



Otago Polytechnic Council

BOARD PACK

for

Otago Polytechnic Council - Open

Friday, 6 March 2020

12:30 PM

Held at:

Puna Kawa

Level 2, Mason Centre
Otago Polytechnic
Forth Street
Dunedin

Version 1

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AGENDA

OTAGO POLYTECHNIC COUNCIL - OPEN



Name:	Otago Polytechnic Council
Date:	Friday, 6 March 2020
Time:	12:30 PM to 1:30 PM
Location:	Puna Kawa, Level 2, Mason Centre Otago Polytechnic Forth Street Dunedin
Board Members:	Kathy Grant (Chair), Megan Potiki, Neil Barns, Paul Allison, Peter Coolbear, Jamie Adamson
Apologies:	Bill Moran
Guests/Notes:	In Attendance: Jono Aldridge (Convenor, Staff Subcommittee), Jeanette Corson (Secretary to Council), Philip Cullen (Deputy Chief Executive Corporate Services), Janine Kapa (Deputy Chief Executive, Māori Development/Kaitohutohu, Phil Ker (Chief Executive), 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 Apologies

1.2 Conflict of interest

Council members should declare any potential conflict (pecuniary or non-pecuniary) they may have regarding any item on the agenda, or in relation to any discussion during the meeting. These declarations will be recorded on a separate register as well as in the minutes.

Attached is a register of Council members' interests. Any changes must be advised to the Secretary to Council.

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4. CLOSE MEETING

4.1 Meeting Closed

Next meeting: Otago Polytechnic Council - Open - 27 Mar 2020, 12:30 PM

OTAGO POLYTECHNIC COUNCIL PAPER	
OPEN AGENDA	DATE: 6 MARCH 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>Attached is a register of Council members' interests. Any changes must be advised to the Secretary to Council.</p>	
<p>RECOMMENDATION</p> <p>For noting.</p>	

INTERESTS REGISTER

Council Member	Updated	Interest Disclosed	Nature of Potential Interest with the Otago Polytechnic
Jamie ADAMSON	01-02-19	<ol style="list-style-type: none"> 1. Deloitte Limited (Partner) 2. Otago Museum Trust Board (Treasurer) 	<ol style="list-style-type: none"> 1. Potential supplier 2. Potential customer
Paul ALLISON	01-11-19	<ol style="list-style-type: none"> 1. Life Trustee – Halberg Disability Sport Foundation 2. Sports Commentator – NZME 3. Independent Director - University Bookshop (Otago) Ltd 4. Chair - Waitaki District Health Services Ltd 5. Chair – Waitaki District Health Services Trust 6. Independent Chair - Infinite Energy (design and installation of solar power) 7. South Island Regional Grants Committee – The Lion Foundation 8. Independent Contractor – The Lion Foundation 9. Independent Consultant - Impact Consulting 	<ol style="list-style-type: none"> 1 – 5 Nil 6 & 9 potential supplier 7 & 8 – potential funder
Neil BARNS	17-01-19	<ol style="list-style-type: none"> 1. Board Chair – Otago Polytechnic Auckland International Campus 2. Director/Shareholder Neil Barns Consulting Limited 3. Partner – Barns-Davis Orchard Partnerships 4. Commissioner, Whitireia and Weltec Polytechnics 5. Director - WelTec Enterprises Ltd 6. Director - LCB Management NZ Ltd 7. Director - IEM Ltd 	<ol style="list-style-type: none"> 1. OP is a 50% owner of the limited partnership and is impacted directly by its operations in Auckland 2. The Company provides consultancy services mainly to TEOs and government education agencies that OP also has dealings with. 3. Joint owner of an avocado orchard. Unlikely to involve OP directly although OP offers horticulture qualifications and training.
Peter COOLBEAR	16-11-16	<ol style="list-style-type: none"> 1. Co-owner and director: Coolbear Ltd - Information Management and Tertiary Education Consulting 2. Member, NZQA Consistency Review Panel 	

Kathy GRANT	07/02/2020	<ol style="list-style-type: none"> 1. NZIST Establishment Board 2. Dunedin City Holdings Ltd (Deputy Chair) 3. Trustee of numerous private trusts 4. Dunedin City Treasury Limited (Deputy Chair) 5. Dunedin Stadium Property Limited Spouse: <ol style="list-style-type: none"> 1. Hazlett & Sons Limited (Chair) 2. South Link Health Services Limited (Director) 3. Leslie Groves Home & Hospital (Board Member) 4. Dunedin Diocesan Trust Board (Chair) 5. Trustee of numerous private trusts 	
Bill MORAN	04-10-19	<ol style="list-style-type: none"> 1. Director, Pioneer Energy 2. Chair and Director, Sport and Recreation New Zealand 3. Chair and Director, High Performance Sport New Zealand 4. Chair, Turn up the Music Trust 5. Chair, Three Lakes Cultural Trust 6. Director, Youthtown 7. Trustee, New Zealand Dementia Prevention Trust 8. Trustee, New Zealand Football Foundation 9. Trustee, Olive Leaf Centre Trust 10. Trustee, Community Trust South 11. Trustee, Parliamentary Education Trust 12. Advisory Trustee, School of Government, Victoria University of Wellington 13. Advisory Trustee, Play It Strange Trust 14. Director, Aspen Initiative New Zealand 15. Director, Worksafe New Zealand 	Nil

			Polytechnic
Megan POTIKI	26-06-17	<ol style="list-style-type: none"> 1. Member of Te Runanga o Ōtākou 2. Employee of the University of Otago 3. Director of Arataki Associates Ltd – contracting entity involved in a wide range of Māori education, health and business. 	3. Potential supplier

COUNCIL PAPER	
OPEN AGENDA	DATE: 6 MARCH 2020
ITEM: MINUTES	
PURPOSE: The minutes of the open section of the meeting held on 7 February 2020 are attached.	
PRESENTED BY: Kathy Grant	
RECOMMENDATION That the minutes of the open section of the meeting held on 7 February 2020 be approved as a true and correct record.	

MINUTES (in Review)

OTAGO POLYTECHNIC COUNCIL - OPEN



Name:	Otago Polytechnic Council
Date:	Friday, 7 February 2020
Time:	1:00 PM to 1:50 PM
Location:	Puna Kawa, Level 2, Mason Centre Otago Polytechnic Forth Street Dunedin
Board Members:	Kathy Grant (Chair), Bill Moran, Megan Potiki, Neil Barns, Paul Allison, Peter Coolbear, Jamie Adamson
Guests:	In Attendance: Jeanette Corson (Secretary to Council), Philip Cullen (Deputy Chief Executive Corporate Services) via Skype, Megan Gibbons (Deputy Chief Executive, People and Performance), Janine Kapa (Deputy Chief Executive, Māori Development/Kaitohutohu, Phil Ker (Chief Executive) via Skype, Nathan Laurie (Convenor, Student Council), Oonagh McGirr (Deputy Chief Executive, Learning and Teaching Services), Chris Morland (Deputy Chief Executive, Learner Experience).
Notes:	A Council only session was held following the open section.

1. PROCEDURAL

1.1 Apologies

Mr Moran assumed the Chair in Mrs Grant's absence.

An apology had been received from Jono Aldridge.

1.2 Conflict of interest

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

1.3 Confirm Minutes

Otago Polytechnic Council - Open 1 Nov 2019, the minutes were confirmed as presented.

1.4 Matters Arising

There were no matters arising.

2. REPORTS

2.1 Chair (verbal)

2.2 Chief Executive (verbal)

Mr Ker had nothing to report.

3. POLICIES FOR APPROVAL

3.1 Policies for Approval

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

- CP0007 Legislative Compliance
- CP0012 Disclosure of Interests

RECOMMENDATION

That the Council approves the reviewed policies.

AGREED.

4. MATTERS FOR NOTING

4.1 Council Calendar

It was noted that the meeting scheduled for 3 April would now be held on 27 March.

4.2 Executive Leadership Team Interests Register

The Executive Leadership Team Interests Register was noted.

4.3 Academic Board Minutes

Oonagh McGirr presented the Academic Board minutes. There had been considerable discussion around alternative assessment paradigms for Capable NZ candidates. A member of the Professoriate was carrying out some research around this topic.

Ms McGirr had attended a working group meeting on 23 January to develop terms of reference for subsidiary sub committees of the NZIST Academic Board. She noted that no decisions had been released around the NZIST Academic Board.

Mrs Grant re-joined the meeting.

4.4 Student Council Minutes

The minutes of the Student Council meeting held on 31 October 2019 were noted.

Nathan Laurie spoke of his involvement in the Student Voice Symposium to be held later in the year, as a work based learning project.

4.5 Staff Subcommittee Minutes

The minutes of the Staff Subcommittee meeting held on 31 October 2019 were noted.

5. CLOSE MEETING

5.1 Meeting Closed

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

Signature: _____

Date: _____

OTAGO POLYTECHNIC COUNCIL PAPER	
OPEN AGENDA	DATE: 6 MARCH 2020
ITEM: CHIEF EXECUTIVE'S REPORT	
PURPOSE: The Chief Executive's Report is attached.	
PRESENTED BY: Phil Ker	
RECOMMENDATION: That the Council receives the Chief Executive's report.	

CHIEF EXECUTIVE'S REPORT

Naming of Buildings

A recommendation from mana whenua is attached for naming our buildings in the future. In short, the recommendation is that Māori names are adopted within a Māori historical framework.

RECOMMENDATION

That the names of the following buildings be endorsed:

- H Block – Ōtākou
- G Block – Kaikarae
- Block – Ōwheo
- S Block – Tauraka Pipipi

Media Report

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

External Liaison

- NZIST Wellington
- Ako Aotearoa TTEA judging review
- Future Skills Board, Wellington
- Iamcapable Partnership Board
- Building Surveying Governance Group
- AIC Board three day retreat, Auckland
- World Federation of Colleges and Polytechnics Board via Zoom
- Audit NZ
- Andrea Thompson, Catapult
- TANZ eCampus, Christchurch
- JBA Board
- Skills NZ re transition plan
- United Way interview - Shakti Ethnic Women's Support Group
- ITP CEOs meeting, Wellington
- NZIST, Wellington



Phil Ker
Chief Executive

Naming of OP Buildings (x4), Feb 2020

Tahu Pōtiki, Khyla Russell and Simon Kaan were instrumental in coming up with the theme of 'He Ara Honohono', intersecting pathways, to guide Otago Polytechnic's campus developments approximately four years ago. In the search for suitable names for the four buildings Council would now like named (i.e. G Block, H Block, O Block and S Block), this theme will be expanded upon, connecting with the history of the Otago region and linking with other work occurring more broadly across Dunedin City.

Led by Megan Pōtiki, a small group met at Ōtākou Marae on 18 February to discuss this concept further; the idea of using local waterways was decided upon (i.e. pathways via water, in alignment with 'He Ara Honohono'). Megan conducted further research and consulted on four preferred names with a broader group of mana whenua steeped in local history.

The names of the four buildings recommended by mana whenua to Council are:

1. **H Block – Ōtākou**
Otago Polytechnic is on the doorstep of the Ōtākou highway (i.e. Te Awa Ōtākou/the Otago Harbour), from which particular awa (streams/rivers) flow into the Taiari and further afield¹.
2. **G Block – Kaikarae**
Kai karae (as written by HK Taiaroa in his 1880 manuscript), now known as Kaikorai².
3. **O Block – Ōwheo**
Ōwheo is the stream beside O Block that runs in to the Ōtākou Harbour. There is little information about it orally, but there is valid information on this printed last century³.
4. **S Block – Tauraka Pipipi**
Tauraka Pipipi (as written by HK Taiaroa in his 1880 manuscript) is not actually a waterway, but an estuary – now known as Logan Park, on the corner of which S Block is located⁴.

¹ HK Taiaroa (1880); Beattie and Karetai (KTKO Ltd, 2005, Ch 5)

² Kaikarae was also a river that flowed into the Ōtākou Harbour. It is currently being restored and would be a significant statement to name a building after the correct name: Kaikarae.

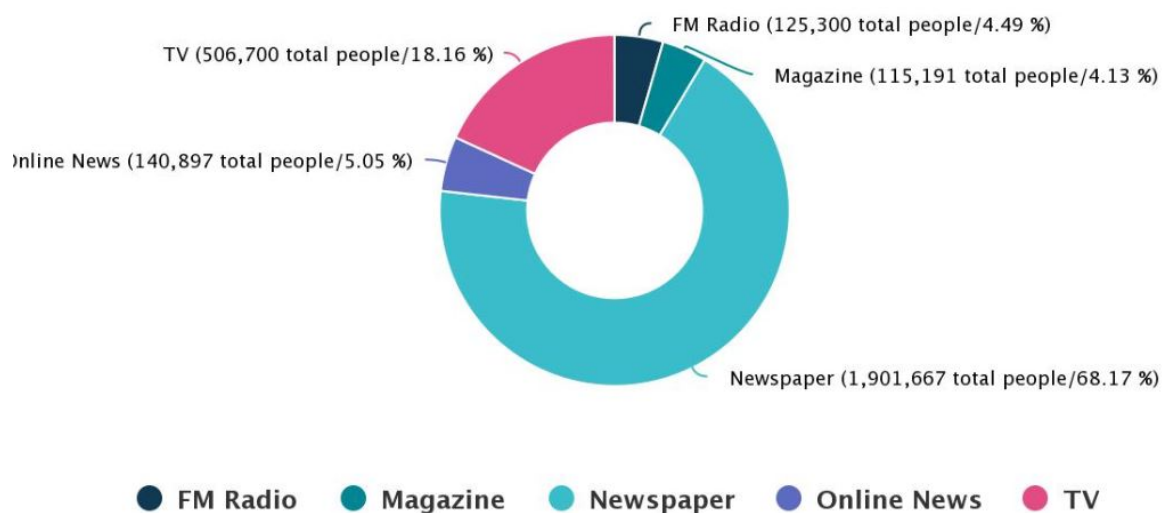
³ Roberts, 1910; Taylor, 1950; Hanson Turton and Herries Beatties

⁴ Tahu Pōtiki wrote that, the trails that Māori followed from Ōtākou to Taiari generally followed the coastline. Tauraka Pipipi was an estuary immediately on the coastline that was then followed further afield, sometimes over the hills or on to another river (also recorded in the Taylor Manuscript).



A summary of Otago Polytechnic external media activity, from 1 January-27 February 2020. Produced by Shane Gilchrist, Senior Communications Advisor.

- 470 news items
- Coverage reached a cumulative audience of 2.8 million
- Online News had the highest volume of coverage (403 items or 85% of the total volume of coverage)
- Newspapers reached the highest cumulative audience (1.9 million or 68% of cumulative audience)



A broad range of Otago Polytechnic activities have been covered by media.

Examples include:

- Coronavirus and implications on tertiary sector.
- Recent passing of the Vocational Education Amendment Bill
- United Nations approving Otago Centre of Excellence in Sustainability
- Otago Polytechnic partnering with Central Otago's Tinwald Farm to deliver hands-on experiences for Agriculture learners

OP WEBSITE (NEWS AND EVENTS SECTION)

There were more than 63k page views in the past 2 months. The overwhelming majority of readers spend 90 seconds on our pages.

SOCIAL MEDIA

Social Media activity and engagement across all channels continues to be strong, benefiting from our varied content and high-quality approach to video and photography. Facebook followers have grown 1.5% month on month, to 13.1k.

INSTAGRAM

3.1k followers; this continues upward trend of previous months.

LINKEDIN

Otago Polytechnic's main LinkedIn page now has more than 13.7k followers, reflecting steady growth on this channel.

OTAGO POLYTECHNIC COUNCIL PAPER	
OPEN AGENDA	DATE: 6 MARCH 2020
ITEM: COUNCIL CALENDAR	
PURPOSE: Attached is the Council calendar.	
RECOMMENDATION: For noting.	

COUNCIL CALENDAR 2020/21

Meeting/Event	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Feb 2021
Audit Process											
Interim											
Signoff	27 March										
Forecast											
Budget											
Council Meeting Fridays	6 March 27 March		1 May	5 June Placeholder	3 July	7 Aug Marae Visit?	4 Sept Placeholder	2 Oct	6 Nov	4 Dec Placeholder	5 Feb
Function	27 March										
Photo											
Fees Set											
International					3 July						
Domestic						7 Aug					
Finance and Audit Ctee	5 March 26 March	30 April		4 June	2 July	6 Aug	3 Sept	1 Oct	5 Nov	3 Dec	4 Feb
Graduation	13 March										
Maori Pre-Grad	12 March										
Komiti Kawanataka Thurs at 8am	5 March	2 April 30 April		4 June	2 July	6 Aug	3 Sept	1 Oct	5 Nov	3 Dec	4 Feb

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

OTAGO POLYTECHNIC COUNCIL PAPER	
OPEN AGENDA	DATE: 6 MARCH 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	Potential only		
5 July 2019	Megan Gibbons	Athletics Otago Board Otago Boys High School Sports Council Otago Boys High School Board of Trustees Judge Otago Sports Awards Start Up Dunedin Wildlife Hospital	Potential if fees assistance was requested OP is a sponsor		Ensure I am not involved if either of these organisations were in discussion with OP OP award chosen by Sport Otago and not judged on by judges

Date Updated	Name	Interest Disclosed	Nature of Potential Conflict of Interest with Otago Polytechnic	Pecuniary or non-pecuniary	Agreed approach to manage
4 October 2019	Janine Kapa	Board Member: <ul style="list-style-type: none"> – A3 Kaitiaki Ltd (Chair) – Kokiri Training Centre – Otago Youth Wellness Trust – KUMA (Southern Māori Business Network) Member, Kāti Huirapa Rūnaka ki Puketeraki Partner, Kia Māia Bicultural Communications	Potential only Potential for similar clientele Potential for bias	Non-pecuniary Pecuniary Non-pecuniary	Proceed with: <ul style="list-style-type: none"> • caution & sensitivity • honesty & integrity
26 February 2018	Phil Ker	Board Member: <ul style="list-style-type: none"> – TANZ – TANZ eCampus Limited – OP Auckland International Campus Ltd – Postsecondary International Network – World Federation of Colleges and Polytechnics – JBA Limited <ul style="list-style-type: none"> – OPAIC Limited Partnership (Chief Executive of OP as Partner) – Convenor – selection panel for National Tertiary teaching Excellence Awards – Glenys Ker, Programme Leader Capable NZ - spouse 	Possible competitor Potential supplier and competitor to OP Possible bias Personal interests	 Non-pecuniary Both	Transparency Non participation re OP candidates OP Policy

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

OTAGO POLYTECHNIC COUNCIL PAPER	
OPEN AGENDA	DATE: 6 MARCH 2020
ITEM: ACADEMIC BOARD MINUTES	
PURPOSE: Attached are the minutes of the Academic Board electronic meeting held on 29 January 2020	
PRESENTED BY: Oonagh McGirr	
RECOMMENDATION For noting.	



Academic Board

Minutes of the *electronic* Academic Board meeting held on 29 January 2020

Responses from

1. Oonagh McGirr (moved)	Approved 29/01/2020, 12.19 pm
2. Federico Freschi	Approved 29/01/2020, 1.29 pm
3. Sally Baddock	Approved 29/01/2020, 2.34 pm
4. Marc Doesburg	Approved 29/01/2020, 4.27 pm
5. Megan Gibbons	Approved 29/01/2020, 9.38 pm
6. Ian Crabtree	Approved 30/01/2020, 12:30 am
7. Nathan Laurie	Approved 31/01/2020, 9.33 am
8. Leoni Schmidt	Approved 31/01/2020, 9.57 am
9. Paul Dixon	Approved 31/01/2020 10.01 am
10. Janine Kapa	Approved 31/01/2020 11.21 am
11. Brayden Murray	Approved 31/01/2020 12.20 pm
12. Trish Chaplin-Cheyne	Approved 31/01/2020 12.48 pm
13. Chris Morland	Approved 31/01/2020 2.40 pm
14. Phil Ker	Approved 03/02/2020 1.50 pm

Quorum (11) achieved 31/01/2020

1. **A001.20 Type 1 Approvals up to 29 January 2020**

Recommendation A001.20: That Academic Board approves the Type 1 Changes as listed.

2. **A002.20 NZ2491 New Zealand Diploma in Veterinary Nursing (Level 6)**

Recommendation A002.20: That Academic Board approves the Academic Sub-Contract Agreement between Otago Polytechnic and WelTec for NZ2491 New Zealand Diploma in Veterinary Nursing (Level 6).

OTAGO POLYTECHNIC COUNCIL PAPER	
OPEN AGENDA	DATE: 6 MARCH 2020
ITEM: STAFF SUBCOMMITTEE MINUTES	
PURPOSE: Attached are the minutes of the Staff Subcommittee meeting held on 5 December 2019.	
PRESENTED BY: Jono Aldridge	
RECOMMENDATION For noting.	

Staff Sub-committee of Council

Thursday 5 December 2019

8.30 am - 9.30 am

F 215, Mason Centre, Forth Street, Dunedin

Present:

Jono Aldridge (Chair)	Mary Butler
Kathryn van Beek	Ian Barker
Phil Osborne (late)	Stuart Terry
Emma Wallace	Lisa Burton
Karole Hogarth	Jacquie Hayes
Michelle Watt	Megan Gibbons

Apologies: Sheena Roy, Philip Ballard, Kim Reay, Ray O'Brien, Megan Potiki, Darren Evans, Barbara Dunn.

In Attendance: Laura Warren, Director: People and Culture

Minutes: Paula Petley

1. Apologies and attendance	Members welcomed to the final meeting for the year. Apologies accepted.
2. Minutes of previous meeting	Moved that the minutes be accepted as a true and correct record: Mary Butler. Seconded: Stuart Terry.
3. Matters Arising	<p><i>Staff Sub-committee in 2020</i></p> <p>An email vote was held to determine an option for continuing in 2020. The required number of votes for a quorum was received. Members voted to retain the status quo on membership; members whose terms expire at the end of 2019 will continue to 31 March 2020. Jono will remain as Chair.</p> <p><i>Staff Forum</i></p> <p>Will be held on 10 December, online only. Theme – “Creating our future to create your future - priorities for 2020 and preparation for changes ahead”.</p> <p><i>Staff Forum 19 November</i></p> <p>Kathryn went over the main points from this presentation, on RoVE and WES.</p> <ul style="list-style-type: none"> - NZIST – Phil Ker noted that implementation is on track. - WES – highest ever response rate, with high scores but a low number of comments. Some good feedback regarding ELT. Reports have now been issued to schools. Priority 1's - workload, and two workload-related items: PD and accountability. <p>The video for this staff forum is available on Tuhono under the RoVE link.</p>

	<p><i>Staff Development Day 30 January 2020</i></p> <p>Theme is “Creating our future to create your future”.</p> <p>Preparation for change on top of workload can be stressful; we will look at how to support staff through this.</p> <p>This Staff Development Day will also provide an update on NZIST.</p>
<p>4. MS Teams Meeting Management System (Jono Aldridge and Kathryn van Beek)</p>	<p>Jono and Kathryn demonstrated the new MS Teams site for Staff Subcommittee of Council, to replace our Insite page. Meeting agenda and minutes can be found here.</p> <p>Site to be made accessible to staff.</p>
<p>5. Employee Assistance Programme (Laura Warren)</p>	<p>An update from Laura on changes to the EAP.</p> <p>Previously OP has had an arrangement with a number of local providers for counselling, and invoices come back with staff identifying details. This system also did not allow for benchmarking in the sector etc. Laura noted that it is common for large institutions to use one large provider for such services.</p> <p>With this in mind OP has contracted Benestar to provide EAP. HR receives a report at DCE level covering themes but with no names. This will allow good reporting and identification of common themes across the sector with other organisations using the same system. Data on presenting issues is de-personalised which ensures confidentiality.</p> <p>Staff need to be made aware of the changes; not everyone has seen the notices on Tuhono.</p> <p>Action</p> <p>Kathryn will create a digital screen.</p> <p><i>Pulse Check</i></p> <p>Laura outlined the main topics and feedback from the recent Pulse Survey. What staff want from formal leaders – ‘transparent communication’ was high on the list.</p> <p>Next year People and Culture will focus on reviewing and improving induction processes. The Staff Capability Framework will also be rolled out along with AIC’s “IamCapable” tool.</p> <p>Leading for the Future programme lead by Pleasance Hansen has been piloted, final session today. Participant feedback will be sought and a decision made on whether to continue it next year.</p> <p>P&C will also focus on the competency framework, holistic wellbeing, issues that have arisen for staff as a result of RoVE, managing change.</p>

	<p>One of the biggest issues that came through in the Pulse check is a sense of uncertainty.</p> <p><i>P&C Team</i> Currently interviewing for a replacement for Heather Day.</p>
6. Any Other Business	Nil.
7. Next meeting and agenda items	<p>Jono thanked members for their participation and contributions this year and wished everyone a happy and safe holiday.</p> <p><u>Next meeting:</u> First meeting for 2020 would have been 6 February which clashes with Waitangi Day. New date to be advised or meeting cancelled. Meetings will remain the Thursday before a Council meeting, at 8.30 am.</p>
Close	Meeting closed at 9.30 am.

ACTIONS SUMMARY

Action	Person	Completion
Digital screen to advise EAP changes	Kathryn	Asap



Otago Polytechnic Council

BOARD PACK

for

Otago Polytechnic Council - Closed

Friday, 6 March 2020

9:00 AM

Held at:

Puna Kawa

Level 2, Mason Centre
Otago Polytechnic
Forth Street
Dunedin

Version 1

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2.6 a	Workforce cover.docx.....	48
2.6 b	Workforce report for 2019.docx.....	49
2.7 a	Central Campus Quarterly Report cover.docx.....	59
2.7 b	Central Otago Quarterly report.docx.....	60
2.8 a	Educational Performance indicators.docx.....	63
2.8 b	Report EPIs 2019 JG.pdf.....	64
2.9 a	Graduate Surveys 2019 cover.docx.....	68

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2.9 b	Report Graduate Surveys 2019 JG.pdf.....	69
2.10 a	Student Opinion Surveys 2019 cover.docx.....	72
2.10 b	Report Student Opinion Surveys 2019 JG.pdf.....	73
3.1 a	Risk Management cover.docx.....	76
3.1 b	Risk Matrix updated for 6 March 2020 Council.pdf.....	77
4.1 a	Correspondence cover.docx.....	82
4.2 a	Finance and Audit minutes cover.docx.....	83
4.2 b	a. 7 Feb.pdf.....	84
4.3 a	Contracts Signed cover.docx.....	90
4.3 b	Contracts Signed.pdf.....	91
4.4 a	Use of the Common Seal.docx.....	92
4.4 b	Use of Common Seal.pdf.....	93

AGENDA

OTAGO POLYTECHNIC COUNCIL - CLOSED



Name: Otago Polytechnic Council

Date: Friday, 6 March 2020

Time: 9:00 AM to 12:00 PM

Location: Puna Kawa, Level 2, Mason Centre Otago Polytechnic Forth Street Dunedin

Board Members: Kathy Grant (Chair), Megan Potiki, Neil Barns, Paul Allison, Peter Coolbear, Jamie Adamson

Apologies: Bill Moran

Guests: In Attendance:
Jono Aldridge (Convenor, Staff Subcommittee), Jeanette Corson (Secretary to Council), Philip Cullen (Deputy Chief Executive Corporate Services), Janine Kapa (Deputy Chief Executive, Māori Development/Kaitohutohu, Phil Ker (Chief Executive), Nathan Laurie (Convenor, Student Council), Oonagh McGirr (Deputy Chief Executive, Learning and Teaching Services), Chris Morland (Deputy Chief Executive, Learner Experience).

Notes: Council only: 8am - 9am
Guests:
11am Kelly Gay, Head of College/Campus Manager, Central via Skype
11.15am Laura Warren, Director: People and Culture
11.30am Joanne Greatbanks, Director: Performance Improvement

1. PROCEDURAL

1.1 Resolution to Exclude the Public

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

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

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

Financials
(Reason (i))

Capital
(Reason (i))

TEC Matters
(Reason (i))

Policies
(Reason (i))

Risk
(Reason (i))

Notification of Fraud
(Reason (i))

General Business
(Reason (i))

private on its decision or recommendation in any proceedings to which this paragraph applies.

1.2 Conflict of Interest

Members are asked to declare any potential conflict of interest.

1.3 Confirm Minutes

RECOMMENDATION

That the minutes of the closed section of the meeting held on 7 February 2020 be approved as a true and correct record.

Supporting Documents:

1.3.a	Minutes cover.docx	8
1.3.b	Minutes : Otago Polytechnic Council - Closed - 7 Feb 2020	9

1.4 Action Item List

Supporting Documents:

1.4.a	Action Item List	17
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1.5 Reporting Timeframes

Supporting Documents:

1.5.a	Reporting Timeframes cover.docx	19
1.5.b	Reporting Timeframes.docx	20

2. REPORTS

2.1 Chair (verbal)

2.2 Chief Executive

Supporting Documents:

2.2.a	CE's Report cover.docx	21
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Supporting Documents:

2.2.b	CHIEF EXECUTIVE.docx	22
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2.3 Executive Leadership Team

Oonagh McGirr

Supporting Documents:

2.3.a	ELT Report.docx	23
2.3.b	LTS Report to Council March 2020.pdf	24

2.4 OPAIC Quarterly Report

Supporting Documents:

2.4.a	OPAIC.docx	27
2.4.b	OPAIC Council Report (March 2020).pdf	28

2.5 Safety and Wellbeing

Supporting Documents:

2.5.a	Safety and Wellbeing cover.docx	43
2.5.b	SHW Council report.docx	44
2.5.c	H&S Committee meeting minutes 14 February.docx	46

2.6 Human Resources Annual Staffing Update

Supporting Documents:

2.6.a	Workforce cover.docx	48
2.6.b	Workforce report for 2019.docx	49

2.7 Central Campus Quarterly Report

Supporting Documents:

2.7.a	Central Campus Quarterly Report cover.docx	59
2.7.b	Central Otago Quarterly report.docx	60

2.8 Educational Performance Indicators

Supporting Documents:

2.8.a	Educational Performance indicators.docx	63
2.8.b	Report EPIs 2019 JG.pdf	64

2.9 Graduate Destination Survey

Supporting Documents:

2.9.a	Graduate Surveys 2019 cover.docx	68
2.9.b	Report Graduate Surveys 2019 JG.pdf	69

2.10 Student Satisfaction and Engagement

Supporting Documents:

2.10.a	Student Opinion Surveys 2019 cover.docx	72
2.10.b	Report Student Opinion Surveys 2019 JG.pdf	73

3. RISK

3.1 Governance Risk Management Framework

Supporting Documents:

3.1.a	Risk Management cover.docx	76
3.1.b	Risk Matrix updated for 6 March 2020 Council.pdf	77

4. MATTERS FOR NOTING

4.1 Council Correspondence

Supporting Documents:

4.1.a	Correspondence cover.docx	82
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4.2 Finance and Audit Committee Minutes

Supporting Documents:

4.2.a	Finance and Audit minutes cover.docx	83
4.2.b	a. 7 Feb.pdf	84

4.3 Contracts Signed

Supporting Documents:

4.3.a	Contracts Signed cover.docx	90
4.3.b	Contracts Signed.pdf	91

4.4 Use of the Common Seal

Supporting Documents:

4.4.a	Use of the Common Seal.docx	92
4.4.b	Use of Common Seal.pdf	93

5. CLOSE MEETING

5.1 Close Meeting

Next meeting: Otago Polytechnic Council - Closed - 27 Mar 2020, 9:00 AM