



Otago Polytechnic Limited

BOARD PACK

for

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

Friday, 3 July 2020

8:30 AM

Held at:

Puna Kawa

Level 2, Mason Centre
Otago Polytechnic
Forth Street
Dunedin

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AGENDA



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

Name:	Otago Polytechnic Limited
Date:	Friday, 3 July 2020
Time:	8:30 AM to 2:30 PM
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

1.2 Welcome/Apologies/Notices

1.3 Conflicts of Interest

Supporting Documents:

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1.4 Additional Agenda Items

1.5 Confirmation of Minutes

Supporting Documents:

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2. REPORTS

2.1 Chair (Verbal)

2.2 Chief Executive

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3.1 Board Calendar

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3.2 Executive Leadership Team Interests Register

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3.3 Academic Committee Minutes

Supporting Documents:

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3.3.b	A044.20 AC F2F minutes 9 June 2020.docx	25
3.3.c	A046.20 eAB minutes 15 June 2020.docx	28

3.4 Staff Sub-Committee Minutes

Supporting Documents:

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3.5 Student Council Minutes

Supporting Documents:

3.5.a	Student Council cover.docx	32
3.5.b	SC06 minutes.docx	33

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

OTAGO POLYTECHNIC LIMITED BOARD PAPER	
OPEN AGENDA	DATE: 3 JULY 2020
ITEM: CONFLICT OF INTEREST	
<p>PURPOSE:</p> <p>Council members should declare any potential conflict (pecuniary or non-pecuniary) they may have regarding any item on the agenda, or in relation to any discussion during the meeting. These declarations will be recorded on a separate register as well as in the minutes.</p>	
<p>RECOMMENDATION: For noting.</p>	

OTAGO POLYTECHNIC LIMITED BOARD PAPER	
OPEN AGENDA	DATE: 3 JULY 2020
ITEM: MINUTES	
PURPOSE: The minutes of the open section of the meeting held on 5 June 2020 are attached.	
PRESENTED BY: Tony Allison	
RECOMMENDATION That the minutes of the open section of the meeting held on 5 June 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, 5 June 2020
Time:	1:30 PM to 2:10 PM
Location:	Puna Kawa, Level 2, Mason Centre Otago Polytechnic Forth Street Dunedin
Board Members:	Tony Allison (Chair), Paul Allison, Mike Collins, Maryann Geddes, Adam La Hood, Justin Lester, Megan Potiki
Apologies:	Karen Coutts
Guests:	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).
Notes:	Board only 1.15pm - 1.30pm

1. PROCEDURAL

1.1 Karakia

Mrs Potiki opened the meeting with a karakia.

1.2 Welcome/Apologies/Notices

An apology had been received from Karen Coutts.

1.3 Conflicts of Interest

The Board Interests Register was noted.

No further interests were declared in relation to the open agenda.

1.4 Additional Agenda Items

There were no additional agenda items.

1.5 Confirm Minutes

Otago Polytechnic Limited (the Company) Meeting of the Board - Open 1 May 2020, the minutes were confirmed as presented.

1.6 Matters Arising/Action Items List

- Proposed building names had been circulated to the Rūnaka with no feedback received. Building plaques were being made and an event being organised.
- Confirmation of appointment of the Education Foundation Trustee to be followed up with NZIST.
- There had been one change to the Board meeting dates. The July meeting is to be held on 3 July and combined with a strategy session.

2. REPORTS

2.1 Chair (Verbal)

Mr Allison had nothing further to report.

2.2 Chief Executive

Dr Gibbons' report included the following items:

- Pastoral Care for Covid-19 (report prepared by Brayden Murray, Director Learner Success)
- Opening at Level 2 and the changes made
- Media Report (prepared by Shane Gilchrist, Media Liaison)
- Summarised Finance Report for the period ended 30 April 2020
- External Liaison

3. MATTERS FOR NOTING

3.1 Board Calendar

There had been one change. The July meeting would now be held on 3 July.

The Marae visit had been tentatively booked for 20 August.

3.2 Executive Leadership Team Interests Register

The Executive Leadership Team Interests Register was noted.

3.3 Academic Committee Minutes

The minutes of the Academic Committee meeting held on 12 May 2020 were noted.

3.4 Staff Sub-committee

Mary Butler spoke to the Staff Sub-committee minutes.

She noted that the Sub-committee had called for new members and were reviewing the Terms of Reference.

Mrs Butler noted that staff were very tired after lock down. Ms McGirr advised that a significant piece of research related to Covid-19 had been carried out amongst staff. The research had been led by Associate Professor Sally Baddock and had now gained national traction.

3.5 Student Council

Nathan Laurie reported that the Student Council had met the previous day to review the Terms of Reference.

It was suggested that a representative from the OP Board attend the Student Council meetings on a rotational basis. Mr La Hood suggested that student representatives be invited to sit alongside the Convenor at Board meetings.

The next meeting will be held during the first week in July, with the date to be advised to Board members.

3.6 Economic Impact Report 2019

The report estimated the economic impact of Otago Polytechnic in Dunedin City for 2019, using a standard methodology for estimating the economic contribution of an organisation. The Report showed an overall estimate of direct expenditure of \$244.52M.

4. CLOSE MEETING

4.1 Meeting Closed

Next meeting: Otago Polytechnic Limited (the Company) Meeting of the Board - Open - 3 Jul 2020, 8:30 AM

Signature: _____

Date: _____

ACTION SHEET - OPEN			
Date	Action	Responsibility	Due date
1 May 2020	Confirm appointment of Education Foundation Trustee with NZIST	Jeanette Corson	Confirmed
5 June 2020	Align dates in Board calendar and Reporting Timeframes	Jeanette Corson	3 July 2020

OTAGO POLYTECHNIC LIMITED BOARD PAPER	
CLOSED AGENDA	DATE: 3 JULY 2020
ITEM: CHIEF EXECUTIVE'S REPORT	
PURPOSE: The Chief Executive's report is attached.	
PRESENTED BY: Dr Megan Gibbons	
RECOMMENDATION That the Board receives the Chief Executive's Report.	

CHIEF EXECUTIVE'S REPORT

WorkSafe Prosecution

Following the unfortunate incident where a student suffered a partial amputation of the middle finger while operating a draw saw in April 2018, we were prosecuted by WorkSafe NZ who found that we had inadequate guarding on the machinery and inappropriate risk assessment. We entered a guilty plea November 2019 and the sentencing happened on the 18th June 2020. We received an adjournment on proceedings for 2 years to complete a Court-Ordered Enforceable Undertaking. This requires us to embark on a suite of health and safety-related education programmes and awareness activities, at a cost of \$275,000. We have been ordered to pay \$3,432.45 in costs to WorkSafe NZ, and have made reparations of \$15,000 to the student.

As a result of the incident we took immediate and extensive remedial steps to address the work practices and work environment deemed deficient by WorkSafe. As a result of the Court-Ordered Enforceable Undertaking, we will develop a range of resources targeted at those new to the building industry, and others potentially more vulnerable, such as those for whom English is not their first language. We will design and deliver the following:

Awareness Raising Campaign

We will design and deliver a detailed safety campaign using the 18 April 2018 incident as a compelling story for taking action to manage hazards and risks associated with using building tools and machinery.

Safety Training

We will develop and deliver the following training modules, to be translated into other languages to meet the needs of the Otago workforce:

1. Health and Safety for worksite managers.
2. Safe working practices for the construction worksite.
3. A training course targeted at workers new to the construction industry or construction workers new to New Zealand.
4. A training course for senior construction workers, or managers/leaders in the construction industry

Provision of scholarships for construction courses

Otago Polytechnic will offer three 50% scholarships in 2021 and a further three 50% scholarships to students who would not otherwise be eligible for "fees free" study, to enrol in any of its courses within the construction or health and safety disciplines.

Progress reports will be filed with the District Court every 6 months with the final report due June 2022, as well as Audit reports around expenditure annually.

Media Report

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

Summarised Finance Report for the period ended 31 May 2020

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

May 2020	2020 Year to Date Actual	2020 Year to Date Forecast	Variance
	(\$000s)	(\$000s)	(\$000s)
Revenue	\$ 42,486	\$ 42,297	\$ 189
Expenditure	\$ 42,749	\$ 42,831	\$ 82
Net Surplus	\$ (263)	\$ (534)	\$ 271
Capital Expenditure	\$ 6,038	\$ 5,677	\$ (361)
Employment Cost as a percentage of revenue	55.8%	55.7%	(0.1)%
Student Fees as a % of revenue	37.9%	37.9%	(0.1)%
Government Funding as a % of revenue	43.3%	44.1%	0.8%
Working Capital	26.2%	25.2%	1.0%
Cash In/Cash Out	141.8%	142.6%	(0.9)%
Net Monetary Assets (000's)	\$ (7,927)	\$ (7,888)	\$ (39)
Debt / Equity Ratio	6.5%	6.5%	(0.0)%
EFTS	4,632.3	4,521.9	110.4

Key Points:

- The net operating deficit of \$263k is favourable to forecast by \$271k mainly due to Hardship funding received but not yet spent.
- Capex is higher than forecast to date by a net \$361k due to timing of Brewery equipment purchases and Building Costs for O Block
- EFTS enrolments at 4,632 favourable to YTD forecast by 110. Timing of 2nd semester enrolments have occurred earlier than predicted.

External Liaison

- ODT interview
- NZIST Covid-19 recovery – Training & Skills Needs Group x 4
- Fraser Liggett, Dunedin City Council
- EduBits Board
- NZIST Chief Executives meetings x 2
- John Gerritsen, Radio NZ
- NZIST – Course Development Policy session with PricewaterhouseCoopers
- Tertiary Sector Steering Group
- Capable North Board

- Wildlife Hospital Board
- TEC presentation – VET promotional campaign
- Mark Oldershaw, Chief Executive, WelTec
- Cromwell Campus visit
- Building Surveying Governance Group, Auckland
- OPAIC Board
- Pamela Simpson and Ross Butler, TANZ eCampus
- TANZ eCampus Board
- NZIST Strategy re National RPL

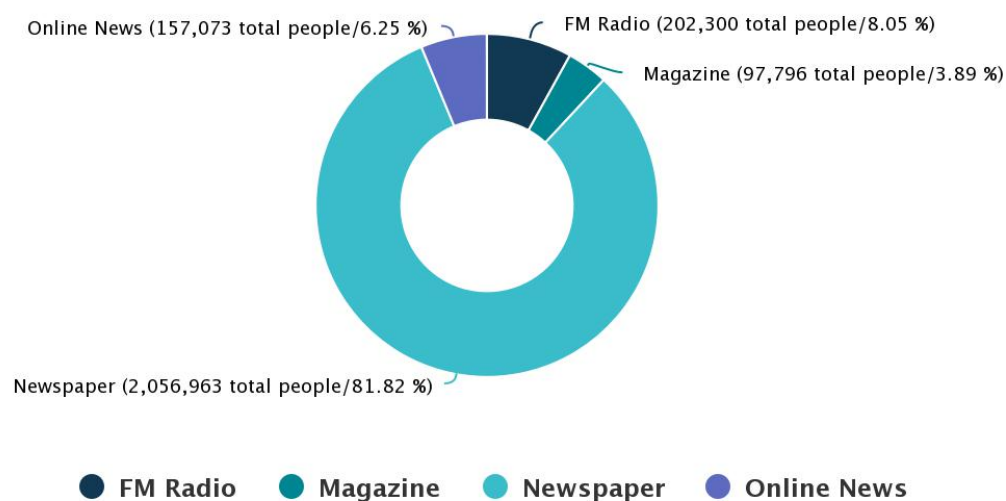
Megan Gibbons
Chief Executive



**A summary of Otago Polytechnic external media activity, from 27 May to 25 June 2020.
Produced by Shane Gilchrist, Senior Communications Advisor.**

- 193 news mentions
- Coverage reached a cumulative audience of 2.5 million
- Online News had the highest volume of coverage (106 news mentions)
- Newspapers reached the highest cumulative audience (2 million).
- The outlet with the highest volume was Otago Daily Times with a total volume of 47 mentions

Media Type Breakdown – Audience



Key themes of coverage:

The Government's announcement re \$300+million for the Targeted Training and Apprenticeship Fund has prompted significant interest from media, their line of inquiry focused on likely programmes and cohorts OP will target.

Long-form pieces on former CE Phil Ker and new CE Megan Gibbons were published by the ODT; Dr Gibbons has also been the subject of a range of other media interviews, including with RNZ, and The Hits radio network.

Otago Polytechnic's prosecution by Worksafe has also been of strong recent interest. However, on balance, the focus has been towards the landmark outcome – the Court-Ordered Enforceable Undertaking, which comprises a suite of health & safety training and awareness initiatives. In short, despite the negatives of the student injury, there is a perception that Otago Polytechnic has “owned” the issue and is involved in an innovation, community-oriented outcome.

Coronavirus and its implications on tertiary sector remain a theme for media.

Otago Polytechnic's “bricks and mortar” proposals are also of interest to media, who continue to make inquiries about Government approval (TBC).

Otago Polytechnic's annual report and a recent economic benefit report have also been the subject of long-form pieces in the ODT, albeit in a wider tertiary sector context (including University of Otago and SIT).

OP WEBSITE (NEWS AND EVENTS SECTION)

There were more than 269k page views in the past month. This is an increase of 47% on previous month. New website visitors comprised 41.48% of traffic (the remainder were returning visitors); the average time spent per view was 2min 48sec.

SOCIAL MEDIA

Social Media activity and engagement across all channels continues to be strong, benefiting from content that was specifically aimed at wellbeing and support in the context of Covid level-4 lockdown. Facebook followers now total 14k.

INSTAGRAM

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

LINKEDIN

Otago Polytechnic's main LinkedIn page now has 13.9k followers, reflecting strong growth on this channel.

OTAGO POLYTECHNIC LIMITED BOARD PAPER	
OPEN AGENDA	DATE: 3 JULY 2020
ITEM: BOARD CALENDAR	
PURPOSE: Attached for noting is the Board calendar.	

BOARD CALENDAR 2020/21

Meeting/Event	July	Aug	Sept	Oct	Nov	Dec	Feb 2021	Mar	April	May	June
Audit Process											
Interim											
Signoff									23 April		
Forecast											
Budget				15 Oct							
Board Meeting Thursdays from July	3 July	20 Aug	17 Sept Marae Visit	15 Oct	17 Nov Tuesday	17 Dec	18 Feb	18 Mar	23 April	20 May	24 June
Function											
Photo											
Fees Set											
International									23 April		
Domestic	3 July										
Finance and Audit Ctee (Wed 3pm)	9 July		Email only		11 Nov		10 Feb		14 April		16 June
Graduation						11 Dec		12 Mar			
Maori Pre-Grad						10 Dec		11 Mar			
Komiti Kawanataka Thurs at 12.30pm	2 July	6 Aug	3 Sept	1 Oct	5 Nov	3 Dec	4 Feb	4 Mar	1 April	6 May	3 June

Meeting/Event	July	Aug	Sept	Oct	Nov	Dec	Feb 2021	Mar	April	May	June
Investment Plan Draft											
Approval											
Report											
Risk Management Review Policy				15 Oct							
Safety, Health and Wellbeing walk around					17 Nov		15 Feb			20 May	
Strategy Workshop Approval											
OP Events	30 July Phil K's Farewell		1 Sept Spring Breakfast		Student Showcases	4 Dec OP Xmas party					

OTAGO POLYTECHNIC LIMITED	
BOARD PAPER	
OPEN AGENDA	DATE: 3 JULY 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: – OP Auckland International Campus Ltd – Otago Polytechnic Education Foundation	Potential only		
5 July 2019	Megan Gibbons	Athletics Otago Board Otago Boys High School Board of Trustees Judge Otago Sports Awards Board member: – 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: • 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: 3 JULY 2020
ITEM: ACADEMIC COMMITTEE MINUTES	
PURPOSE: Attached are the minutes of the meeting of Academic Committee meetings held on 9 and 15 June.	
PRESENTED BY: Oonagh McGirr	
RECOMMENDATION For noting.	



Academic Committee

Minutes of the Academic Committee meeting held on 9 June 2020

Present: Oonagh McGirr (Chair), Marc Doesburg, Joanne Greatbanks, Ian Crabtree, Ron Bull, Megan Gibbons, Janine Kapa, Trish Chaplin-Cheyne, Chris Morland, Sue Thompson, Federico Freschi, Leoni Schmidt

Apologies noted: Paul Dixon, Brayden Murray, Sam Mann

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

Quorum (10*) achieved 9 June 2020

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

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

2. Minutes for Approvals and any matters/actions arising

Action: Change the wording in the Minutes to read “The Academic Board’s role is not to make any judgement on the mix of the provision”.

Recommendation [A37.20](#): That the Academic Committee approves the Minutes of 12 May 2020 as a true and correct record and notes updates of actions.

Approve: Oonagh McGirr / Federico Freschi

All present agreed

Action Summary

[A29.20](#) Update from NZIST Poari Akoranga – Academic Board

Oonagh has received a document of queries / concerns to submit to NZIST Poari Akoranga – Academic Board which is being held tomorrow.

Action: Oonagh to provide feedback from the queries / concerns submitted to NZIST Poari Akoranga – Academic Board at the next meeting.

Janine will send through a summary regarding the term ‘harmonisation’ by the NZIST Poari Akoranga – Academic Board.

Action: Janine to send through a summary regarding the term ‘harmonisation’ by the NZIST Poari Akoranga – Academic Board.

NZIST Poari Akoranga – Academic Board meeting is tomorrow and Oonagh will query legal delegation and reporting lines, whether Academic Board reports directly to OP Board Ltd and not NZIST Poari Akoranga - Academic Board, and innovation, harmonisation. It was noted there is a review on the structural reporting lines and that NZIST are currently working through the Academic process and will advise the national framework for ITPs. They are also looking at combined RPL for the Country. Concern was raised about the workstream reports and involvement of Postgraduate and Research in their thinking and planning. A request to Academic Committee to put in a submission was requested, the close off is Monday 15 June. It was agreed that it would be worthwhile to put a response in.

Action: Megan to put New world reports for NZIST link onto Academic Committee Teams site.

Lynn shared the NZIST Poari Akoranga – Academic Board meeting schedule on Academic Committee Teams site and at this meeting. Completed.

3. [A38.20](#) Update from NZIST Poari Akoranga- Academic Board

The NZIST Poari Akoranga – Academic Board meeting is scheduled to meet Wednesday 10 June Oonagh will provide an update at the next Academic Board Meeting.

4. A39.20 Default academic calendars for 2021 and 2022 for noting

The Academic Committee notes the Academic Calendars for 2020 and 2021 and the variations in the calendar year for graduation, semester alignment. Feedback received from colleagues have been favourable to the slight changes.

5. A40.20 Type 1 Approvals, Concurrent Enrolment and Certificates of Proficiency enrolments**A40.20a Type 1 Approvals up to 04 June 2020**

Joanne provided background to the changes to the listed Type 1 Changes. Both received unanimous recommendation for the changes.

Recommendation A40.20a: That Academic Committee approves the Type 1 Changes as listed

Approved: Oonagh McGirr / Ian Crabtree

All present agreed

A40.20b Certificate of Proficiency applications/enrolments (date range: 06 May to 04 June 2020)

Recommendation A40.20b: That Academic Committee approves the individual Paths of Study for Certificate of Proficiency enrolment as listed.

Approve: Oonagh McGirr / Joanne Greatbanks

All present agreed

6. A41.20 Programme Approval Committee (PAC) for noting - [Minutes of the 26 May 2020 PAC Meeting](#)

The Academic Committee noted the minutes of the 26 May Programme Approvals Committee meeting.

A41.20a OT5157 Certificate in Avian Wildlife Healthcare (Veterinary Nurse) (Level 6) – PAC21/20

Contingent upon Mairead making the changes to include consultation reference from the KTO office.

Recommendation A41.20a: That Academic Committee approves the Training Scheme OT5157 Certificate in Avian Wildlife Healthcare (Veterinary Nurse) (Level 6)

Approve: Oonagh McGirr / Trish Chaplin-Cheyne

All present agreed

A41.20b OT5158 Certificate in Avian Wildlife Healthcare (Veterinarian) (Level 7) – PAC22/20

Recommendation A41.20b: That Academic Committee approves the Training Scheme OT5158 Certificate in Avian Wildlife Healthcare (Veterinarian) (Level 7)

Approve: Oonagh McGirr / Marc Doesburg

All present agreed.

7. A42.20 EduBits for Approval

Mairead provided background to the EduBits EBT700220 and EBT500221 changes.

Recommendation A42.20: That Academic Committee approves the EduBits EBT700220 Academic Writing for Postgraduate Success and EBT500221 Academic Communication Skills for Undergraduate Success as listed.

Approve: Oonagh McGirr / Ian Crabtree

All present agreed

8. A43.20 Offshore Delivery

This is an application to deliver the following applications offshore:

- NZ3667 New Zealand Certificate in English Language (Applied) (Level 3)
- NZ1883 New Zealand Certificate in English Language (Academic) (Level 4)
- NZ1884 New Zealand Certificate in English Language (Academic) (Level 5)

Joanne provided an update on the applications that were put forward.

Late Addition

The applications are for the following suite which are in the same approved programme document

- OT4922 Bachelor of Applied Management
- And three of its Graduate Diplomas:
- OT5087 Graduate Diploma in Applied Management
 - OT5058 Graduate Diploma in Hotel Management
 - OT5054 Graduate Diploma in Sales and Marketing

Late Addition

The second application is for the following two qualifications which are in the same programme document:

- OT5110 Postgraduate Certificate in Applied Management
- OT5111 Postgraduate Diploma in Applied Management
- OT5112 Master of Applied Management

Recommendation A43.20: That Academic Committee approves the Offshore Delivery application for NZ3667 New Zealand Certificate in English Language (Applied) (Level 3), NZ1883 New Zealand Certificate in English Language (Academic) (Level 4), NZ1884 New Zealand Certificate in English Language (Academic) (Level 5), OT4922 Bachelor of Applied Management and three of its Graduate Diplomas (OT5087 Graduate Diploma in Applied Management, OT5058 Graduate Diploma in Hotel Management, OT5054 Graduate Diploma in Sales and Marketing), OT5110 Postgraduate Certificate in Applied Management, OT5111 Postgraduate Diploma in Applied Management, OT5112 Master of Applied Management.

Approve: Oonagh McGirr / Sue Thompson

All present agreed

9. Other Business

International students

There is a big interest in the ITP sector to get international students through the border. The NZIST has set up an international working group to assist with quarantine of students for educational sector. Information is being collated and a timeline will be put in place this week. Megan commented that the borders won't open until they are ready and will be a collective decision. At this stage they are looking at 2021 intake rather than 2020. Could be a capped programme. Primary industries are calling for students later in the year. NZIST are looking at different scenarios of intakes, timelines. It was noted that it is worth exploring increasing of student numbers for programmes and the impact of increases.

Action: Marc to provide update for next Academic Committee meeting

Action Summary

Lynn	Minutes of 12 May 2020: Change wording "The Academic Board's role is not to make any judgement on the mix of the provision".	10 June 2020
Oonagh	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.	By next meeting
Janine	To send through to Oonagh a summary regarding the term 'harmonisation' by the NZIST Poari Akoranga – Academic Board.	10 June 2020
Megan	Megan to put New world reports for NZIST link onto Academic Committee Teams site	10 June 2020
Marc	International Students: Marc to provide an update for the next Academic Committee meeting	By next meeting

Meeting Closed 10.45 am



Academic Board

Minutes of the **electronic** Academic Board meeting held on 15 June 2020

Responses from

- | | |
|--------------------------|-------------------------------|
| 1. Oonagh McGirr (moved) | Approved 15/06/2020, 10.53 am |
| 2. Joanne Greatbanks | Approved 15/06/2020, 10.55 am |
| 3. Ian Crabtree | Approved 15/06/2020, 11.00 am |
| 4. Marc Doesburg | Approved 15/06/2020, 12.13 pm |
| 5. Megan Gibbons | Approved 15/06/2020, 1.02 pm |
| 6. Chris Morland | Approved 15/06/2020, 1.08 pm |
| 7. Sally Baddock | Approved 15/06/2020, 2.20 pm |
| 8. Ron Bull | Approved 15/06/2020, 2.24 pm |
| 9. Trish Chaplin-Cheyne | Approved 15/06/2020, 8.29 pm |
| 10. Samuel Mann | Approved 17/06/2020, 8.54 am |
| 11. Federico Freschi | Approved 17/06/2020, 9.54 am |
| 12. Sue Thompson | Approved 17/06/2020, 10.06 am |

Quorum (10) achieved 17/06/2020

- A045.20 NZ2225 New Zealand Certificate in Apiculture (Queen Bee Rearing) (Level 4) - attached Recommendation A45.20:** That Academic Committee approves the revised Programme of Study document matching version two of the corrected qualification outline for NZ2225 New Zealand Certificate in Apiculture (Queen Bee Rearing) (Level 4).

Comments received from Academic Committee

Ian Crabtree noted: The only point I would make is on page 7 where the individual credits are referred to the first two courses do not totally, **AP440101** 25 credits and **AP440201** 20 credits they total 24 and 21 respectively?? Otherwise looks fine to me.

Response from Quality: As is the case with most things involving NQF credits – they don't always add up exactly to the required values. The Course credits are OP credits, and this is where the requirements for learning hours, EFTS and funding sit.

It is conceivable that the NQF credits are less, equal or more than the OP course credits depending on the amount of learning and assessment.

In NZC in Apiculture (QBR) (L4) – overall – the NQF credits equal the Qualification credits (60) – they just don't fit exactly into courses. NZQA no longer allow a programme schedule made up of courses based on unit standards – courses now have to be aggregated.

Chris Morland noted: On the assumption we are correcting NZQA administrative errors I fully support this recommendation.

OTAGO POLYTECHNIC LIMITED BOARD PAPER	
OPEN AGENDA	DATE: 3 JULY 2020
ITEM: STAFF SUBCOMMITTEE	
PURPOSE: Attached are the minutes of the Staff Subcommittee meeting held on 23 June 2020.	
RECOMMENDATION: For noting.	

Staff Sub-committee

Tuesday 23 June

4.00 pm – 5.00 pm

Puna Kawa, F209 and via MS Teams

Present:

Mary Butler (Convenor)	Phil Osborne
Kathryn van Beek	Jacquie Hayes
Kim Reay	Lisa Burton
Michelle Watt	Stuart Terry
Emma Wallace	Ian Barker

Apologies: Nil.

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: Moved: Kim Reay Seconded: Jacquie Hayes
3. Matters arising	<u>Actions from last meeting</u> Completed except Mary still to meet with Megan Potiki (will undertake to do this at next Board meeting); and to deliver koha to departed members. <u>Meeting time</u> New meeting time suits most members but is outside Ian's usual work hours.
4. Election of Co-convenor	At the previous meeting Michelle Watt had put her name forward as Co-convenor, to be ratified at this meeting. Moved that Michelle Watt be elected Co-convenor: Moved: Mary Butler Seconded: Jacquie Hayes All members in agreement, carried.
5. Voting on new members	We are still operating under the existing Terms of Reference which requires members to be elected by the staff at large. There are also more nominees than places available under the Terms (maximum 14). Stuart has prepared a voting mechanism in Qualtrix that can be sent to staff. Action: An item in Leading News this week to notify of the election; voting email to be sent out; Mary will inform the nominees that this is happening.

6. Terms of Reference	<p>A document was tabled of the current Terms of Reference and comments/questions for discussion and feedback.</p> <p>Discussion on each section. Key points:</p> <ul style="list-style-type: none"> • Our name, terms of reference and operating rules need to be congruent with and agreed by the Board, under their own Terms of Reference or document that will replace the Otago Polytechnic Council Manual of Committee Structure and Delegations • It is agreed that we will continue to advise on matters of a governance nature • Terms regarding staff need to be changed to reflect the change of 'general' to 'professional' staff; and to become more inclusive to cover the range of roles e.g. contractors, facilitators, non-teaching academics, part time and proportional staff to ensure we are fully representative of staff • Similarly the focus on permanent staff may exclude certain members of staff. The aim is to represent the staff body. • Quorum – agreed this is important. Number to be decided upon. • Agreed that the sentence regarding members of the inaugural subcommittee be deleted, no longer relevant. <p>Members invited to provide feedback on the document in MS Teams. It is understood that the process of amending the Terms of Reference will take some time and will need further discussion between the Convenor and the Board.</p>
7. Updates	Not covered.
8. Any Other Business	<p>Discussion on how members may gather staff views. There is a commitment to being visible as a Staff Subcommittee.</p> <p>It was agreed to discuss current issues affecting staff at the next meeting</p>
9. Next meeting and agenda items	<p>Next meeting Tuesday 21 July at 4 pm.</p> <p>Agenda Current issues affecting staff. In particular the change processes under way.</p>
Close	Meeting closed at 5.01 pm.

ACTIONS SUMMARY

Action	Person	Completion
Notify nominees of upcoming election	Mary	This week
Send out voting email to staff eligible to vote	Stuart	This week

OTAGO POLYTECHNIC LIMITED BOARD PAPER	
OPEN AGENDA	DATE: 3 JULY 2020
ITEM: STUDENT COUNCIL	
PURPOSE: Attached are the minutes of the Student Council meeting held on 4 June.	
RECOMMENDATION: For noting.	

Student Committee

Thursday 4 June 2020

12.30pm to 1.15pm

F215, Forth Street, Dunedin



Present: Nathan Laurie (Convenor / BAppMgt)
 Yan Chau (BIT)
 Chris Morland (DCE Learner Experience)
 Brayden Murray (Director Learner Services)
 Patricia Quensell (Learner Services)
 Ronda McLaren (Learner Experience)

Terms of Reference	<ul style="list-style-type: none"> a) The Student Committee deals with matters that are polytechnic wide in nature and may include national or local issues. b) Student matters relating to a course or programme need to follow operational procedures through OPSA or Learner Services. c) Membership - Nathan suggested the OPLB representative could roster so all have an opportunity to talk directly with students. d) Meeting Frequency - Student Committee will need to meet mid-month to meet the OPLB deadline for papers. The Student Committee meets April, May, June, August, September, October - avoiding peak student workloads and breaks. e) Power to Act - seek clarification on what this means f) Chris noted the TOR may be tabled at the OPLB; however, the CEO and Chair may wish to consider and provide feedback prior to submitting to the Board for endorsement. The TOR will be appended to the OPLB standing committees.
Membership	Call for nominations next week, closing 26 June.
Next Meeting	28 July at 12 noon in F209 - Puna Kawa Agenda: MOE funds for Learners (TAFL, HAFL, IAFL)



Otago Polytechnic Limited

BOARD PACK

for

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

Friday, 3 July 2020

9:30 PM

Held at:

Puna Kawa

Level 2, Mason Centre
Otago Polytechnic
Forth Street
Dunedin

AGENDA



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

Name:	Otago Polytechnic Limited
Date:	Friday, 3 July 2020
Time:	9:30 PM to 5:00 PM
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), 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 Resolution to Exclude the Public

Supporting Documents:

1.1.a	Resolution cover.docx	7
1.1.b	Resolution to exclude the public.docx	8

1.2 Conflict of Interest

Supporting Documents:

1.2.a	Conflict of Interest cover.docx	9
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1.3 Confirm Minutes

Supporting Documents:

1.3.a	Minutes cover. docx.docx	
1.3.b	Minutes : Otago Polytechnic Limited (the Company) Meeting of the Board - Closed - 5 Jun 2020	10

1.4 Reporting Timeframes

Supporting Documents:

1.4.a	Reporting Timeframes cover.docx	16
1.4.b	Reporting Timeframes.docx	17

1.5 Safety and Wellbeing

Supporting Documents:

1.5.a	Safety and Wellbeing cover.docx	18
1.5.b	Discussion Paper - HS Strategy June 2020.docx	19
1.5.c	HSW Commitment statement - endorsed by Council Dec 2019.docx	25
1.5.d	HS Rpt for OP Board 3 July 2020.docx	27
1.5.e	Minutes HS meeting 12 June.docx	30

2. REPORTS

2.1 Chair (verbal)

2.2 Chief Executive

Supporting Documents:

2.2.a	CE's Report cover.docx	32
2.2.b	Chief Executive Report.docx	33
2.2.c	TAFL-HAFL Summary to ELT.pdf	36

2.3 Executive Leadership Team

Supporting Documents:

2.3.a	Executive Leadership Team.docx	39
2.3.b	DCE MD-Kaitohutuhu Board Report July 2020.pdf	40

3. FINANCE

3.1 Budget 2021

Supporting Documents:

3.1.a	Budget 2021 cover.docx	42
3.1.b	Board Budget 2021 Guidelines_.docx	43

3.2 Monitoring

Supporting Documents:

3.2.a	Monitoring.docx	46
3.2.b	Financials.pdf	47
3.2.c	Contribution margins.pdf	56
3.2.d	EFTS.pdf	62

3.3 Forecasting

Supporting Documents:

3.3.a	Forecasting.docx	65
3.3.b	Statement of Cashflows.pdf	66
3.3.c	Simplified cash flow.pdf	67

3.4 Capital Commitments

Supporting Documents:

3.4.a	Capital Commitments cover. doc.docx	68
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4. RISK

4.1 Governance Risk Management Framework

Supporting Documents:

4.1.a	Risk Matrix 25 June 2020.pdf	69
4.1.b	Risk Matrix cover.docx	70

5. MATTERS FOR NOTING

5.1 Council Correspondence

Supporting Documents:

5.1.a	Correspondence cover.docx	74
5.1.b	2020-06-16 Co-chairs re conflict.doc	75
5.1.c	2020.06.16 Letter from Tim Fowler to Tony Allison.pdf	76

5.2 Contracts Signed

Supporting Documents:

5.2.a	Contracts Signed cover.docx	80
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6. CLOSE MEETING

6.1 Close Meeting

Next meeting: Otago Polytechnic Limited (The Company) Meeting of the Board - Closed - 20 Aug 2020, 2:30 PM

OTAGO POLYTECHNIC LIMITED BOARD PAPER	
CLOSED AGENDA	DATE: 3 JULY 2020
ITEM: RESOLUTION TO EXCLUDE THE PUBLIC	
RESOLUTION That under Section 48 (1) Local Government Official Information and Meetings Act 1987, and the Official Information Act 1982, with the exception of the Executive Leadership Team members and the convenors of the Student Council and Staff Subcommittee, the public be excluded from the meeting.	

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:	Reasons for passing this resolution in relation to the agenda:
<div>1. Conflicts of Interest</div> <div>2. Additional Agenda Items</div> <div>3. Confirmation of Minutes</div> <div>4. Action Items</div> <div>5. Reporting Timeframes</div> <div>6. Chief Executive’s Report</div> <div>7. Executive Leadership Team Report</div> <div>8. OPAIC Report</div> <div>9. Health, Safety and Wellbeing</div> <div>10. Forecasting</div> <div>11. Monitoring</div> <div>12. Campus Development Update</div> <div>13. Governance Risk Matrix</div> <div>14. Notifications to NZIST</div> <div>15. Contracts</div>	<div>Enable the polytechnic holding the information to carry out, without prejudice or disadvantage, commercial activities.</div> <div>Prevent the disclosure or use of official information for improper gain or improper advantage.</div>