



# Otago Polytechnic Limited

## BOARD PACK

for

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

Thursday, 23 September 2021

11:30 am

Held at:

Puna Kawa

Level 2, Mason Centre  
Otago Polytechnic  
Forth Street  
Dunedin

# INDEX

Cover Page

Index

Agenda

Attached Documents:

1.1 a	Karakia Timatanga (to open).docx.....	7
1.3 a	Board Interests Register cover.docx.....	8
1.3 b	Board Interests Register.docx.....	9
1.4 a	Minutes cover. docx.docx.....	12
1.4 b	Minutes : Otago Polytechnic Limited (The Company) Meeting of the Board (Open) - 19 A	13
1.5 a	Actions - Open.docx.....	16
2.1 a	CE 23 September.docx.....	17
2.1 b	Media report for Board August 2021.pdf.....	19
3.1 a	2022 Domestic Fees.docx.....	22
3.1 b	2022 fees increase letter.doc.....	23
4.1 a	Academic Committee Minutes cover.docx.....	24
4.1 b	Academic Committee Summary from meeting held 10 August 2021.docx.....	25
4.2 a	Board Calendar cover.docx.....	26
4.2 b	Board Calendar.docx.....	27
4.3 a	ELT Interests Register cover.docx.....	29
4.3 b	ELT Interest Register.docx.....	30
4.4 a	Komiti Kawanataka.docx.....	32
4.4 b	Points of Note for OP Board - Komiti Kāwanataka July 2021.pdf.....	33
4.4 c	Points of Note for OP Board - Komiti Kāwanataka August 2021.pdf.....	35
4.4 d	Points of Note for OP Board - Komiti Kāwanataka Sept 2021.pdf.....	37
4.5 a	Staff Committee.docx.....	39

4.6 a	Student Forum cover.docx.....	40
4.6 b	Student Forum 3 Aug wi CEO.docx.....	41

# AGENDA



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

<b>Name:</b>	Otago Polytechnic Limited
<b>Date:</b>	Thursday, 23 September 2021
<b>Time:</b>	11:30 am to 12:00 pm
<b>Location:</b>	Puna Kawa, Level 2, Mason Centre Otago Polytechnic Forth Street Dunedin
<b>Board Members:</b>	Adam La Hood (Chair), Paul Allison, Mike Collins, Karen Coutts, Maryann Geddes, Justin Lester, Megan Potiki, Kare Tipa
<b>Guests/Notes:</b>	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)

### 1. PROCEDURAL

#### 1.1 Karakia

Supporting Documents:

1.1.a	Karakia Timatanga (to open).docx	7
-------	----------------------------------	---

#### 1.2 Welcome/Apologies/Notices

#### 1.3 Conflicts of Interest

Supporting Documents:

1.3.a	Board Interests Register cover.docx	8
1.3.b	Board Interests Register.docx	9

#### 1.4 Confirm Minutes

Supporting Documents:

1.4.a	Minutes cover. docx.docx	12
1.4.b	Minutes : Otago Polytechnic Limited (The Company) Meeting of the Board (Open) - 19 Aug 2021	13

#### 1.5 Matters Arising/Actions

Supporting Documents:

1.5.a	Actions - Open.docx	16
-------	---------------------	----

## 2. REPORTS

### 2.1 Chief Executive

Supporting Documents:

2.1.a	CE 23 September.docx	17
2.1.b	Media report for Board August 2021.pdf	19

## 3. FOR APPROVAL

### 3.1 Domestic Fees

Supporting Documents:

3.1.a	2022 Domestic Fees.docx	22
3.1.b	2022 fees increase letter.doc	23

## 4. MATTERS FOR NOTING

### 4.1 Academic Committee

Supporting Documents:

4.1.a	Academic Committee Minutes cover.docx	24
4.1.b	Academic Committee Summary from meeting held 10 August 2021.docx	25

### 4.2 Board Calendar

Supporting Documents:

4.2.a	Board Calendar cover.docx	26
4.2.b	Board Calendar.docx	27

### 4.3 Executive Leadership Team Interests Register

Supporting Documents:

4.3.a	ELT Interests Register cover.docx	29
4.3.b	ELT Interest Register.docx	30

### 4.4 Komiti Kawanataka

Supporting Documents:

4.4.a	Komiti Kawanataka.docx	32
4.4.b	Points of Note for OP Board - Komiti Kāwanataka July 2021.pdf	33
4.4.c	Points of Note for OP Board - Komiti Kāwanataka August 2021.pdf	35
4.4.d	Points of Note for OP Board - Komiti Kāwanataka Sept 2021.pdf	37

## 4.5 Staff Committee

Supporting Documents:

---

4.5.a	Staff Committee.docx	39
-------	----------------------	----

---

## 4.6 Student Committee

Supporting Documents:

---

4.6.a	Student Forum cover.docx	40
4.6.b	Student Forum 3 Aug wi CEO.docx	41

---

## 5. MEETING CLOSED

### 5.1 Meeting Closed

**Next meeting:** Otago Polytechnic Limited (The Company) Meeting of the Board (Open) - 21 Oct 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!**

<b>OTAGO POLYTECHNIC LIMITED</b> <b>BOARD PAPER</b>	
<b>OPEN AGENDA</b>	<b>DATE: 23 SEPTEMBER 2021</b>
<b>ITEM: CONFLICT OF INTEREST</b>	
<b>PURPOSE:</b> Board members should declare any potential conflict (pecuniary or non-pecuniary) they may have regarding any item on the agenda, or in relation to any discussion during the meeting. These declarations will be recorded on a separate register as well as in the minutes. Attached is a register of Board members' interests. Any changes must be advised to Jeanette Corson.	
<b>RECOMMENDATION</b> For noting.	



**INTERESTS REGISTER**

<b>Board Member</b>	<b>Updated</b>	<b>Interest Disclosed</b>	<b>Nature of Potential Interest with the Otago Polytechnic</b>
<b>Paul Allison</b>	19-07-2021	<ol style="list-style-type: none"> <li>1. Life Trustee – Halberg Disability Sport Foundation</li> <li>2. Independent Contractor – NZME</li> <li>3. Chair – University bookshop (Otago) Ltd</li> <li>4. Chair – ORFU Board Appointment Panel</li> <li>5. Independent Chair - Infinite Energy (design and installation of solar power)</li> <li>6. South Island Regional Grants Committee – The Lion Foundation</li> <li>7. Independent Consultant - Impact Consulting</li> <li>8. Director, Central Otago Health Services Ltd</li> <li>9. Director – Highlanders GP Ltd</li> </ol>	<ul style="list-style-type: none"> <li>• 1,2,4,8,9 - Nil</li> <li>• 3,5,7- Potential supplier</li> <li>• 6 – Potential funder</li> </ul>
<b>Michael Collins</b>	16-11-2020	<ol style="list-style-type: none"> <li>1. Member Dunedin Centre of Digital Excellence (CODE) Steering Group</li> <li>2. Chair IT Governance Group (SDHB)</li> <li>3. Chair Health and Safety Executive Governance Committee (SDHB)</li> <li>4. Board Member St Hilda's Board of Proprietors</li> <li>5. Member Finance, Audit &amp; Risk Exec Member (SDHB)</li> <li>6. Advisor New Dunedin Hospital Southern Partnership Group (SPG)</li> <li>7. Deputy Chair South Island Chief Digital and CIO Leads</li> <li>8. Member National DHB CIO Leads</li> <li>9. Otago Polytechnic Capable NZ Assessor</li> <li>10. Chair Environmental Sustainability Committee (SDHB)</li> <li>11. Staff member Southern District Health Board</li> <li>12. Chair, CapableNZ Permanent External Advisory Committee</li> <li>13. Member, Otago Regional Skills Leaders Group</li> </ol>	<ol style="list-style-type: none"> <li>1. Collaborative Partner with OP</li> <li>2. Nil</li> <li>3. Nil</li> <li>4. Nil</li> <li>5. Nil</li> <li>6. Nil</li> <li>7. Nil</li> <li>8. Nil</li> <li>9. Contractor to OP</li> <li>10. Nil</li> <li>11. Nil</li> <li>12. Committee Chair</li> <li>13. Nil</li> </ol>

			Polytechnic
<b>Karen Coutts</b>	02-04-2020	<ol style="list-style-type: none"> <li>1. Transparency International NZ, Board Member</li> <li>2. Treasurer, Te Runanga o Moeraki</li> <li>3. Member, New Zealand Parole Board</li> <li>4. Kaiwhakahaere, Ngai Tahu ki Te Whanganui-a-Tara taurahere roopu</li> <li>5. Director, KDC &amp; Assocs Ltd</li> <li>6. Director, KBDRC Ltd</li> <li>7. Chair, Life Unlimited Trust</li> <li>8. HSNO Committee Member, Environmental Protection Authority</li> <li>9. Te Wai Pounamu Executive Committee Member, Federation of Māori Authorities</li> <li>10. Co-Chair, MBIE RSLG, Otago Region</li> </ol>	
<b>Maryann Geddes</b>	19-04-2021	<ol style="list-style-type: none"> <li>1. Te Pūkenga - Council Member</li> <li>2. Southern Institute of Technology - Director</li> <li>3. ARA - Director</li> <li>4. Service IQ- Director</li> <li>5. Work Based Learning = Director</li> </ol>	
<b>Adam La Hood</b>	02-04-2020	<ol style="list-style-type: none"> <li>1. Director – Dunedin Venues Management Ltd</li> <li>2. Chief Financial Officer – Cook Brothers Construction</li> </ol>	<ol style="list-style-type: none"> <li>1. Collaborative Partner with OP</li> <li>2. Contractor to OP</li> </ol>
<b>Justin Lester</b>	28/08/2021	<ol style="list-style-type: none"> <li>1. Chair – Storbie Ltd</li> <li>2. Director – Kapai New Zealand Ltd</li> <li>3. Director – Welcome Home Ltd</li> <li>4. Chair – Good Bitches Baking</li> <li>5. Shareholder/Director – Dot Loves Data</li> <li>6. Ambassador – Simplicity Kiwisaver</li> <li>7. Director - LCB Management NZ Limited</li> <li>8. Director - WelTec Student Accommodation Limited</li> <li>9. Director - Whitireia New Zealand Limited</li> <li>10. Director - WelTec Enterprises Limited</li> <li>11. Director - Ripponvale Orchards</li> </ol>	<p>Nil</p> <p>Nil</p> <p>Nil</p> <p>Nil</p> <p>Potential supplier</p> <p>Potential supplier</p> <p>Nil</p> <p>Nil</p> <p>Nil</p> <p>Nil</p>

		<ul style="list-style-type: none"> <li>12. Advisory Board - Aro Digital</li> <li>13. Advisory Board - Dignity</li> <li>14. Board Member - Regional Skills Leadership Group, Wellington</li> </ul>	<ul style="list-style-type: none"> <li>Nil</li> <li>Nil</li> <li>Nil</li> </ul>
<b>Megan Potiki</b>	20/07/2021	<ul style="list-style-type: none"> <li>1. Member of Te Runanga o Ōtākou</li> <li>2. Employee of the University of Otago</li> <li>3. Contractor - Aukaha Ltd</li> <li>4. Governor - A3K Limited</li> <li>5. Academic Mentor Capable NZ</li> </ul>	3 and 4 potential suppliers
<b>Kare Tipa</b>	17/08/2021	<ul style="list-style-type: none"> <li>1. Member of Te Rūnaka o Moeraki</li> <li>2. Employee of the University of Otago</li> </ul>	

<b>OTAGO POLYTECHNIC LIMITED</b> <b>BOARD PAPER</b>	
<b>OPEN AGENDA</b>	<b>DATE: 23 September 2021</b>
<b>ITEM: MINUTES</b>	
<b>PURPOSE:</b> The minutes of the open section of the Board meeting held on 19 August 2021 are attached.	
<b>PRESENTED BY:</b> Adam La Hood	
<b>RECOMMENDATION:</b> That the Board approves the minutes as a true and correct record of the open section of the meeting held on 19 August 2021.	

# MINUTES (in Review)



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

<b>Name:</b>	Otago Polytechnic Limited
<b>Date:</b>	Thursday, 19 August 2021
<b>Time:</b>	1:00 pm to 1:25 pm
<b>Location:</b>	Via Microsoft Teams, Link included in appointment
<b>Board Members:</b>	Adam La Hood (Chair), Paul Allison, Mike Collins, Karen Coutts, Maryann Geddes, Justin Lester, Megan Potiki, Kare Tipa
<b>Guests/Notes:</b>	In Attendance: Jeanette Corson (Company Secretary), Philip Cullen (Deputy Chief Executive Corporate Services), Megan Gibbons (Chief Executive)

### 1. PROCEDURAL

#### 1.1 Karakia

Mrs Potiki opened the meeting with a karakia.

#### 1.2 Welcome/Apologies/Notices

There were no apologies.

#### 1.3 Conflicts of Interest

Mike Collins and Karen Coutts are to advise of changes to the Interests Register.

#### 1.4 Confirm Minutes

Otago Polytechnic Limited (The Company) Meeting of the Board (Open) 22 Jul 2021, the minutes were confirmed as presented.

#### RECOMMENDATION

Maryann Geddes/Megan Potiki

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

**AGREED.**

#### 1.5 Matters Arising/Actions

Dr Gibbons advised that bicultural training is likely to be provided on the afternoon of the day before the November Board meeting as the September meeting is likely to be held at Hokonui and the October meeting in Auckland.

The tour of the wildlife hospital will be held at a later date.

## 2. REPORTS

### 2.1 Chief Executive

Dr Gibbons' report covered the following items:

- Enrolments tracking well at 120% of allocated TEC funded EFTS, an increase of 6% since the last meeting
- Good news
  - Eight learners, graduates and staff named finalists in the Best Design Awards
  - ELT decision that no staff member at OP will be paid less than the Living Wage.
  - Jody Takimoana elected to the role of OP representative on the Interim Staff Advisory Committee to the Te Pūkenga Council.
  - Work continuing at pace on the new Trades Training Centre
- Media Report
- Start Up Dunedin Report
- Summarised Finance Report for the period ended 31 July 2021  
Mr Lester noted that the Polytechnic was one of only two ITPs operating in a cash flow surplus environment and congratulated management on a good result.
- Covid 19  
The Critical Incident Team had been convened quickly and had had a very rushed 36 hours. The next plans were to ensure staff had necessary equipment to allow them to work from home, to create teaching kits for certain learners and also looking at the rules around changing assessment and how that can be managed through NZQA.  
  
130 students had left the Polytechnic's hall of residence, with 100 remaining. All students are able to choose the catered option rather than self catering. Four students had left the Cromwell accommodation. Student accommodation details were reported to the government that morning.

## 3. FOR APPROVAL

### 3.1 Māori Annual Report

Due to lockdown preventing the meeting being held on Hokonui Marae, the Māori Annual Report will be presented to the next meeting, planned to be held on Hokonui Marae in September, dependent on the alert level and rules of the Marae.

## 4. MATTERS FOR NOTING

### 4.1 Board Calendar

Noted.

### 4.2 Executive Leadership Team Interests Register

Noted.

### 4.3 Staff Committee

A summary of the staff committee meeting held on 22 July 2021 was noted.

#### 4.4 Komiti Kawanataka

A summary of the Komiti Kawanataka meeting held on 3 June 2021 was noted.

#### 4.5 Economic Impact Report

The 2020 Economic Impact Report, estimating the economic impact of Otago Polytechnic in Dunedin for 2020, using a standard methodology for measuring the economic contribution of an organisation was attached.

##### RECOMMENDATION

**That in future years it is planned that this report is expanded to include measures of how Otago Polytechnic contributes to the economic, social and cultural well-being of its communities and New Zealand. The measure will be referenced to the NZ Government Treasury Well-being Framework.**

**AGREED.**

#### 4.6 Academic Committee

A summary of the Academic Committee meeting held on 13 July 2021 was noted.

### 5. MEETING CLOSED

#### 5.1 Meeting Closed

**Next meeting:** Otago Polytechnic Limited (The Company) Meeting of the Board (Open) - 23 Sep 2021, 11:30 am

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

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

<b>ACTION SHEET - OPEN</b>			
<b>Date</b>	<b>Action</b>	<b>Responsibility</b>	<b>Due date</b>
22-04-2021	Board to undertake bicultural competency training	All	17-11-2021
22-07-2021	Tour of Wildlife Hospital	Jeanette Corson	TBA



<b>OTAGO POLYTECHNIC LIMITED</b>	
<b>BOARD PAPER</b>	
<b>OPEN AGENDA</b>	<b>DATE: 23 SEPTEMBER 2021</b>
<b>ITEM: CHIEF EXECUTIVE'S REPORT</b>	
<b>PRESENTED BY: Dr Megan Gibbons</b>	

Enrolments:

Enrolments remain high with good demand across all areas. We are currently at 120.4% of our allocated TEC funded EFTS, an increase of 0.4% since the last board meeting, this is unlikely to change over the next 3 months. Applications for 2022 are tracking well for this stage of the year.

Summarised Finance Report for the period ended 31 August 2021

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

<b>August 2021</b>	<b>2021 Year to Date Actual</b>	<b>2021 Year to Date Forecast</b>	<b>Variance</b>
	<b>(\$000s)</b>	<b>(\$000s)</b>	<b>(\$000s)</b>
Revenue	<b>\$ 74,820</b>	<b>\$ 74,003</b>	<b>\$ 817</b>
Expenditure	<b>\$ 65,473</b>	<b>\$ 66,926</b>	<b>\$ 1,452</b>
Net Surplus before extraordinary income	<b>\$ 9,347</b>	<b>\$ 7,078</b>	<b>\$ 2,269</b>
Extraordinary Income	<b>\$ 3,891</b>	<b>\$ 4,750</b>	<b>\$ (859)</b>
Net Surplus	<b>\$ 13,238</b>	<b>\$ 11,828</b>	<b>\$ 1,410</b>
Capital Expenditure	<b>\$ 5,705</b>	<b>\$ 5,573</b>	<b>\$ (131)</b>
Employment Cost as a percentage of revenue	<b>51.5%</b>	<b>52.7%</b>	<b>1.3%</b>
Student Fees as a % of revenue	<b>35.3%</b>	<b>36.4%</b>	<b>1.1%</b>
Government Funding as a % of revenue	<b>53.6%</b>	<b>53.7%</b>	<b>0.0%</b>
Working Capital	<b>53.8%</b>	<b>52.4%</b>	<b>1.5%</b>
Cash In/Cash Out	<b>131.1%</b>	<b>122.4%</b>	<b>8.7%</b>
Net Monetary Assets (000's)	<b>\$ (3,230)</b>	<b>\$ (6,934)</b>	<b>\$ 3,704</b>
Debt / Equity Ratio	<b>18.2%</b>	<b>20.0%</b>	<b>1.7%</b>
EFTS	<b>5,560.9</b>	<b>5,362.2</b>	<b>198.7</b>

**Key Points:**

- The net operating surplus of \$13,238k is favourable to forecast by \$1,410k, there is reduced spending across most areas.
- Capex is higher than forecast by a net \$131k due to timing of the shovel ready building project.
- Net Monetary Assets are currently favourable by \$3,704k, mainly due to increased cash in the bank and reduced receivables balances.
- EFTS enrolments of 5,561 are favourable to YTD forecast by 199. This is due to additional enrolments across multiple programmes.

**Good News**

Hannah Joyt received the Excellence in Tertiary Teaching award from Minister Hipkins (online) on Tuesday 21<sup>st</sup> September. Hannah is the 22<sup>nd</sup> winner from Otago Polytechnic and continues our focus on excellence in teaching and creating the best experience for the learner.

As part of Te Wiki o Te Reo Māori we officially renamed ELT and Leadership council to Te Kāhui Manukura and Kaunihera Whakahaere. These names were provided by mana whenua and this speaks to objective 2 of our Rautaki Reo Māori (Māori Language Strategy), which is to increase critical awareness and proficiency of Māori language at OP, and also signals the changes we want to make on our journey to embed more te reo Māori throughout the organisation.

Liz McKenzie (Head of College – WBL) has recently been appointed to Te Poari Akonga, she brings experience from the ITO's, NZQA and ITP sector to the role. She was nominated by both Skills Active and OP.

**Media Report**

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

Dr Megan Gibbons  
Tumu Whakarae/Chief Executive



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

- 35 news items.
- Online had the highest volume of coverage (29 news items)
- The outlet with the highest coverage was Otago Daily Times with 17 news items.

**Key themes of coverage:**

Otago Disabled Students' Association is launched for people with disabilities and their allies. Advocating for people with disabilities at both Dunedin tertiary institutions, this is the first time in more than 20 years that there has been a disabled students' association.

Master of Applied Science graduate Anna Higgins was at the Tokyo Olympics as a Performance Analyst with NZ Cycling. The first OP graduate to attend the Olympics as a team official rather than an athlete.

The new Trades Training Centre at Otago Polytechnic was featured in an article. Courses that are currently run from a number of separate sites that aren't ideally fit for purpose will (once the build is complete) then be run from one new centre which will be of international standard.

Eight Otago Polytechnic School of Design projects, involving students, graduates, and staff members, have been named finalists in the Designers Institute of New Zealand Best Design Awards 2021. The awards are being held on November 5.

Level 4 Lockdown announced, and Otago Polytechnic begins online delivery of all academic programmes following the governments directive.

Two lockdown bubbles have been formed to care for injured native species at the Wildlife Hospital. Each bubble includes a vet and a nurse, and this meant staff could continue to care for the animals if one bubble became sick or had to self-isolate.

**OP WEBSITE**

There were more than 240K page views in the past month. New website visitors comprised approx. 34.22% of traffic (the remainder were returning visitors); the average time spent per view was 2min 24sec.

**SOCIAL MEDIA**

Social Media activity and engagement across all channels continues to be strong. Facebook followers now 15.5K.

**INSTAGRAM**

3.9K followers; reflecting strong numbers on this channel.

**LINKEDIN**

Otago Polytechnic's main LinkedIn page has 15.7K followers, reflecting strong numbers on this channel.

*\*As of 1 September, Otago Polytechnic is utilising a new media monitoring platform (Fuseworks) as a result of negotiations with Te Pūkenga, which has encouraged a network-wide approach to media monitoring.*



<b>OTAGO POLYTECHNIC BOARD PAPER</b>	
<b>CLOSED AGENDA</b>	<b>DATE: 23 SEPTEMBER 2021</b>
<b>ITEM: 2022 DOMESTIC FEES</b>	
<p><b>PURPOSE:</b></p> <p>The Board is required to set the fees for 2022. To assist with this process we have completed analysis of the 2022 indicative fees under three options (no increase, 1% increase and 1.7% increase). The analysis is based on the 2021 forecast EFTS numbers as the 2022 budget is still in progress.</p> <p>The three options result in;</p> <ol style="list-style-type: none"> <li>1) No increase in fees – zero effect on total revenue</li> <li>2) 1% increase in fees - \$238,220 increase in total revenue</li> <li>3) 1.7% increase in fees - \$405,948 increase in total revenue</li> </ol> <p>Otago Polytechnic needs at a minimum to keep itself on par of inflationary pressures. This is becoming increasingly difficult with a minimal 1.2% increase in government funding for inflation announced for 2022. Continued border closures and uncertainty due to the global Covid-19 pandemic is significantly impacting international student numbers and the latest information we have is that we should not expect any significant numbers of international students to be allowed into the country until 2023. As well as this there is pressure from staff and unions to provide salary increases at least in line with inflation.</p> <p>The current 2021 Board approved OP forecast is for a surplus of 2.19% excluding extraordinary income of a \$9 million grant for the shovel ready trades training centre build. The surplus is largely due to growth in demand due to the governments Targeted Training and Apprenticeship Fund (TTAF), making targeted programmes fees free to learners. The current TTAF funding scheme is continuing into 2022 therefore this demand in the domestic market is likely to continue. There were a number of carry over international students who remained in country this year, however as these learners complete their qualifications, we face a further decline in international EFTS that will continue until the borders re-open.</p> <p>Official inflation was 1.72% for the year to December 2020 and is 3.3% for the quarter ending June 2021. OP has completed salary negotiations with the TEU and TIASA in 2021, with an agreed average increase of 1.65% to take full effect from June 2021 and a further agreed average increase of 1.3% to take effect from April 2022.</p> <p>The annual maximum fee movement allowed by MoE for 2022 is 1.7%.</p> <p>In order to maintain Otago Polytechnics financial sustainability, management recommend a fee increase of 1.7%.</p>	
<p><b>RECOMMENDATION:</b></p> <p>That the Council approves an increase of domestic fees for 2022 up to the maximum of 1.7%.</p>	



**Private Bag 1910 - Dunedin 9054**

**tele: (03) 477-6974**

**[www.opsa.org.nz](http://www.opsa.org.nz)**

---

August 2021

**To:** Finance & Audit Committee  
Otago Polytechnic Ltd

### **Proposed 2022 domestic student fee increase**

Thank you for the opportunity make a submission on the proposed 2022 increase of Domestic fees – while OPSA does not support any increase in fees that could cause financial pressure on our present and future learners, the OPSA Advisory Board is aware of the need for financial stability and the implications and challenges that the Polytechnic faces on an annual basis.

OPSA does not want to see any of our excellent student services and support networks compromised due to lack of funding and therefore trust that the Finance and Audit Committee will make a decision on any increase in the best interests of Otago Polytechnic Ltd and it's student community.

Ezra Tamati  
**OPSA Advisory Board Chair/President**  
**on behalf of**

<b>OTAGO POLYTECHNIC LIMITED</b> <b>BOARD PAPER</b>	
<b>OPEN AGENDA</b>	<b>DATE: 23 SEPTEMBER 2021</b>
<b>ITEM: ACADEMIC COMMITTEE</b>	
<b>PURPOSE:</b> Attached for noting are key points from the Academic Committee meeting held on 10 August 2021.	



## **Academic Committee Meeting Summary**

### **For meeting held on 10 August 2021**

Quorum was achieved: 12 attendees.

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

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

#### **For discussion**

- Te Pae Tawhiti media statement and report
- Draft Academic Integrity Policy Amendment

#### **For noting**

- Te Pūkenga Academic Regulations – Submitted feedback document from Otago Polytechnic

#### **Items presented for approval:**

- Minutes of the Academic Committee meeting of 13 July 2021
- Te Pūkenga Approval Matters – Approval – NZ2459 New Zealand Diploma in Business (Level 5) and Offshore Delivery
- Type 1 Approvals
  - OT4688 Bachelor of Midwifery
  - OT4728 Bachelor of Nursing
  - OT4922 Bachelor of Applied Management
  - OTCONT Other Contracts, Short Courses and Workplace Consultancy
  - OT5130 Te Taketake Diploma in Applied Addictions Counselling (Level 7)
  - OT5137 Bachelor of Leadership for Change
- Concurrent Enrolments
- Certificate of Proficiency Enrolments

#### **Other Business**

- Tumuaki Whakawhanake appointment
  - Congratulations extended to Shaun Tahau on his appointment as Tumuaki Whakawhanake, leading Priority 2 of the Māori Strategic Framework
- Library Committee
  - A regular update on the library services that Otago Polytechnic currently receives from the University of Otago will be brought back to Academic Committee

<b>OTAGO POLYTECHNIC LIMITED</b> <b>BOARD PAPER</b>	
<b>OPEN AGENDA</b>	<b>DATE: 23 SEPTEMBER 2021</b>
<b>ITEM: BOARD CALENDAR</b>	
<b>PURPOSE:</b> Attached for noting is the Board calendar.	

**BOARD CALENDAR 2021/22**

Meeting/Event	Sept	Oct	Nov	Dec	Jan 22	Feb	Mar	April	May	June	July
<b>Annual Report Sign off</b>											
<b>Budget</b>	23 Sept										
<b>Board Meeting</b>	23 Sept	19 Oct Hokonui TBC	18 Nov			17 Feb	24 Mar	21 April	19 May	23 June	21 July
<b>ELT, Student and Staff convenors to attend</b>	23 Sept					17 Feb			19 May		
<b>Fees Set</b>											
International											
Domestic	23 Sept										
<b>Strategy Review</b>											
<b>Audit and Risk Committee</b>	15 Sept		8 Nov								
<b>Graduation</b>				17 Dec							
<b>Maori Pre-Grad</b>				16 Dec							
<b>Pasifika Pre-Grad</b>				15 Dec							
<b>AIC Graduation</b>						28 Feb					
<b>Komiti Kawanataka</b> Thurs at 12.30pm	2 Sept	1 Oct	4 Nov	2 Dec		3 Feb	3 Mar	7 April	5 May	2 June	7 July

<b>Performance Review Committee</b>		19 Oct									
<b>Meeting/Event</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan 22</b>	<b>Feb</b>	<b>Mar</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>
<b>Health and Safety Committee</b>		4 Oct		6 Dec		7 Feb		4 April		6 June	
<b>OP Events</b>											
- Student Showcases Site			TBC 19 Nov								
- Awards - Distinguished Alumni			26 Nov								
- Long Service - Staff			TBC								
- Christmas Function				3 Dec							

<b>OTAGO POLYTECHNIC LIMITED</b> <b>BOARD PAPER</b>	
<b>OPEN AGENDA</b>	<b>DATE: 23 SEPTEMBER 2021</b>
<b>ITEM: EXECUTIVE LEADERSHIP TEAM INTERESTS REGISTER</b>	
<b>PURPOSE:</b> 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"> <li>– OP Auckland International Campus Ltd</li> <li>– Otago Polytechnic Education Foundation</li> <li>– Open Education Resource Universitas</li> </ul>	Potential only		
20 November 2020	Megan Gibbons	Otago Boys High School Board of Trustees  Judge Otago Sports Awards  Board member: <ul style="list-style-type: none"> <li>– Wildlife Hospital</li> <li>– Open Education Resource Foundation University</li> <li>– Otago Polytechnic Auckland International Campus</li> <li>– TANZ eCampus</li> </ul>	OP is a sponsor		Ensure I am not involved if either of these organisations were in discussion with OP OP award chosen by Sport Otago and not judged on by judges

<b>Date Updated</b>	<b>Name</b>	<b>Interest Disclosed</b>	<b>Nature of Potential Conflict of Interest with Otago Polytechnic</b>	<b>Pecuniary or non-pecuniary</b>	<b>Agreed approach to manage</b>
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"> <li>• caution &amp; sensitivity</li> <li>• honesty &amp; integrity</li> <li>• transparency</li> </ul>
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
19 July 2021	Laura Warren	None			

<b>OTAGO POLYTECHNIC LIMITED</b> <b>BOARD PAPER</b>	
<b>OPEN AGENDA</b>	<b>DATE: 23 SEPTEMBER 2021</b>
<b>ITEM: KOMITI KAWANATAKA</b>	
<b>PURPOSE:</b> Attached for noting are key points from the Komiti Kawanataka meetings held on 1 July, 5 August and 2 September 2021.	



**MEETING OF TE KOMITI KĀWANATAKA**

1 Toru (July) 2021



KOMITI:	Megan Pōtiki (Chair) Ria Brodie Janine Kapa Chris Morland Winnie Matahaere
In Attendance:	Ron Bull Scott Klenner Frank Edwards Rebecca Swindells Tessa Thomson Debbie Davie (Minutes)
Apologies:	Khyla Russell Stacey Gullen-Reynolds Matt Matahaere Hinerangi Ferrall-Health Jody Takimoana Shaun Tahau Nola Tipa

**KARAKIA TIMATAKA**

Megan Pōtiki opened the meeting and welcomed everyone.

**POINTS OF NOTE****1. Te Pūkenga Update (Janine)**

- Mihi to Megan, Nola and Stacey for their tautoko and attendance at the Mihi Whakatau to welcome the Te Pūkenga Leadership Team to te Kura Matatini ki Ōtāgo on 23 June.
- Te Pūkenga CE, Stephen Town, has requested a hui with mana whenua – they are keen to engage at the high-level partnership level and are suggesting meeting in August.

**Kōrero:**

- How wide the invitation should be extended i.e., Kōkiri Training Centre and Moana House also?  
DECISION: invitation only to Kā Papatipu Rūnaka & Aukaha.
- Operation Model presentation – very little information around staff and the impact to staff.
- Rūnaka keen to know the purpose of the meeting.

- Te Pae Tawhiti Insights Report – an overview report of network insights will be launched late July, along with a Te Pae Tawhiti video summarising these insights.

**2. Whaiao: Regional Centre of Expertise Otago (Ron)**

- Planning for symposium in September – WOW will be hosting
- Co-Chair has resigned (too busy) – this role will be held open until can be filled

**3. Tino Rangatiranga Flag – decision on hold, waiting for feedback from taura Māori****4. Taura Hardship & Homelessness (Stacey) – the report has been shared with Moeraki Rūnaka (currently awaiting feedback)**

5. Māori Annual Report (MAR) – Mihi to Tessa, Rebecca and others who have project managed the development of MAR thus far, ensuring we have kept to timeframes

Kōrero:

- Re-wording to clearly articulate the difference between MoU Kā Papatipu Rūnaka partners and relationships with other iwi
- Dense in data – getting feedback on what it means and its usefulness for rūnaka would be valuable

Timeframe: amendments to be emailed to Tessa by 5 July, final draft to be emailed to KK members on 29 July

6. Memorandum of Understanding (MoU) – two refinements to Schedule A. Agreed that this should be recirculated to Komiti Kāwanataka and Kā Papatipu Rūnaka for endorsement.

Mandated representatives from Kā Papatipu Rūnaka to be requested for resigning at the OP Board meeting at Hokonui Marae on 19 August.

7. Te Punaka Ōwheo – no further update. TPO have relocated to the Hub, beside Student Success.

8. Kaitohutohu Report:

Kōrero:

- Revising the report template to a more clearly record, report and monitor OP's progress towards achieving the MSF priorities.
- It would be good to know kā Papatipu Rūnaka education priorities to help inform 2022 planning, e.g.
  - Wānanga with mana whenua Oct/Nov this year
  - Have Kaitoko present education priorities to Komiti members
- Need for targeted marketing to encourage more tauira Māori enrolments

9. Pōpopo Wormporium Designs – Komiti members were happy with the designs presented and acknowledged the students for engaging in consultation.

KARAKIA WHAKAMUTUKA

Meeting closed 2.00pm

**MEETING OF TE KOMITI KĀWANATAKA**

5 Whā (August) 2021



**KOMITI MEMBERS:** Megan Pōtiki, Chair & Deputy Chair, OP Ltd Board  
 Kare Tipa, mana whenua mandated Director, OP Ltd Board  
 Janine Kapa, DCE: Māori Devt/Kaitohutou  
 Winnie Matahaere, Hokonui Rūnaka  
 Matt Matahaere, Te Rūnanga o Ōtākou  
 Stacey Gullen-Reynolds, Te Rūnanga o Moeraki

**Attendance:** Te Marino Lenihan, Ara Institute of Technology (manuhiri)  
 Scott Klenner, Tumuaki Rakahau Māori  
 Frank Edwards, Tumuaki Whakaruruhau  
 Shaun Tahau, Tumuaki Whakawhanake  
 Tessa Thomson, KTO  
 Debbie Davie, KTO - minutes

**Apologies:** Ria Brodie, Kāti Huirapa Rūnaka ki Puketeraki  
 Chris Morland, DCE Learner Experience  
 Khyla Russell  
 Hinerangi Ferrall-Heath  
 Nola Tipa  
 Ron Bull, Tumuaki Whakaako  
 Jody Takimoana, Kaiwhakatere (He Toki)

**KARAKIA TIMATAKA**

Megan Pōtiki opened the meeting and welcomed everyone.

**POINTS OF NOTE**

1. Te Pūkenga Update (Janine)
  - Welcomed Te Marino Lenihan, Kaiārahi at Ara, to the meeting. Te Marino is visiting OP for two days to do some planning with Janine.
  - Following the release of Te Pae Tawhiti network insights report in July, there has been much discussion, including:
    - Utilising the strengths across the network to benefit all subsidiaries
    - Funding to maintain financial viability across the subsidiary network
    - How subsidiaries will be 'clustered', i.e., grouped together across the Ngāi Tahu takiwā or retain separate identities
    - Important to maximise iwi influence (NB: Te Rūnanga o Ngā i Tahu has indicated a potential iwi/hapū model to Te Pūkenga) – what would an authentic Tiriti partnership look like?
2. Te Pūkenga Visit – Stephen Town (CE) & Ana Morrison (DCE Partnerships & Equity) are scheduled to visit on 31 August. Kaupapa: to engage with mana whenua at a high level, to kōrero about Te Pūkenga and its future direction. Stacey suggested that Moeraki Rūnaka may wish to host (TBC).
3. Board Meeting at Hokonui Marae (19 August) – the meeting will differ from previous years to maximise the Board's time with rūnaka (i.e., there will not be a 'closed' session). MoU to be re-signed and 2020 Māori Annual Report to be presented to rūnaka at this hui.
4. Whaiao: RCE Otago – full-day hui being held 6 August in Cromwell.
5. Tino Rangatiranga Flag (Frank) – a voting booth has been erected in the Hub to canvas the views of tauira Māori.

6. Taura Hardship & Homelessness (Stacey) – no further update, will raise at TRoM hui being held 8 August.

7. Māori Annual Report (2020 MAR – final draft)

Mihi to Gianna (translation), Zoe (artwork), Tessa & Janine for their contributions.

**DECISION:** Komiti Kāwanataka approved the Māori Annual Report for publication and presentation .

8. Memorandum Of Understanding (Janine)

MoU Signatories: Rachel Wesley (Ōtākou), Justin Tipa (Moeraki – e-signature), Hinerangi Ferrall-Heath (Puketeraki), Hokonui still TBC

9. Te Punaka Ōwheo (new build) – on the Board’s agenda in the near future, funding permitted – no further update.

10. Kaitohutohu Report:

Kōrero:

- Congratulations were extended to Shaun Tahau re: his new role in the Kaitohutohu Office, Tumuaki Whakawhanake (MSF P2). Part of this role will be building a small team to work with Colleges and Service Areas to embed the MSF.
- Looking to recruit a Tumuaki role focusing on partnerships/relationships (MSF P1), with an option to share the role with rūnaka (e.g., 0.5 FTE OP/0.5 FTE rūnaka).
- Proposal for wānanga with mana whenua in Oct/Nov re: education aspirations and opportunities to maximise the partnership with OP and Te Pūkenga.

11. New KTO Reporting Template (Janine) – intended to better reflect the new MSF and alignment with Te Pae Tawhiti outcomes.

12. Pōwhiri 2022 – suggested Moeraki Marae the Friday prior to O-Week (availability & timing TBC)

13. Naming of ‘Trades Training’ Building– name suggestions to be emailed; further discussion to be had at September meeting.

KARAKIA WHAKAMUTUKA

Meeting closed 2.18 pm

**MEETING OF TE KOMITI KĀWANATAKA (ONLINE)**

2 Rima (Sept) 2021



KOMITI: Megan Pōtiki (Chair)  
Kare Tipa  
Janine Kapa  
Winnie Matahaere  
Matt Matahaere  
Stacey Gullen-Reynolds  
Ria Brodie

In Attendance: Ron Bull  
Scott Klenner  
Frank Edwards  
Shaun Tahau  
Tessa Thomson  
Debbie Davie (Minutes)

Apologies: Khyla Russell  
Chris Morland

**KARAKIA TIMATAKA**

Megan Pōtiki opened the meeting and welcomed everyone.

**POINTS OF NOTE****1. Te Pūkenga Update (Janine)**

- Mihi to Stacey and Te Rūnanga o Moeraki for their offer to host Stephen Town (CE) and Ana Morrison (DCE Partnerships & Equity) – date to be rescheduled due to alert L4 lockdown
- Blueprint Operation Model is expected to be available early October
- (Ron) OP has identified priority actions for 2021/22 in a revised Action Plan

**2. Whaiao: Regional Centre of Expertise Otago (Ron)**

- Planning for symposium in September is in progress
- Co-Chair position remains unfilled

**3. Tino Rangatiratanga Flag – referendum with taura has closed, results still to be collated****Kōrero:**

- It's important to consider what flying the flag means to OP, and also, what it means to mana whenua? Consider a wānanga to discuss this in more depth – this could also be the theme for next year's Research Symposium.

**4. Taura Hardship & Homelessness (Stacey) – Moeraki cannot currently provide any additional support as previously hoped, but does remain concerned about this issue and would appreciate regular updates**

- (Frank) Through L4 lockdown, TPO contacted all taura Māori. Approximately \$7000 in hardship money (HAFL) has been paid to taura Māori, plus additional help around technology.

**5. Māori Annual Report (MAR) – unfortunately the presentation of the MAR at the Board meeting at Hokonui Marae on 19 August had to be postponed due to L4 lockdown. Komiti members agreed that the MAR should be distributed prior to the rescheduled Board meeting.**

6. Signing of Memorandum of Understanding (MoU) – this is also delayed until the Board meeting can be rescheduled at Hokonui Marae.
7. Te Punaka Ōwheo (new building) – no further update
8. Kaitohutohu Report:  
Kōrero:
  - Report template being trailed, feedback welcome.
9. Trades Training Name Suggestions – 'He Toki Kai Te Rika' was suggested, however following discussion, it was deemed that further discussion was required with rūnaka as to wider conventions in relation to naming buildings

KARAKIA WHAKAMUTUKA

Meeting closed 2.15pm

<b>OTAGO POLYTECHNIC LIMITED</b>	
<b>BOARD PAPER</b>	
<b>OPEN AGENDA</b>	<b>DATE: 23 SEPTEMBER 2021</b>
<b>ITEM:</b>	<b>STAFF COMMITTEE</b>
<b>PURPOSE:</b>	
<p>A summary of discussion at the Staff Committee meeting held on 26 August 2021:</p> <ol style="list-style-type: none"> <li>1. Jody Takimoana, OP's representative on the Interim Staff Advisory Committee to the Te Pūkenga Council, gave an update on the first online meeting of national representatives.</li> <li>2. Communications and surveys from Te Pūkenga was discussed. Members feel the timeframe for survey response is tight, there is no option for additional comments, and the survey in its current form is not the best method to gauge staff feelings around organisational change. Information in communications appears complex and of varied relevance to staff depending on their role.</li> <li>3. ELT were commended for their transparent and full information sharing and proactive engagement with Te Pūkenga.</li> <li>4. Members updated on how colleagues and learners are coping with transition to online learning in lockdown. Sense is that people are coping better than last time but staff with practical components in their programmes are anxious about the ability of learners to complete in time. Extra workload around enforcing the safety protocols of Level 2 was mentioned.</li> <li>5. Revised Terms of Reference discussed, particularly the requirement that members be permanent staff. Subcommittee would like to make this more inclusive and removed the word 'permanent'. Final draft to be tabled for next meeting.</li> <li>6. The issue of EFTS trading and programme rationalisation across the network, particularly for fully online courses, was raised. Committee will seek an update from Megan Gibbons</li> </ol>	

<b>OTAGO POLYTECHNIC LIMITED</b> <b>BOARD PAPER</b>	
<b>OPEN AGENDA</b>	<b>DATE: 23 SEPTEMBER 2021</b>
<b>ITEM: STUDENT FORUM</b>	
<b>PURPOSE:</b> Attached for information are notes from a student forum held on 3 August 2021.	



## Student Forum with CE Megan Gibbons

12 noon in G201/3 on Tuesday 3 August 2021

Megan Gibbons, Brayden Murray, Steven Turnbull, Chris Morland  
approximately 12 Learners, mostly College Representatives (some for part)

**\*\* points/actions - intended as minutes or a record of meeting \*\***

1. Discussed [CODE](#) collaboration project based in Dunedin.
2. Impact on parking of proposed Hotel by the stadium. Understand hotel will be multi-storey including parking
3. **Student Health**
  - Lockout policy - must wait outside, no one else does this  
*Understand a space issue to isolate influenza or COVID like systems*
  - 'Manage my Health' or similar would be good to book appointments online, renew prescriptions, etc?  
*Run MedTech platform, can be upgraded by prefer what they know.*
  - Asked to produce Community Services Card each time. When you cannot you are charged. They should have noted number at start of year.
  - Learners felt there were a number of barriers
  - Proposed Survey would be useful in creating change. Jake and Ezra to follow up why it did not proceed.
4. Lag time for **Student Services** follow up. 20% more learners next year equals increased pressure on Student Health, Student Services and Car Parking
5. **Studiosity** - six sessions allocated each semester - initially first year and distance students, but now open to everyone. Nika (NUR) noted really helpful with writing skills, essay structure, referencing
6. **Printing** allowance \$10 in first year of study. In 2019 volume per learner upward of 90k which we could not sustain. Have looked at options with OPSA and fee structure. Design representative noted high volume.  
*Online submission should be an option, talk to your lecturers.*
7. Multiple **IT platforms** in Nursing, e.g. Moodle, Kuracloud, Pathbrite, need Office 365. It would be good to have a session on platform basics.  
*See [Student Support Te Ama Taurira](#) and [Office 365](#)*  
*All Colleges have an Academic Capability Partner and it is in their role to train learners.*

⇒ Jake /Ezra

⇒Trish CC



# Otago Polytechnic Limited

## BOARD PACK

for

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

Thursday, 23 September 2021

12:30 pm

Held at:

Puna Kawa

Level 2, Mason Centre  
Otago Polytechnic  
Forth Street  
Dunedin

<b>OTAGO POLYTECHNIC LIMITED</b>	
<b>BOARD PAPER</b>	
<b>CLOSED AGENDA</b>	<b>DATE: 23 SEPTEMBER 2021</b>
<b>ITEM: RESOLUTION TO EXCLUDE THE PUBLIC</b>	
<b>RESOLUTION</b>	
<p><b>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 the public be excluded from the meeting.</b></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. Chief Executive's Report
6. Finance
7. Health and Safety
8. Campus Development
9. Budget 2022
10. Governance Risk Management Framework
11. Te Pūkenga Network Tribal Benchmarking
12. Contracts Signed
13. 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