



Otago Polytechnic Limited

BOARD PACK

for

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

Thursday, 20 August 2020

1:00 pm

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, 20 August 2020
Time:	1:00 pm to 2:30 pm
Location:	Puna Kawa or via Teams, Level 2, Mason Centre, Otago Polytechnic
Board Members:	Tony Allison (Chair), Paul Allison, Mike Collins, Karen Coutts, Maryann Geddes, Adam La Hood, Justin Lester, Megan Potiki
Guests/Notes:	In Attendance: Mary Butler (Convenor, Staff Subcommittee), Jeanette Corson (Company Secretary), Philip Cullen (Deputy Chief Executive Corporate Services), Megan Gibbons (Chief Executive), Janine Kapa (Deputy Chief Executive, Māori Development/Kaitohutohu), Nathan Laurie (Convenor, Student Council), Oonagh McGirr (Deputy Chief Executive, Learning and Teaching Services), Chris Morland (Deputy Chief Executive, Learner Experience).

1. PROCEDURAL

1.1 Karakia

1.2 Welcome/Apologies/Notices

1.3 Conflict of Interest

Members are asked to declare any potential conflict of interest.

1.4 Additional Agenda Items

1.5 Confirm Minutes

Supporting Documents:

1.5.a	Minutes cover. docx.docx	7
1.5.b	Minutes : Otago Polytechnic Limited (the Company) Meeting of the Board - Open - 3 Jul 2020	8

1.6 Matters Arising

1.7 Action List

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2. REPORTS

2.1 Chair (verbal)

2.2 Chief Executive

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3.4 Staff Subcommittee Terms of Reference

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3.5 Health, Safety and Wellbeing Charter

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4.2 Executive Leadership Team Interests Register

Supporting Documents:

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4.3 Academic Committee Minutes

Supporting Documents:

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4.4 Student Council Minutes

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4.5 Staff Subcommittee minutes

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4.5.a	Staff Subcommittee cover.docx	51
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5. CLOSE MEETING

5.1 Close Meeting

Next meeting: Otago Polytechnic Limited (The Company) Meeting of the Board - Open - 17 Sep 2020, 1:00 pm

OTAGO POLYTECHNIC LIMITED BOARD PAPER	
OPEN AGENDA	DATE: 20 AUGUST 2020
ITEM:	MINUTES
PURPOSE: The minutes of the open section of the meeting held on 2 July 2020 are attached.	
PRESENTED BY: Tony Allison	
RECOMMENDATION That the minutes of the open section of the meeting held on 2 July 2020 be approved as a true and correct record.	

MINUTES (in Review)



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

Name:	Otago Polytechnic Limited
Date:	Friday, 3 July 2020
Time:	8:30 am to 9:45 am
Location:	Puna Kawa, Level 2, Mason Centre Otago Polytechnic Forth Street Dunedin
Board Members:	Tony Allison (Chair), Paul Allison, Mike Collins, Karen Coutts, Maryann Geddes, Adam La Hood, Justin Lester, Megan Potiki
Guests/Notes:	In Attendance: Mary Butler (Convenor, Staff Subcommittee), Jeanette Corson (Company Secretary), Philip Cullen (Deputy Chief Executive Corporate Services), Megan Gibbons (Chief Executive), Janine Kapa (Deputy Chief Executive, Māori Development/Kaitohutohu/People and Performance, Nathan Laurie (Convenor, Student Council), Oonagh McGirr (Deputy Chief Executive, Learning and Teaching Services), Chris Morland (Deputy Chief Executive, Learner Experience).

1. PROCEDURAL

1.1 Karakia

Megan Potiki opened the meeting with a karakia.

1.2 Welcome/Apologies/Notices

There were no apologies.

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 Confirmation of Minutes

Otago Polytechnic Limited (the Company) Meeting of the Board - Open 5 Jun 2020, the minutes were confirmed as presented.

1.6 Matters Arising

There were no matters arising.

1.7 Action Items List

- Confirmation of Education Foundation Trustee
Chris Collins, Acting Chief Executive of NZIST, had advised that no further action was required regarding the appointment of Sarah Simmers to the Otago Polytechnic Education Foundation.
- Dates on the Board Calendar and Reporting Timeframes had been aligned.

2. REPORTS

2.1 Chair (Verbal)

The Chair had nothing to report.

2.2 Chief Executive

Worksafe Prosecution

The Polytechnic had been ordered by the Court to complete an Enforceable Undertaking, which included embarking on a suite of health and safety-related education programmes and awareness activities at a cost of \$275,000. Progress reports are to be filed with the District Court every six months with the final report due in June 2022. The first report, including actions to date and exception reporting, is to be presented to the November Board meeting.

Media Report

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

Summarised Finance Report for the period ended 31 May 2020

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

Key points:

- Net operating deficit of \$263k favourable to forecast by \$271k mainly due to Hardship funding received but not yet spent.
- Capex higher than forecast to date by a net \$361k due to timing
- EFTS favourable to YTD forecast by 110.

Chris Morland reported that only \$12k of the \$200k Hardship Fund had been spent to date.

External Liaison

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

3. FOR NOTING

3.1 Board Calendar

The Board calendar was noted.

3.2 Executive Leadership Team Interests Register

The Executive Leadership Team Interests Register was noted.

3.3 Academic Committee Minutes

Oonagh McGirr presented the minutes of the meetings held on 2 and 15 June, noting key points:

- EduBits for approval

- NZIST Poari Akoranga - Academic Board
 - Awaiting confirmation of how the minutes of the Board will be shared across the sector and with the public.
 - Two projects underway - harmonisation (led by Phil Ker) around strategic and policy framework, and a smaller group (including Ms McGirr) on programme approval.
 - Clarification required around the organisational name to be used on certificates. Ms Geddes advised that this needed to wait on confirmation of the name from the Minister. To be raised with NZIST by Dr Gibbons.
- Approval for Offshore Delivery
 - It was requested that a monthly update on internationalisation be provided to the Board.

3.4 Staff Sub-Committee Minutes

Chair Mary Butler advised that the staff subcommittee had been reviewing the Terms of Reference and had called for voting for two positions.

In response to Mr La Hood regarding staff morale, Prof Butler said new staff in particular were finding it hard to settle in. Ms McGirr and Mr Morland outlined the process for academic induction as well as regular staff forums and fortnightly internal communications to keep staff informed.

3.5 Student Council Minutes

Nathan Laurie presented the minutes of the Student Council meeting held on 4 June. The meeting had been attended by a small number of students who had reviewed the Terms of Reference.

With regard to the clause regarding "Power to act", it was noted that the Student Council should always act in good faith and as a courtesy should first consult with the Board.

4. CLOSE MEETING

4.1 Meeting Closed

Next meeting: Otago Polytechnic Limited (The Company) Meeting of the Board - Open - 20 Aug 2020, 1:00 pm

Signature: _____

Date: _____

ACTION SHEET - OPEN			
Date	Action	Responsibility	Due date
3 July 2020	Clarify with NZIST organisational name to be used on awards	Megan Gibbons	20 August 2020
	Monthly update on internationalisation (Marc Doesburg)	Oonagh McGirr	20 August 2020

OTAGO POLYTECHNIC LIMITED	
BOARD PAPER	
OPEN AGENDA	DATE: 20 AUGUST 2020
ITEM: CHIEF EXECUTIVE'S REPORT	
PRESENTED BY: Dr Megan Gibbons	
RECOMMENDATION: That the Board receives the Chief Executive's report.	

Covid-19

With the change to Alert Level 2 announced on Wednesday 12th August we have quickly adjusted to ensuring that we can continue to teach our learners. For L2 there are some restrictions that we need to follow, but the highest importance is around contact tracing and good hygiene practices. We have requested all staff continue to take class rolls and record them in our student management system so that we can access with very short notice.

We have 220 learners in Te Pā Taurira and another 28 in the student accommodation in Cromwell. We are working with staff to ensure they are ok and we are meeting all of the L2 guidelines.

The biggest challenge we will see will be the increased mental health concerns that come from anxiety around illness, lack of money and disruption. We are ensuring all of our comms include how to refer to our support services and what to do if you need help.

Tertiary Open Day

Tertiary Open Day was held on Monday the 10th August in conjunction with the University of Otago. We had a good turnout of potential learners and they came from around the country. Staff reported good interest in our programmes of study, with large numbers attending seminars in the schools and a number in the Hub at the expo.

External Liaison

- ILC Project Steering Committee
- Kris Smith and Sandra Grey, TEU
- Terry Davies and Kim Dodds DVML
- Jamie Adamson and Josh Cuming, Deloitte
- Powhiri – Stephen Town, CE NZIST – Hamilton
- NZIST RPL Proposal Group x 2
- Covid-19 Subgroup Leads x 3
- Clare Curran/Ingrid Leary
- Farewell – Sue Bidrose
- International College of Technology, Kanazawa (Zoom)
- NZIST Covid-19 Recovery Training and Skills Needs Group (Leads)
- NZIST CEs' meeting x 2 (Zoom)
- Wildlife Hospital Board meeting
- VET campaign
- Building Surveying Governance Group

- Launch of Otago Business Awards
- OPAIC Board meeting (Teams)
- Daniel Harmes, Platinum Recruitment
- Guest Speaker Queens High School open night
- TANZ eCampus
- TANZ CEs
- Teresa Moore, Chief Executive, United Way
- OPAIC – NZIST Council visit
- Kokiri Training Centre site visit
- iD Emerging Designers
- David Clark MP

Summarised Finance Report for the period ended 31 July 2020

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

July 2020	2020 Year to Date Actual	2020 Year to Date Forecast	Variance
	(\$000s)	(\$000s)	(\$000s)
Revenue	\$ 62,313	\$ 61,051	\$ 1,263
Expenditure	\$ 60,018	\$ 60,044	\$ 26
Net Surplus	\$ 2,296	\$ 1,007	\$ 1,289
Capital Expenditure	\$ 7,079	\$ 8,461	\$ 1,382
Employment Cost as a percentage of revenue	54.3%	54.5%	0.2%
Student Fees as a % of revenue	38.1%	38.7%	0.6%
Government Funding as a % of revenue	46.3%	46.9%	0.6%
Working Capital	25.7%	28.1%	(2.4)%
Cash In/Cash Out	129.4%	122.3%	7.0%
Net Monetary Assets (000's)	\$ (7,623)	\$ (12,123)	\$ 4,500
Debt / Equity Ratio	6.6%	9.4%	2.8%
EFTS	5,261.5	4,861.6	399.9

Key Points:

- The net operating surplus of \$2,296k is favourable to forecast by \$1,289k mainly due to additional students income from increased enrolments.
- Capex is lower than forecast to date by a net \$1,382k mainly due to timing of building projects being later than forecast
- Net Monetary Assets are currently favourable by \$4.5k, this is due to additional student fee revenue received for the additional EFTS enrolled.
- EFTS enrolments of 5,262 are favourable to YTD forecast by 400. This is due additional enrolments in programmes included in the Targeted Trades and Apprenticeship Fund (TTAF) provided by the government for Trades programmes. This increase is mainly in the Primary Sector in Horticulture and Apiculture.

Media Report

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

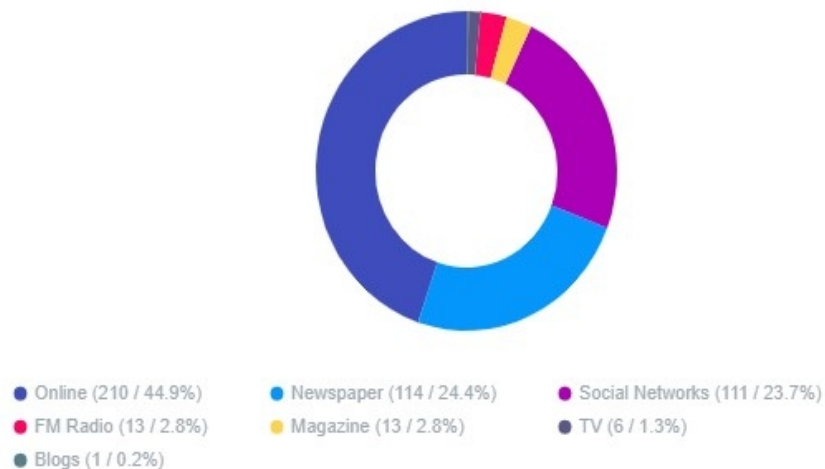
Megan Gibbons
Chief Executive



**A summary of Otago Polytechnic external media activity, from June 25-August 12 2020.
Produced by Shane Gilchrist, Senior Communications Advisor.**

- 468 news mentions
- Coverage reached a cumulative audience of 5.2 million
- Online News had the highest volume of coverage (210 news mentions)
- The outlet with the highest volume was Otago Daily Times with 115 mentions

Media type overview (Mentions)



Key themes of coverage:

Covid-19 and its implications on tertiary sector have resumed as a theme for media, since Auckland community transmissions recorded on Aug 11.

The Government confirmation of \$28 million towards Trade Training Centre for Forth St campus generated strong media coverage.

There has also been interest in restructuring processes within Otago Polytechnic, although CE Megan Gibbons has consistently reminded media the changes are neither to do with NZIST nor Covid-19.

OP WEBSITE (NEWS AND EVENTS SECTION)

There were more than 1.043 million page views in the past month. New website visitors comprised 23.37% of traffic (the remainder were returning visitors); the average time spent per view was 2min46sec.

SOCIAL MEDIA

Social Media activity and engagement across all channels continues to be strong. Facebook followers now 14.09k.

INSTAGRAM

3.5k followers; this continues upward trend of previous months.

LINKEDIN

Otago Polytechnic's main LinkedIn page now has 14.1k followers, reflecting strong growth on this channel.

OTAGO POLYTECHNIC LIMITED BOARD PAPER	
CLOSED AGENDA	DATE: 20 AUGUST 2020
ITEM:	KOMITI KAWANATAKA
PURPOSE:	Attached are the revised Terms of Reference for Komiti Kawanataka, for endorsement by the Board.
PRESENTED BY:	Megan Potiki

TERMS OF REFERENCE FOR KOMITI KĀWANATAKA

REPORTING TO: Otago Polytechnic Ltd Board

CHAIRPERSON: On recommendation of the sub-committee and with approval of the Board

DEPUTY CHAIRPERSON: Elected by the sub-committee

MEMBERS: The membership of (*sub-committee*) will consist of requisite capabilities and experience in tertiary education (Māori education in particular), tribal/community development, Māori language and culture, and enduring relationships with (and connections to) papatipu rūnaka and the wider Māori community. Membership shall not exceed 12 members and will include:

1. The Chair of the Board (ex officio)
2. Rūnaka member(s) on the Board
3. One appointee from each of the four rūnaka
4. The DCE: Māori Development/Kaitohutohu
5. One Executive Leadership Team representative
6. One Māori staff representative
7. Up to one co-opted member

Note

- The staff representative shall be appointed by the DCE: Māori Development/Kaitohutohu, with agreement of the Chief Executive.

Term of Membership

Appointment is for a term of three years and members are eligible for reappointment for another three-year term to the maximum of six years.

MEETING FREQUENCY: Monthly, as required.

AREAS OF RESPONSIBILITY:

- To provide a strong functional relationship between Te Rūnanga o Ōtākou, Kāti Huirapa Rūnaka ki Puketeraki, Te Rūnanga o Moeraki, Hokonui Rūnanga Inc ('kā Papatipu Rūnaka'), the Board and management to ensure an effective Treaty relationship.
- To assist the Board and the Chief Executive to maintain the relationship, ensure effective communication and monitor the implementation of the Memorandum of Understanding between Te Rūnanga o Ōtākou, Kāti Huirapa Rūnaka ki Puketeraki, Te Rūnanga o Moeraki, Hokonui Rūnanga Inc. ('kā Papatipu Rūnaka') and Otago Polytechnic Ltd, including the development and monitoring of the Māori Strategic Framework.
- To ensure that Kāi Tahutaka, as practiced by the Rūnaka, is the basis for all Māori activities, cultural and educational, within the Polytechnic.
- To implement, monitor and recommend any revision of the Memorandum of Understanding between Te Rūnanga o Ōtākou, Kāti Huirapa Rūnaka ki Puketeraki, Te Rūnanga o Moeraki, Hokonui Rūnanga Inc. ('kā Papatipu Rūnaka') and Otago Polytechnic Ltd.
- To advise the Board and the Chief Executive.

POWER TO ACT: As delegated by the Board

POWER TO RECOMMEND: As delegated by the Board

OTAGO POLYTECHNIC LIMITED BOARD PAPER	
CLOSED AGENDA	DATE: 20 AUGUST 2020
ITEM:	RISK AND OPPORTUNITIES COMMITTEE TERMS OF REFERENCE
PURPOSE:	Attached are the revised Terms of Reference for the Risk and Opportunities Committee, for endorsement by the Board.
PRESENTED BY:	Mike Collins



Drafted 29 July 2020

OTAGO POLYTECHNIC LIMITED
RISK AND OPPORTUNITIES COMMITTEE
TERMS OF REFERENCE

1. CONSTITUTION

- 1.1. The Risk and Opportunities Committee (ROC) is a subcommittee of the Otago Polytechnic Ltd Board.

2. OBJECTIVES

- 2.1. The objective of the Committee is to assist Otago Polytechnic Ltd in discharging its responsibilities relative to risk and regulatory conformance as well as to ensure regular assessment of new and existing strategic opportunities.

This includes;

- Organisational risk profile (excluding financial risk)
- Health, safety and wellbeing governance
- Strategic opportunities

3. MEMBERSHIP

- 3.1. The Committee shall comprise not less than four Board Members and members of the Executive Leadership Team as appointed by the Board. The Chief Executive and Deputy Chief Executive Māori Development/People and Culture will automatically be included in an ex officio capacity.
- 3.2. The Board shall appoint a chairperson from the members of the Committee. The chair of the Board shall not be chair of the Committee.

4. SECRETARIAL AND MEETINGS

- 4.1. The secretary of the Committee shall be the Board Secretary.
- 4.2. A quorum of members of the Committee shall be two Board members.
- 4.3. The Committee may have in attendance such members of management including the Chief Executive and other advisors as it considers necessary to provide appropriate information and explanations.
- 4.4. Other Board members shall be entitled to attend meetings of the Committee as observers, provided that they are not conflicted for personal reasons, and may participate at the discretion of the Committee's Chair.

Drafted 29 July 2020

- 4.5. Reasonable notice of meetings and the business to be conducted shall be given to the members of the Committee, all other members of the Board, the Chief Executive, Deputy Chief Executive Māori Development/People and Culture, and advisors.
- 4.6. Meetings shall be held not less than three times a year having regard to the Company's reporting cycle and strategic planning. Any member of the Committee, may request a meeting at any time if they consider it necessary.
- 4.7. Minutes of all meetings shall be kept.

5. RESPONSIBILITIES

- 5.1. The responsibilities of the Committee are as follows:

Organisational risk profile

- Review and maintain the Otago Polytechnic Ltd risk register;
- Review and maintain legal compliance;
- Monitor corporate risk assessment and the internal controls instituted; and supervise special investigations when requested by the Board;
- Liaison with external advisors or consultants;
- Assess and consider how management is ensuring the security of ICT systems and applications to mitigate cyber security risk.

Health safety and wellbeing governance

- Provide oversight to the letter of expectations in regards to health, safety and wellbeing (HS&W) appendix A, aligned with the Otago Polytechnic Ltd HS&W charter.

Strategic opportunities

- Assess investment opportunities in alignment with the strategic direction of Otago Polytechnic Ltd and make recommendations to the Board;
- Monitor progress of existing investment opportunities to ensure deliverables and benefits are translated into Otago Polytechnic Ltd.

In addition, the Committee shall examine any other matters referred to it by the Board.

6. AUTHORITY

- 6.1. The Committee is authorised by the Board to investigate any activity within its terms of reference. It is authorised to seek any information it requires from any employee and all employees will be directed to co-operate with any request made by the Committee.
- 6.2. The Committee is authorised by the Board to obtain, at the expense of the Company, outside legal or other independent professional advice and to arrange for the attendance at meetings, at the expense of the Company, of outside parties with relevant experience and expertise if it considers this necessary.
- 6.3. The Committee will make recommendations to the Board on all matters requiring a decision. The Committee does not have the power or authority to make a decision in the Company's name or on its behalf.

Drafted 29 July 2020

7. REVIEW of THE COMMITTEE & TERMS of REFERENCE

- 7.1. The Committee shall undertake an annual self-review of its objectives and responsibilities and of its terms of reference.
- 7.2. Such objectives, responsibilities and terms of reference shall also be reviewed by the Board, the Chief Executive, Deputy Chief Executive Māori Development/People and Culture and any other person considered appropriate.

8. REPORTING PROCEDURES

- 8.1. The Committee shall maintain direct lines of communication with the Chief Executive and with management generally, excluding those responsible for financial risk management.
- 8.2. After each Committee meeting the chair shall report the Committee's findings and recommendations to the Board.
- 8.3. The minutes of all Committee meetings shall be circulated to members of the Board, the Chief Executive and such other persons as the Board directs.
- 8.4. The Chair shall present an annual report to the Board summarising the Committee's activities during the year and any related significant results and findings.

APPENDIX 1**Otago Polytechnic Limited, Health Safety and Wellbeing Expectations**

Aligned to the Health, Safety and Wellbeing Charter, we, the Board and Chief Executive (CE) of Otago Polytechnic Limited, acknowledge our duties and responsibilities under the Health and Safety at Work Act 2015 and our own Health, Safety and Welfare Policy. We want to provide a safe and healthy workplace for our staff, students, contractors and visitors.

The Board acknowledge and have an expectation that we will operate in an open and transparent culture aligned to the values of the organisation. We want people to escalating concerns and good practice proactively working in a safe supportive environment. As per the health and safety guidelines for good governance for directors, our expectations are;

Policy and Planning Expectations

1. The Board's charter and structure for leading health safety and wellbeing is supported and adopted by the directors and management.
2. A high-level health safety and wellbeing strategy, policy and action plan is developed with the appropriate progress reports provided to the Board measured against targets. Targets are to be;
 - a. measurable
 - b. challenging but realistic
 - c. contain a mix of lead and lag indicators, with a greater weighting on lead indicators which focus on prevention.
3. The CE's performance includes health, safety and wellbeing performance indicators set by the board chair.

Delivery Expectations

1. Management provide the directors with clear visibility and regular reporting of a fit-for-purpose health and safety management system with regular reviews. Reporting will be to the board via the Risks and Opportunities subcommittee (ROC). This must include;
 - a. Hazzard and Risk Management
 - b. Incident Management
 - c. Emergency Management
 - d. Injury Management
 - e. Worker Engagement
 - f. Worker Participation
 - g. Working with other organisations
 - h. Continuous Improvement
2. To ensure sufficient leadership and resources are available for the development, implementation and maintenance of the system.

Monitoring Expectations**Biannually**

Progress against the health, safety and wellbeing charter

- a. Update on annual audit recommendations and improvement plans
- b. One root cause investigation is carried out and in the case of serious incidents this is using independent investigators.

Quarterly

Progress against the health, safety and wellbeing strategy and action plan and safety management system using the “plan, do, check, act” cycle

- a. Board opportunity to visit key sites from a health and safety enquiry perspective

Monthly

Progress aligned to the health and safety management system

- a. Specific reporting to include;
 - i. Data (including trends data) on all critical risks and high probability risks, incidents, including near misses, work-related ill-health, compliance with health monitoring programmes and ACC claims.
 - ii. Data on department hazards registers and review periods.
 - iii. Data (including trends data) on absence rates due to sickness.
 - iv. Led and lag indicators on trends including routine exposure to risks that are potentially harmful to health such as high noise levels, toxic chemicals and bullying.
 - v. Progress towards implementing formal improvement plans and meeting policy goals, including number of actions closed-out on time.
 - vi. Reporting on actions in place aimed at preventing harm, such as training, and maintenance programmes.
 - vii. The health and safety performance and actions of contractors, including H&S contractor inductions.
 - viii. Reports on internal and external audits and system reviews.
 - ix. Data on proactive safety visits such as safety tours and workplace inspections.
 - x. Progress on significant event i.e. a pandemic response.

Review Expectations

Working in partnership the Board and management conduct a periodic (e.g. annual) formal review of health and safety to determine the effectiveness of the system and whether any changes are required.

1. Ensure that the staff engagement survey includes health, safety and wellbeing questions and provides feedback to the Board from these results and comments.
2. Management provide the Board with advanced notice of external audits and considers whether an external review is required for an independent opinion.
3. Recommendations from formal reviews are reported to the Board via the Risk and Opportunities Subcommittee in a timely manner with mitigating actions.

OTAGO POLYTECHNIC LIMITED BOARD PAPER	
CLOSED AGENDA	DATE: 20 AUGUST 2020
ITEM:	FINANCE AND AUDIT COMMITTEE TERMS OF REFERENCE
PURPOSE:	Attached are the revised Terms of Reference for the Finance and Audit Committee, for endorsement by the Board.
PRESENTED BY:	Adam La Hood



Drafted 3 August 2020

**OTAGO POLYTECHNIC LIMITED
FINANCE AND AUDIT COMMITTEE
TERMS OF REFERENCE**

1. CONSTITUTION

1.1 The Finance and Audit Committee is a subcommittee of the Otago Polytechnic Ltd Board.

2. OBJECTIVES

2.1 The objective of the Committee is to assist the Board in carrying out its duties with regard to financial planning and reporting and audit compliance.

3. MEMBERSHIP

3.1 Members of the Committee shall comprise members of the Board appointed by the Board and members of the Executive Leadership Team also appointed by the Board.

3.2 The Committee shall comprise not less than three Board Members and members of the Executive Leadership Team as appointed by the Board. The Chief Executive, Deputy Chief Executive Operations and Director, Business Services will automatically be included in an ex officio capacity.

3.3 The Board shall appoint a chairperson from the members of the Committee. The chair of the Board shall not be chair of the Committee.

4. SECRETARIAL AND MEETINGS

4.1 The secretary of the Committee shall be the Board Secretary.

4.2 A quorum of members of the Committee shall be two Board members.

4.3 The Committee may have in attendance such members of management including the Chief Executive and such other persons including internal and external auditors and other advisors as it considers necessary to provide appropriate information and explanations.

4.4 Other Board members shall be entitled to attend meetings of the Committee as observers, provided that they are not conflicted for personal reasons, and may participate at the discretion of the Committee's Chair.

- 4.5 Reasonable notice of meetings and the business to be conducted shall be given to the members of the Committee, all other members of the Board, the Chief Executive, Deputy Chief Executive Operations, Business Services Manager, advisors and auditors.
- 4.6 Meetings shall be held not less than three times a year having regard to the Company's reporting and audit cycle and strategic planning. Any member of the Committee, or the auditors may request a meeting at any time if they consider it necessary.
- 4.8 At every meeting where external auditors are present the Committee may elect to meet with the auditors without executive or management members present for part of the meeting.
- 4.9 Minutes of all meetings shall be kept.

5. RESPONSIBILITIES

- 5.1 The responsibilities of the Committee are as follows:

Financial Planning and Reporting

- Monitor the financial performance and position of the Polytechnic against budget and forecasts
- Review and monitor asset management planning processes
- Review and recommend to the Board business cases for major capital expenditure
- Review and recommend to the Board the Polytechnic's Investment Plan
- Monitor the financial performance and position of the Polytechnic against budget and forecasts through the review of monthly financial reports
- Review and recommend to the Board the Annual Report
- Review, update and recommend to the Board governance, accounting and finance policies
- Assess and monitor financial risks to the Polytechnic
- Monitor interaction with TEC and other key stakeholders

Audit compliance

- Liaison with internal and external auditors;
- Review and agree the annual audit plan with the internal and external auditors;
- Consider an annual internal audit plan and engage with an appropriate external advisor or internal resource to conduct internal review work, and review those findings and recommendations;
- Review audit findings excluding the annual financial statements;
- Seek any information it requires from staff, management and external parties;
- Review the appointment of the internal and external auditors and their fees, for recommendation to the Board;
- Review the independence of internal and external auditors and the appropriateness of any non-audit services they undertake for the Company;
- Ensure that recommendations highlighted in internal and external audit reports are actioned by management.

In addition, the Committee shall examine any other matters referred to it by the Board.

6. AUTHORITY

- 6.1 The Committee is authorised by the Board to investigate any activity within its terms of reference. It is authorised to seek any information it requires from any employee

and all employees will be directed to co-operate with any request made by the Committee.

- 6.2 The Committee is authorised by the Board to obtain, at the expense of the Company, outside legal or other independent professional advice and to arrange for the attendance at meetings, at the expense of the Company, of outside parties with relevant experience and expertise if it considers this necessary.
- 6.3 The Committee will make recommendations to the Board on all matters requiring a decision. The Committee does not have the power or authority to make a decision in the Company's name or on its behalf.

7. REVIEW OF THE COMMITTEE AND TERMS OF REFERENCE

- 7.1 The Committee shall undertake an annual self-review of its objectives and responsibilities and of its terms of reference.
- 7.2 Such objectives, responsibilities and terms of reference shall also be reviewed by the Board, the Chief Executive, Deputy Chief Executive Operations and any other person considered appropriate.

8. REPORTING PROCEDURES

- 8.1 The Committee shall maintain direct lines of communication with the internal and external auditors, the Chief Executive, and with management, generally excluding those responsible for financial management and audit compliance.
- 8.2 The Chief Executive shall be responsible for drawing to the Committee's immediate attention any material breakdown in internal controls, and any material event of fraud or malpractice.
- 8.3 The Committee shall be provided with copies of all letters between the external and internal (if appointed) auditors and management.
- 8.4 After each Committee meeting the chair shall report the Committee's findings and recommendations to the Board.
- 8.5 The minutes of all Committee meetings shall be circulated to members of the Board, the Chief Executive, the internal auditors, external auditors and to such other persons as the Board directs.
- 8.6 The Chair shall present an annual report to the Board summarising the Committee's activities during the year and any related significant results and findings.

STAFF SUBCOMMITTEE OF BOARD

Terms of Reference

- The sub-committee shall advise the Board on matters considered to be of a governance nature.
- Advice may be by way of a recommendation, or by providing a range of diverse views that reflect the staff perspectives.
- The sub-committee is expected to consult widely with staff at large, so that a broad staff view is brought to bear on the matters about which the sub-committee offers advice.
- The sub-committee is subject to the rules relating to sub-committees of Board as per the Otago Polytechnic Ltd Board Manual of Committee Structure and Delegations.
- The sub-committee shall meet regularly, consistent with the annual cycle of Board meetings; and shall determine its own operating procedures provided that these are not inconsistent with the general requirements for sub-committees.
- The Secretary to the Board shall ensure that the minutes of the sub-committee are recorded and included in the Board papers, after the minutes are ratified as a true and correct record by the sub-committee.

Membership

The sub-committee shall comprise up to 14 members in total being equal numbers of general and academic staff elected by the staff at large; one member of the Leadership Team; and one member of the Board. New members are voted on by all staff.

The elected staff members must be permanent members of the Otago Polytechnic staff; full time or proportional. If members cannot come to a meeting they have the responsibility to delegate an alternative.

The sub-committee quorum will consist of 50% of members plus one.

The sub-committee shall appoint its own convenor and deputy convenor, one of which shall be a general staff member and the other an academic staff member.

The convenor of the staff sub-committee, or the deputy convenor as alternate, shall be granted attendance and speaking rights at the full Board meeting (open and closed sessions); subject to the confidentiality inherent in attendance at the closed session; and also subject to the same requirements as Board members with regard to conflicts of interest.

The term of office for sub-committee members shall usually be three years with outgoing members eligible to be re-elected by the committee for a further term of three years.

Matters to be considered by the sub-committee

The sub-committee shall not be constrained in the matters about which it deliberates, but is expected to:

- Confine advice to Board to matters of governance. Such matters may include advice on:
 - the strategic directions of the Polytechnic *
 - matters concerning the work environment *
 - matters concerning the learning environment *
 - matters concerning potential mergers, acquisitions or divestment of parts of the Polytechnic business *
 - budget priorities

Consideration by Board of advice from the sub-committee

The Board shall seek advice from the sub-committee prior to making decisions on the matters marked with an asterisk; provided that failure to receive advice shall not be grounds to nullify a Board decision. Where prior notice of a matter cannot reasonably be given to the sub-committee in order to enable the sub-committee to form a view e.g. tabled items, or closed session items, the Board shall seek the advice of the sub-committee by hearing the views of the convenor in attendance at the Board meeting.

Other functions of the sub-committee

The sub-committee may also provide advice to the CEO on management related issues. Any employment related issues must be taken up with the CEO.

OTAGO POLYTECHNIC LIMITED	
BOARD PAPER	
OPEN AGENDA	DATE: 20 AUGUST 2020
ITEM: HEALTH, SAFETY AND WELLBEING CHARTER	
PURPOSE: The attached Charter sets out how the Board and Chief Executive will jointly lead health, safety and wellbeing for Otago Polytechnic Limited.	
PRESENTED BY: Mike Collins	
RECOMMENDATION: That the Board endorses the Health, Safety and Wellbeing Charter for signature by the Chair and Chief Executive.	



Health, Safety & Wellbeing Charter

We, the Board and Chief Executive (CE) of Otago Polytechnic Limited, acknowledge our duties and responsibilities under the Health and Safety at Work Act 2015 and our own Health, Safety and Welfare Policy.

We want to provide a safe and healthy workplace for our staff, students, contractors and visitors. This Charter sets out how we will jointly lead health, safety and wellbeing for Otago Polytechnic Limited.

Our Commitment

We personally commit to exhibiting and promoting safe and healthy behaviours that are in line with our values.

We are jointly committed to enabling and maintaining the right systems, structures, processes and resources to plan, deliver, monitor and improve health, safety and welfare practice and performance. We will:

Set the direction (plan):

- Maintain a Health, Safety and Welfare Policy, and ensure it is supported by a Strategy and Action Plan;
- Set measurable health, safety and welfare objectives for Otago Polytechnic Ltd;
- Include health, safety and welfare outcomes as a specific, measurable, part of the annual CE performance review and ensure that a similar process is applied to management roles;
- Consider any impacts on health, safety or welfare when making decisions.

Engage and enable (deliver):

- Make available all necessary resources, so far as is reasonably practicable;
- Promote and cultivate a strong focus on risk management and injury prevention;
- Consult with workers and/or their representatives or unions on matters affecting health, safety or welfare;
- Encourage the Executive Leadership Team to lead health, safety and welfare.

Know what's going on (monitor):

- Acquire and maintain our knowledge of current work health and safety matters and good practice;
- Take interest in, and gain understanding of the work of Otago Polytechnic and the risks involved in the work;
- Verify the provision and use of systems, structures, processes and resources we have enabled;
- Monitor health, safety and welfare key performance indicators, with emphasis on lead indicators;
- Require both internal and external auditing of practice and performance.

Drive improvement (review):

- Closely review health, safety and welfare reports and audit findings;
- Enable and/or support interventions or initiatives required to facilitate ongoing improvement;
- Review this Charter and its effectiveness, via the Finance, Audit and Risk Committee.

We are committed to supporting the Otago Polytechnic Health and Safety Charter and ensuring every employee is encouraged to be actively involved in Health and Safety.

.....
Board Chair

.....
Chief Executive

.....
Date

OTAGO POLYTECHNIC LIMITED BOARD PAPER	
OPEN AGENDA	DATE: 20 AUGUST 2020
ITEM: POLICIES	
PURPOSE: The following policies have been reviewed by the Finance and Audit Committee: <ul style="list-style-type: none">• Delegations from the Board to the Chief Executive and Authorities and Sub-delegations from the Chief Executive• Sensitive Expenditure	
PRESENTED BY: Philip Cullen	
RECOMMENDATION: That the Board approves the above policies.	



Delegations from the Board to the Chief Executive and Authorities and Sub-delegations from Chief Executive

Section	Board		
Approval Date	01 Jun 2020	Approved by	OP Limited Board
Next Review	30 Nov 2022	Responsibility	Director: Business Services
Baldrige Criteria	Leadership		

PURPOSE

The Board of Otago Polytechnic Limited is responsible for the business and affairs of the Polytechnic. This policy sets out the delegation of authority from the Board to the Chief Executive or Interim Chief Executive (as applicable), together with the limitations on those delegations. It also sets out the Board's agreement to certain sub-delegations by the Chief Executive.

This policy is to ensure delegations are implemented in a way that a) ensures the efficient and effective day to day management of the Polytechnic, in a financially responsible manner and b) enables the Board to meet its statutory and other obligations, including public accountability.

COMPLIANCE

Education Act 1989, and all subsequent amendments
 Crown Entities Act 2004, and all subsequent amendments
 State Sector Act 1988, and all subsequent amendments
 Public Finance Act 1989, and all subsequent amendments
 Companies Act 1993, and all subsequent amendments
 Local Government Official Information and Meetings Act 1987, and all subsequent amendments
 Health & Safety at Work Act 2015, and all subsequent amendments

POLICY

1. The Board, as authorised by the Education Act 1989 section 222, delegates to the Chief Executive all management powers and functions necessary for the operation of the Polytechnic. Delegations must be within the New Zealand Institute of Skills and Technology's (NZIST) Subsidiaries Governance Framework (Summary - Appendix 1).
2. The Board delegates to the Chief Executive, the power to sub-delegate to members of the staff of the Polytechnic. Appendix 2 to this Policy identifies the specific functions and powers, delegated to the Chief Executive in accordance with this Policy, which the Chief Executive may sub-delegate. The Board has given its standing consent to the sub-delegations set out in Appendix 2.
3. Any sub-delegation must be consistent with this Policy and subject to the sub-delegate agreeing to comply with all specified delegation limitations in the form attached as Appendix 3.
4. In instances of absence of an authority, the authority can be delegated by the relevant person to a person in an acting capacity.
5. The Chief Executive has not been given delegation to approve the Chief Executive's own staff development, study leave and international travel outside Australasia.
6. The Chief Executive must act in good faith and in a manner that maintains the reputation of the Polytechnic and NZIST and is consistent with and gives effect to NZIST's functions (section 222B of the Education Act) and NZIST's charter (Schedule 22 of the Education Act).
7. The Chief Executive shall keep the Board informed at all times, operating on a "no surprises" basis.
8. The Chief Executive will manage the Polytechnic's human, physical, and financial resources prudently and in the best interests of the institution. The principal purpose of expenditure being for the benefit of Otago Polytechnic.

9. Board and/or NZIST approval is required for any transaction or contract exceeding the limits delegated to the Chief Executive.
10. The Board and NZIST is responsible for reviewing and approving the annual budget, the reforecast and the capital asset plan of the Polytechnic.
11. All financial results shall be reported against the annual budget or the approved reforecast to the Board each month, in accordance with the reporting guidelines approved by the Board.
12. Any or all delegations under this policy may be withdrawn, amended or reduced at any time by a written confirmation from the Chairperson of the Board to the Chief Executive, or by a formal Board resolution.
13. Where this policy conflicts with any laws or regulations or any decision made by the Board, the laws, regulations or Board decision (as applicable) take precedence.
14. The Chief Executive and any sub-delegates must consider if they have a conflict of interest in respect of the matter before exercising the delegated authority. The Disclosure of Interest Policy outlines guidance on managing conflicts of interest.

REFERENCES

Otago Polytechnic Strategic Plan
Otago Polytechnic Annual Operational and Capital Expenditure budgets
CP0011 Treasury Management
CP0012 Disclosure of Interests
CP0013 Procurement and Purchasing Policy
MP0352 Otago Polytechnic Purchasing and Credit Cards
MP0711 Delivery of Programmes by External Contracts
MP0430 Employment Delegations
MP0446 Travel on Otago Polytechnic Business
MP0318 Requests for Official Information



Sensitive Expenditure Policy

Section	Board		
Approval Date	01 Jun 2020	Approved by	OP Limited Board Executive Leadership Team
Next Review	30 Nov 2022	Responsibility	Deputy Chief Executive: Business Services Operations
Baldrige Criteria	Operations		

PURPOSE

Otago Polytechnic spends public and private money, and all such spending must meet standards of probity and financial prudence that will enable it to withstand Parliamentary and public scrutiny. [The primary purpose of all expenditure should be for the benefit of Otago Polytechnic.](#)

This policy will support understanding of and set out the responsibilities for appropriately using public funds for sensitive expenditure.

COMPLIANCE

Scope

This policy encompasses all the activities and operations of the Polytechnic, including any controlled entities, and applies to the Polytechnic Board members, employees (including permanent, fixed term and casual), secondees, contractors and consultants ([Polytechnic People](#)).

POLICY

Definitions

“Sensitive expenditure” refers to expenditure that provides, has the potential to provide, or is perceived to provide a private benefit to an employee, [secondee](#), contractor or Board member (or a party related to an employee, contractor, [secondee](#) or Board member), that is additional to the business benefits the Polytechnic derives from the expenditure. It also includes expenditure by the Polytechnic that could be considered unusual for the Polytechnic’s purpose and/or functions.

Sensitive expenditure is discretionary expenditure ~~and~~ choices can be made about the type, level or nature of expenditure and [the expenditure](#) can be perceived to have an element of personal benefit. Sensitive expenditure [may](#) include, but is not limited to:

- Travel – air, car rentals, taxis, private mileage, accommodation, meals
- Using mobile devices and communication technology
- Entertainment and hospitality
- Gifts (both giving and receiving)
- Individual training or professional development

It is the circumstances in which the expenditure occurs, together with the materiality of the expenditure, which will determine whether it is potentially sensitive.

Sensitive Expenditure at Otago Polytechnic

Sensitive expenditure will be consistent with accountability and responsibility standards that the public expects of public servants using taxpayer money, as set out in the guidelines from the Office of the Auditor-General titled “Controlling sensitive expenditure: Guidelines for public entities”

<https://oag.parliament.nz/2007/sensitive-expenditure/docs/sensitive-expenditure.pdf>



Polytechnic ~~people~~staff will work ethically, responsibly and with integrity. [The principal purpose of all expenditure incurred by Polytechnic ~~people~~staff should be for the benefit of Otago Polytechnic.](#)

Having undertaken official duties, no Polytechnic ~~people-employee~~ should:

- Be out of pocket
- Have any personal gain or benefit

The **principles** applying to sensitive expenditure decisions require that the decisions:

- have a justifiable and dominant business purpose;
- preserve impartiality;
- are made with integrity;
- are moderate and conservative, having regard to the circumstances;
- are made transparently; and
- are appropriate in all respects.

Applying Judgement in **Financial Decision Making**

All expenditure must withstand internal and external scrutiny. To ensure this, apply these standard probity tests before you incur or approve expenditure:

- [Could the Polytechnic confidently justify this expenditure to the Minister, a taxpayer, a stakeholder or other interested party?](#)
- [Is the primary purpose for the expenditure to benefit Otago Polytechnic?](#)
- Does the expenditure support the Polytechnic's functions? If so, what are the specific organisational benefits?
- Would publicity on the expenditure reflect a well-managed and prudent Polytechnic?
- Is the expenditure moderate, appropriate to the occasion and good value for money?

Managing Probity

Follow these steps to ensure probity of expenditure:

- ~~Formal Leaders must document~~ Explanations [should be documented](#) for any discretionary expenditure, particularly sensitive expenditure such as travel, entertainment, internal events or expenses that may appear unusual.
- All expenditure must be within ~~the Formal Leader's~~ budget [ary](#) authority and be authorised and approved according to relevant policies, procedures and guidelines.
- ~~You must u~~Use the standard probity tests above to evaluate if an expense is reasonable and that it complies with the Polytechnic's standards of appropriate spending.
- If you have any doubt at all, check with your Formal Leader or do not approve the expense.

Approvals

Sensitive expenditure should be approved:

- where it meets the standards described in this policy;
- before the expenditure is incurred wherever practical;
- in accordance with delegated authority, [associated policies](#) and budgetary provision and;
- by ~~a~~the person "one-up" from the person/s perceived to benefit from the expenditure or by the [DCE Corporate Services \(COO\)](#), [the Director Business Services](#) [or a Senior Financial Analyst in a backup capacity](#).

Claims

Claims relating to sensitive expenditure should:

- clearly state the business purpose;
- be accompanied by supporting documentation, correctly coded; and
- be submitted promptly after the expenditure is incurred.



Breaches of Policy

Non-compliance with this policy may result in disciplinary action up to and including dismissal without notice. For contractors and consultants, non-compliance may result in the immediate termination of the contract for service.

The first instance of breach of this policy will be referred to the staff member's Formal Leader, any additional instances will be referred to the Director Business Services.

REFERENCES

CP0005 Delegations from the Board to the Chief Executive
CP0013 Procurement and Purchasing Policy
MP0303 Authorities and Delegations from the Chief Executive
MP0311 Mobile Communications
MP0352 Otago Polytechnic Purchasing and Credit Cards
MP0359 Staff Functions
MP0362 Asset Management (Operational – Acquisition and Disposal)
MP0446 Travel on Otago Polytechnic Business
MP0461 Staff Development

OTAGO POLYTECHNIC LIMITED BOARD PAPER	
OPEN AGENDA	DATE: 20 AUGUST 2020
ITEM: BOARD CALENDAR	
PURPOSE: Attached for noting is the Board calendar.	

BOARD CALENDAR 2020/21

Meeting/Event	Aug	Sept	Oct	Nov	Dec	Feb 2021	Mar	April	May	June	July	Aug
Audit Process												
Interim												
Signoff								23 April				
Forecast												
Budget			15 Oct									
Board Meeting Thursdays from July	20 Aug	17 Sept Marae Visit	15 Oct	19 Nov	17 Dec	18 Feb	18 Mar	23 April	20 May	24 June	22 July	19 Aug
Function												
Fees Set												
International								23 April				
Domestic												
Finance and Audit Ctee (Wed 3pm)		16 Sept 5.30pm		11 Nov		10 Feb		14 April		16 June	14 July	11 Aug
Graduation					11 Dec		12 Mar					
Maori Pre-Grad					10 Dec		11 Mar					
Komiti Kawanataka Thurs at 12.30pm	6 Aug	3 Sept	1 Oct	5 Nov	3 Dec	4 Feb	4 Mar	1 April	6 May	3 June	1 July	5 Aug

Meeting/Event	Aug	Sept	Oct	Nov	Dec	Feb 2021	Mar	April	May	June	July	Aug
Investment Plan Draft												
Approval												
Report												
Risk Management Review Policy			15 Oct									
Safety, Health and Wellbeing walk around				19 Nov		15 Feb			20 May			19 Aug
Strategy Workshop Approval												
OP Events				Student Showcases	4 Dec OP Xmas party							

OTAGO POLYTECHNIC LIMITED	
BOARD PAPER	
OPEN AGENDA	DATE: 20 AUGUST 2020
ITEM: EXECUTIVE LEADERSHIP TEAM INTERESTS REGISTER	
PURPOSE: The Executive Leadership Team Interests Register is attached	
RECOMMENDATION: For noting.	



OTAGO
POLYTECHNIC
Te Kura Matatini ki Otago

OTAGO POLYTECHNIC INTERESTS REGISTER – EXECUTIVE LEADERSHIP TEAM

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

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

Date Updated	Name	Interest Disclosed	Nature of Potential Conflict of Interest with Otago Polytechnic	Pecuniary or non-pecuniary	Agreed approach to manage
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	Potential only Potential for similar clientele Potential only Potential for bias Potential only Potential only Potential supplier Personal interest	Pecuniary Non-pecuniary Non-pecuniary Non-pecuniary Non-pecuniary Non-pecuniary Pecuniary Both	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			
2 February 2018	Chris Morland	SIGNAL ICT Grad School Ellen Morland, OP staff member spouse	Possible competitor Personal interest	Pecuniary Both	Transparency OP Policy

OTAGO POLYTECHNIC LIMITED BOARD PAPER	
OPEN AGENDA	DATE: 20 AUGUST 2020
ITEM: ACADEMIC COMMITTEE MINUTES	
PURPOSE: Attached are the minutes of the meeting of Academic Committee meeting held on 14 July.	
PRESENTED BY: Oonagh McGirr	
RECOMMENDATION For noting.	



Academic Committee

Minutes of the Academic Committee meeting held on 14 July 2020

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

Apologies noted: Janine Kapa, Megan Gibbons, Paul Dixon

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

Quorum (9*) achieved 14 July 2020 (17 current members)

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

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

2. Minutes for Approvals and any matters/actions arising

A44.20 Face-to-face Meeting Minutes of 9 June 2020

Recommendation **A44.20**: That the Academic Committee approve the face-to-face meeting minutes of 9 June 2020 as a true and correct record and note update of actions.

Approve: Oonagh McGirr/Sally Baddock

All present agreed

A046.20 electronic Academic Committee minutes 15 June 2020

Recommendation **A046.20**: That Academic Board approve the electronic meeting minutes of 15 June 2020 as a true and correct record.

Approve: Oonagh McGirr / Joanne Greatbanks

All present agreed

Action Summary

A037.20 Minutes of 12 May 2020: Correction to wording "The Academic Board's role is not to make any judgement on the mix of the *provision*". Corrected and completed.

A29.20 Update from NZIST Poari Akoranga – Academic Board: To provide feedback from the queries / concerns submitted to NZIST Poari Akorangi – Academic Board at the next meeting. Completed.

Term "Harmonisation": Janine provided a summary regarding the use of the term 'harmonisation' by the NZIST Academic Board, Te Poari Akoranga. Janine took our concerns regarding the broader use of this term (i.e. in reference to ethnic cleansing) to the New Academic Architecture Working Group during one of our meetings last year. This was discussed by members of this group, however no suitable alternative was agreed upon and the majority felt that there was a broad enough understanding of what 'harmonisation' meant in this academic context (NB: 'rationalisation' was another word suggested, however, there was acknowledgement that this had budgetary connotations). Completed.

New World reports for NZIST: Megan added the NZIST link onto Academic Committee Teams site. Completed.

3. **A047.20 Update from NZIST Poari Akoranga (Academic Board)**

Stephen Town, CEO for NZIST clarified the function of the Academic Board and how we report in and the reporting lines. It is imperative we operate in a high trust environment with consistency and sharing with business as usual until further indication from NZIST. Stephen identified not to rush into an end point of perfection and to allow the process to evolve. The Council of NZIST is keen to focus on 2022 for any structural architecture evolution. We have the space to operate and refine.

It was raised to have this made as an official communication for all co agencies including TEC, NZQA because we receive contradictory messaging. The NZIST Academic Board meetings are public and notes were requested for sharing. It was suggested that a regular newsletter from the Poari Akoranga out to the institution. This action was picked up by the Board. What kinds of things do we bring back to the Poari Akoranga – focusing on sub groups on projects of work, new agreements with any partners, international

teaching and the other items we have raised. An item for an international partner proposal from a China PTE for EIT was pushed back to go to the Institution and through the internal mechanisms first for the recommendation. It was clear then that these recommendations need to be processed first by the Academic Committee for endorsement before submitting to the Poari Akoranga.

It was agreed to work on enabling a set of policies and regulations to support quality of experience and outcomes for learners. The learner is paramount.

Discussion on statements applicable to all stakeholder providers rather than ITOs and ITPs and this will be a challenge. Phil Ker will meet with Stephen Towns directly to consult with him on the Project.

How do we go about Academic programme approvals during the interim? It was agreed that it will be business as usual and the working group will start on principles of engagement so we have something in place for people to go to. All of this must be carefully consulted on.

Some of our colleagues from Iwi noted that the new way of being NZIST is challenging in a bicultural space and so they wanted to open up discussion around understanding what we need to reconcile a collective consult in a bicultural landscape and what does that look like.

Action: Follow up with Academic Board Secretary and share communication links from NZIST Academic Board.

4. **A048.20 NZIST Academic Harmonisation Project update**

This is a project that Phil Ker was leading. The word "Harmonisation" is going to be renamed as there are historic interpretations and the words "Academic Excellence" was suggested.

5. **A049.20 Academic Committee membership**

Question was raised whether all Heads of College should be involved? If all HoC were involved, there could be in excess of 30 on the Committee and there could be a struggle to reach quorum. There is the opportunity to look at the policy and membership. Members encouraged to think about the perfect scenario for the Committee and to look at others in their area that could be nominated to come onto the Committee to refresh membership.

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

6. **A058.20 International Students and QMI**

Marc provided a brief to update from the International workgroup of the NZIST, the Quarantine Managed Isolation (QMI) of the Borders and the impact on international students and education. It has been recognised that International Students are very important to New Zealand, however New Zealanders coming home remain a priority. A suitable model will be developed to bring in small cohorts of students and begin building up towards 2021. The ITP has drafted a sector response to QMI and this will be put forward for consideration to Stephen Town. The International Group is led by Tony Ara, led by five CEs and four directors.

Discussion raised about the Nursing programme being scheduled to start in September. How are other ITPs managing their intakes, need to postpone?

Action: Nursing programme is scheduled to start in September and clarification is required if to postpone. Marc to follow up with Group and advise at next meeting.

Action: Lynn to add International Students update as a standing item to future agenda.

7. **A050.20 University Entrance (UE) changes for 2020 – COVID-19 – Discussion regarding documenting or noting the change for the 2020 UE requirements**

Noted that the minimum requirements for UE as an accommodation to Covid-19. Brought to Academic Committee to be noted the minimum requirement changes have come through from NZQA. Need to find out what the outliers are and work out how we need to change individually. Some programmes have additional criteria above the minimum requirements e.g. midwifery, art, design.

Action: Joanne Greatbanks to follow up with communication to go out to Heads of Colleges/Heads of Schools that the criteria for NZQA requirements and that the students still need to check with the programme what their additional requirements are.

Action: Joanne Greatbanks to make immediate changes to the website.

Action: Joanne and Ian to identify what the outlier programmes are that will be exempt or have different requirements

8. **A051.20 Type 1 Approvals and Certificates of Proficiency enrolments and COVID-19 Assessment Adjustments**

8.a **A051.20a Type 1 Approvals up to 14 July 2020**

Action: Contingent on Bachelor of Social Services advance standing – performance excellence working on change for Year 2 being consistent with practice in Capable NZ.

Recommendation **A051.20a**: That Academic Committee approves the Type 1 Change as listed.

Approved: Oonagh McGirr / Joanne Greatbanks

All present agreed

8.b **A051.20b Certificate of Proficiency applications/enrolments (date range: 05 June to 09 July 2020)**

Recommendation **A051.20b**: That Academic Committee approves the individual Paths of Study for Certificate of Proficiency enrolments as listed.

Approved: Oonagh McGirr / Trish Chaplin-Cheyne

All present agreed

8.c **A051.20c COVID-19 Assessment Adjustments**

NZ2863 New Zealand Certificate in Study and Career Preparation (Level 3):

Recommendation **A051.20c**: That Academic Committee notes the changes to Semester One assessments made with urgency during the COVID-19 lockdown period.

Approved: Oonagh McGirr / Trish Chaplin-Cheyne

All present agreed

9. **A052.20 Programme Approval Committee (PAC)**

The Academic Committee noted the 30 June 2020 Programme Approvals Committee meeting minutes.

9.a **A052.20a PAC25/20 Postgraduate Applied Management – Dunedin delivery – Capability Document**

Recommendation **A052.20a**: That Academic Committee approves the application for Accreditation to delivery OT5110 Postgraduate Certificate in Applied Management, OT5111 Postgraduate Diploma in Applied Management, and OT5112 Master of Applied Management in Dunedin at the Forth Street Campus (NZQA Ref 6013/01).

Approved: Oonagh McGirr / Joanne Greatbanks

One abstained due to grave concerns with the capability plans and level of access to deliver on the business and that there is no plan in place to building Māori models. Subject to Ron Bull to meet and to discuss with the Quality team their concerns and ensure professional planning and development is in place.

Action: Federico to meet with Joanne and Ron to ensure capability plans and level of access to deliver on business in place to building Māori models.

9.b **A052.20b PAC26/20: NZ3118 New Zealand Certificate in Heavy Automotive Engineering (Level 4)**

Recommendation **A052.20b**: That Academic Committee approves Type 2 change for the addition of the Plant and Equipment strand to NZ3118 New Zealand Certificate in Heavy Automotive Engineering (Level 4).

Approved: Oonagh McGirr / Trish Chaplin-Cheyne

All present agreed

9.c **A052.20c PAC27/20: OT5099 Master of Professional Practice**

Recommendation **A052.20c**: That Academic Committee approves the Type 2 change to OT5099 Master of Professional Practice.

Approved: Oonagh McGirr / Trish Chaplin-Cheyne

All present agreed

10. **A053.20 Type 2 Changes – OT5070 Master of Visual Arts**

Recommendation **A053.20**: That Academic Committee approves the Type 2 change to Entry Requirements for OT5070 Master of Visual Arts.

Approved: Oonagh McGirr / Leoni Schmidt

All present agreed

11. **A054.20 AP0903 Grade Tables, Honours, Distinction and Merit – Covid-19 Adjustments**

The Academic Committee noted the addition of the DNC-CV grade to the C-CRA, C-CRA9, and C-GNQF grade tables to be used at course level result.

12. A055.20 Offshore Delivery - NZ4000 NZQF Certificate in English for Engineering (Level 5)

Recommendation **A055.20**: That Academic Committee approves the application for Offshore Delivery for NZ4000 NZQF Certificate in English for Engineering (Level 5).

Approved: Oonagh McGirr / Ian Crabtree

All present agreed

13. A056.20 Monitors Report – Postgraduate Visual Arts/Fine Arts 2019

The Academic Committee noted receipt of the Monitors report for the Postgraduate Visual Arts and Fine Arts programmes for 2019. Federico spoke to the Monitors Report. The Chair congratulated the team for the “B” grade report. Questions raised on the approximate student numbers in the report. Written by the Monitor and uses the word “approximate”. Denoting the mix of students in a numerical sense. The existing action is currently being worked on. It was also noted that the incoming Monitor and an opportunity for precise wording.

14. A057.20 EduBits for Approval

Recommendation **A057.20**: That Academic Committee approves the EduBits as listed.

Approved: Oonagh McGirr / Chris Morland

All present agreed

15. Other Business

No other business tabled.

Action Summary

Lynn Hunter	Poari Akoranga – Follow up with Academic Board Secretary and share communication links from NZIST Academic Board	By next meeting
Oonagh McGirr / Sue Thompson	A049.20 Academic Committee membership - Oonagh and Sue to draft changes to policy for the Board and have Academic Committee review before submission	September
Marc Doesburg	A058.20 International Students and QMI - Nursing programme is scheduled to start in September and clarification is required if to postpone. Marc to follow up with Group and advise at next meeting.	By next meeting
Joanne Greatbanks / Ian Crabtree	A050.20 University Entrance (UE) changes for 2020 – COVID-19 – Discussion regarding documenting or noting the change for the 2020 UE requirements Action: Communication to go out to Heads of Colleges/Heads of Schools that the criteria for NZQA requirements and that the students still need to check with the programme what their additional requirements are. Action: Joanne to make immediate changes to the website. Action: Joanne and Ian to identify what the outlier programmes are that will be exempt or have different requirements	By next meeting
Joanne Greatbanks	A051.20a Type 1 Approvals up to 14 July 2020 - Contingent on Bachelor of Social Services advance standing – performance excellence working on change for Year 2 being consistent with practice in Capable NZ.	By next meeting
Federico Freschi/ Joanne Greatbanks / Ron Bull	A052.20a PAC25/20 Postgraduate Applied Management – Dunedin delivery – Capability Document Federico to meet with Joanne and Ron to ensure capability plans and level of access to deliver on business in place to building Māori models.	By next meeting

Meeting Closed 12.00 pm

OTAGO POLYTECHNIC LIMITED BOARD PAPER	
OPEN AGENDA	DATE: 20 AUGUST 2020
ITEM: STUDENT COUNCIL	
PURPOSE: Attached are the minutes of the Student Council meeting held on 28 July 2020.	
PRESENTED BY: Nathan Laurie	
RECOMMENDATION: For noting.	



Student Council Meeting

Tuesday 28 July 2020

12.00pm to 1.00pm

F209 - Puna Kawa, Forth Street, Dunedin

Present	Nathan Laurie (Convenor, BAppMgt Y3) Matthew Walker (BAppSci Y1) Tangihaere Gardiner (NZC in Hort L3) Maria Olmos (GDAppMgt)	Megan Gibbons, CE Chris Morland, DCE Learner Experience Brayden Murray, Dir Learner Services Patricia Quensell, Student Success Ronda McLaren, EA Learner Experience
Apologies	Katherine Inder (BDesF Y3) Tess Brais-Laflamme (BAppMgt Y2)	

Nathan welcomed all to Student Committee and a round of introductions followed.

Changes in Vocational Education / Student Voice (Megan Gibbons)

- On 1 April Otago Polytechnic became a subsidiary of NZIST, working to a letter of expectations from the Minister which are ♦ alignment with Treaty of Waitangi ♦ Priority Learners (Maori, Pasifika, Disabilities, Geographical Isolation) ♦ Out of region provision ♦ International ♦ Student Voice
- Surveys under review to reduce, align and improve to receiving useful information. *Student response* - hard to get quality insights from survey data; survey defines the topic then go deeper with focus groups. Nathan queried how OPSA can help to improve quality of data.
- Matthew noted majority of students in the Sargood Centre do not see ELT, would be nice to have a lunch and engage with the ELT. Nathan commented he would like student representatives to know their Head of College encouraging a sense of belonging and community.

Strategic Planning (Megan Gibbons)

Megan placed posters around the room containing Strategic Priorities as workshopped by Executive Leadership Team and the Otago Polytechnic Limited Board. Students provided written feedback.

Hardship Fund for Learners (HAFL) & Technology Access Fund for Learners (TAFL) (Chris Morland)

- Funds are there to support learners struggling with finances through impacts of Covid, such as loss of income. In response to a query whether HAFL could be used for psychiatric services beyond OP Counselling Service, Chris responded it would be on a case by case basis with Learner Services team involvement.
- Government initiatives such as The Targeted Training Apprenticeship Fund (TTAF) will support training whilst the economy recovers.
- Learner Services have been talking with Cookery, Café & Bar, Tourism regarding transition to work opportunities.

Student Voice Symposium (Nathan Laurie)

Free symposium event for students to discuss the current student culture in NZ and how this will impact the future of learning. More information and registration [here](#).

Next Meeting

To be aligned with availability of Tony Allison (Chair Otago Polytechnic Limited Board)

OTAGO POLYTECHNIC LIMITED	
BOARD PAPER	
OPEN AGENDA	DATE: 20 AUGUST 2020
ITEM: STAFF SUBCOMMITTEE	
PURPOSE: Attached are the minutes of the Staff Subcommittee meeting held on 28 July 2020.	
PRESENTED BY: Mary Butler	
RECOMMENDATION: For noting.	

Staff Sub-committee

Tuesday 28 July
4.00 pm – 5.00 pm
H224 and via MS Teams

Present:

Mary Butler (Convenor)	Michelle Watt (Deputy Convenor)
Emma Wallace	Lisa Burton (online)
Inge Andrew	Shaun Tahau
Megan Gibbons (online)	Jacquie Hayes (late)
Stuart Terry	Francesca Brown (online)
Ian Barker	

Apologies: Phil Osborne, Kim Reay, Kathryn van Beek, Hana Cadzow.

Minutes: Paula Petley

1. Apologies and attendance	Members were welcomed to the meeting.
2. Minutes of previous meeting	Moved that the Minutes of the last meeting are a true and correct record, subject to a change of Michelle Watts' title to 'Deputy Convenor'. Moved: Stuart Terry Seconded: Emma Wallace
3. Matters arising	<u>Actions from last meeting</u> Actions around advertising for new members were completed.
4. Welcome to new members	Mary welcomed our new members: Shaun Tahau (Kaiarahi, Kaitohutohu Office), Francesca Brown (Head of Programmes, School of Vet Nursing, College of Engineering, Construction and Living Sciences), Inge Andrew (Platform Administrator, EduBits and Microcredentials). Hana Cadzow (Senior Lecturer, College of Engineering, Construction and Living Sciences) was an apology for this meeting.
5. Review of great teaching practice (Mary Butler)	Discussion on teaching practices learned and used during lockdown. Members acknowledged the excellent support to staff and students from service areas of the polytechnic, in particular ISS, the Learning and Teaching team, Student Support, Service Desk, Student Success, and Campus Services. This allowed teaching staff to move to online delivery platforms and continue with the curriculum. The leadership and regular communication provided by Megan and the Covid Response team was also acknowledged and appreciated, as were wellbeing initiatives such as the morning karakia from the KTO office staff, and the Working From Home Teams group for 'fun' activities.

	<p>Members felt good learning occurred from engaging with digital media and the use of different platforms such as MS Teams, and tools such as Padlet.</p> <p>Francesca noted that Vet Nursing took leadership across their sector to coordinate placement management, this was one of the crises caused by lockdown. They adapted by using filming to give visual feedback to students carrying out tasks.</p> <p>Lisa noted that Horticulture restarted in Level 3 lockdown and were able to carry on with the curriculum, operating under strict procedures.</p> <p>Stuart noted that compared to what he has heard about Australian universities where students struggled to engage, our staff and students coped well which was a testament to our strong teams and leadership.</p> <p>Other examples of good teaching practices collected by Mary:</p> <ul style="list-style-type: none"> • Doing fieldwork experience online, by a) using actors to practice initial interviews, b) getting clinicians to video an introduction to the different clinical environments. • Breaking students into small closed groups • Recording lectures • Breaking lectures into smaller units with questions • Using the camera so students can see the lecturer moving (anatomy) • Using podcasts with questions • Continuing with the planned curriculum • Using padlet to brainstorm ideas from students • Self-directed learning during online session in a small group or pairs using worksheets • Students post their work in the chatbox so everyone can share • Giving students a task for the first hour of a tutorial and then bringing them back for the discussion • The rapid response to the lockdown was described as 'salvage teaching' • Appreciation was expressed for the amount of trust by managers who allowed teachers to get on with their job • There was more pastoral support given to students – more general availability of staff to students • In order to run oral examinations (vivas) staff set up individual channels for each lecturer and the students were able to come into these meetings • Including people in seminars from outside the polytechnic by phoning them through Teams • A community of practice for online learning • A Scope article written by the Teaching and Learning team for the 'Collected Voices of Covid'.
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6. Strategic Plan (Megan Gibbons)	<p>The Board meeting on 3 July focused on the Strategic Plan and new strategic directions for 2020-2023. The Māori Strategic Framework, sustainability, and health, safety and wellbeing will be embedded into objectives. OP strategy and directions will align with NZIST charter and strategy. After 2022 OP will cease to be a subsidiary.</p> <p>OP Board seeking staff and student feedback prior to the next board meeting in August and intend to hold focus groups with learners and staff.</p>
7. Current reviews	<p>Reviews are under way across several areas. Members feel it is important to support staff going through this.</p> <p>A member noted they had heard informally that OP values were not being followed and that perhaps a review of the process of review was called for including gathering feedback from staff who have undergone this.</p>
8. Outreach	<p>The Subcommittee felt that as one of our mandates is to be accessible and visible to staff, we could look at mechanisms for engagement such as a Moodle site, or a community on Tuhono. There will continue to be regular 'public interfaces' in the Hub.</p>
9. Any Other Business	<p><u>Staff and Student representation</u></p> <p>Michelle noted that the TEU has been working with NZIST on a proposal to have staff and student subcommittees formally implemented across all the subsidiaries. Michelle will update us on the progress.</p>
9. Next meeting and agenda items	<p>Next meeting Tuesday 25 August at 4 pm.</p>
Close	<p>Meeting closed at 5.07 pm.</p>

ACTIONS SUMMARY

Action	Person	Completion
Terms of Reference to go to OP Board	Mary	ASAP
Public interface run fortnightly	Mary /Michelle	Ongoing
Notice about public interface on Tuhono	Inge	Completed
Sign for the public interface at the Hub	Paula	Completed



Otago Polytechnic Limited

BOARD PACK

for

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

Thursday, 20 August 2020

2:30 pm

Held at:

Puna Kawa or via Teams

Level 2, Mason Centre, Otago Polytechnic

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