OT5147 Certificate in Digital Health (Level 4) – iMOKO Training Scheme
Update Entry Requirements, remove reference to 'attestation', and replace with 'assessment'
Attached 2 documents: 12035.01 OT5147 Cert in Digital Health (L4) Type 2 change and Programme document
**Recommendation A123.19: That Academic Board approves the Type 2 changes to OT5147 Certificate in
Digital Health (Level 4)**
Approved: Oonagh / Megan

Discussion from meeting: Ian Crabtree provided background and concerns on the development of the iMOKO
Training Scheme. In 2017, Lance O'Sullivan GP in Northland developed an iMOKO screen for early childhood centre
training programme to identify health issues in children expediting treatment without them going to the local GP.
Lance met with Ian, Megan and Phil to develop an EduBit and has been developed and live. However, none of the
early childhood assessors register or enrol in the programme. As part of that it was decided to develop a digital app
for those that choose to go down that road. There were some concerns that potentially anyone from outside could
register in the programme and some work has been done to change to assessment in this area and link to iMOKO
app. There are some individual issues that will need to be dealt with as students enrol on the programme.

A124.19 Type 1 Approvals and Certificates of Proficiency enrolments – attached
A124.19a Type 1 Approvals up to 7 November 2019
Recommendation A124.19a: That Academic Board approves the Type 1 Changes as listed
Approved: Oonagh/Sally

A124.19b Retrospective Type 1 Changes
**OT5111 Master of Applied Management Postgraduate Diploma in Applied Management Programme
Document 2019 – RETROSPECTIVE**
Change to assessment weightings for AM907001 – Managing Growth Change and Adversity.
Recommendation: A124.19b: That Academic Board approves the Retrospective Type 1 Changes as listed
Approved: Oonagh/Megan

A124.19c Certificate of Proficiency applications/enrolments (date range: 02 October – 07 November 2019)
**Recommendation: A124.19c: That Academic Board approves the individual Paths of Study for Certificate of
Proficiency enrolments as listed**
Approved: Oonagh/Megan

*Action from meeting: Contingent upon 072831 – Organisations in a NZ context learners why they are doing
two courses over summer as a certificate of proficiency they could be enrolled in a Bachelor of Management if
we had the support for them over the summer. QEC to provide update to Sue Thompson.*

A125.19 EduBits for noting – attached documents

Approvals Application #	EduBit Code	EduBit#	EduBit Title	Level	Credit	Comments
40161.01	EBT700182	182	Preceptorship in Undergraduate Nursing	7	10	ReSubmission
40162.00	EBT300229	229	SDG3 - Good Health and Well-Being	3	5	New
40163.00	EBT300232	232	SDG 6 - Clean Water and Sanitation	3	5	New
40164.00	EBT500241	241	Air New Zealand: Negotiation Skills for Sales Managers	5	10	New
40165.00	EBT500242	242	Air New Zealand: Negotiation Skills for Account Managers	5	10	New

Recommendation A125.19: That Academic Board notes the new Approved EduBits, and the changes to existing EduBits.

Discussion from meeting: Preceptorship in Undergraduate Nursing was resubmitted from the action of the last meeting after reviewing wording changes due to confusion in the title. There was general discussion on the title and how it is interpreted. It was clarified that learners become new grads, they then go for a formal preceptorship programme because part of the nursing competencies is to understand the direction of delegation and demonstrate that capability, so they are learning about preceptorship.
Action: Trish to change the title to read "Preceptorship for Undergraduate Nursing Students" and cc Ian and Andy.

EduBits – Noting vs Approval
Question raised that EduBits is for noting and not approval at this meeting. Given that EduBits do not go through PAC and this is the place it comes for sign-off; shouldn't it be that Academic Board approve? With the development and key driver of EduBits moving forward into a time of change, that we would like to oversee and approve future EduBits? Commercial viability needs to be considered first via ELT and once signed off, Academic Board approves the EduBits to ensure due diligence is covered in all aspects.
Action: Joanne to document a process and share with Andy the changed process. Megan and Oonagh will table at ELT the agreement in change of process to reinstate an approval system by Academic Board for EduBits.

A126.19 Programme Approvals Committee (PAC)
Recommendation A126.19: That Academic Board approves the programme document and data supporting the application for approval and accreditation for OT5159 Postgraduate Certificate in Applied Information Technology, OT5160 Postgraduate Diploma in Applied Information Technology, and OT5160 Master of Applied Information Technology
Approved: Sue / Oonagh

Academic Board

Minutes of the *electronic* Academic Board meeting held on 10 December 2019

Responses from

1.	Oonagh McGirr (moved)	Approved 10/12/2019, 10.08 am
2.	Megan Gibbons (seconded)	Approved 10/12/2019, 10.13 am
3.	Sally Baddock	Approved 10/12/2019, 10.44 am
4.	Janine Kapa	Approved 10/12/2019, 10.55 am
5.	Ian Crabtree	Approved 10/12/2019, 10.57 am
6.	Chris Morland	Approved 10/12/2019, 11.07 am
7.	Federico Freschi	Approved 10/12/2019, 11.13 am
8.	Brayden Murray	Approved 10/12/2019, 3.38 pm
9.	Trish Chaplin-Cheyne	Approved 10/12/2019, 5.15 pm
10.	Joanne Greatbanks	Approved 11/12/2019, 1.20 pm
11.	Sue Thompson	Approved 11/12/2019, 3.23 pm
12.	Paul Dixon	Approved 12/12/2019, 1.13 pm

Quorum (11) achieved 10/12/2019

1. **A130.19 Type 1 Approvals and Certificate of Proficiency enrolments**
   Recommendation A130.19a: That Academic Board approves the Type 1 Changes as listed.
   Recommendation A130.19b: That Academic Board approves the RETROSPECTIVE TYPE 1 Changes as listed.
   Recommendation A130.19c: That Academic Board approves the individual Paths of Study for Certificate of Proficiency enrolments as listed.

2. **A131.19 EduBits for Approval**
   Recommendation A131.19: That Academic Board approves the new EduBits, and the changes to existing EduBits as listed.

3. **A132.19 Programme Approval Committee (PAC) Minutes and Recommendation** – attached
   Recommendation A132.19: That Academic Board notes the Programme Approval Committee minutes.

4. **A132.19a NZ4000 NZQF Certificate in English for Engineering (Level 5)**
   Recommendation A132.19a: That Academic Board approves Programme of Study and application for accreditation and approval for NZ4000 NZQF Certificate in English for Engineering (Level 5).

5. **A132.19b NZ2218 New Zealand Certificate in Primary Industry Skills (Level 2)**
   Recommendation A132.19b: That Academic Board approves the Type 2 change for NZ2218 New Zealand Certificate in Primary Industry Skills (Level 2).

6. **A132.19c Programme of Study - Certificate in Primary Industry Skills and English**
   Recommendation A132.19c: That Academic Board approves the Programme of Study and application for approval from NZQA joining NZ2218 New Zealand Certificate in Primary Industry Skills (Level 2) and OT5152 Pre-Intermediate English Training Scheme (Level 2).

7. **A132.19d OT5164 Certificate in Bicultural Competency (Level 4)**
   Recommendation A132.19d: That Academic Board approves the Training Scheme for OT5164 Certificate in Bicultural Competency (Level 4).

8. **A132.19e Storage of Assessment Materials - for discussion**
   Recommendation A132.19e: To discuss how assessment material are to be stored.

9. **A133.19 NZQA Currency Check of Qualifications**
   Recommendation A133.19: That Academic Board approves the Discontinuation at NZQA, and closure at TEC, of the qualifications as listed.

10. **A134.19 External Application Approval Times for 2019**
    Recommendation A134.19: That Academic Board notes the report External Application Approval Times for 2019.

Academic Board

Minutes of the *electronic* Academic Board meeting held on 17 December 2019

Responses from
1. Oonagh McGirr (moved)   Approved 17/12/2019, 1.26 pm
2. Chris Morland   Approved 17/12/2019, 1.45 pm
3. Sue Thompson   Approved 17/12/2019, 1.47 pm
4. Megan Gibbons   Approved 17/12/2019, 3.32 pm
5. Janine Kapa   Approved 17/12/2019, 4.08 pm
6. Trish Chaplin-Cheyne   Approved 17/12/2019, 4.25 pm
7. Joanne Greatbanks   Approved 17/12/2019, 6.56 pm
8. Phil Ker   Approved 17/12/2019, 5.53 pm
9. Nathan Laurie   Approved 18/12/2019, 8.42 am
10. Sally Baddock   Approved 18/12/2019, 8.55 am
11. Federico Freschi   Approved 18/12/2019, 9.02 am
12. Paul Dixon   Approved 18/12/2019, 9.03 am
13. Brayden Murray   Approved 18/12/2019, 1.37 pm

Quorum (11) achieved 18/12/2019

1. **A136.19 Programme Approvals Committee (PAC) eMinutes and Recommendation - attached**
   <u>Recommendation A136.19</u>: That Academic Board notes the Programme Approval Committee (PAC) eMinutes.

2. **A137.19 Physical Education New Zealand (PENZ)**
   A137.19a Physical Education New Zealand (PENZ) sub-contracting
   <u>Recommendation A137.19a</u>: That Academic Board approves the Academic Delivery Sub-Contract Agreement with Authentic Physical Education in Aotearoa New Zealand and Otago Polytechnic for the delivery of OT5162 Certificate in Authentic Physical Education in Aotearoa New Zealand (Level 6).

3. **A137.19b OT5162 Certificate in Authentic Physical Education in Aotearoa New Zealand (Level 6)**
   <u>Recommendation A137.19b</u>: That Academic Board approves the Training Scheme OT5162 Certificate in Authentic Physical Education in Aotearoa New Zealand (Level 6).

4. **A138.19 Mission Ready HQ Limited (MRHQ)**
   A138.19a Mission Ready HQ Limited (MRHQ) sub-contracting
   <u>Recommendation A138.19a</u>: That Academic Board approves the Academic Delivery Sub-Contract Agreement with Mission Ready HQ Limited and Otago Polytechnic for the delivery of OT5143 Certificate in Technology Product Development (Level 4), OT5144 Certificate in Applied Digital Technology Product Solutions (Level 5), and OT5163 Certificate in Applied Digital Technology Product Solutions (Level 6).

5. **A138.19b OT5143 Certificate in Technology Product Development (Level 4)**
   <u>Recommendation A138.19b</u>: That Academic Board approves the Training Scheme OT5143 Certificate in Technology Product Development (Level 4).

6. **A138.19c OT5144 Certificate in Digital Technology Product Solutions (Level 5)**
   <u>Recommendation A138.19c</u>: That Academic Board approves the Training Scheme OT5144 Certificate in Applied Digital Technology Product Solutions (Level 5).

7. **A138.19d OT5163 Certificate in Applied Digital Technology Product Solutions (Level 6)**
   <u>Recommendation A138.19d</u>: That Academic Board approves the Training Scheme OT5163 Certificate in Applied Digital Technology Product Solutions (Level 6).

8. **A139.19 NZ2491 New Zealand Diploma in Veterinary Nursing (Level 6) – Academic Delivery sub-contract between OP and Toi Ohomai**
   Recommendation A139.19: That Academic Board approves the Academic Delivery Sub-contract between Otago Polytechnic and Toi Ohomai Institutes of Technology for the delivery of NZ2491 New Zealand Diploma in Veterinary Nursing (Level 6) at the Toi Ohomai Campus.

9. **A140.19 Type 2 Change - NZ2860 New Zealand Certificate in Study and Career Preparation (Level 4)**
   A Type 2 change to add a fourth 'context' of Construction, using existing courses, primarily for AIC delivery.
   Recommendation A140.19: That Academic Board approves the Type 2 change to the Programme of Study adding a new context, for NZ2860 New Zealand Certificate in Study and Career Preparation (Level 4)

OTAGO POLYTECHNIC COUNCIL PAPER	
OPEN AGENDA	**DATE:** **1 NOVEMBER 2019**
ITEM: **STUDENT COUNCIL**	
PURPOSE: Attached are the minutes of the Student Council meeting held on 23 October 2019.	
PRESENTED BY: Nathan Laurie	
RECOMMENDATION: For noting.	

Student Council Meeting

Thursday 31 October 2019
12.00pm to 1.00pm
F215, Forth Street Dunedin

Present	Nathan Laurie (Applied Management)
	Yan Chau (Information Technology)
	Ghanshyam Diyora (GD Applied Management)
	Sarah Baines (Design - Communication)
	Micah Whitaker (Social Services)
	Chris Morland, DCE Learner Experience
	Brayden Murray, Director Learner Services
	Patricia Quensell, Learner Services
	Ronda McLaren, Minutes
Apologies	Chris Morland for leaving early to attend another meeting

Staff Awards	Prior to the meeting staff representatives agreed to extract the 10 Auckland International Campus nominations and nominees. To be forwarded to Auckland to run their own selection process and award at the AIC Graduation. Ronda to action.
	Excellent Support Award 15 nominations received Awarded to Brendon Monson (ADA)
	Excellent Teacher Award 22 nominations received Awarded to Victoria Bell (ADA) and Tony Green (ECL)
	$50 prezzy card voucher to Teresa Bradfield (bradtm@student.op.ac.nz)

OTAGO POLYTECHNIC COUNCIL PAPER		
OPEN AGENDA	**DATE:**	**7 FEBRUARY 2020**
ITEM: **STAFF SUBCOMMITTEE MINUTES**		
PURPOSE: Attached are the minutes of the Staff Subcommittee meeting held on 31 October 2019.		
PRESENTED BY: Jono Aldridge		
RECOMMENDATION For noting.		

Staff Sub-committee of Council

Thursday 31 October 2019
8.30 am - 9.30 am
F 215, Mason Centre, Forth Street, Dunedin

Present:	Jono Aldridge (Chair)	Mary Butler
	Kathryn van Beek	Ian Barker
	Phil Osborne	Stuart Terry
	Emma Wallace	Barbara Dunn

Apologies: Janine Kapa, Megan Gibbons, Sheena Roy, Philip Ballard, Lisa Burton, Karole Hogarth, Kim Reay, Michelle Watt, Ray O'Brien, Jacquie Hayes.

Minutes: Paula Petley

1. Apologies and attendance	Apologies accepted.
2. Minutes of previous meeting	Moved that the minutes be accepted as a true and correct record: Phil Osborne. Seconded: Stuart Terry.
3. Matters Arising	*Committee member terms* Discussed elsewhere in Agenda. *Staff Subcommittee* Jono has talked to Phil Ker regarding the Council Subcommittees – Phil believes representation for staff and students will continue in some form under NZIST.
4. Updates	*OP Council* Amendments have been made to some policies. Details on the Council Open Minutes on the website.
5. IPP and TPP Process (Emma Wallace)	Emma demonstrated the Performance Portal IPP and TPP dashboards. - Teams can track key metrics through the Dashboard. - Teams can use TPP to assign tasks to individuals which staff can then put in their IPP. - TPP useful to inform ASR and APR. - Feedback from Ka Korerorero can be incorporated into performance evaluations. - Stuart advised that the format of colleague feedback will change to be more of a 180 degree assessment – self reflection followed by colleague feedback. Staff training details are held in Vault, no dashboard available to check where staff are at with training.

	It would be useful to have alignment between Vault and the Performance Portal; this is an opportunity for future improvement. Staff leave details are in Me@OP. Any questions around the IPP or TPP process – contact Emma. *Changes to Business Improvement* Quality Services have combined with Business Improvement and have moved to S Block.
6. Any Other Business	*Committee terms of reference and the process for appointing Convenor and Deputy Convenor.* Given the uncertainty of the Subcommittee's future after April 2020, Jono proposed two options: **Option 1:** (Default). The terms of Sheena Roy, Karole Hogarth, Philip Ballard, Barbara Dunn and Jono Aldridge (Convenor) finish at the end of this year. Under this option the Subcommittee would start afresh in 2020 and elect a new Convenor (academic); Deputy Convenor (professional) and seek new members to replace outdoing staff. This would most likely be done at the first meeting in March 2020. **Option 2:** Continue the committee with current membership and Convenor until 1 April 2020, with the anticipation that we may know more as to what the role of any new committee or representation will be under the new structure. This is really only an extension of one more meeting, March 2020. **Action** Jono will email these two options to Subcommittee members to vote on. It was noted that the Student Subcommittee has agreed to remain in its current form until April 1 2020. *WES update (Stuart Terry)* Results will be discussed at a staff forum 19 November. Stuart noted the response rate was up this year and also the Net Promoter score.

7. Next meeting and agenda items	Next meeting Thursday 5 December (final for year)
	
	Agenda items
	  • Critical Risk Policy (Laura Warren)
	  • End of year Kai
	
	Other suggested topics/speakers:
	Edubits update (Andy Kilsby); Upcoming changes to SAP/supporting staff through change.

Close	Meeting close at 9.33 am.

Otago Polytechnic Council

BOARD PACK

for

Otago Polytechnic Council - Closed

Friday, 7 February 2020

10:00 AM

Held at:

Puna Kawa

Level 2, Mason Centre
Otago Polytechnic
Forth Street
Dunedin

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Agenda

Attached Documents:

AGENDA

OTAGO POLYTECHNIC COUNCIL - CLOSED

Name:	Otago Polytechnic Council
Date:	Friday, 7 February 2020
Time:	10:00 AM to 12:00 PM
Location:	Puna Kawa, Level 2, Mason Centre Otago Polytechnic Forth Street Dunedin
Board Members:	Kathy Grant (Chair), Bill Moran, Megan Potiki, Neil Barns, Paul Allison, Peter Coolbear, Jamie Adamson
Guests:	In Attendance:

Jono Aldridge (Convenor, Staff Subcommittee), Jeanette Corson (Secretary to Council), Philip Cullen (Deputy Chief Executive Corporate Services) via Skype, Megan Gibbons (Deputy Chief Executive, People and Performance), Janine Kapa (Deputy Chief Executive, Māori Development/Kaitohutohu, Phil Ker (Chief Executive) via Skype, Nathan Laurie (Convenor, Student Council), Oonagh McGirr (Deputy Chief Executive, Learning and Teaching Services), Chris Morland (Deputy Chief Executive, Learner Experience), Gagan Sachdeva (Chief Executive OPAIC) via Skype at 11am.

Notes: Council only session to be held following open section.

1.   PROCEDURAL

1.1   Resolution to Exclude the Public

Under Section 48, Local Government Official Information and Meetings Act 1987, move that with the exception of the Executive Leadership Team members and the convenors of the Student Council and the Staff Subcommittee, the public be excluded from the meeting.

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

General subject of each matter:	Ground(s) under Section 48 for the passing of this resolution:	Reason for passing this resolution in relation to the agenda: LGOI Act Section 48 (1)(d)
Minutes (Reason (i))	**48 (a) (ii)**	
Matters arising (Reason (i))		**That the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the local authority to deliberate in private on its decision or recommendation in any**
Audit (Reason (i))		
Financials (Reason (i))		

Capital **(Reason (i))** **TEC Matters** **(Reason (i))** **Policies** **(Reason (i))** **Risk** **(Reason (i))** **Notification of Fraud** **(Reason (i))** **General Business** **(Reason (i))**	**proceedings to which this** **paragraph applies.**

1.2 Conflict of Interest

Supporting Documents:

1.3 Confirm Minutes

Supporting Documents:

1.4 Action Item List

Supporting Documents:

1.5 Reporting Timeframes

Supporting Documents:

2.   REPORTS

2.1 Chair (verbal)

2.2 Chief Executive (verbal)

2.3 Finance and Audit Committee (verbal)

2.4 Enrolments Update

Supporting Documents:

3.3 Honorary Degree

Supporting Documents:

4.   RISK

4.1 Governance Risk Management Framework

Supporting Documents:

5.   MATTERS FOR NOTING

5.1 Council Correspondence

Supporting Documents:

5.2 Finance and Audit Committee Minutes

Supporting Documents:

5.3 Otago Polytechnic Education Foundation Minutes

Supporting Documents:

5.4 Contracts Signed

Supporting Documents:

5.5 Use of the Common Seal

Supporting Documents:

6.   CLOSE MEETING

6.1   Close Meeting

Next meeting: Otago Polytechnic Council - Closed - 6 Mar 2020, 9:00 AM