



Otago Polytechnic Limited

BOARD PACK

for

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

Thursday, 17 June 2021

11:30 am

Held at:

Puna Kawa or via Teams

Level 2, Mason Centre, Otago Polytechnic

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AGENDA



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

Name:	Otago Polytechnic Limited
Date:	Thursday, 17 June 2021
Time:	11:30 am to 12:30 pm
Location:	Puna Kawa or via Teams, Level 2, Mason Centre, Otago Polytechnic
Board Members:	Adam La Hood (Chair), Paul Allison, Mike Collins, Karen Coutts, Maryann Geddes, Justin Lester, Megan Potiki
Guests:	In Attendance: Jeanette Corson (Company Secretary), Philip Cullen (Deputy Chief Executive Corporate Services), Megan Gibbons (Chief Executive), Janine Kapa (Deputy Chief Executive Māori Development/Kaitohutohu), Chris Morland (Deputy Chief Executive Learner Services), Phil Osborne (Convenor, Staff Committee), Ezra Tamati (Convenor, Student Committee), Laura Warren (Deputy Chief Executive, People, Culture and Safety)
Notes:	Board only time 11am

1. PROCEDURAL

1.1 Karakia

Supporting Documents:

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1.2 Welcome/Apologies/Notices

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3.2 Executive Leadership Team Interests Register

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3.3 Staff Committee

Supporting Documents:

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3.4 Student Committee

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3.5 Academic Committee

Supporting Documents:

3.5.a	Academic Committee Minutes cover.docx	28
3.5.b	Academic Committee Summary from meeting held 08 June 2021.docx	29

4. MEETING CLOSED

4.1 Meeting Closed

Next meeting: Otago Polytechnic Limited (The Company) Meeting of the Board (Open) - 22 Jul 2021, 11:30 am

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!

INTERESTS REGISTER

Board Member	Updated	Interest Disclosed	Nature of Potential Interest with the Otago Polytechnic
Paul Allison	21-04-2021	<ol style="list-style-type: none"> 1. Life Trustee – Halberg Disability Sport Foundation 2. Independent Contractor – NZME 3. Independent Director - University Bookshop (Otago) Ltd 4. Chair – ORFU Board Appointment Panel 5. Director, Highlanders GP Limited 6. Independent Chair - Infinite Energy (design and installation of solar power) 7. South Island Regional Grants Committee – The Lion Foundation 8. Independent Consultant - Impact Consulting 9. Director, Central Otago Health Services Ltd 10. Director – Highlanders GP Ltd 	<ol style="list-style-type: none"> 1 – 5 Nil 6 & 8 potential supplier 7 – potential funder 8 – 10 Nil
Michael Collins	16-11-2020	<ol style="list-style-type: none"> 1. Member Dunedin Centre of Digital Excellence (CODE) Steering Group 2. Chair IT Governance Group (SDHB) 3. Chair Health and Safety Executive Governance Committee (SDHB) 4. Board Member St Hilda's Board of Proprietors 5. Member Finance, Audit & Risk Exec Member (SDHB) 6. Advisor New Dunedin Hospital Southern Partnership Group (SPG) 7. Deputy Chair South Island Chief Digital and CIO Leads 8. Member National DHB CIO Leads 9. Contractor Otago Polytechnic Capable NZ Assessor 10. Chair Environmental Sustainability Committee (SDHB) 11. Staff member Southern District Health Board 12. Chair, CapableNZ Permanent External Advisory Committee 	<ol style="list-style-type: none"> 1. Collaborative Partner with OP 2. Nil 3. Nil 4. Nil 5. Nil 6. Nil 7. Nil 8. Nil 9. Contractor to OP 10. Nil 11. Nil

			Polytechnic
Karen Coutts	02-04-2020	<ol style="list-style-type: none"> 1. Te Runanga o Moeraki Member, Te Runanga o Ngai Tahu 2. Transparency International NZ, Board Member 3. Treasurer, Te Runanga o Moeraki 4. Committee, Member, Institute of Directors Wellington Branch 5. Member, New Zealand Parole Board 6. Kaiwhakahaere, Ngai Tahu ki Te Whanganui-a-Tara taurahere roopu 7. Director, KDC & Assocs Ltd 8. Director, KBDRC Ltd 	
Maryann Geddes	19-04-2021	<ol style="list-style-type: none"> 1. Te Pūkenga - Council Member 2. Southern Institute of Technology - Director 3. ARA - Director 4. Service IQ- Director 	
Adam La Hood	02-04-2020	<ol style="list-style-type: none"> 1. Director – Dunedin Venues Management Ltd 2. Chief Financial Officer – Cook Brothers Construction 	<ol style="list-style-type: none"> 1. Collaborative Partner with OP 2. Contractor to OP
Justin Lester	01/04/2020	<ol style="list-style-type: none"> 1. Chair – Weltec Whitireia Subsidiary Board 2. Chair – Storbie Ltd 3. Director – Kapai New Zealand Ltd 4. Director – Welcome Home Ltd 5. Chair – Good Bitches Baking 6. Contractor – Dot Loves Data 7. Contractor – Fix & Fogg 8. Ambassador – Simplicity Kiwisaver 	<p>Nil</p> <p>Nil</p> <p>Nil</p> <p>Nil</p> <p>Nil</p> <p>Potential Supplier</p> <p>Potential Supplier</p> <p>Potential Supplier</p>
Megan Potiki	01-04-2020	<ol style="list-style-type: none"> 1. Member of Te Runanga o Ōtākou 2. Employee of the University of Otago 3. Contractor - Aukaha Ltd 9. Governor - A3K Limited 	3 and 4 potential suppliers

OTAGO POLYTECHNIC LIMITED	
BOARD PAPER	
OPEN AGENDA	DATE: 17 JUNE 2021
ITEM: CONFLICT OF INTEREST	
PURPOSE: Board members should declare any potential conflict (pecuniary or non-pecuniary) they may have regarding any item on the agenda, or in relation to any discussion during the meeting. These declarations will be recorded on a separate register as well as in the minutes. Attached is a register of Board members' interests. Any changes must be advised to Jeanette Corson.	
RECOMMENDATION For noting.	

OTAGO POLYTECHNIC LIMITED BOARD PAPER	
OPEN AGENDA	DATE: 17 JUNE 2021
ITEM: MINUTES	
PURPOSE: The minutes of the open section of the Board meeting held on 20 May 2021 are attached.	
PRESENTED BY: Adam La Hood	
RECOMMENDATION: That the Board approves the minutes as a true and correct record of the open section of the meeting held on 20 May 2021.	

MINUTES (in Review)



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

Name:	Otago Polytechnic Limited
Date:	Thursday, 20 May 2021
Time:	1:00 pm to 1:25 pm
Location:	Puna Kawa or via Teams, Level 2, Mason Centre, Otago Polytechnic
Board Members:	Adam La Hood (Chair), Mike Collins, Karen Coutts, Justin Lester, Megan Potiki
Apologies:	Maryann Geddes, Paul Allison
Guests:	In Attendance: Jeanette Corson (Company Secretary), Philip Cullen (Deputy Chief Executive Corporate Services), Megan Gibbons (Chief Executive)
Notes:	Board only time 11am.

1. PROCEDURAL

1.1 Karakia Timatanga

Megan Potiki opened the meeting with a karakia.

1.2 Welcome/Apologies/Notices

Apologies had been received from Paul Allison and Maryann Geddes.

1.3 Conflicts of Interest

No conflicts were declared in relation to the open agenda.

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) 22 Apr 2021, the minutes were confirmed as presented.

RECOMMENDATION

Karen Coutts/Justin Lester

That the minutes of the open section of the meeting held on 22 April 2021 be approved as a true and correct record.

AGREED.

1.6 Matters Arising/Actions

Actions

The Terms of Reference for the Audit and Risk Committee were included in the papers.

2. REPORTS

2.1 Chair (verbal)

The Chair had nothing to report.

2.2 Chief Executive

Dr Gibbons report covered the following:

- Enrolments - currently at 112% and likely to reach 125%
- Tertiary Open Day- to be held on Sunday 23 and 24 May in conjunction with the University of Otago
- Student Voice and Marketing - new social media strategy implemented to include more authentic student voice
- Rainbow Tick - accreditation achieved
- Summarised Finance Report for the period ended 30 April 2021
- Media Report
- Tertiary precinct project - putting a strong case to continue

3. FOR APPROVAL

3.1 Terms of Reference - Audit and Risk Committee



Terms of Reference - Audit and Risk Committee

The Terms of Reference for the Audit and Risk Committee were approved.

Decision Date: 20 May 2021

Mover: Karen Coutts

Seconder: Justin Lester

Outcome: Approved

4. MATTERS FOR NOTING

4.1 Board Calendar

Noted.

4.2 Executive Leadership Team Interests Register

Noted.

4.3 Academic Committee

A summary of the Academic Committee meeting held on 13 April was noted.

4.4 Staff Committee

A brief summary of the Staff Committee meeting held on 14 May was noted.

4.5 Komiti Kawanataka

Key points from the Komiti Kawanataka meeting held on 6 May 2021 were noted.

There was discussion around how to use the Komiti to help drive partnership matters as per Te Pūkenga's Letter of Expectations.

5. CLOSE MEETING

5.1 Close Meeting

Next meeting: Otago Polytechnic Limited (The Company) Meeting of the Board (Open) - 17 Jun 2021, 11:30 am

Signature: _____

Date: _____

ACTION SHEET - OPEN			
Date	Action	Responsibility	Due date
22-04-2021	Board to undertake bicultural competency training	All	31-08-2021

OTAGO POLYTECHNIC LIMITED	
BOARD PAPER	
OPEN AGENDA	DATE: 17 JUNE 2021
ITEM: CHIEF EXECUTIVE'S REPORT	
PRESENTED BY: Dr Megan Gibbons	

Enrolments

Enrolments remain high with good demand across all areas. Semester 2 applications are tracking well. We are currently at 113.4% of our allocated TEC funded EFTs, and 111% of our international budgeted EFTS. We are 810 EFTS ahead of budget.

Industry Visits

On the 13th May I met with Sarah Ramsay from United Machinists around how we better meet their needs for employees. We are trialling a degree apprenticeship pathway with our mechanical engineering students to allow them to specialise in high end engineering. Three first year Bachelor of Engineering Technology students are now completing their degree apprenticeship with United Machinists and will be learning and earning at the same time, this will be evaluated every 6 months from the perspective of the learner and the employer.

This was followed with a visit from Ceri McLeod from Southland and Otago Regional Engineering Collective (SOREC) and Ivan Hodges from the Ministry of Education around new pathways, professional development opportunities and transitions from school to tertiary education – all focused on manufacturing and engineering.

I met with Jason Tibble Regional Commissioner for the Ministry of Social Development (MSD) and the Senior Official for Central Government in the Lower South Island. The purpose of this was to ensure that we are providing a coordinated approach for supporting our community and creating pathways from MSD services for prospective learners.

I attended the Mayoral Dinner on the 8th June to welcome the New Zealand and Australian-based ambassadors visiting Dunedin, as part of the Ministry of Foreign Affairs and Trade's 2021 Study Tour. On the 9th June Barry Law presented what we have been doing with Whaiao – RCE Otago to this group also.

Media Report

Attached is a summary of Otago Polytechnic's external media activity.

Summarised Finance Report for the period ended 31 May 2021

The following table provides an overview of Otago Polytechnic's 2021 financial performance to date and compares this against the budget with variances.

May 2021	2021 Year to Date Actual	2021 Year to Date Budget	Variance
	(\$000s)	(\$000s)	(\$000s)
Revenue	\$ 43,684	\$ 38,776	\$ 4,908
Expenditure	\$ 39,944	\$ 40,740	\$ 796
Net Surplus before extraordinary income	\$ 3,740	\$ (1,964)	\$ 5,705
Extraordinary Income	\$ 1,100	\$ 4,750	\$ (3,650)
Net Surplus	\$ 4,840	\$ 2,786	\$ 2,055
Capital Expenditure	\$ 2,975	\$ 6,846	\$ 3,871
Employment Cost as a percentage of revenue	52.8%	63.0%	10.2%
Student Fees as a % of revenue	34.1%	35.6%	1.5%
Government Funding as a % of revenue	52.9%	51.2%	(1.8)%
Working Capital	41.0%	18.9%	22.1%
Cash In/Cash Out	153.2%	141.8%	11.4%
Net Monetary Assets (000's)	\$ (3,412)	\$ (4,831)	\$ 1,419
Debt / Equity Ratio	25.0%	27.4%	2.4%
EFTS	5,094.0	4,413.1	680.9

Key Points:

- The net operating surplus of \$4,840k is favourable to budget by \$2,055k mainly due to additional student income from increased enrolments.
- Extraordinary income relates to the grant for the shovel ready building project, the timing of this income has changed since budget.
- Capex is lower than budget to date by a net \$3,871k due to timing of the shovel ready building project.
- Net Monetary Assets are currently favourable by \$1,419k, mainly due to the timing of the shovel ready building costs.
- EFTS enrolments of 5,094 are favourable to YTD budget by 661. This is due to additional enrolments across multiple programmes.



A summary of Otago Polytechnic external media activity, from May 1, 2021 – May 31, 2021. Produced by Karen Spreckley, Business Support Administrator.

- 240 news mentions.
- Coverage reached a cumulative audience of 2.81 million.
- Online News had the highest volume of coverage (92 news mentions)
- The outlet with the highest volume was Otago Daily Times with 68 mentions

Key themes of coverage:

Otago Polytechnic is in the early stages of making plans to set up a “work-based learning facility” called Dunedin School of Games in the Central City with the aim for students to become immersed in Dunedin’s growing gaming sector.

Learners and their families had a chance to come and see the Otago Polytechnic campus for Tertiary Open Days held on 23 and 24 May which included tours, seminars, and expos.

A move to bolster the city’s reputation as world class in veterinary science and wildlife ecotourism sees Otago Polytechnic looking towards the creation of a purpose-built wildlife hospital and visitor centre in Dunedin. This would be with help from the DCC and a fundraising programme.

A cohort of first year Otago Polytechnic Bachelor of Design (Communication) learners have had their work acknowledged in Kātoitoi, the Aotearoa Design Archive. This was for their Covid-related work “Lockdown Zines”.

The inaugural Dunedin Schools Games Jam was hosted by Otago Polytechnic Centre of Digital Excellence as part of Techweek 2021. Year 12 and 13 high school pupils designed and coded their own games over a weekend and were mentored by local from the game industry alongside staff and senior students from the BIT programme.

OP WEBSITE

There were more than 557K page views in the past month. New website visitors comprised approx. 24.34% of traffic (the remainder were returning visitors); the average time spent per view was 2min 26sec.

SOCIAL MEDIA

Social Media activity and engagement across all channels continues to be strong. Facebook followers now 15.3K.

INSTAGRAM

3.8K followers; reflecting strong numbers on this channel.

LINKEDIN

Otago Polytechnic's main LinkedIn page has 15.4K followers, reflecting strong numbers on this channel.

OTAGO POLYTECHNIC LIMITED BOARD PAPER	
OPEN AGENDA	DATE: 17 JUNE 2021
ITEM: BOARD CALENDAR	
PURPOSE: Attached for noting is the Board calendar.	

BOARD CALENDAR 2021/22

Meeting/Event	June	July	Aug	Sept	Oct	Nov	Dec	Jan 22	Feb	Mar	April
Annual Report Sign off											
Budget				23 Sept							
Board Meeting	17 June	22 July	19 Aug Marae	23 Sept	19 Oct Auckland	18 Nov			17 Feb	24 Mar	21 April
ELT, Student and Staff convenors to attend	17 June			23 Sept					17 Feb		
Fees Set											
International											
Domestic				23 Sept							
Strategy Review											
Audit and Risk Committee	16 June			10 Sept			16 Dec				
Graduation		23 July 1.30pm					17 Dec				
Maori Pre-Grad		22 July					16 Dec				
Pasifika Pre-Grad		21 July					15 Dec				
Komiti Kawanataka Thurs at 12.30pm	3 June	1 July	5 Aug	2 Sept	1 Oct	4 Nov	2 Dec		3 Feb	3 Mar	7 April
Performance Review Committee					15 Oct						

Meeting/Event	June	July	Aug	Sept	Oct	Nov	Dec	Jan 22	Feb	Mar	April
Health and Safety Committee	14 June		2 Aug		4 Oct		6 Dec		7 Feb		
OP Events											
- Student Showcases						Nov					
- Awards - Long Service - Staff - Distinguished Alumni				10 Sept							
- Christmas Function							3 Dec				

OTAGO POLYTECHNIC LIMITED	
BOARD PAPER	
OPEN AGENDA	DATE: 17 JUNE 2021
ITEM: EXECUTIVE LEADERSHIP TEAM INTERESTS REGISTER	
PURPOSE: The Executive Leadership Team Interests Register is attached for noting.	



OTAGO
POLYTECHNIC
Te Kura Matatini ki Otago

OTAGO POLYTECHNIC INTERESTS REGISTER – EXECUTIVE LEADERSHIP TEAM

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

Date Updated	Name	Interest Disclosed	Nature of Potential Conflict of Interest with Otago Polytechnic	Pecuniary or non-pecuniary	Agreed approach to manage
1 February 2019	Philip Cullen	Cliffs Road Trading Board Member: <ul style="list-style-type: none"> – OP Auckland International Campus Ltd – Otago Polytechnic Education Foundation – Open Education Resource Universitas 	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"> – Wildlife Hospital – Open Education Resource Foundation University – Otago Polytechnic Auckland International Campus – TANZ eCampus 	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
21 April 2020	Janine Kapa	Board Member: – A3 Kaitiaki Ltd (Chair) – Kōkiri Training Centre (Chair) – Otago Youth Wellness Trust – KUMA (Southern Māori Business Network) 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"> • caution & sensitivity • honesty & integrity • transparency
11 February 2019	Oonagh McGirr	Board Member: – Dunedin Fringe Arts Trust – The Malcam Trust – OERU Board			
20 August 2020	Chris Morland	– SIGNAL ICT Grad School – Board member, Dunedin Bowls Ellen Morland, OP staff member spouse	Possible competitor Personal interest	Pecuniary Both	Transparency OP Policy
7 October 2020	Laura Warren	Intern Director - Delta			

OTAGO POLYTECHNIC LIMITED	
BOARD PAPER	
OPEN AGENDA	DATE: 17 JUNE 2021
ITEM: STAFF COMMITTEE	
PURPOSE: A summary of discussion at Staff Subcommittee meeting held on 27 May 2021: <ul style="list-style-type: none">• Cameron Orr from Naylor Love gave an update on the building project, what work has been done and what is coming up. The contractors are mindful of minimising disruption to students particularly at exam time. Staff are advised to check Campus Services regular works notices on Tuhono.• Steve Turnbull discussed cyber security and recent spear 'phishing' test email to a random number of staff. OP's response rate in reporting suspect emails to IT was good compared to worldwide figures. More tests will be run throughout the year. Tips on cybersecurity for laptops and phones were given.• Steven discussed file storage and migration of files from the shared drive to Teams; and removal of Skype so all phone calls are made via Teams.• A revised Terms of Reference for the Subcommittee was circulated for comment. There are two vacancies on the Subcommittee that are intended to be filled within the next few months.	

OTAGO POLYTECHNIC LIMITED	
BOARD PAPER	
OPEN AGENDA	DATE: 17 JUNE 2021
ITEM: STUDENT COMMITTEE	
PURPOSE:	
For noting, key points from the meeting held on 26 May 2021.	

Present: Campbell Ward (General Exec), Rammy El Dessouky (Disability Rep), Hamish Knudson (Rainbow Rep), Jason Goodwillie (Maori Rep), Tyla Ruston (HLT Rep), Jake Evans (CDP Rep), Chris Morland, Ronda McLaren

Apologies: Ezra Tamati (OPSA President), Brayden Murray

1. Steven Turnbull, Chief Information Officer - overview of portfolio, and the work ISS teams perform.
 - a. weak **Wi-Fi on H6** combination of cabling, access points, density and high demand with users averaging three devices each. If a new instal being piloted in A Block meets performance expectations it will be rolled out across D block, followed by H-G-F before Christmas.

Action: Steven will investigate an interim solution to boost Wi-Fi in H block.
 - b. learners aware of/use **Eduroam Wi-Fi** network - negotiating coverage at Forsyth Bar Stadium (inc UNIPOL) and DCC (Octagon). News welcomed.
 - c. NUR **online exams** - rolling in temporary access points (density) and power stations (battery).
 - d. library **booths** on Level 1 are great but heating on high full time, it is too hot.
Action: Ronda to liaise with The Robertson Library.
2. **Student Forum** with CE Megan Gibbons to be held every two months. Next Forum 3 August at 12 noon, venue TBA.
3. **UNIPOL** agreement is complex with historical implications, it will take time to unpackage. UNIPOL progressing with tool that will enable swipe access to inform usage statistics.
4. **Non-binary and disability toilets/access** incorporated into Trades Training Centre. Campus Services provided a list to OPSA (now on Facebook) and will share map with OPSA once updated.
5. Action: Chris to share **Progressive Rainbow flag** information with Hamish. WIP.

6. Action: Brayden to share link for **T AFL laptop** access with OP SA.
7. **OP SA funding** will continue for the foreseeable future. Discussed that OP SA quite unique in the tertiary environment.
8. Issues with **National Student Body** claiming to speak on University and Polytechnic students' behalf, yet not allowing representation from OP SA. Current matter with respect to Disability; but could occur across any OP SA Exec Portfolio.
Action: Chris to meet with Ezra and clarify issue.
9. Idea of a **Laptop Library** in the Hub welcomed by reps. Learners could take a laptop for an hour-a day- an exam and return at end of day. Opportunity to purchase 20 with additional funding.
10. Next meeting 22 June, 12 noon in Puna Kawa

OTAGO POLYTECHNIC LIMITED BOARD PAPER	
OPEN AGENDA	DATE: 17 JUNE 2021
ITEM: ACADEMIC COMMITTEE	
PURPOSE: Attached for noting are key points from the Academic Committee meeting held on 8 June 2021.	

Academic Committee Meeting Summary

For meeting held on 08 June 2021

Quorum was achieved: 10 attendees.

The Committee dealt with business as usual and items / actions arising for general discussion as noted:

Updates

- Poari Akoranga (Academic Committee) membership

It was noted that Oonagh McGirr has finished her secondment with Poari Akoranga and the Skills Active ITO has requested that Liz McKenzie be put forward for nomination. OP will support the nomination. Poari Akoranga are seeking three new members.

Business as usual approval Items that were presented to Academic Committee:

For noting

- Te Poari Akoranga (Te Pūkenga Academic Board) Pānui
- Draft Te Pūkenga Academic Regulations
- Simplifying New Zealand Qualifications and Other Credentials
- DPP Candidate Approved to Graduate in July
 - Adrian Woodhouse
- Te Pūkenga Development Approval – OT5177 Graduate Diploma in Conflict Resolution
- NZQA Approval for Self-monitoring
- Programme Approvals Committee
 - Minutes of the Programme Approvals Committee meeting of 25 May 2021

Items presented for approval:

- Minutes of the Academic Committee meeting of 11 May 2021
- Programme of Study and application for accreditation for NZ2722 New Zealand Certificate in Cellar Operations (Level 3)
- Type 1 Approvals and Certificates of Proficiency Enrolments
 - OTCONT: Add two new short courses
 - Packaging
 - Digital Photography
- EduBit
 - Community Development Practitioner

Other Business

- Director: Academic Excellence appointment Caroline Terpstra was welcomed to the Academic Committee and congratulated on her appointment
- Queens Birthday Honours: Professor Linda Robertson received ONZM for her services to Occupational Therapy and Seniors



Otago Polytechnic Limited

BOARD PACK

for

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

Thursday, 20 May 2021

1:00 pm

Held at:

Puna Kawa or via Teams

Level 2, Mason Centre, Otago Polytechnic

OTAGO POLYTECHNIC LIMITED	
BOARD PAPER	
CLOSED AGENDA	DATE: 20 MAY 2021
ITEM: RESOLUTION TO EXCLUDE THE PUBLIC	
RESOLUTION	
<p>That under Section 48 (1) Local Government Official Information and Meetings Act 1987, and the Official Information Act 1982, with the exception of Executive Leadership Team members and the Director Campus Services (Item 2.1), the public be excluded from the meeting.</p>	

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

General subject of each matter:

1. Conflict of Interest
2. Confirmation of Minutes
3. Matters Arising/Actions
4. Reporting Timeframes
5. Presentations
 - Trades Training Centre
 - Te Pae Tawhiti
 - Workstreams from Strategy Day
6. Chair (verbal)
7. Chief Executive's Report
8. Campus Development
9. Capital Commitments
10. Finance
11. Health and Safety
12. Governance Risk Management Framework
13. Contracts Signed
14. Executive Leadership Team Gifts Register

Reasons for passing this resolution in relation to the agenda:

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

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