



Otago Polytechnic Limited

BOARD PACK

for

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

Thursday, 15 October 2020

1:00 pm

Held at:

Puna Kawa

Level 2, Mason Centre
Otago Polytechnic
Forth Street
Dunedin

AGENDA



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

Name:	Otago Polytechnic Limited
Date:	Thursday, 15 October 2020
Time:	1:00 pm 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:	In Attendance: Mary Butler (Convenor, Staff Committee), Jeanette Corson (Company Secretary), Philip Cullen (Deputy Chief Executive Corporate Services), Merran Davis (Deputy Chief Executive, Transition and Transformation, Te Pūkenga), Megan Gibbons (Chief Executive), Janine Kapa (Deputy Chief Executive, Māori Development/Kaitohutohu), Nathan Laurie (Convenor, Student Committee), Oonagh McGirr (Deputy Chief Executive, Learning and Teaching Services), Chris Morland (Deputy Chief Executive, Learner Experience), Stephen Town (Chief Executive, Te Pūkenga).
Notes:	Board only 12.30pm - 1pm

1. PROCEDURAL

1.1 Karakia Timatanga

Supporting Documents:

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1.2 Welcome/Apologies/Notices

1.3 Conflicts of Interest

Supporting Documents:

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1.5 Confirm Minutes

Supporting Documents:

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1.6 Action List/Matters Arising

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2. REPORTS

2.1 Chair (verbal)

2.2 Chief Executive

Supporting Documents:

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3. FOR APPROVAL

3.1 Policies

Supporting Documents:

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3.1.c	Procurement and Purchasing Te Pūkenga aligned.docx	29

4. MATTERS FOR NOTING

4.1 Board Calendar

Supporting Documents:

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4.2 Executive Leadership Team Interests Register

Supporting Documents:

4.2.a	ELT Interests Register cover.docx	37
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4.3 Academic Committee Minutes

Supporting Documents:

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4.4 Staff Committee Minutes

Supporting Documents:

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4.5 Student Committee Minutes

Supporting Documents:

4.5.a	Student Committee cover.docx	53
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5. CLOSE MEETING

5.1 Close Meeting

Next meeting: Otago Polytechnic Limited (The Company) Meeting of the Board - Open - 16 Nov 2020, 1:00 pm

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!

OTAGO POLYTECHNIC LIMITED BOARD PAPER	
OPEN AGENDA	DATE: 15 OCTOBER 2020
ITEM: CONFLICT OF INTEREST	
<p>PURPOSE:</p> <p>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.</p>	
<p>RECOMMENDATION: For noting.</p>	

INTERESTS REGISTER

Board Member	Updated	Interest Disclosed	Nature of Potential Interest with the Otago Polytechnic
Paul Allison	03-07-2020	1. Life Trustee – Halberg Disability Sport Foundation 2. Sports Commentator – NZME 3. Independent Director - University Bookshop (Otago) Ltd 4. Director - Waitaki District Health Services Ltd 5. Chair – Waitaki District Health Services Trust 6. Chair – ORFU Board Appointment Panel 7. Director – Central Otago Health Services Ltd 8. Independent Chair - Infinite Energy (design and installation of solar power) 9. South Island Regional Grants Committee – The Lion Foundation 10. Independent Contractor – The Lion Foundation 11. Independent Consultant - Impact Consulting	1 – 7 Nil 8 & 12 potential supplier 9 & 10 – potential funder
Tony Allison	02-05-2020	1. Chair – Dunedin International Airport Ltd 2. Director – Delta Utility Services Ltd 3. Director – Smith City (Group) Ltd 4. Chair Advisory Board – Night 'n Day Foodstores Ltd 5. Chair Advisory Board – MHC & MHCP Ltd 6. Director – AA Cleaners (Otago) Ltd 7. Director – One House Away 8. Managing Director – Visionalli Ltd	1. Nil 2. Potential supplier 3. Potential supplier 4. Nil 5. Potential supplier 6. Potential supplier 7. Nil 8. Nil

			Polytechnic
Michael Collins	01-04-2020	<ol style="list-style-type: none"> 1. Member Dunedin Centre of Digital Excellence (CODE) Steering Group 2. Chair IT Governance Group (SDHB) 3. Chair Health and Safety Executive Governance Committee (SDHB) 4. Board Member St Hilda's Board of Proprietors 5. Member Finance, Audit & Risk Exec Member (SDHB) 6. Advisor New Dunedin Hospital Southern Partnership Group (SPG) 7. Deputy Chair South Island Chief Digital and CIO Leads 8. Member National DHB CIO Leads 9. Contractor Otago Polytechnic Capable NZ Assessor 10. Chair Environmental Sustainability Committee (SDHB) 11. Staff member Southern District Health Board 	<ol style="list-style-type: none"> 1. Collaborative Partner with OP 2. Nil 3. Nil 4. Nil 5. Nil 6. Nil 7. Nil 8. Nil 9. Contractor to OP 10. Nil 11. Nil
Karen Coutts	02-04-2020	<ol style="list-style-type: none"> 1. Te Runanga o Moeraki Member, Te Runanga o Ngai Tahu 2. Transparency International NZ, Board Member 3. Treasurer, Te Runanga o Moeraki 4. Committee, Member, Institute of Directors Wellington Branch 5. Member, New Zealand Parole Board 6. Kaiwhakahaere, Ngai Tahu ki Te Whanganui-a-Tara taurahere roopu 7. Director, KDC & Assocs Ltd 8. Director, KBDRC Ltd 	
Maryann Geddes	14-09-2020	<ol style="list-style-type: none"> 1. NZIST - Council Member 2. Southern Institute of Technology - Director 3. ARA - Director 4. Service IQ- Director 	
Adam La Hood	02-04-2020	<ol style="list-style-type: none"> 1. Director – Dunedin Venues Management Ltd 2. Chief Financial Officer – Cook Brothers Construction 	<ol style="list-style-type: none"> 1. Collaborative Partner with OP 2. Contractor to OP

Justin Lester	01/04/2020	<ul style="list-style-type: none"> 1. Chair – Weltec Whitireia Subsidiary Board 2. Chair – Storbie Ltd 3. Director – Kapai New Zealand Ltd 4. Director – Welcome Home Ltd 5. Chair – Good Bitches Baking 6. Contractor – Dot Loves Data 7. Contractor – Fix & Fogg 8. Ambassador – Simplicity Kiwisaver 	<ul style="list-style-type: none"> Nil Nil Nil Nil Nil Potential Supplier Potential Supplier Potential Supplier
Megan Potiki	05/06/2020	<ul style="list-style-type: none"> 1. Member of Te Runanga o Ōtākou 2. Employee of the University of Otago 3. Director on A3 Kaitiaki Ltd 4. Contractor – Aukaha Ltd 	

OTAGO POLYTECHNIC LIMITED	
BOARD PAPER	
OPEN AGENDA	DATE: 15 OCTOBER 2020
ITEM: MINUTES	
PURPOSE: The minutes of the open section of the Board meeting held on 17 September 2020 are attached	
PRESENTED BY: Tony Allison	
RECOMMENDATION: That the Board approves the minutes as a true and correct record of the open section of the meeting held on 17 September 2020.	

MINUTES (in Review)



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

Name:	Otago Polytechnic Limited
Date:	Thursday, 17 September 2020
Time:	1:00 pm to 2:15 pm
Location:	Room Z114, Sargood Centre, Logan Park, Dunedin
Board Members:	Tony Allison (Chair), Paul Allison, Mike Collins, Karen Coutts, Maryann Geddes, Adam La Hood, Justin Lester, Megan Potiki
Guests/Notes:	<p>In Attendance:</p> <p>Ria Brody (Komiti Kawanataka), Mary Butler (Convenor, Staff Committee), Caroline Campbell (Rūnaka), Jeanette Corson (Company Secretary), Philip Cullen (Deputy Chief Executive Corporate Services), Debbie Davie (Kaitohutohu Office), Hinerangi Ferrall-Heath (Rūnaka), Megan Gibbons (Chief Executive), Stacey Gullen-Reynolds (Komiti Kawanataka), Janine Kapa (Deputy Chief Executive, Māori Development/Kaitohutohu), Nathan Laurie (Convenor, Student Committee), Oonagh McGirr (Deputy Chief Executive, Learning and Teaching Services), Kelli Mahairoa (Kaitohutohu Office), Desiree Williams (Kaitohutohu Office)</p>

1. PROCEDURAL

1.1 Karakia

Megan Potiki opened the meeting with a karakia.

1.2 Welcome/Apologies/Notices

Tony Allison welcomed members of the Rūnaka and the Kaitohutohu Office to the meeting.

Apologies had been received from Chris Morland, Deputy Chief Executive Learner Experience and Emeritus Professor Khyla Russell.

1.3 Conflicts of Interest

No conflicts were declared in relation to the open agenda.

1.4 Confirm Minutes

Otago Polytechnic Limited (The Company) Meeting of the Board - Open 20 Aug 2020, the minutes were confirmed as presented.

1.5 Action Items List

- The Delegations policy had been revised
- Protocols for the marae visit had been circulated

- Ako Aotearoa Survey still to be shared
- Reformatting of the Terms of Reference for committees is ongoing.

2. REPORTS

2.1 Chair (Verbal)

The Chair had appreciated the opportunity to attend the Student Committee meeting earlier in the week.

He advised that he would be attending an OPAIC strategic meeting in Auckland on 24 September.

2.2 Chief Executive

Education Leaders Forum 2020

Dr Gibbons reported on the on-line Education Leaders' Forum at which she had been the keynote speaker for the first session. A number of OP staff had attended and there had been good attendance from throughout the country.

Covid-19

The Polytechnic had continued to operate within the guidelines for Alert Level 2.

A decision will need to be made at the October Board meeting whether or not to cancel the December graduation.

Technology and Hardship Assistance for Learners

\$132,733 of the \$214,077 Hardship Fund had been spent. It was advised that all payments were made on receipt of evidence/invoices and recorded through OPSA using a system which allows reporting. Those students experiencing ongoing hardship were being assisted with budget advice.

Summarised Finance Report for the period ended 31 August 2020

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

Key points:

- Net operating surplus of \$3,799k favourable to forecast by \$2,085k
- Capex lower than forecast to date by a net \$1,638k
- Net Monetary Assets favourable by \$5.3k
- EFTS enrolments of 5,274 favourable to YTD forecast by 376.

Media Report

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

External Liaison

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

3. FOR APPROVAL

3.1 Māori Annual Report

The 2019 Māori Annual Report was presented.

The declining completion rates were noted and assurance sought that a plan was in place to address this.

Board members suggested that trend sets be included in future Māori Annual Reports and for the Board to receive a dashboard of achievement throughout the year, aligned with the Minister's Letter of Expectations.

It was suggested reviewing the distribution list for the report to ensure it was circulated to those who needed to see it.

3.2 Delegations

Further to feedback received at the last Board meeting, the Delegations Policy was re-presented with the NZIST Subsidiaries Governance Framework Summary attached.



Delegations Policy

RECOMMENDATION

That Delegations from the Board to the Chief Executive and Authorities and Sub-delegations from the Chief Executive be approved.

AGREED.

Decision Date: 17 Sep 2020

Outcome: Approved

4. MATTERS FOR NOTING

4.1 Board Calendar

The following changes were noted:

- Marae visit to be rescheduled.
- November meeting to be rescheduled and held in Auckland on 16 November.
- Risk and Opportunities Committee to be added and meeting scheduled chaired by Mike Collins, with Paul Allison and Maryann Geddes as members. Terms of reference to be amended to a membership of three.

It was noted that Justin Lester will chair the Chief Executive's performance review committee with Tony Allison (ex officio) and Karen Coutts as members.

4.2 Executive Leadership Team Interests Register

The Executive Leadership Team Interests Register was noted.

4.3 Komiti Kawanataka Minutes

The minutes of the Komiti Kawanataka meeting held on 12 August were presented. It was noted that a date for naming of buildings/placing of plaques needs to be set.

There was discussion regarding Māori representation on the Board. Noting that the Minister had decreed no more than eight board members, it was suggested that the Board pursues the option of having a Rūnaka representative in attendance. It was acknowledged that Megan Potiki had been the Rūnaka representative on the former Council and had been encouraged to apply for a position on the Board to maintain that representation.

4.4 Academic Committee Minutes

Ms McGirr spoke to the minutes of the Academic Committee meetings held on 11, 18 and 20 August which covered three key areas:

- Approvals and changes to programmes
- Informing staff on committee re Pokari Akoranga
- Alternative assessment methodologies

4.5 Staff Committee

Professor Mary Butler provided an update on the Staff Committee meeting held on 25 August 2020.

She noted that the Terms of Reference were still to be updated.

4.6 Student Committee

Nathan Laurie provided a verbal report on the Student Committee meeting held on Tuesday, attended by Tony Allison and a good number of students.

- Key issues for students are personal finances and mental health
- OPSA have split the vice president role into three: academic, welfare and recreation
- Student Voice Symposium to be held late September hoping to spell change in the sector. Student volunteers have been involved creating the website, and with marketing.
- Considering formulation of a student charter
- OPSA AGM to be held in October

Board members were keen to receive feedback from students so that their concerns can be addressed. It was pointed out that various student surveys are run annually and are reported to the Board.

Informal walkabouts to meet with staff and students are to be scheduled for those who can make it on the day.

5. CLOSE MEETING

5.1 Meeting Closed

Next meeting: Otago Polytechnic Limited (The Company) Meeting of the Board - Open - 15 Oct 2020, 1:00 pm

Signature: _____

Date: _____

ACTION SHEET - OPEN			
Date	Action	Responsibility	Due date
20/08/2020	Ako Aotearoa student survey research to be shared with the Board	Philip Cullen	15/10/2020
17/09/2020	Decision on Graduation	Board	15/10/2020
	Dashboard of Māori achievement to be included in Board papers throughout the year	Janine Kapa	Ongoing
	Reschedule marae visit	Jeanette Corson	Early 2021
	Reschedule November meeting to be held on 16 November in Auckland	Jeanette Corson	15/10/2020
	Risk and Opportunities Committee meeting to be scheduled and added to the calendar	Jeanette Corson	15/10/2020
	Date for naming of buildings/placing of plaques to be set	Janine Kapa	30/11/2020
	Walkabouts to meet staff and students to be scheduled	Jeanette Corson	15/10/2020

OTAGO POLYTECHNIC LIMITED BOARD PAPER	
OPEN AGENDA	DATE: 15 OCTOBER 2020
ITEM: CHIEF EXECUTIVE'S REPORT	
PRESENTED BY: Dr Megan Gibbons	

Celebration

Josie Crawley from the School of Nursing was recognised with a Prime Ministers Ako Aotearoa Excellence in Tertiary Teaching award in September. This was one of nine awarded and was the 21st award for an Otago Polytechnic staff member, we have far more than any other subsidiary within NZ.

Matt Galloway from the School of Design is a finalist in the Best Design Awards in both the design communication and the editorial and books categories. We wish Matt all the best for the awards on the 13th November.

Robin Day

It was with sorrow that we acknowledged the passing of Robin Day on the 25th September 2020. Robin worked for Otago Polytechnic for 34 years and during that time was the Deputy Chief Executive and also worked as Acting CE before Phil started. Robin's wife Heather was also a member of OP staff until late last year. We have provided support to affected staff and teams during this time.

Covid-19

We continue to operate within the guidelines for Alert level 1. For L1 there are some restrictions that we need to follow, but the highest importance is around contact tracing and good hygiene practices. We have visitor registers, wifi access and class roll as our means of recording who is on the building. In addition, there are QR codes on each of the buildings. With OPAIC also moving to L1 on the 7th October we have aligned our systems and practices again.

Distinguished Alumni Awards – 25th September 2020

The Distinguished Alumni awards were held on the 25th September and 20 alumni were acknowledged for their work and service. The guest speaker was Hayden Croft, who is one of our staff and an Alumni of the Graduate Certificate in Tertiary Learning and Teaching. He was the lead analyst for the Silver Ferns and talked about the importance of being athlete centred and using adult learning methodology.

Technology Assistance for Learners and Hardship Assistance for Learners

We have been awarded an additional \$148K for Technology Assistance for Learners. This is really important when we saw what happened when Auckland returned to Alert L3 and learning had to occur online again. Chris Morland is working with ISS and Learner Services to ensure this fund is utilised for our learners who most need it.

The Hardship fund continues to be accessed by a range of learners for a range reasons, with the most accessing for housing and food costs.

Exemption from External Evaluation and Review

Attached is a letter from NZQA offering an exemption from participation in EER until 31 December 2022. This exemption is offered in recognition of the significant changes to Otago Polytechnic's operating environment due to the Reform of Vocational Education and

its pending amalgamation into the New Zealand Institute of Skills and Technology (NZIST) by 31 December 2022.

Summarised Finance Report for the period ended 30 September 2020

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

September 2020	2020 Year to Date Actual	2020 Year to Date Forecast	Variance
	(\$000s)	(\$000s)	(\$000s)
Revenue	\$ 83,801	\$ 79,533	\$ 4,269
Expenditure	\$ 77,934	\$ 77,407	\$ (527)
Net Surplus	\$ 5,867	\$ 2,125	\$ 3,742
Capital Expenditure	\$ 8,337	\$ 10,321	\$ 1,983
Employment Cost as a percentage of revenue	53.0%	54.7%	1.7%
Student Fees as a % of revenue	38.0%	39.0%	1.0%
Government Funding as a % of revenue	48.2%	48.3%	0.1%
Working Capital	26.1%	26.8%	(0.7)%
Cash In/Cash Out	118.8%	111.9%	6.9%
Net Monetary Assets (000's)	\$ (11,137)	\$ (17,792)	\$ 6,655
Debt / Equity Ratio	8.8%	13.0%	4.3%
EFTS	5,330.8	4,946.6	384.3

Key Points:

- The net operating surplus of \$5,867k is favourable to forecast by \$3,742k mainly due to additional student income from increased enrolments.
- Capex is lower than forecast to date by a net \$1,983k due to timing of building projects being later than forecast
- Net Monetary Assets are currently favourable by \$6.7k, this is due to additional student fee revenue received for the additional EFTS enrolled.
- EFTS enrolments of 5,331 are favourable to YTD forecast by 384. This is due to additional enrolments in programmes included in the Targeted Trades and Apprenticeship Fund (TTAF) provided by the government for Trades programmes. This increase is largely in the Primary Sector of Horticulture and Apiculture. There are also additional international enrolments compared to forecast mainly at OPAIC.

External Liaison

- NZIST Covid-19 meetings x 3
- Subsidiaries Chief Executives meeting, Wellington
- Subsidiary CE's meeting via Zoom
- Building Surveying Governance Group
- NZQA Bachelor of Construction Panel visit
- Presentation – Otago Chamber of Commerce Leadership Academy
- Westpac Otago Business Awards social media campaign filming
- Wildlife Hospital Board meeting
- OPAIC Board and Strategy meetings, Auckland
- MZQA/MoE/MIT RPL Workshop, Wellington
- Visit to Petridish
- TANZ and eCampus meetings, Christchurch

Dr Megan Gibbons
Chief Executive



30 September 2020

Megan Gibbons
Chief Executive
Otago Polytechnic
megan.gibbons@op.ac.nz

Tēnā koe Megan

Exemption from participation in External Evaluation and Review (EER)

I am writing to offer Otago Polytechnic an exemption from participation in EER until 31 December 2022.

This exemption is offered in recognition of the significant changes to Otago Polytechnic's operating environment due to the Reform of Vocational Education and its pending amalgamation into the New Zealand Institute of Skills and Technology (NZIST) by 31 December 2022.

Enclosed is the proposed exemption notice which details the conditions for the exemption. The notice requires Otago Polytechnic to take part in an alternative targeted evaluation process that would identify good practice and benchmark current performance.

This targeted evaluation process is the outcome of our work with NZIST subsidiaries and the NZIST Establishment Board over the last few months to find an appropriate quality assurance mechanism for the transition period.

The targeted evaluation process will apply to NZIST subsidiaries which are currently rated as Category 1 or 2, would ordinarily be due for an EER between now and December 2022 and who accept the exemption from a full EER in the attached notice.

We look forward to continuing to work together with Otago Polytechnic throughout this process.

Next steps

If you accept this exemption condition, please counter-sign the attached notice and advise us of your agreement by return email to QADRules@nzqa.govt.nz by **14 October 2020**.

Nāku nā



Eve McMahon
Deputy Chief Executive
Quality Assurance Division



Imposition by agreement of exemption conditions from External Evaluation and Review (EER)

This notice offers Otago Polytechnic an exemption from participation in the external evaluation and review process set out in the Quality Assurance (including External Evaluation and Review (EER)) Rules 2016 as amended or replaced from time to time ('the QA Rules'). This exemption is conditional on Otago Polytechnic agreeing to participate in the targeted evaluation process set out in Appendix A.

Background

Institutes of Technology and Polytechnics became subsidiaries of the New Zealand Institute of Skills and Technology (NZIST) on 1 April 2020, as part of the Reform of Vocational Education.

NZQA considers that a standard EER would be of limited value to the subsidiaries, NZIST and other stakeholders, given the significant changes to the subsidiaries' operating environment and their pending amalgamation into NZIST by 31 December 2022.

NZQA has consulted with the NZIST Establishment Board and the subsidiaries, and agreed to replace EER with an alternative quality assurance approach (outlined in Appendix A) for those NZIST subsidiaries which are currently rated as Category 1 or 2 and which would ordinarily be due for another EER between the date of this notice and 31 December 2022.

Subsidiaries that fall within these criteria may therefore be exempted from the requirement to participate in full EER by signing this notice.

Exemption Conditions

Otago Polytechnic is exempt from participation in the EER process described in the QA Rules.

The exemption is made under NZQA's ability to impose exemption conditions by agreement under sections 442(3), 446(2) and 450(2) of the Education and Training Act 2020, and applies in respect to the following:

- all programmes for which Otago Polytechnic has accreditation
- all of Otago Polytechnic's approved training schemes (including micro-credentials)
- all standards for which Otago Polytechnic has been granted consent to assess.

The exemption applies until 31 December 2022 and is valid only if Otago Polytechnic agrees to the conditions and actively participates in the alternative quality assurance set out in Appendix A.

Category Status

The limited scope of the targeted evaluation means that it will not result in any ratings, nor in organisational statements of confidence. A category status will therefore not be assigned to Otago Polytechnic as a result of the targeted evaluation. The reports will however be published on the NZQA website.

Once a targeted evaluation has been completed, Otago Polytechnic may continue to refer to its previous category status in its communications but must make it clear in what year that Category rating was assigned. Otago Polytechnic should also advise current and prospective students of the findings of the targeted evaluation (a copy of which would be available to them on the NZQA website).

Other government agencies, including the Tertiary Education Commission and Immigration New Zealand, will continue to use Otago Polytechnic's previous category status.

Making the exemption conditions effective

Please counter-sign this notice, including adding your name, signature, job title, and date in the spaces provided, and return the counter-signed copy to NZQA. The exemption conditions will be effective from the date of your counter-signing.

Please note that a summary of these exemption conditions will not be published on NZQA's website as they do not relate to non-compliance.

Please email your signed notice or direct any correspondence to QADRules@nzqa.govt.nz.

Yours sincerely



Eve McMahon
Deputy Chief Executive
Quality Assurance Division
New Zealand Qualifications Authority

Counter-signature by Otago Polytechnic

.....

Name:

Job Title at Otago Polytechnic :

Date:

Appendix A

Alternative quality assurance process for Otago Polytechnic

The alternative quality assurance process that Otago Polytechnic must actively participate in (instead of participating in EER) is “targeted evaluation” of Otago Polytechnic’s activities which will seek to identify good practice and benchmark current performance.

This targeted evaluation process will take a thematic approach, focusing on important areas of education performance that would be developmental in nature for Otago Polytechnic and also enable the New Zealand Institute of Skills and Technology (NZIST) to benchmark some areas of current performance that will be important for its new operating environment.

The evaluation will consider Otago Polytechnic’s self-assessment against an agreed scope, followed by New Zealand Qualification Authority’s (NZQA) review and validation of the evidence presented. We will identify the scope of the reviews, methodology and schedule in consultation with the NZIST subsidiaries and NZIST Board.

There will be a report on the findings of the targeted evaluation of Otago Polytechnic, to be published on NZQA’s website.

There will be no reconsideration of the targeted evaluation findings. Otago Polytechnic will have the opportunity to review and comment on the findings prior to the publication of the report.

NZQA [standard charge-out rates](#) for external evaluation and review will still apply. NZQA will advise Otago Polytechnic of the likely cost of the targeted evaluation during the scoping stage.

OTAGO POLYTECHNIC LIMITED BOARD PAPER	
OPEN AGENDA	DATE: 15 OCTOBER 2020
ITEM: POLICIES	
PURPOSE: The following policies have been reviewed by the Finance and Audit Committee: <ul style="list-style-type: none">• Credit and Purchasing Cards• Procurement and Purchasing	
PRESENTED BY: Louisa Homersham	
RECOMMENDATION: For approval	



Purchasing Cards

Section	Board		
Approval Date	17 Sept 2020	Approved by	Executive Leadership Team
Next Review	1 April 2021	Responsibility	Director: Business Services
Baldrige Criteria	Operations		

PURPOSE

To provide guidelines and procedures for staff who hold purchasing cards for use in limited procurement of goods and services. Purchasing cards include credit cards, fuel cards and any other cards that are used to pay for goods or services.

COMPLIANCE

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

POLICY

1. All card expenditure is to meet standards of probity and financial prudence and should be considered in conjunction with the *Sensitive Expenditure* policy.

Application Process

2. A staff member in conjunction with their manager may apply for a purchasing card, on demonstration of a business need. This includes regular travel off campus and other valid expenditure payable by purchasing card that is not covered by the purchase order process.
3. New cardholders will be required to complete a Card holder Agreement form (Conditions of use) – Appendix 1 – this will then be authorised by either the DCE Corporate Services or the DCE Business Services and by the Finance Manager.
4. Individual card limits are set in conjunction with the staff member and their manager and will be the minimum necessary to enable the card holder to undertake their duties for the Polytechnic.

Responsibilities

5. The card holder is responsible for adhering to the Purchasing Card parameters, including the individual billing cycle limit as applicable.
6. Each card is issued in the name of the card holder and they (the card holder) must abide by the terms and conditions of card use advised by the bank at the time of issue and any subsequent amendment.
7. Card details should not be saved online unless required for regular subscription/service provision.
8. The card is to be used only for business-related purchases. Personal charges should not be made against the card. If this happens in error, the charges must be reimbursed as soon as possible.
9. Where improper use of a purchasing card is suspected the purchase record will be discussed and verified with the card holder's formal leader. This will alleviate the issues that may arise from emergency or inadvertent misuse. However, if proven to be improper use this will be considered as misappropriation of the organisation's funds and is likely to result in disciplinary action and/or revocation of the card. Fraudulent use may result in the instigation of legal proceedings.
10. The card holder may not use the card to obtain cash, either directly or indirectly, from ATM's, EFTPOS terminals and bank branches except with prior authorisation by the DCE Corporate Services or the DCE Business Services.
11. The card holder is responsible for adequately securing the card from loss and theft. However if this occurs, they must immediately notify the Card Provider to indemnify the organisation from further debt, then advise the Finance Manager and/or the DCE Business Services.
12. The card holder is responsible for timely notification of disputed transactions appearing on the cardholder statement, in accordance with Westpac's timelines.



13. The card holder is the only person entitled to use the card and is responsible for all charges made against the card while it is in their possession.
14. The card holder is required to surrender their purchasing card upon resignation or termination of employment with the Polytechnic.

Approvals of expenditure

15. Card expenditure must be approved in line with Appendix One of the Delegations Policy. This should be by a staff member senior to the card holder where possible and should be given before the expenditure is incurred wherever practical.
16. Expenditure at a function should be paid using the card of the most senior person attending and should be approved by a staff member who is not at the function.
17. The use of the Chief Executive's card should be reviewed and authorised by the Chair of the Board.
18. In approving any expenditure on any Otago Polytechnic card the individual approving must be satisfied that it has been used for a justified business purpose.

Finance Manager responsibilities

19. The Finance Manager is responsible for:
 - 19.1 Monitoring and reporting on card use;
 - 19.2 Ensuring that cards are cancelled with the bank when they are no longer required;
 - 19.3 Ensuring that cards are physically destroyed when they are no longer required;
 - 19.4 Maintaining a register of card holders;
 - 19.5 Applying standard card limits for each area of responsibility;
 - 19.6 Recording on the register any variation to the agreed card limit;
 - 19.7 Reporting the list of card holders and limits annually to the Finance and Audit Committee;
- The Finance Manager may delegate these responsibilities to a Senior Financial Analyst.

Card reconciliations and documentation

20. The card holder is required to review the monthly card holder statement within the nominated time frame through the online web expenses system. This includes uploading copies of supporting documentation to verify the transactions recorded against the purchasing card and allocating a General Ledger code for each transaction, thereby enabling your designated approver to verify and authorise the transactions. Authorisation is to be completed within four working days of the month following the end of the billing period.
21. Documentation requirements are no different to normal procurement processes involving invoices and purchase orders. This is to provide a valid audit trail and evidence for subsequent review and GST claims. The documentation needs to be a valid tax invoice not just an EFTPOS docket.
22. If any of the supporting documentation is missing the card holder must complete and sign a "No supporting document" form available on Tuhono and this must be signed off by the delegated authoriser. Reoccurring instances of missing documentation will result in the card being cancelled.

REFERENCES

Delegations from the Board to the Chief Executive and Authorities and Sub-delegations from Chief Executive Policy
 Procurement and Purchasing Policy
 Sensitive Expenditure Policy
 Disclosures of Interests Policy

**Appendix 1**

CARDHOLDER AGREEMENT CONDITIONS OF USE

CARDHOLDER DETAILS

Full name of Cardholder

Position

Business Address

Department

Your participation in the Westpac MasterCard Purchasing Card Programme carries the responsibility of complying with the Purchasing Cards policy. Although the card is issued in your name, it should be considered Polytechnic property and used with good judgment. Your signature on this Cardholder Agreement signifies your acceptance of the Policy and your agreement to comply with the policy.

CARDHOLDER CERTIFICATION

I, _____,
have read and agree to comply with policy Otago Polytechnic Purchasing Cards.

Signature _____ Date _____

Designation _____

AUTHORISED SIGNATORY CERTIFICATION

We, _____, as Authorised Signatories of the Otago Polytechnic Purchasing Card Program hereby authorise the issue of Westpac MasterCard Purchasing Card to the card holder nominated above.

Signature _____ Date _____

Designation _____

Signature _____ Date _____

Designation _____



Procurement and Purchasing

Section	Board		
Approval Date	17 September 2020	Approved by	Otago Polytechnic Limited Board
Next Review	1 April 2021	Responsibility	DCE: Business Services
Baldrige Criteria	Operations		

PURPOSE

The purpose of this policy is to set out the principles of best practice and minimum standards for the purchase and procurement of goods, services and works by Otago Polytechnic Limited.

SCOPE

This policy applies to all purchasing and procurement undertaken by or on behalf of Otago Polytechnic, including procurement undertaken by contractors or consultants

OBJECTIVE

Our purchasing and procurement decisions will be based on our guiding principles which provide a broad framework that supports accountability, sound practice and successful procurement results.

COMPLIANCE

Procurement Guidance for Public Entities – Office of the Controller and Auditor General 2008
<https://oag.parliament.nz/2008/procurement-guide>

Government Procurement Rules <https://www.procurement.govt.nz/assets/procurement-property/documents/government-procurement-rules.pdf>

All procurement and purchasing must meet standards of probity and financial prudence as set out in the *Sensitive Expenditure* Policy. Purchasing must have a justified business purpose, be open and transparent and free from conflict of interest.

POLICY

Otago Polytechnic is committed to making fair, ethical and defensible purchasing, and procurement decisions. To help guide those decisions, there are Five Principles of Government Procurement set out in the Government Procurement Rules that we must follow:

1. Plan and manage for great results

- Identify what you need, including what Broader Outcomes should be achieved, and then plan how to get it.
- Set up a team with the right mix of skills and experience.
- Involve suppliers early – let them know what you want and keep talking.
- Take the time to understand the market and your effect on it. Be open to new ideas and solutions.
- Choose the right process – proportional to the size, complexity and any risks involved.
- Encourage e-business (for example, tenders sent by email).



2. Be fair to all suppliers

- Create competition and encourage capable suppliers to respond.
- Treat all suppliers equally – we don't discriminate (this is part of our international obligations).
- Seek opportunities to involve New Zealand businesses, including Māori, Pasifika and regional businesses and social enterprises.
- Make it easy for all suppliers (small and large) to do business with Otago Polytechnic Ltd.
- Be open to subcontracting opportunities in big projects.
- Clearly explain how you will assess proposals – so suppliers know what to focus on.
- Talk to unsuccessful suppliers so they can learn and know how to improve next time.

3. Get the right supplier

- Be clear about what you need, and fair in how you assess suppliers – don't string suppliers along.
- Choose the right supplier who can deliver what you need, at a fair price and on time.
- Choose suppliers that comply with the Government's Supplier Code of Conduct
- Build demanding, but fair and productive, relationships with suppliers.
- Make it worthwhile for suppliers – encourage and reward them to deliver great results.
- Identify relevant risks and get the right person to manage them.

4. Get the best deal for everyone

- Get best public value – account for all costs and benefits over the lifetime of the goods or services.
- Make balanced decisions – consider the possible social, environmental, economic, and cultural outcomes that should be achieved.
- Encourage and be receptive to new ideas and ways of doing things – don't be too prescriptive.
- Take calculated risks and reward new ideas.
- Have clear performance measures – monitor and manage to make sure you get great results.
- Work together with suppliers to make ongoing savings and improvements.
- It's more than just agreeing the deal – be accountable for the results.

5. Play by the rules

- Be accountable, transparent, and reasonable.
- Make sure everyone involved in the process acts responsibly, lawfully and with integrity.
- Stay impartial – identify and manage conflicts of interest.
- Protect suppliers' commercially sensitive information and intellectual property.

The Government Procurement Charter sets out Government's expectations of how agencies should conduct their procurement activity to achieve public value.

The New Zealand Government directs agencies to:

Seek opportunities to include New Zealand businesses

Openly work to create opportunities for local businesses and small-to-medium enterprises to participate in your procurement processes.

Undertake initiatives to contribute to a low emissions economy and promote greater environmental responsibility

Ensure that economic and social development can be implemented on a sustainable basis with respect for the protection and preservation of the environment, reducing waste, carbon emissions and pollution.

Look for new and innovative solutions

Make sure you don't overprescribe the technical requirements of a procurement, give businesses the opportunity to demonstrate their expertise.

Engage with businesses with good employment practices

Ensure that the businesses you contract with operate with integrity, transparency and accountability, and respect international standards relating to human and labour rights. For businesses operating within New Zealand, ensure that they comply with all New Zealand employment standards and health and safety requirements.



Promote inclusive economic development within New Zealand

Engage with Māori, Pasifika, and regional businesses and social enterprises in order to actively contribute to our local economy. Openly working to include and support these businesses and enterprises through procurement will promote both skills development and a diverse and inclusive workforce.

Manage risk appropriately

Responsibility for managing risks should be with the party – either the agency or the supplier – that is best placed to manage the risk. Agencies and suppliers should work together on risk mitigation strategies.

Encourage collaboration for collective impact

Look to support greater collaboration, both across-agency and across-businesses to give likeminded groups the opportunity to find common solutions within your procurement opportunities.

Otago Polytechnic is not required to comply with the Government Procurement Rules, but will endeavour to conduct procurement activities in a manner that is consistent with the Government Procurement Rules and the Controller and Auditor General's Procurement Guidance for Public Entities, as statements of good practice.

If there is an existing supply arrangement or contract (such as a panel agreement or government collaborative contract) that meets the requirements, it must be used. The procurement and contracts office who are responsible for procurement will advise on available contracts and how to access them. If there is no suitable supply arrangement or contract available, the following table applies

Contract value	Minimum Requirement
Up to \$5k	Quotations optional
\$5k to \$10k	A single written quote
\$10k to \$50k	At least three written quotes
Over \$50,000	Openly advertised procurement process/tender

For procurements over \$50,000 a procurement plan must be prepared and approved by a delegate with the relevant level of authority in accordance with the Delegations Policy before Otago Polytechnic approaches the market.

Fair Trade

Otago Polytechnic Ltd registered with Fairtrade as a Fairtrade University (Polytechnic) in 2014. The registration with Fairtrade comes with commitments and as part of the response to those commitments Otago Polytechnic Ltd will demonstrate its social and environmental responsibility in the following ways:

- Ensuring that when there are Fairtrade products available at comparable prices these will be considered preferential for purchasing. This includes but is not limited to Fairtrade tea, coffee, sugar, and hot chocolate and includes products used for staffroom supplies and those served at hospitality events
- Selling as many Fairtrade products as is feasible in all campus cafes, restaurants, and shops
- Asking new suppliers to provide Fairtrade options for all relevant products when tendering.

Preferred supplier agreements

Procurements that are of a recurring nature, for example insurance, cleaning, energy, are subject to standard procedures managed by the procurement and contracts office.

Otago Polytechnic Ltd is party to a number of agreements through the All-of-Government State Sector Procurement initiative led by the Economic Development Group within the Ministry of Business, Innovation and Employment, these are not part of the normal purchasing process however they have been rigorously negotiated and represent best value and will be periodically renegotiated by the Ministry.

The Chief Executive, DCE Corporate Services or DCE Business Services, under delegated authority (refer to policy *Delegations from Board to the Chief Executive and Authorities and Sub-Delegations from Chief Executive*), may sign contracts for the procurement of goods or services on Otago Polytechnic's behalf with an agreed preferred supplier or pre-approved vendor.



Flexibility to respond

In a genuine emergency, Otago Polytechnic will need to be flexible in how they procure the goods and services that are required for their response. In these circumstances it is permitted to forgo routine procurement procedures. In adopting a more flexible procurement process Otago Polytechnic will consider what is reasonable and justifiable given all of the facts and circumstances they have to hand. Otago Polytechnic may be permitted to purchase direct from a supplier if the delay involved in conducting a routine procurement (i.e., which involves advertising and competitive tendering) will prevent them delivering the goods or services in time to bring effective relief.

Examples of emergency are:

- Natural or manmade disasters: such as earthquakes, cyclones, tsunamis, volcanic eruptions, flooding, fires or contamination
- Failures of critical infrastructure or equipment: such as failure of a prison security system or critical hospital infrastructure
- Critical health or environmental emergencies: such as a pandemic or food safety incident
- Political emergencies: such as a war, coup, or civil insurrection in New Zealand or countries where the New Zealand government offers support
- Critical security emergencies: such as a terrorist attack, serious crime, or major cyber security emergency
- Unanticipated events that make it impossible for an agency to perform a statutory or critical function in the necessary timeframe: for example, the destruction of critical election supplies immediately prior to an election would be an emergency for the Electoral Commission.

Accountabilities and Responsibilities

Employees and contractors undertaking procurement	<ul style="list-style-type: none"> • Make sure that all purchasing has appropriate prior approval. • Apply this policy and related policies and guidelines during purchasing and procurement activities. • Understand and apply the Government Procurement Rules and the Controller and Auditor General's Procurement Guidance for Public Entities (good practice guide). • Report any policy breaches. • Complete appropriate training before participating in any purchasing and procurement activities.
Approver / Financial Delegation Holder	<ul style="list-style-type: none"> • Apply this policy when conducting purchasing and procurement activities. • Operate within your financial delegation in accordance with the Delegations Policy when approving purchasing and procurement activities. • Authorise purchasing appropriately, using good judgement and in line with the purchasing and procurement principles.
Finance Manager or delegate	<ul style="list-style-type: none"> • Apply this policy and related policies and guidelines during procurement activities. • Understand and apply the Government Procurement Rules and the Controller and Auditor General's Procurement Guidance for Public Entities (good practice guide). • Make sure that all purchasing has appropriate prior approval. • Proactively manage responsibilities within Otago Polytechnic finance systems. • Monitor purchasing and procurement activities, including for compliance with this policy, report policy breaches, and Identify opportunities for new supply arrangements.
Legal Support	<ul style="list-style-type: none"> • Provide assistance with contracts that are large, complex and/or significantly different to any standard terms we may have.
DCE Business Services (or delegate)	<ul style="list-style-type: none"> • Update, publish, and communicate the procurement and purchasing policy and related guidelines. • Provide leadership and development of Otago Polytechnic procurement capability.

**Recordkeeping**

Staff undertaking procurement must maintain records documenting the procurement process, including all recommendations and decisions and the contract as awarded. Records must be kept for at least seven (7) years.

Policy Breaches

If the standards set out in this policy are not met, it may be considered a breach of the policy and disciplinary action may be taken.

If you are aware of a breach or possible breach of this policy you must raise it with your formal leader.

REFERENCES

Sensitive Expenditure Policy

CP0012 Disclosure of Interests Policy

Delegations from Council to the Chief Executive and Authorities and Sub-delegations from Chief Executive Policy

MP1100 Intellectual Property

Otago Polytechnic website – [About Us > Governance and management > Tenders](#)

[RFP template available on Otago Polytechnic Intranet site or by contacting Otago Polytechnic Contracts Manager](#)

[Ministry of Business, Innovation and Employment – Procurement Guidance](#)

Approved by: Tony Allison
Chair: Board of Otago Polytechnic Limited

Date:

OTAGO POLYTECHNIC LIMITED	
BOARD PAPER	
OPEN AGENDA	DATE: 15 OCTOBER 2020
ITEM: BOARD CALENDAR	
PURPOSE: Attached for noting is the Board calendar.	

BOARD CALENDAR 2020/21

Meeting/Event	Oct	Nov	Dec	Feb 2021	Mar	April	May	June	July	Aug	Sept	Oct
Audit Process												
Interim												
Signoff						23 April						
Forecast												
Budget	15 Oct											
Board Meeting	15 Oct	16 Nov Auckland	17 Dec	18 Feb	18 Mar	23 April	20 May	24 June	22 July	19 Aug	23 Sept	21 Oct
Function												
Fees Set												
International						23 April						
Domestic											23 Sept	
Finance and Audit Ctee (Wed 3pm)		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	1 Oct	5 Nov	3 Dec	4 Feb	4 Mar	1 April	6 May	3 June	1 July	5 Aug	2 Sept	
Risk and Opportunities Committee	12 Oct		14 Dec	1 Feb		12 April		14 June		2 Aug		4 Oct

Meeting/Event	Oct	Nov	Dec	Feb 2021	Mar	April	May	June	July	Aug	Sept	Oct
Investment Plan Draft												
Approval												
Report												
Safety, Health and Wellbeing walk around				15 Feb			20 May			19 Aug		
Strategy Workshop Approval												
OP Events	9am 15 Oct RCE meeting – Forsyth Barr Stadium 11.30am Launch - Stephen Town	Student Showcases	3pm 4 Dec OP Xmas party									

OTAGO POLYTECHNIC LIMITED BOARD PAPER	
OPEN AGENDA	DATE: 15 OCTOBER 2020
ITEM: EXECUTIVE LEADERSHIP TEAM INTERESTS REGISTER	
PURPOSE: The Executive Leadership Team Interests Register is attached	
RECOMMENDATION: For noting.	



OTAGO POLYTECHNIC INTERESTS REGISTER – EXECUTIVE LEADERSHIP TEAM

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

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

Date Updated	Name	Interest Disclosed	Nature of Potential Conflict of Interest with Otago Polytechnic	Pecuniary or non-pecuniary	Agreed approach to manage
7 October 2020	Louisa Homersham	Board Member - Downie Stewart Foundation (Moana House)	OP subcontracts Moana House to deliver one programme (the Te Taketake Diploma in Addictions level 7)	Pecuniary	Ensure that I am not involved in contract negotiations with Moana House
21 April 2020	Janine Kapa	Board Member: <ul style="list-style-type: none"> – A3 Kaitiaki Ltd (Chair) – Kōkiri Training Centre (Chair) – Otago Youth Wellness Trust – KUMA (Southern Māori Business Network) OP representative on Grow Dunedin Partnership Steering Group Member, Kāti Huirapa Rūnaka ki Puketeraki Partner, Kia Māia Bicultural Communications Brayden Murray, Director: Learner Services – partner	Potential only Potential for similar clientele Potential only Potential for bias Potential only Potential only Potential supplier Personal interest	Pecuniary Non-pecuniary Non-pecuniary Non-pecuniary Non-pecuniary Non-pecuniary Pecuniary Both	Proceed with: <ul style="list-style-type: none"> • caution & sensitivity • honesty & integrity • transparency
11 February 2019	Oonagh McGirr	Board Member: <ul style="list-style-type: none"> – Dunedin Fringe Arts Trust – The Malcam Trust – OERU Board 			
20 August 2020	Chris Morland	<ul style="list-style-type: none"> – SIGNAL ICT Grad School – Board member, Dunedin Bowls Ellen Morland, OP staff member spouse	Possible competitor Personal interest	Pecuniary Both	Transparency OP Policy
7 October 2020	Laura Warren	Intern Director - Delta			

OTAGO POLYTECHNIC LIMITED BOARD PAPER	
OPEN AGENDA	DATE: 15 OCTOBER 2020
ITEM: ACADEMIC COMMITTEE MINUTES	
PURPOSE: Attached are the minutes of the following Academic Committee meetings: <ul style="list-style-type: none"> • 8 September (face to face) • 15 September (electronic) 	
PRESENTED BY: Oonagh McGirr	
RECOMMENDATION For noting.	



Academic Committee

Minutes of the Academic Committee meeting held on 8 September 2020

Present: Oonagh McGirr (Chair), Sally Baddock, Trish Chaplin-Cheyne (11.30am), Ian Crabtree, Paul Dixon, Marc Doesburg, Federico Freschi, Megan Gibbons, Joanne Greatbanks, Janine Kapa, Samuel Mann, Chris Morland, Brayden Murray, Leoni Schmidt, Sue Thompson

Apologies noted: Ron Bull, Nathan Laurie

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

Quorum (10*) achieved 08 September 2020

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

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

2. Minutes for Approvals and any matters/actions arising

A067.20 electronic Academic Committee minutes of 11 August 2020

Recommendation A067.20: That Academic Committee approves the Electronic Academic Committee minutes of 11 August 2020 as a true and correct record.

Approve: Oonagh McGirr / Joanne Greatbanks

All present agreed

A070.20 electronic Academic Committee minutes 18 August 2020

A concern was submitted on the Te Reo Māori SOP around for the students responsibility to meet the conditions. The only condition the student has responsibility or control over is whether or not they have the prerequisite for it, so we can't make the student have to explain how we are going to translate it. Therefore we need to take out the conditions so there are not any conditions the student has any responsibility for. It was felt that this was not the correct interpretation. Discussion on what the requirements were for the students. The person would need to have a bar of an intermediate level of language to deliver an assessment in that language with a varying level of confidence, so you could assess that level at the beginning of the programme. If we don't set a date, then the learner may not meet the needs of the assessment. As part of planning, we need to ensuring appropriate induction at both levels and enabling the learner to signal that early and for Janine and her team to work and ensure we have that work tapped into. The SOP doesn't mention oral and can a paragraph be included to include the oral? If someone presented orally in Te Reo we would have to do exactly the same in other English languages to record them as they need to be available for moderation.

Action: Approved contingent on the discussion items being addressed. Megan will follow up with Andrea and report back to Academic Committee.

Recommendation: A070.20: That Academic Committee approves the Electronic Academic Committee minutes of 18 August 2020 as a true and correct record.

Approve: Oonagh McGirr / Leoni Schmidt

All present agreed

A078.20 electronic Academic Committee minutes of 20 August 2020

Recommendation A078.20: That Academic Committee approves the Electronic Academic Committee minutes of 20 August 2020 as a true and correct record.

It was noted the Academic Appeals Policy was an incorrect version distributed for approval. Clarification on OP Ltd and Common Seal was explained.

Action: Contingent to approve subject to the correct Academic Appeals Policy being circulated.

Sue Thompson to follow up with Andrea the grade tables to keep the words distinction and merit and remove the pass criteria.

Approved: Oonagh McGirr / Sally Baddock

All present agreed

A068.20 Academic Committee face-to-face minutes of 11 August 2020

Recommendation A068.20: That the Academic Committee approves the minutes of 11 August 2020 as a true and correct record and notes updates of actions.

Approve: Oonagh McGirr / Trish Chaplin-Cheyne

All present agreed

Action Summary**A014.20 Storage of Assessment Artefacts NZQA**

Joanne to obtain clarity on OP good practise for storage of artefacts appended for assessments to exceed compliance and for how long storage will be? A draft document outlining the requirements regarding how, where and what assessments, artefacts, presentations, practicals, portfolios etc.... need to be saved. It will also include instruction around OP preferred retention repositories (those supported by OP ISS) and those not to be used as storage repositories (as not supported by OP ISS ie: Google Docs, OneDrive, GitHub). Once document is finalised it will be submitted to ELT for approval before publishing." A Letter from NZQA with update on exemption to Rule 14C.1 (student assessment material retention requirements) was produced at the meeting. Completed.

3. A079.20 Update from NZIST Poari Akoranga - Academic Board

The next meeting is via Teams tomorrow morning. Dr Angela Beaton, DCE Delivery and Academic will be the new Chair for Poari Akoranga from October. She was previously at Wintec as Head of Health and Social Practice. General updates that came out of the last meeting were ensuring that we have an appropriate framework of Academic Statute, looking at how we framework our policies for the national entity and how we manage the Type 1 and Two changes. There will be a workshop in October to work through some of the challenges that we have. We also have some Te reo and bicultural representatives who are coming to work with us around how we inform our practice through that lens. Philip Alexander Crawford is currently working with us and Janine Kapa will be to inform that work on behalf of NZIST. The major piece of information is the targeted EER. There was a discussion at ELT on how we are going to couch that in terms of advising the external advisors what they should be looking at. The big areas will be innovation and there is now more appetite and talk of innovation being embedded as this was consistently raised by national members of the Academic Board. Harmonisation will be renamed. Phil is helping to do some work in setting up the Academic Statute and how we work specifically ensuring that programme development is aligned to the regional needs and working closely with the ITOs. The appetite from our national Council is that we move quickly and that our push back has been that we can move quickly but we need to be well prepared, informed and sustainable. It is good to be like-minded with ensuring that the stakeholders are on board and in agreement. It was also noted that NZIST are about to advertise the Director roles, they are tier 3 roles. These roles will be important nationally as an interface between operational and strategic.

The key areas identified are:

- Applied Research
- Embedding and alignment with our strategic directions – Māori and Sustainability (using an agility and innovation lens)
- Performance Excellence

Gives quite a lot of movement. Innovation of product and how it aligns with, sustainability, the applied research that we do and performance excellence. This is a reminder for teams to make sure they have their systems, processes in place. If you need assistance to ensure your aligned and up to date, put in service request to LTD and they will assist with your request. Self assessment report has not been specified and is currently open until advised. Comms will be forthcoming and ongoing.

4. A080.20 International Students update

There has been no official word regarding the borders being open to international students since the 28th July. The Ministry had promised to have its quarantine strategy out by August. There is speculation of what might happen in 2021 second semester to high value students for Level 7 and higher. This has not been confirmed in any publication to date. International students usually return home over the summer break but due to uncertainty to return to NZ, The secondary and tertiary education providers in Dunedin and the support of Enterprise Dunedin will be running a summer programme of events to keep students engaged in learning over

that period. Information on that programme can be found on Study Dunedin and international recovery plan on Education NZ. There is an opportunity to reshape internationalisation in NZ. The International Working Group have identified some priorities to be worked on over the next month. There is nothing concrete at this stage. Common theme is that decisions are hard to make with the position we are in.

5. **A081.20 Doctor of Professional Practice (DPP) – Final Assessment Flowchart, August 2020**

DPP Final Assessment Flowchart

Leoni provided background to the DPP Final Assessment Flowchart. This has been endorsed by the Research and Postgraduate Committee. Question was raised on the double arrow to Amendments to be checked by the Chair and Amendments to be checked by Panel, if they so request. It was suggested to separate both areas out.

Action: Contingent to Leoni split out the box “Amendments to be checked by Chair” & “Amendments to be checked by Panel, if they so request”.

This process is the first document that has been created. This is timely because we are likely to have our first assessment early next year. Congratulations to the DPP team on this successful progression and that the programme will have their first learner going through. General feedback from the Monitors has been positive and provide guidance and through this collaboration that we have been able to grow this programme. Jo Kirkwood and Capable NZ team were also congratulated on their work with this.

Comprehensive work to set up induction and training is being carried out for all aspects of Capable NZ as many of our programmes are live and they are subject to continuous improvement cycle. We need to ensure all of our processes, protocols and systems align with policy and are fit for purpose. We are working with the Learning and Teaching Development team using the LTD lens to ensure we have quality assured programmes and that we have the right processes in place, our people are supported and that we are not putting anyone at risk, neither the learner, facilitator or the assessor. This is to ensure we are mitigating any risks and part of this is to understand what the learnings are from the new programme and how live learning feeds into the learning cycle. Questioned on word “training”, clarification provided that the word ‘training’ is used in a broader sense.

Action: Oonagh and Sam to meet with Programme Lead to follow up with the commentary, congratulations, suggestions and DPP.

Recommendation A081.20: That Academic Committee approves the Doctor of Professional Practice Final Assessment Flowchart, August 2020.

Approve: Oonagh McGirr / Sue Thompson

All present agreed

6. **A082.20 Type 1 Approvals, Concurrent Enrolment and Certificates of Proficiency enrolments**

A082.20a Type 1 Approvals up to 03 September 2020

Recommendation A082.20a: That Academic Committee approves the Type 1 Changes as listed

Approve: Oonagh McGirr / Trish Chaplin-Cheyne

All present agreed

A082.20b Concurrent Enrolment

Recommendation A082.20b: That Academic Committee approves concurrent enrolment programmes as listed.

Approve: Oonagh McGirr / Chris Morland

All present agreed

A082.20c Certificate of Proficiency applications/enrolments (date range: 05 August to 01 September 2020)

Recommendation A082.20c: That Academic Committee approves the individual Path of Study for the Certificate of Proficiency enrolment as listed.

Approve: Oonagh McGirr / Brayden Murray

All present agreed

7. **A083.20 Programme Approval Committee (PAC) Minutes of the 25 August 2020**

The Academic Committee noted the minutes of the Programme Approval Committee (PAC) minutes held on 25 August 2020.

8. A084.20 Programme Approval Committee (PAC) Recommendations for the meeting held on 25 August 2020

A084.20a OT5168 Certificate in Facilitation of Digital Learning (Level 6) Training Scheme (PAC37/20)

Recommendation A084.20a That Academic Committee approves the Training Scheme OT5168 Certificate in Facilitation of Digital Learning (Level 6)

Approve: Oonagh McGirr / Joanne Greatbanks

All present agreed

A084.20b PrgStud (including) NZ2220, NZ2215, Certificate in Agriculture (Level 3), New Zealand Certificate in Agriculture (Farming Systems) (Level 3), New Zealand Certificate in Agriculture (Vehicles, Machinery and Infrastructure) (Level 3) (PAC38/20)

Recommendation A084.20b(i): That Academic Committee approves the Type 2 change to the Programme of Study for the Certificate in Agriculture (Level 3)

Approve: Oonagh McGirr / Ian Crabtree

All present agreed

Recommendation A084.20b(ii): That Academic Committee approves the Type 2 change to NZ2220 New Zealand Certificate in Agriculture (Farming Systems) (Level 3)

Approve: Oonagh McGirr / Brayden Murray

All present agreed

Recommendation A084.20b(iii): That Academic Committee approves the Type 2 change to NZ2215 New Zealand Certificate in Primary Industry Operational Skills (Level 3)

Approve: Oonagh McGirr / Marc Doesburg

All present agreed

A084.20c NZ2684 New Zealand Certificate in Land Based Sustainability Practices (Level 3) (PAC39/20)

Recommendation A084.20c: That Academic Committee approves the Type 2 change to NZ2684 New Zealand Certificate in Land Based Sustainability Practices (Level 3).

Approve: Oonagh McGirr / Ian Crabtree

All present agreed

A084.20d OT5066 Bachelor of Engineering Technology (PAC40/20)

Recommendation A084.20d: That Academic Committee approves the approval of Type 2 changes to OT5066 Bachelor of Engineering Technology

Approve: Oonagh McGirr / Marc Doesburg

All present agreed

9. A085.20 EduBits for Approval

Recommendation A085.20: That Academic Committee approves the EduBits as listed.

Approve: Oonagh McGirr / Sue Thompson

All present agreed

10. Other Business

CEO Meeting: Next meeting is in Wellington on Tuesday. A cold survey may go out sector wide because the union keeps reporting on their findings. This is being pulled together and working on what this will look like. It is anticipated the survey will go out later in the year. Stephen Town will be in Dunedin on 15 October, there will be an opportunity for a staff forum in the Hub he will be taken on a tour and launch of the RCE.

Action Summary

Megan Gibbons	A070.20 electronic Academic Committee minutes of 18 August 2020 Te Reo Māori SOP: Approved contingent on the discussion items being addressed and circulate changed SOP	
Sue Thompson	A078.20 electronic Academic Committee minutes of 20 August 2020 Approved contingent to circulation of the correct version of Academic Appeals Policy. To follow up with Andrea the grade tables to keep the words distinction and merit and remove the pass criteria	
Leoni	A081.20 Doctor of Professional Practice (DPP) – Final Assessment Flowchart, August 2020 Action: Approved contingent to Leoni splitting out the box “Amendments to be checked by Chair” & “Amendments to be checked by Panel, if they so request”.	
Oonagh McGirr / Samuel Mann	Action: Oonagh and Sam to meet with Programme Lead to follow up with the commentary, congratulations, suggestions and DPP.	

Meeting closed: 11.25 am



Academic Board

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

Responses from

- | | |
|--------------------------|-------------------------------|
| 1. Oonagh McGirr (moved) | Approved 15/09/2020, 10.39 am |
| 2. Sue Thompson | Approved 15/09/2020, 10.44 am |
| 3. Chris Morland | Approved 15/09/2020, 11.01 am |
| 4. Samuel Mann | Approved 15/09/2020, 11.13 am |
| 5. Federico Freschi | Approved 15/09/2020, 11.24 am |
| 6. Marc Doesburg | Approved 15/09/2020, 11.34 am |
| 7. Ian Crabtree | Approved 15/09/2020, 12.09 pm |
| 8. Joanne Greatbanks | Approved 15/09/2020, 1.36 pm |
| 9. Sally Baddock | Approved 15/09/2020, 4.16 pm |
| 10. Paul Dixon | Approved 15/09/2020, 5.56 pm |
| 11. Trish Chaplin-Cheyne | Approved 16/09/2020, 6.52 pm |
| 12. Megan Gibbons | Approved 17/09/2020, 2.09 pm |

Quorum (10) achieved 15/9/2020, 5.56 pm

1. **A087.20 OT4922 Bachelor of Applied Management**

Details: This is a Type 2 application for offshore delivery for the OT4922 Bachelor of Applied Management facilitated through Capable NZ. This is to enable international learners to complete the Bachelor of Applied Management through the Independent Learning Pathway model facilitated by Capable NZ.

Recommendation A087.20: That Academic Committee approves the Type 2 application for offshore delivery for the OT4922 Bachelor of Applied Management facilitated through Capable NZ.

OTAGO POLYTECHNIC LIMITED BOARD PAPER	
OPEN AGENDA	DATE: 15 OCTOBER 2020
ITEM: STAFF COMMITTEE	
PURPOSE: Attached are the minutes of the Staff Committee meetings held on 25 August and 22 September, 2020.	
PRESENTED BY: Professor Mary Butler	

Staff Sub-committee

Tuesday 25 August 2020

4.00 pm – 5.00 pm

F 215 and via MS Teams

Present:

Mary Butler (Convenor)	Michelle Watt (Deputy Convenor)
Emma Wallace	Lisa Burton (online)
Inge Andrew	Shaun Tahau
Stuart Terry	Jacquie Hayes (online)
Kim Reay (online)	Hana Cadzow (online)
Kathryn van Beek	

Apologies: Phil Osborne, Francesca Brown, Ian Barker.

In attendance Nathan Laurie (OPSA President /Convenor, Student Subcommittee)

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: Emma Wallace Seconded: Inge Andrew
3. Matters arising	<u>Terms of Reference</u> Were not signed off by the Board. Discussed at item 5. <u>Board representative on Staff Subcommittee</u> Shaun will check with Megan Potiki if she is continuing in this role.
4. Student Subcommittee rep speaking (Nathan Laurie)	Nathan gave an update on activities of the Student Subcommittee. We discussed ways of increasing the communication between the staff and student subcommittees. For example, mentorship of students by individuals on staff subcommittee to bring a wider perspective to students on the types of things they could become involved with. Nathan is keen to energise students to take more active roles and wants to encourage people to step forward and effect change. Nathan appreciated staff involvement in the Student Voice Symposium. Stuart noted the challenge around involving distance staff and students who often feel they don't have the same experience as students here. Kim noted that OP students at Wintec feel left out when they see the activities going on in the Hub. Online and distance students often feel disengaged. Nathan looking at solution for Wintec and is keen to establish relationship with OPSA and student representative groups of other ITP. Kim offered to be the WinTec contact for Nathan.

	<p>This is part of the wider issue of staff engagement across the campuses. In particular there continue to be concerns (in different ways) about AIC and Cromwell.</p>
<p>5. Terms of reference</p>	<p>TEU are in discussions with NZIST regarding staff/student representation. TEU representatives will keep us informed. It is likely that the results from these conversations are at least 12 months away, so it is not possible to wait for these terms of reference before finalising the OP Staff Subcommittee terms of reference.</p> <p><u>Discussion about feedback from Board</u></p> <p>Discussion about how the Staff Subcommittee can add value to the Board by demonstrating opportunities, ideas, forward thinking, and triangulation between staff, Board, and ELT.</p> <p>Action</p> <p>A subgroup consisting of Mary, Michelle and Kathryn met to discuss further.</p> <p>Changes to wording from original ToFR</p> <p>2.1: 'minutes of the Committee are recorded and included in the Board papers, after the minutes are ratified as a true and correct record by the Committee' (otherwise the SSC does not ratify the minutes)</p> <p>5.1 'matters arising' changed to 'opportunities related to'</p> <p>This discussion resulted in a series of clarifications. These are noted as intentions: e.g. the intent is to enable triangulation for information used about governance; for the SSC to maintain accountability by providing another avenue for listening to staff; to provide advice of substance at least three times a year; to add value by identifying opportunities that can improve governance.</p> <p>Consultation with staff is in addition to normal consultation mechanisms used by ELT. For example, a commitment by each committee member to talk with at least 10 people each month about SSC; regular public interface meetings in the hub; blog posts in Tuhono; the development of small working groups to develop particular areas for opportunities.</p> <p>Suggestions of ways that SSC could add value (currently and in the recent past): conversation about how an academic space is created in the hub (e.g. display of artworks); by providing another layer of interpretation to the WEST/Pulse results; by providing feedback about how operational decisions impact on the academic environment created in the polytechnic (e.g. timetabling issues).</p> <p>Suggestion that the SSC should meet regularly with the Board Chair.</p>
<p>6. Adding value to interpretation of information collected by OP</p>	<p>Discussion about the ways that we can add value by ensuring that we pay close attention to staff surveys, e.g. Pulse and WES. One suggestion is to invite Laura Warren to a meeting to discuss results of the WES.</p>

	<p>Action</p> <p>The WES out soon and it was agreed that this will be the focus of a full meeting at this time.</p>
7. Feedback on Strategic Goals	<p>A copy of the Draft Strategic Plan is on Teams. Feedback due 25th Aug.</p> <p>We note that there appears to be no mention of students with disability in the measures. Discussion about the issues that arise for students self-identifying as disabled or needing support in terms of fears of discrimination.</p> <p>This is an area we could make an 'opportunity' for OP by examining issues about disability in more detail.</p> <p>Action</p> <p>Consult with staff and board about whether we can 'add value' by providing further feedback about disability issues arising in the context of tertiary education at OP.</p> <p><i>(Kathryn van Beek and Shaun Tahau left at 4.40 pm, Stuart Terry left at 4.45 pm)</i></p>
8. Staff Leave	<p>Board have raised the issue of outstanding leave. Untaken leave is a financial liability on the books so staff need to be reminded to enter leave to Me@OP and to take it when due. It was noted there are timing issues around the impact of Covid-19, increased workload for staff meant many were not able to take leave; cancellations of conferences etc., so research leave not taken. Unused discretionary leave will be cancelled so staff need to use it. Note that the policy allowing carry-over of ten days' leave has been changed to three days.</p> <p>Action</p> <p>No actions, this is not an area that SSC can make a contribution now.</p>
9. Check-in	How staff are managing in relation to Covid-19.
10. Member resignation	<p>Francesca Brown has unfortunately resigned from the subcommittee for health reasons.</p> <p>Action</p> <p>Running another election to be discussed at next meeting.</p>
11. Any Other Business	Nil.
12. Next meeting and agenda items	Next meeting Tuesday 22 September at 4 pm.
Close	Meeting closed at 5.08 pm.

ACTIONS SUMMARY

Action	Person	Completion
WES results - invite Laura Warren to meeting after this is released	Paula	Nov meeting tbc
Terms of Reference - subgroup to discuss	Mary	Next meeting

Minutes of Staff Sub-committee

Tuesday 22 September 2020

4.00 pm – 5.00 pm

F 215 and via MS Teams

Present: Mary Butler (Convenor) Michelle Watt (Deputy Convenor)
 Emma Wallace Hana Cadzow
 Inge Andrew Phil Osborne
 Kim Reay (online) Kathryn van Beek

Apologies: Stuart Terry, Megan Gibbons, Jacquie Hayes, Shaun Tahau, Lisa Burton, Ian Barker.

Minutes: Paula Petley

1. Apologies and attendance	Opening karakia. 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: Michelle Watt Seconded: Mary Butler
3. Matters arising	<p><u>Presentation from Nathan Laurie</u> Very well received. Nathan yet to contact Kim regarding WinTec students, and will also contact the WinTec students' association.</p> <p><u>Terms of Reference</u> The term 'convenor' to be changed to 'Chair'. This subcommittee needs to look for opportunities to add value and positive actions that can be implemented. Our role is to scan the environment, engage more purposefully and widely with staff. Feedback to staff subcommittee needs to be on the agenda for school staff meetings.</p> <p>It was agreed to go back to the Board chair to discuss further.</p> <p>Working group: Mary, Michelle, Kathryn, Emma, Hana (unavailable during school holidays).</p> <p>Action Mary set up working group meeting to finalise Terms of Reference; and invite Tony Allison to a meeting.</p> <p>It was also suggested that committee members could attend the open session of a Board meeting or meet the Board informally before a meeting.</p> <p><u>WES</u> Survey due out soon and will be shorter this year.</p>

	<p>Results of August Pulse Check were posted on Tuhono.</p> <p>https://otagopoly.sharepoint.com/sites/Publishing/COMS/August%202020%20Pulse%20Report.pdf</p> <p>The report on the subject of “Preparedness for Change” contained data and staff comments but members felt it lacked analysis. What was the rationale for collecting the data? Something needs to be done with it otherwise the purpose of the survey is meaningless.</p> <p>The transparency in collecting raw data was acknowledged but it was queried what the organisation is going to do about these results i.e. will there be thematic analysis, ‘unpacking’ and thinking that will affect decision making and lead to action plans and change, i.e. ‘closing the loop? And will these results be shared with staff? It was noted that there was no cross referencing of data i.e. of the staff who reported they were ‘tired’ (53%), how many were also ‘disappointed’?</p> <p>It was felt there could be useful research undertaken using the 14 years’ worth of WES data as a longitudinal study.</p> <p>Action Suggestion that a research group should be put together of people who are interested in analysing this data.</p>
5. Member replacement	To be discussed at next meeting.
6. Any Other Business	Mary to contact Tony about how to get a board member on the SSC.
7. Next meeting and agenda items	Next meeting Tuesday 20 October at 4 pm.
Close	Meeting closed at 5.05 pm.

ACTIONS SUMMARY

Action	Person	Completion
Terms of Reference working group report to Tony	Mary	Asap
Blog post	MB, KvB	As needed

OTAGO POLYTECHNIC LIMITED BOARD PAPER	
OPEN AGENDA	DATE: 15 OCTOBER 2020
ITEM: STUDENT COMMITTEE	
PURPOSE: Attached are the minutes of the Student Committee meeting held on 15 September.	
PRESENTED BY: Nathan Laurie	
RECOMMENDATION: For noting.	

Student Committee Meeting



Tuesday 15 September 2020

12.00pm to 1.00pm

F209 - Puna Kawa, Forth Street, Dunedin

Present	Nathan Laurie (Convenor, SAB)	Daniel van der Veen (SAB)
	Matthew Walker (ISEH)	Yan Chau (BIT)
	Izzy Costigan (OCC)	Maria Olmas (SAB)
	Patty Klinpibul (FDI)	Tony Allison, Chair OP Ltd Board
	Tabitha McMillan (DESF)	Chris Morland, DCE Learner Experience
	Bethan Watkins (BTHC)	Brayden Murray, Dir Learner Services
	Annie Sinclair (BTHC)	Patricia Quensell, Student Success
	Alice Garroway (BTHC)	Ronda McLaren, EA Learner Experience
	Katherine Inder (DESF)	

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

Impact of COVID on our taura/students personal finances

- Concern re economic climate impacting on availability of student jobs (part-time/holidays) that financially support learners through the year. Also, ability for graduating learners to secure employment when chosen career has been impacted by COVID-19.
- Patricia advised Student Success has developed a 'Navigating work in the COVID world' workshop which they are delivering to students via Programme Heads. Student Success is also looking at alternative solutions to graduation events and expos cancelled.
- Reminder that Student Job Search is nationwide and OPSA pay a membership fee.
- Placements impacted in terms of building relationships, experience and not reflective of expectations, e.g. sports events cancelled, hairdressing, health placements (e.g. simulation).

Financial Support for Learners

- HAFL (Hardship Fund for Learners) is a government initiative to aid learners impacted by COVID-19, it is available 2020 only. There is good uptake of this fund.
- OPSA manages the Student Assistance Fund - information and links [here](#)

Student Representation on Otago Polytechnic Limited Board (OPLB)

- Chris talked about the roles of Student Committee Convenor and OPSA President; governance vs operational matters and representation at OPLB. In recent years the roles have merged. The proposal is to elect a new Student Convenor separate from the OPSA President, which would see two student representatives at OPLB.
- Nathan provided his views on demographic for the Student Convenor elected role
- Tony responded the Board is about diversity; however, it would be a Board decision to increase student representation around the table and requested a suitable proposal be submitted to OPLB for consideration. [Action](#) for November OPLB.

Trades Training Centre (TTC)

Matthew raised some student concerns -

- Student flow through campus, access routes, and ramps (disability) between existing buildings and around the construction site during the build
 - Impact of noise on student learning and breaks; timing of works
 - Health and Safety to the wider student body
 - Impact on parking of tradesmen followed by an increase of learners coming to Forth Street campus
 - Inform prospective students visiting campus that there is a major construction project starting
- [Action](#) - Chris to raise these issues with the TTC Control Group

Student Voice Symposium - reminder 24-25 September in the Hub

Next Meeting - to be advised (late October including Student Council Staff Awards)



Otago Polytechnic Limited

BOARD PACK

for

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

Thursday, 15 October 2020

2:30 pm

Held at:

Puna Kawa

Level 2, Mason Centre
Otago Polytechnic
Forth Street
Dunedin

OTAGO POLYTECHNIC LIMITED BOARD PAPER	
CLOSED AGENDA	DATE: 15 OCTOBER 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, the Chief Executive and Deputy Chief Executive Transition and Transformation, Te Pūkenga, and the convenors of the Student and Staff Committees, the public be excluded from the meeting.	
PRESENTED BY: Tony Allison	

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:

1. Conflict of Interest
2. Additional Agenda Items
3. Confirmation of Minutes
4. Matters Arising/Action Items
5. Reporting Timeframes
6. Chair (verbal)
7. Chief Executive's Report
8. Executive Leadership Team Report
9. Māori Learner Survey
10. Health, Safety and Wellbeing
11. Strategic Plan
12. L Block Ground Lease Review
13. Monitoring
14. Forecasting
15. Capital Commitments
16. Campus Development
17. Governance Risk Management Framework
18. Risk and Opportunities Committee (verbal)
19. Council Correspondence
20. Finance and Audit Committee Minutes
21. Contracts Signed

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.