Council
Closed Agenda

OTAGO
POLYTECHNIC
Te Kura Matatini ki Otago

Meeting to be held: 10.15am on Friday 5 April 2013
Puna Kawa, Otago Polytechnic,
Forth Street, Dunedin

RESOLUTION TO EXCLUDE THE PUBLIC
Section 48, Local Government Official Information and Meetings Act 1987
Move that the public be excluded from the following parts of the proceedings of this meeting, namely,-

Contents

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48 for the passing of this resolution
		48 (a)
Minutes of the closed section of the Council meeting held on 1 March 2013 (Reason (i))	(i) OI Act Section 9(2) Enable a Minister of the Crown or any Department or Organisation holding the information to carry on without prejudice or disadvantage negotiations (including commercial and industrial negotiations 9(2)(j)	
Matters arising (Reason (i))		
Chair's Report (Reason (i))		
Chief Executive's Report (Reason (i))	(ii) OI Act Section 9 (2) (ba) Protect information which is subject to our obligation of confidence	
Refocusing our Strategy (Reason (i))		
Finance and Audit Committee Chair's Report (Reason (i))		
Finance Reports (Reason (i))		
Educational Performance Indicators (Reason (i))		
Risk Management (Reason (i))		
Matters for Noting (Reason (i))		
Use of the Common Seal (Reason (i))		
Additional Agenda Items (Reason (i))		

Council
Open Agenda

OTAGO
POLYTECHNIC
Te Kura Matatini ki Otago

Meeting to be held: 12.30pm Friday 5 April 2013
Puna Kawa, Otago Polytechnic,
Forth Street, Dunedin

Contents

1. **APOLOGIES**
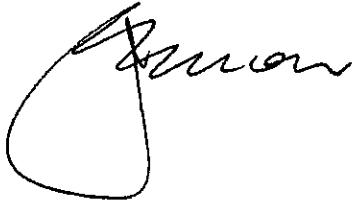
2. **CONFLICT OF INTEREST**

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.

Jeanette Corson
Secretary to Council

OTAGO POLYTECHNIC COUNCIL INTERESTS REGISTER			
Council Member	**Updated**	**Interest Disclosed**	**Nature of Potential Interest with the Otago Polytechnic**
Gillian BREMNER	21-06-10	1. Chief Executive Presbyterian Support Otago 2. Director Well Dunedin PHO	1. Student placements for Nursing, Occupational Therapy and CAPS within PSO Residential facilities 2. Nil
John CHRISTIE	03-08-12	1. Chief Executive Otago Chamber of Commerce 2. Trustee 4 Trades Apprenticeship Trust 3. Chairman and Director BIZ Otago Ltd 4. Director New Zealand Chambers of Commerce 5. Director Biz Networks Ltd 6. Manager – Otago/Southland Manufacturers Trust 7. Deputy Chair Southern Health Services 8. Director Warbirds Over Wanaka Limited **Spouse Teresa Christie** Member of Mosgiel Community Board for Dunedin City Council	1. Joint partnerships between OP and OCC. 2. Contractor to OP for apprenticeship services. 3. Joint provider of delivery of training initiatives. 4. Nil 5. Nil 6. Nil 7. Nil 8. Nil Nil
Kathy GRANT	03-08-12	1. Dunedin International Airport Limited (Director) 2. Dunedin City Holdings Ltd (Director) 3. Sport Otago (Trustee) 4. Trustee of numerous private trusts 5. Gallaway Cook Allan (Associate) 6. Trustee - Anglican Family Care 7. Dunedin Sinfonia Board **Spouse** 1. Gallaway Cook Allan (Partner 2. Hazlett & Sons Limited (Chair) 3. South Link Health Services Limited (Director) 4. Warbirds Over Wanaka Community Trust (Board Member) 5. Warbirds Over Wanaka Limited (Director) 6. Warbirds Over Wanaka (2008) Limited (Director) 7. Warbirds Over Wanaka (2010) Limited (Director) 8. Leslie Groves Home & Hospital (Board Member) 9. Dunedin Diocesan Trust Board (Board Member) 10. Nominee Companies associated with Gallaway Cook Allan	

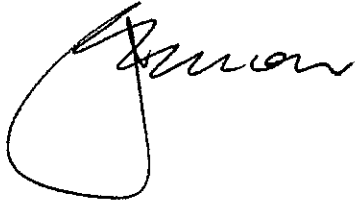| Council Member	Updated	Interest Disclosed	Nature of Potential Interest with the Otago Polytechnic
		(Director) 11. Trustee of numerous private trusts	
Susan JOHNSTONE	03-03-11	1. Shand Thomson Ltd (Principal) 2. Shand Thomson Nominees Ltd; Shand Thomson Nominees (2005) Ltd; Abacus ST01 Ltd; Abacus ST02 Ltd, Abacus ST03 Ltd; Abacus ST04 Ltd; Abacus ST05 Ltd; Abacus ST06 Ltd; Abacus ST 99 Ltd 3. Johnstone Afforestation Ltd (Director and Shareholder) 4. Member of the Research Education Advanced Network NZ Board	1 – 3 Nil 4. REANNZ owns/runs the KAREN network, to which Otago Polytechnic subscribes
James Malcolm MACPHERSON	27-03-09	1. Member, Southern District Health Board, Chairman of combined Community and Public Health Advisory committee and the Disability support Advisory Committee 2. Member Otago Community Hospice Trust Board 3. Member Central Lakes Trust 4. Member Roxburgh Gorge Trail Charitable Trust 5. Chairman Jolendale Charitable Trust 6. Director substitute and shareholder, Medco Properties Ltd 7. Director Centennial Health Ltd 8. Co-Principal, Brilliant New Zealand Ltd 9. Otago Polytechnic – contractor and tutor **Spouse Susan Elizabeth Macpherson** 10. GP Principal, Centennial Health Ltd, Alexandra Branch medical Advisor, ACC, Alexandra	1. SDHB has employment, training and funding relationships with OP, no personal interests 2. OCH provides contracted services to the SDHB, no personal interests 3. CLT is a community funder, with the polytechnic's Cromwell Campus within its beneficiary region. OP may well be an applicant for CLT funding in Central Otago. 4. No known links to Otago Polytechnic 5. No known links to Otago Polytechnic 6. Potential links through training and employment, no personal involvement 7. Potential links through training and employment, no personal involvement 8. No known links to Otago Polytechnic, potential links through the provision of contracted services 9. Direct personal conflict 10. No known relationships to OP

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Council Member	Updated	Interest Disclosed	Nature of Potential Interest with the Otago Polytechnic
Thomas Kenneth PREBBLE	13-08-12	1. Member, UCOL Council 2. Member, Ako Aotearoa Board 3. Member, Teaching and Learning Research Initiative (TLRI) Advisory Board 4. Honorary Auditor, Tertiary Education Quality and Standards Agency (TEQSA) Australia 5. A contract with ACE Aotearoa to develop a set of professional standards for the Adult and Community Education sector	1. Competitive or collaborative relationships between the two institutions 2. Policy and funding decisions affecting the other institution or organisation 3. Funding decisions on research applications from across the education sector 4. No known relationship to Otago Polytechnic 5. Otago Polytechnic has some ACE engagement and funding
Christopher John STAYNES	30-03-09	1. Director and shareholder, Scott Technology Limited 2. Chairperson, Cargill Enterprises 3. Director, Otago Chamber of Commerce & Industry 4. Councillor, Dunedin City Council 5. Trustee, Otago Southland Manufacturers Trust 6. Director & shareholder, George Street Wines Limited. (Trading as Munslows Fine Wines) **Spouse Cheryl Ann Staynes** 7. Deputy Principal Northeast Valley Normal School	1. Nil 2. Potential supplier 3. Potential customer and or supplier. 4. Nil 5. Nil 6. Potential supplier 7. Nil
Rebecca WILLIAMS	03-04-08	1. Trustee, Dunedin City Tertiary Accommodation Trust 2. Trustee, Araiteuru Kokiri Centre Charitable Trust 3. Employee, Dunedin City Council	1. From time to time the Polytechnic receives funds from the DCTAT. The Trust was established to meet the accommodation needs of students from Dunedin's three tertiary institutions. 2. The Kokiri Centre and the Otago Polytechnic have a MoU. There is potential for services to be provided from one to the other. 3. Nil

3. MINUTES 1 MARCH 2013

The minutes of the open section of the Council meeting held on 1 March 2013 are attached.

RECOMMENDATION

That the minutes are approved as an accurate record of the open section of the meeting.

Jeanette Corson
Secretary to Council

Minutes of the Open Section of a Meeting of the Otago Polytechnic Council

held at 12.30pm on Friday 1 March 2013 in Puna Kawa, The Geoff Mason Administration Building, Otago Polytechnic, Forth Street, Dunedin.

PRESENT:	Mrs S Johnstone (Acting Chair)
	Mrs G Bremner
	Mr J Christie
	Dr M Macpherson
	Prof T Prebble
	Mr C Staynes
	Mrs R Williams
IN ATTENDANCE:	Ms G Bridgeman (Otago Polytechnic Students Association)
	Mr M Carter (Director: People Development)
	Mrs J Corson (Secretary to Council)
	Mr P Cullen (Chief Operating Officer)
	Mr J Gibb (Otago Daily Times)
	Mr C Morland (Director: School Success)
	Mr T Naylor (Convenor, Student Subcommittee)
	Mrs J O'Fee (Convenor, Staff Subcommittee)
	Prof S Pairman (Director: Learning and Teaching)
	Mr A Regan (Director, Research and Enterprise)
	Mr G Symons (Institute of Sport and Adventure)
	Ms S Thompson (Director: Quality)
	Mr M Waddell (Director: Communications)
APOLOGY:	Mrs K Grant

1. APOLOGY

An apology had been received from Mrs Grant.

RECOMMENDATION   **S Johnstone/J Christie**

That Mrs Grant's apology be accepted.

AGREED.

2. CONFLICT OF INTEREST

A register of Council members' interests was attached. No further conflicts were declared.

3. MINUTES – 1 FEBRUARY 2013

The minutes of the open section of the meeting held on 1 February 2013 were attached.

RECOMMENDATION   **C Staynes/T Prebble**

That the minutes be approved as a true and correct record of the open section of the meeting.

AGREED.

4. MATTERS ARISING

Komiti Representative
As no response had been received to the letter sent in December, this is to be followed up by Mrs Williams.

5. ACTING CHAIR'S REPORT

Mrs Johnstone reminded members about the Maori pre-graduation and Graduation ceremonies to be held the following week.

6. CHIEF EXECUTIVE'S REPORT

Enrolments
It was reported that EFTS were at almost exactly the same level as 2012 at this time and the Polytechnic was likely to exceed its cap. EFTS in some schools - mainly the Creative and Foundation areas, were lower, however Health and Sport areas were exceeding budgets and the remainder of Schools were on target.

Maori Student Welcome
Mrs Williams thanked all those involved with organisation of the welcome for Maori students held at the Sports Institute of Otago the previous week.

Media Clippings
Media clippings related to Otago Polytechnic which had been gathered since the beginning of February were attached.

RECOMMENDATION   **S Johnstone/C Staynes**

That the Council receives this report.

AGREED.

7. AUSTRALASIAN SURVEY OF STUDENT ENGAGEMENT (AUSSE)

Dr Peter Coolbear presented the results of the AUSSE survey for 2012 commenting that the Polytechnic's results were outstanding compared to the rest of the ITP sector. He made suggestions where the institution should be drilling down into the data and indicated that it would be worthwhile putting resources into this.

Mr Staynes left the meeting at 1.40pm.

Dr Coolbear left the meeting following his presentation.

8. FAIR TRADE

A paper from Jean Tilleyshort outlined the Fair Trade concept and recommended that the Polytechnic becomes the first polytechnic in New Zealand to become a Fair Trade member and be recognised as a Fair Trade supporter.

RECOMMENDATION   **R Williams/G Bremner**

That the Council supports the principle of fair trade and will create a fair trade policy to facilitate meeting the minimum requirements for Fair Trade Institutions at Otago Polytechnic.

AGREED.

9. LEADERSHIP TEAM REPORTS

Quarterly reports were provided by Chris Morland, Sally Pairman, Khyla Russell and Mike Waddell.

10. MATTERS FOR NOTING

The following items were noted:
- Council Calendar
- Minutes of a Meeting of Komiti Kawanataka held on 19 November 2012
- Minutes of the Academic Board meeting held on 15 February 2013
- Minutes of the Staff Subcommittee meeting held on 13 February 2013

11. ITEMS MOVED FROM THE CLOSED SECTION

Nil.

The meeting closed at 2.05pm.

Signed as a true and correct record of the open section of the meeting.

....Chair

....Date

OPEN SECTION
ACTION LIST

Date	Action	To be completed by	By when
03-08-12	Initiate dialogue with the four runaka in relation to appointment to Komiti Kawanataka	Komiti Kawanataka	5 October

4. MATTERS ARISING

5. CHAIR'S REPORT (Verbal)

6. CHIEF EXECUTIVE'S REPORT

Primary Schools Partnership Programme
As part of our new outreach programme we will be working with primary schools located in communities which have social and economic challenges, where we can make a difference in terms of supporting learning and helping to raise aspirations. The programme will commence with North East Valley Primary School, and will involve our Scarfie Army and Career Success Centre.

Visitor from Olds College
We were pleased to have Jordan Cleland working with us for a week on sponsorship and fundraising. Jordan Is Vice President – Advancement at Olds College and was here as our guest to share the Olds College experiences in building a successful fundraising and sponsorship model, and to assist us to develop strategy and initiatives in this area.

Career Success Centre
We have opened a new service for our students: the Career Services Centre, which augments the role of our full time Careers Adviser. The Centre is a practice facility for students undertaking the Bachelor of Social Services programme with a major in career development. It parallels the work of our very successful Kowhai Centre, which is a practice facility for counselling students.

We see the Career Services Centre playing an increasingly important role in pursuit of our objectives to enhance student employability.

Media Clippings
Attached as a separate document are media clippings related to Otago Polytechnic which have been gathered since the beginning of March.

External Liaison
- Economic Development Strategy Steering Group meeting
- Shanghai Collaboration meeting, Dunedin City Council
- Business Excellence Community Group visit to Cadbury Ltd
- Kanazawa Technical College Certificate in English and Engineering presentation evening
- Otago Polytechnic Auckland International Campus Board meeting
- Paul Allison, Chair, Central Lakes Trust
- Andy Kilsby, Malcam Trust
- Carole Melville, Otago Community Trust
- Business Mechanix Seminar
- TANZ e'Campus working party
- ITP Forum sector meeting
- Nick Hill, Building Officials Institute of New Zealand
- Dr Megan Woods, Labour Spokesperson for Tertiary Education
- John McKenzie, North East Valley School Principal
- Malcam Trust Board meeting
- Steve Walker, Upstart/Positive Velocity
- TANZ meeting, Wellington
- Markham Brown, Otago Basketball
- Michael Simmons, Richard Joseph and Associates
- Jordan Cleland, Vice President – Advancement, Olds College

RECOMMENDATION

That the Council receives this report.

Phil Ker
Chief Executive

7. LEADERSHIP TEAM REPORTS

Director: Organisational Development - Matt Carter

1. Portfolio Responsibilities
This is my first report to Council so I have listed, for context, my portfolio responsibilities.

My overarching portfolio responsibilities are to:
- lead the development of the organisational culture necessary for Otago Polytechnic to achieve its strategic goals.
- ensure Otago Polytechnic has staff with the capabilities necessary for successful implementation of our key strategies
- ensure Otago Polytechnic has fit for purpose learner support processes for all modes of delivery.

Human Resources
Incorporates all aspects of the Human Resources function including; payroll, health and safety, recruitment, employment agreements, industrial and employment relations, and development of work environment / culture.

Student Success
Includes Careers Service, oversight of our relationship with OPSA, Kaiarahi (Maori student support), Pacific Island student support, International student support (including homestay service), Counselling services, Learning Centre, Childcare Centre and the student retention /success and advisory service for all students.

Staff Capability OP
This newly formed area leads, manages and delivers Otago Polytechnic's staff capability development initiatives including all staff development days, contributing to the delivery of the Teaching Qualifications, Teaching on the Certificate in Mata Ao Maori, delivering the Treaty Education Courses, and supporting all staff with development activities.

In addition
I am also responsible for
- Programme Manager Development meetings
- Leadership Development days (HOS / Service Managers & LT)
- Co-ordination of Student and Staff Sub Committees of Council
- Professorial Appointments Committee
- Salary Review and Promotions Committee
- Staff Awards Process

2. 2013 Priorities

Overarching Priorities
- To design the learner support environment to enable new strategy model
- To build a culture of self accountability and self-managing teams across OP
- To design new staffing and employment models for new business models that are part of the new strategy

Additional Portfolio Priorities
- Implement a continuing professional development programme for all staff
- Maintain a strong focus on the Work Environment with particular emphasis on those schools/service areas with relatively poor results
- Develop Organisational Culture to emphasise personal leadership and high performing/self managing teams
- Embed Individual Performance Plans (IPP) process for all staff
- Implement a Total Remuneration approach to employment agreements (including in negotiations with both TEU & TIASA unions)
- Revise position expectations and position descriptions templates for academic staff
- Review and update MoU with OPSA
- Conduct evaluation against and implementation of Tertiary Career Benchmarks
- Scope and further implementation of Online Student Support Services (as part of TANZ e'campus)

3. **Success Measures for portfolio**
   Development of success measures is in progress.
   - Achievement of OP wide and specific HR related Work Environment Survey results against OP expectations is a key measure across my portfolio
   - Student Engagement and support measures as per AUSSE
   - Continuing Professional Development model to be launched to and applied to all staff
   - HR has a suite of measures around pay, employment agreements, health and safety, employment issue resolution that monitor activity and progress as per annual report to Council
   - Student Services track all student engagements and report activity against demographics and Schools
   - Staff Capability measures are in development and will include formal qualification progress and skill development recording

4. **Achievement or not against 2012 priorities**
   Leading Role
   - Implement new in-house Leadership Development Programme with Chris Morland **Achieved**
   - Review Otago Polytechnic's ongoing professional development, and implement a continuing professional development programme for all staff **Partially Achieved - continues in 2013**
   - Review position descriptions to update them and ensure they have an outcome orientation **Partially achieved - continues in 2013**
   - Review the performance management system to ensure all staff, regardless of tenure or employment status have appropriate review processes **Achieved**
   - Maintain a strong focus on the Work Environment with particular emphasis on those schools / service areas with relatively poor results **Achieved**
   - Develop Organisational Culture to emphasise personal leadership and high performing/self managing teams **Partially Achieved - continues in 2013**
   - Centralisation of Student Administration **Achieved**
   - Work with unions to consider approach to collaboration and remuneration management in the future **Partially Achieved - continues in 2013**
   - Implement Action plan from revised Maori Strategic Framework as applicable to Human Resources and Student Services **Achieved**

Involved Role

- Extend performance framework and self assessment systems to individual staff, with revised expectations and feedback processes for Academic Staff (with Phil Ker, Sally Pairman and Sue Thompson) **Partially Achieved - to be embedded in 2013**
- Review Otago Polytechnic's educational development needs for the next 5 years and put in place appropriate structures and processes to deliver these needs in staff development, organisational development and programme development (with Phil Ker and Sally Pairman) **Achieved**
- Implement staff and student volunteering scheme (with Phil Ker) **Partially Achieved – continues in 2013**
- Revise position descriptions for Heads of School emphasising Educational Leadership (with Phil Ker) **Not Achieved** – will be picked up in 2013
- Work collaboratively with TANZ to increase Online Student Support Service offerings (with Phil Ker) **Achieved by others**
- Develop a staff wellbeing strategy (with Chris Morland) **Partially Achieved – continues in 2013**
- Pilot new transactional management structures for schools (with Phil Ker and Chris Morland) **Achieved**

5. **Other achievements since last report**
   This is my first report to Council so I have also listed a snapshot of 2012 achievements
   - OP was once again awarded Tertiary level (highest) in the ACC Workplace Safety Management Audit in 2012
   - Co-location of the Counselling Service with our Student Heath Service
   - Review of OP's development needs, and resulting disestablishment of EDC and creation of OP Online and Staff Capability teams with Sally Pairman
   - First full year of operation in expanded Polykids Childcare Centre successfully underway
   - Launch of Individual Performance Plans (IPP) and recording of these (includes objectives and development activities) in online tool
   - Appointments of new HR Services Manager (promotion), two new HR Partners (new model), Kaiarahi and Student Advisor
   - New Careers Success Centre launched in February as a partnership between School of Social Services and Student Services (career practice students helping students)
   - Gained additional funding to expand pilot of Scarfie Army (student volunteer programme) in 2013

6. **Challenges**
   - On-going communication and staffing impact of the 2012 centralisation of Student Administration
   - The lack of fit for purpose space for Student Services
   - Creating a culture of self accountability and self-managing teams is a significant culture change that requires real focus
   - Support of and getting new staff up and running in HR and Student Services
   - Appropriately progressing strategic development objectives while also balancing a varied and significantly complex operational portfolio
   - Increasing engagement of students with support services and increasing level of need pose support workload challenges

7. **Coming up**

- Second Internal OP leadership Development Programme "Leading Frontiers" in April
- Negotiation of Memorandum of Agreement with OPSA for the 2013 year
- Review of Work Environment Survey tool prior to the 10th Annual WES in August 2013
- Significant systems development in HR processes
- Update to Staff Development and Colleague Feedback process

8. Good News

- OP now has a dedicated Pacific Island student space in the bottom of G Block. The opening ceremony was held on 14 February 2013
- Scarfie Army recognition award
- Successful student orientation has occurred (review underway now)
- Recent ERO visit to Polykids Childcare Centre received excellent feedback – outcome to be confirmed

Matt Carter
Director: Organisational Development

Chief Operating Officer – Philip Cullen

1. 2013 Priorities

Key priority
- Design budget model and financial support services to support our new strategic direction

Secondary
- Submit performance excellence application (PESA) for external assessment by 31 May 2013
- Set budget 2014
- Capital Asset Management
  - Select independent assessor for Otago Polytechnics asset management capability review and receive report by 31 April 2013, progressively implement review recommendations throughout 2013
  - Select Asset management module with view to implement in 2014
  - Finalise land asset titles into Otago Polytechnics name by 30 June 2013
  - Finalise Learning Link/F Block business case by 31 May 2013
  - Finalise Hall of Residence business case by 31 May 2013

2. 2012 Priority Outcomes

Under Goal 2: To be financially sustainable
Vigorously pursue revenue diversification – over deliver on current budget for non TEC derived revenues:

Completed/Implemented
- Set targets for every school, with an emphasis on applied research, international students, fee for service training and consultancy (via balanced scorecards)
- Develop systems, processes and resources to support revenue diversification
- Roll out of "Centres of Research Expertise", and build revenues for fee for service research and knowledge/technology transfer

- Achieve further administrative and management efficiencies through:
  - Tighter supply chain management
  - New system for external invoicing
  - Improved information and analysis for management decision making (Performance Portal)

Incomplete/Partial
- Systems thinking and implementation
- Revise Capital Asset Management Plan to include option of consolidating Dunedin Campus on the Forth St site, i.e. relinquish both L Block and Art precinct in the long term (8-10 years)
- Continue to embed business excellence framework – commission external assessment through PESA
- Work collaboratively with TANZ members on shared services agenda

Under Goal 3: To secure the confidence of our communities, particularly Kai Tahu, anticipating and exceeding expectations

Incomplete
- Build on OP"s contributions to community
  - Devise measure of staff and student contributions to our communities

Under Goal 4: To make a difference to our environment and to society

Complete/Implemented
- Develop and implement new accountability process for managers – quarterly reporting

Incomplete/Partial
- Improve on all of our sustainability metrics; reduce Otago Polytechnic environmental impact
- Develop new business models, including for OER, WBL and APL

3. **Challenges**
   - Attaining a PESA
   - Robust budget model for the revised strategy
   - Improved performance of Function and Catering operationally/integration with HSS
   - 2014 revenue reductions ex TEC
   - Greater financial flexibility via
     - Healthier balance sheet
     - Revenue diversification and therefore less reliance on government
     - Political imperatives such as L1 & L2 provisions
     - Capped environment
   - Imbedding new Asset Management processes

4. **What is coming up/underway**
   - Forecast 2013
   - Business Cases
     - Student Accommodation
     - Learning Link/F Block
   - Level 1 & 2 competitive bid result and recommendations for 2014
   - Auckland International Campus – finalise operational agreement/processes
   - Service Area KPI"s
   - 2012 priorities which are still in progress

5. **Good news**
   - 2012 financial group result of $3.7M or 6.1%
   - Maturing performance portal

- Boiler replacement complete and successful
- Likely sign off of land title transfers

Director: Sustainability - Jean Tilleyshort

1. **2013 priorities**
   - Ensure all OP operations model evidence based sustainable practice
   - Ensure Education for Sustainability is tangent within every programme and learner achievement is assessed
   - Implement community outreach strategy
   - Strategy implementation and campus development plans for Central Otago campus and Centre for Sustainable Practice

2. **Success measures (in development)**
   - Ecological footprint minimisation plan developed by 30 June
   - Internal carbon tax process established by 30 March
   - Living Campus plan redeveloped by 30 June
   - EfS quality standards developed by 30 April
   - Scarfie Army expanded - coordinator appointed, 5 projects completed by 30 Nov
   - Digital literacy outreach - 5 projects undertaken by 30 Nov
   - Fair trade certification by 30 Sept
   - COT strategy implementation plan by 30 Nov
   - Sustainability CoRE supported in development

3. **Achievement of 2012 priorities**
   All priorities were achieved.

   The Central Lakes Trades Academy had a very successful first year, with all students succeeding in their study with OP and in their NCEA Level 2. Additional places and programmes have been made available for 2013.

   The pilot student volunteering project (Scarfie Army) was very successful, and is being extended in 2013.

   An internal carbon offset process was agreed for air travel, as a short term measure to encourage thoughtfulness about travel requirements. In the longer term the ecological footprint minimisation plan will focus on minimising carbon emissions in the first instance, rather than offsetting them.

   The focus for the Living Campus will move into demonstrating sustainable practice and research, in addition to the gardens.

4. **Other achievements**
   The Council and the OP students association have endorsed OP becoming a Fair Trade institute, so we can now begin the implementation processes required.

   The Scarfie Army was awarded a Keep Dunedin Beautiful Award for its efforts.
   We have made 10 computers and online resources available to the Pacific Island community based in their churches.

   We have final approval from the Chilean government for viticulture students fully funded under their scholarship programme, to learn English and viticulture to Diploma level.

5. **Challenges**
   To get all staff and students more involved with improving sustainability at OP, rather than a few.

   Working with Immigration to resolve issues of reluctance to approve students from India to study in Central Otago.

6. **Coming up**
   A coordinator is being appointed to implement a volunteering project (Scarfie Army) in partnership with OPSA and OUSA.

   Central Otago campus and Centre for Sustainable Practice are developing revenue diversification projects and broader programme offerings.

   We will be installing some PCs into the Blueskin Bay library as a pilot for further potential community outreach projects with the library. We are also working on a project with Age Concern to provide older people with access and training in tablet technology.

   We are implementing an "adopt a primary school" programme, commencing with North East Valley Primary.

7. **Good news**
   Collation of our measures for the annual report show we continue to reduce our waste to landfill, water and paper use. While our overall carbon footprint for the year increased, this was partly due to increased reporting.

   Jean Tilleyshort

   Jean Tilleyshort
   Director: Sustainability

8. **COUNCIL HONOURS AWARDS POLICY**

   We have recently had a request to consider recommending to the Council that a departing staff member be awarded Emeritus Status. It is our view that this potential nominee would be a highly suitable recipient. However, on review of the policy this is not currently technically possible due to the criteria "has been and is no longer an employee of the Polytechnic". This particular employee will remain on a casual employment agreement with us working a small number of hours occasionally in their area of specialist expertise. This arrangement is particularly beneficial to the Polytechnic.

   In light of this, and the fact that we are increasingly employing people in flexible arrangements for their specific skill sets, we request the Council's consideration of adding the word 'permanent' prior to employee employment in the categories of the Council Honours Awards Policy as shown in the tracked changes version of the policy attached. This change is requested for all categories of Honours award - Honorary Member, Emeritus Member and Honorary degrees.

   This change will then mean that Honorary and Emeritus members as well as those people with Honorary degrees can work for and with Otago Polytechnic on a contract or casual employment basis at the time of the award being conferred or following it. It also opens the opportunity for fixed term work in their area of specialty if required.

   RECOMMENDATION

   That the Council approves the proposed changes to CP0006.03 Council Honours Awards.

Phil Ker
Chief Executive

OTAGO POLYTECHNIC COUNCIL POLICY		Number: CP0006.03	
Title:	Council Honours Awards Policy		
Section:	Council		
Council:	Approval Date: 2 Mar 2012	Effective Date:	2 Mar 12
Previous Policy Number:	n/a	Review Date:	2 Mar 14
Contact Authority:	Secretary to Council	Status:	Current

Purpose

The purpose of the policy is to regulate, guide and structure the process by which the Polytechnic confers Awards on persons of distinction in recognition of their extraordinary contribution to the Polytechnic and/or the wider community.

Background

Statutory Compliance

National Guidelines

Policy and Procedures

1. **The Awards**

   Council, may confer awards as follows:

   1.1 Honorary Member of Otago Polytechnic

   1.2 Emeritus Member of Otago Polytechnic

   1.3 Honorary degrees

2. **Process**

   2.1 Honours Committee
   Council shall establish an Honours Committee which will recommend to Council on receiving an Award.

   2.2 Honours Committee Membership
   The Honours Committee shall have as members:
   - Chair of Council or nominee
   - Chief Executive or nominee
   - the Convenor of the Student Subcommittee of Council
   - the Convenor of the Staff Subcommittee of Council
   The Chair or nominee shall chair all meetings of the Honours Committee.

   2.3 Recommendation for Awards
   The Honours Committee shall consider nominations and recommend to Council, under Council approved procedures and criteria, the granting of an Award consistent with the following criteria:

   2.3.1 Honorary Member of Otago Polytechnic
   The award of Honorary Member of the Otago Polytechnic may be granted to any person who:
   - is not, nor has been an permanent employee of the Polytechnic, and
   - has made an outstanding contribution to the leadership or wellbeing of the Polytechnic through Council, one of the Polytechnic committees, or a section of the Polytechnic, or
   - has been a major benefactor to the Polytechnic, or

CP0006 03 Council Honours Awards Policy (2)CP0006-03-Council-Honours-Awards-Policy.doc

- has made a distinguished contribution to the Polytechnic as a visitor, or
- has developed a dimension of the Polytechnic in a new way.

2.3.2 Emeritus Member of the Otago Polytechnic
The award of Emeritus Member of the Otago Polytechnic may be granted to any person who:
- has been and is no longer an_permanent employee of the Polytechnic, and
- has undertaken nationally or internationally respected quality teaching or research, or
- has demonstrated innovative and strategically important leadership, or
- has made an outstanding contribution to the life and well being of the Polytechnic over and above normal duties, or
- has developed a dimension of the Polytechnic in a new way, or
- has made a significant contribution on behalf of the Polytechnic to industry, business, and trades or professions on committees which the Polytechnic serves.

2.3.3 Honorary degrees
The award of an Honorary degree (from the Polytechnic's suite of degrees) may be granted to any person who:
- is not a current permanent employee of the Polytechnic nor a current member of Council, and
- has made an outstanding professional contribution to the Polytechnic through Council, one of the Polytechnic committees, or a section of the Polytechnic, or
- has made an outstanding contribution to the wider community.

3. **Specific Procedures**

3.1 All communications and enquiries about honorary awards should be addressed to the Chair or Chief Executive via the Secretary to Council.

3.2 Nominations for the granting of an honorary award may be made by any two persons, one of whom shall be a member of Council or Academic Board, and shall be made in confidence to the Chair or Chief Executive, who shall bring the nomination to the Honours Committee.

3.3 Each nomination shall be accompanied by a statement of the nominee's background in relation to the stated criteria for the award.

3.4 The Honours Committee shall consider nominations and make recommendations to Council for the granting of an award, and where appropriate the Chair will consult with the Leadership Team.

3.5 Each.honorary award shall be conferred by Council.

3.6 Any communication with proposed recipients of honorary qualifications or awards shall be conducted in confidence through the Office of the Chief Executive.

3.7 In exceptional circumstances Council will have the authority to revoke any honorary award if deemed appropriate.

3.8 All honorary awards will be conferred on recipients at the graduation ceremonies, or at another appropriate ceremony within three years after the award was approved by Council.

3.9 Entitlements
Recipients of Awards will be entitled to:

- use of the Polytechnic facilities generally through the office of the Chief Executive
- use of the Polytechnic's library facilities
- ongoing use of email facilities (former staff only)
- wear the academic regalia for an honorary degree

3.10 Authority and Responsibility

The Honours Committee has the responsibility to consider nominations and make recommendations to Council for the granting of any honorary award. Council shall then take the recommendations into consideration when making their decision whether to confer or not to confer an honorary award. Two thirds of Council present and voting must be in favour of conferring an award.

Referral Documents

Delegation of Procedures

Approved by Council Date: 2 March 2012

9. CHANGES TO ACADEMIC BOARD POLICY

Academic Board Policy AP0101.09 has been revised to reflect the change from Research and Postgraduate Committee to Research and Enterprise, and to establish the Work Based Learning Committee as a subcommittee of the Quality and Approvals Committee. Minor changes to terminology were also made during this process. The policy should have been included with the Academic Board minutes at the Council Meeting held on 1/3/2013.

OTAGO POLYTECHNIC ACADEMIC POLICY		Number: AP0101.09	
Title:	**Academic Board**		
ITPNZ Std:	**1 Institutional Academic Quality Management**		
Chief Executive Approval:	Date: **11 February 2013**	Effective Date:	**11 Feb 2013**
Previous Policy No:	**na**	Review Date:	**as required**
Contact Authority:	**Director: Quality**	Status:	**Current**

Purpose   To set out the constitution, terms of reference, membership and operational procedures of Academic Board and its Standing Committees.

Compliance   The Education Act 1989
Section 182 of the Education Act 1989, "Determination of Policy", vests Councils of tertiary institutions with a statutory requirement to establish an Academic Board.

Policy   **1. Role of Academic Board**

1.1. The main roles and functions of Academic Board are to:
   • Provide Council with independent advice on academic matters, which shall include but not be limited to any matters pertaining to teaching, learning and research as it affects Otago Polytechnic, for example:
      – The teaching, learning, research and knowledge transfer strategies and activities of the Polytechnic
      – The Polytechnic's quality systems and processes
      – Academic, Management and Council policies
      – The educational performance of the Polytechnic, and of the programmes offered by the Polytechnic
   • Approve programmes of study offered by Otago Polytechnic, including changes to such programmes, pursuant to and consistent with the requirements of NZQA and delegations for approval by NZQA to Otago Polytechnic.
   • Advise the Chief Executive on academic matters of a management nature which shall include but not be limited to:
      – The teaching, learning and research and knowledge transfer strategies and activities of the Polytechnic
      – The Polytechnic's quality systems and processes
      – Academic and Management policies
      – The educational performance of the Polytechnic, and of the programmes offered by the Polytechnic

2. Powers of Academic Board

2.1. No powers have been delegated to Academic Board by the Otago Polytechnic Council. The Chief Executive has delegated authority to Academic Board to approve new and revised courses and programmes

3. Membership of Academic Board

3.1. That Academic Board shall comprise a maximum of up to 16 core members (i.e.excluding co-opted members) as follows:

   • *Members:*
   • Chief Executive   (ex officio)

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- Director: Quality (ex officio)
- Director: Research and Enterprise (ex officio)
- Director: School Performance (ex officio)
- Director: Learning and Teaching (ex officio)
- Kaitohutohu (ex officio)
- Chair – Teaching and Learning Committee
  (appointed by CE)
- Chair – Research and Enterprise Committee (appointed by CE)
- Chair – Quality and Approvals Committee (appointed by CE)
- Two student representatives
  > the Convenor of the Student Sub Committee (positional appointment)
  > the President of OPSA (positional appointment)
- Two professorial staff [Note 1](elected)
- One Head of School (elected)
- One Māori academic staff representative (elected)
- One Principal Lecturer [Note 2](elected)

[Note 1] Elected members shall be for an initial term of 2 years, with a right to serve additional terms following re-election.

[Note 2] If there are insufficient professorial staff to fill two positions, an additional Principal Lecturer shall be elected.

- The election process will be managed by the Chair of the respective committee as per Procedures, Clause 1
- Appropriate staff may be in attendance as necessary and shall have speaking rights only
- Academic Board may establish working parties/ad hoc sub committees of members or other staff for specific purposes

3.2. When the appointed Chair of a Standing Committee should be an ex officio member of Academic Board or any of its standing committees because of their role they will only be listed in the membership once.

3.3. Academic Board may co-opt up to three additional members from time to time for specific purposes. Co-opted members have the same rights as full members. Any person requested to attend an Academic Board meeting who is neither a Board member nor a co-opted Board member is 'in attendance' and as such has speaking rights, but no voting rights.

3.4. Academic Board is an open meeting enabling any person who wishes to attend to do so. They have no speaking or voting rights, but may be granted speaking rights by the Chair.

3.5. Members of Academic Board and its standing committees are expected to attend regularly. Absence from more than two meetings in succession, or from more than 20% of the meetings in any academic year without due cause may result in forfeiture of membership, at the discretion of the CE.

4. Chair

4.1. Academic Board will be chaired by the Chief Executive or his/her nominee.

4.2. The Chair of Academic Board has a deliberative vote, and in the case of an equality of votes, also has a casting vote.

4.3. The Deputy Chair shall be appointed by the CE, and will chair the Board in the

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absence of the CE.

5. Length of Service

5.1. Elected members of Academic Board serve a two-year term but may be re-elected for additional terms.

5.2. Elected members filling casual vacancies will continue for the balance of the original term of office.

5.3. The President of the Otago Polytechnic Students' Association and the Convenor of the Student Sub Committee will serve annually, for a calendar year.

6. Meetings

6.1. Academic Board meets monthly, generally from February to December in any year. Meetings may be held electronically.

6.2. A meeting quorum is defined as one more than half of the total actual full membership and must include the Chair or nominee.

6.3. The schedule of meetings for the forthcoming year is determined by the Chair, and advised as per AP0108 Academic Calendar.

6.4. The Chair or the Chair's nominee may convene an extraordinary meeting of Academic Board as necessary. This may occur through electronic means.

6.5. The Chief Executive or the Chair of Academic Board may determine that a paper or papers will be discussed in closed session for reasons of privacy or commercial sensitivity. These papers and their minutes will not be distributed outside of Academic Board without the written permission of the Chief Executive or the Chair of Academic Board.

6.6. Board Secretary
The Chief Executive Office will ensure full secretarial services for the Board.

7. Standing Committees

Academic Board shall have three standing committees, each with its own terms of reference:
- Research and Enterprise Committee
- Quality and Approvals Committee
- Learning and Teaching Committee

7.1. Research and Enterprise Committee (incorporating the Research Ethics Committee)

7.1.1. Purpose
To provide leadership and advice in relation to research, knowledge and technology transfer as it is practised at Otago Polytechnic.

The Committee's leadership will be instrumental in positioning Otago Polytechnic as a credible and leading research polytechnic, and will promote strong interfaces between research and teaching, especially for staff teaching on degrees.

7.1.2. Membership

- Chairperson: (appointed by CE)
  Members:
- Chief Executive   (ex officio)
- Director: Quality   (ex officio)
- Director: Research and Enterprise   (ex officio)
- Kaitohutohu   (ex officio)
- One member of the professoriate   (elected by the professoriate)
- Two researchers (elected by those staff who are research active and eligible for PBRF)
- Four coordinators of the Centres of Research Expertise
- Co-opted members, at the Committee's discretion, provided that the total membership of the Committee, inclusive of the ex-officio members, may not exceed 16 members. Co-opted members will usually be active and successful researchers or research leaders in their own right.

Note:
- – Research Office to be in attendance at all meetings and to report as required
- – Any member of Academic Board may attend meetings of the Committee with full speaking rights
- – The Chair of the Research Ethics Committee, appointed by the Chief Executive, may be present at Research and Enterprise Committee meetings and shall have full speaking rights

7.1.3. Duties and Functions
- Lead the development of the strategic focus and direction for applied research, knowledge and technology transfer, and for postgraduate study at Otago Polytechnic
- Maintain the Polytechnic's 'Research Strategic Framework' (RSF), which will include strategic goals, priorities, KPIs, with regard to building a research culture, supporting established and emerging researchers and those undertaking postgraduate supervision
- Advise on policy relating to research, postgraduate study and intellectual property
- Establish and maintain guidelines for the allocation of central funds for research support, publications and conference attendance
- Review annually the effectiveness of research throughout the Polytechnic
- Oversee the Research Ethics Committee, which is a subcommittee of the Research Postgraduate Committee

Note: The members of the Committee are expected to be conversant with the broader educational context, both nationally and internationally, and to bring these understandings to bear when advising the Polytechnic.

7.1.4. Committee Secretary
The Office of the Research and Enterprise Director will provide full secretarial services for the Committee and its subcommittee.

7.1.5. Meetings
Meetings will be held monthly, to synchronise with the Academic Board meeting cycle, and may include electronic meetings.

7.1.6. Reporting

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The Committee has a key initiating role in relation to research and postgraduate studies, as well as responding to matters that may be referred from Academic Board.

The Committee will report to Academic Board from which advice will be released to Council, Leadership Team or other parties as appropriate.

7.1.7. Research Ethics Committee

7.1.7.1.   Purpose
The purpose of the Research Ethics Committee is to:

- provide assurance of safety to participants in research projects that their rights have been considered and respected, including establishing informed consent, confidentiality and the storage and use of data

- advise and protect researchers regarding their rights and duties

- protect those who may be affected by research results or outcomes

- ensure methodologies are appropriate

- Ensure ethics approval is obtained from all institutions before commencing the project, when joint research is being undertaken between two or more institutions.

Note: The Research Ethics Committee is an institutional, (ie not an accredited) committee and as such does not approve any invasive research on humans, or research on animals. Approval for research on animals is, by arrangement, the responsibility of the University of Otago Animal Ethics Committee. Contact the School of Veterinary Nursing in the first instance regarding any animal research.

7.1.7.2.   Membership
Membership of the Research Ethics Committee will comprise:
- Chairperson: (appointed by CE)
- An academic staff member/researcher from each Academic group
- Two members representing local iwi (nominated by Ngai Tahu through the Arai-Te-Uru Papatipu Runaka)
- Student representative (nominated by the Student Sub Committee of Council)
- Two persons not involved in research on human or animal subjects and who are not members of the Otago Polytechnic academic staff
- Up to three co-opted members, at the Committee's discretion
- Invite expressions of interest from appropriately qualified people according to vacancies

7.1.7.2.1. The Research and Enterprise Committee will appoint members, following recommendation from the Research Ethics Committee (except the Chair).

In making these appointments, the Research and Enterprise Committee should consider:

- Committee expertise in ethics and law
- Gender balance
- Range of research conventions in different disciplines

7.1.7.3. Chair

The Chair will be appointed by the Chief Executive and may attend the Research and Enterprise Committee with full speaking rights. If the Chair is absent, the Chair may delegate all authorities that the Chair holds to another Committee member for a period. The Chair will notify the CE, the Research Ethics Committee members, and the Chair of the Research and Enterprise Committee of any such delegations.

7.1.7.4. Duties and Functions

- Ensure that all research within the Polytechnic, or under the auspices of the Polytechnic, which involves human participants or the use of personal information is carried out in accordance with this policy and ethics guidelines.
- Review and update Otago Polytechnic Ethics Guidelines yearly
  o Foster an awareness of those procedures and of ethical principles in general within the Polytechnic
  o Ensure practices are consistent with national tertiary research ethics standards and guidelines
- Ensure researchers have written approval from the Research Ethics Committee before commencing activities as required by Otago Polytechnic Guidelines on Ethical Practices in Research
- Enable and facilitate best practice by providing detailed instructions and suggested processes for meeting ethics approval. The Committee should provide constructive feedback to staff within four weeks of receiving their application
- Withdraw approval for any research project that does not comply with guidelines, and notify the project leader and Academic Board in writing.
- Consider any matter of ethical concern relating to the involvement of human participants in research which any student or member of staff of the Polytechnic raises with the Committee
- Refer any research involving animals to Head of School Veterinary Nursing as this is covered by a contractual agreement with the University of Otago
- Ensure that research proposals are carried out in accordance with the principles of the Treaty of Waitangi, with the currently applicable National Standard for Ethics Committees, and other relevant professional codes relating to research
- Ensure systems are in place that ensure best practice is addressed for the purposes of self assessment and external evaluation and review of ethical processes
- Recommend and review policy and procedures and advise Academic Board through the Research and Enterprise Committee on issues relating to ethics in research
- From time to time, in cases where it is not possible to convene the Committee and such requests are

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reasonable, the Chair may make decisions on ethical matters. In these cases, the Chair will advise the Committee at its next meeting. The Chair may seek advice on such decisions as is deemed necessary

7.1.7.5.   Complaints

7.1.7.5.1.   The Committee shall
- Receive complaints about research undertaken within the Polytechnic. (It is expected that complaints should be dealt with at the lowest level possible and that resolution between the parties should be sought.) Complaints may come from researchers, participants, colleagues or any other involved or concerned person
- Draw the complaint to the attention of the researcher, supervisor, and/or manager
- Advise on actions to be taken to resolve the complaint

7.1.7.5.2.   The supervisor and/or manager shall advise Research Ethics Committee of the outcome.

7.1.7.5.3.   After each complaint, the Research Ethics Committee shall review its processes and documentation and identify whether there is an opportunity for amendments to process or policy.

7.1.7.5.4.   The Research Ethics Committee shall report the outcome of all complaints through the Research and Enterprise Committee on an annual basis.

Note: The Committee is a peer review process and, as such, has no structural authority related to a staff member's employment, performance, or remuneration. It is appropriate for any such aspects to be dealt with through the staff member's own manager.

7.1.7.5.5.   Complaints about research which are unresolved at Research Ethics Committee level and complaints about the Committee's decisions or processes shall be made in the first instance to the Committee with a request for the issue to be reconsidered. Dissatisfaction with such a second review, outcome or response should be then referred to the Director: Quality and arrangements be made to resolve the complaint following the guidelines in AP0603 Resolution of Student Complaints.

7.1.7.6.   Committee Secretary
The Research Office will provide full secretarial services for the Committee.

7.1.7.7.   Meetings
Meetings will be held at least eight times per year and may include electronic meetings. Meeting dates will be included in the Schedule of Meeting Dates.

7.1.7.8.   Reporting

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The Committee reports to Academic Board through the
Research and Enterprise Committee.

7.2. Quality and Approvals Committee

7.2.1. Purpose

To provide leadership and advice in relation to all aspects of
institutional quality, with the specific mandate to ensure that Otago
Polytechnic qualifications, programmes and accreditations are current
and educationally sound, are aligned to the Polytechnic's strategies and
requirements, and meet external quality requirements.

The Committee's leadership will be instrumental in positioning Otago
Polytechnic as a top quality provider of high quality vocational
education, recognised nationally, and internationally.

7.2.2. Membership

- Chairperson: (appointed by CE)
- Chief Executive   (ex officio)
- Director: Quality   (ex officio)
- Director: School Performance   (ex officio)
- Kaitohutohu   (ex officio)
  Members:
- Manager Quality Enhancement Centre   (ex officio)
- Two Heads of School   (elected by the Heads of School)
- Two Principal Lecturers who have a successful track record in
  programme and curriculum development (elected by Principal
  Lecturers)
- Co-opted members, at the Committee's discretion, provided that
  the total membership of the Committee, inclusive of ex officio
  members, may not exceed 15 members. Co-opted members
  must be experienced curriculum developers or leaders in their
  own right.

Note: Any member of Academic Board may attend meetings of the
Committee with full speaking rights.

7.2.3. Duties and Functions

- Lead development of the strategic focus and direction for quality
  systems and processes at Otago Polytechnic
- Maintain the Polytechnic's "Quality Strategic Framework" (QSF)
  which will include strategic goals, priorities and KPIs to ensure
  that stakeholders will be highly confident in the quality of provision
  by Otago Polytechnic
- Advise on policy relating to quality
- Evaluate the effectiveness of quality processes, including self
  assessment and processes for the development of new or revised
  programmes
- Evaluate qualifications and new and revised programmes prior to
  recommending to Academic Board for approval
-
- Review annually the effectiveness of the Polytechnic's quality
  systems and processes

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Note: The members of the Committee are expected to be conversant with the broader educational context, both nationally and internationally, and to bring these understandings to bear when advising the Polytechnic.

7.2.4.Committee Secretary
The Quality Enhancement Centre will provide full secretarial services for the Committee.

7.2.5.Meetings
Meetings will be held monthly, to synchronise with the Academic Board meeting cycle, and may include electronic meetings

7.2.6.Reporting

The Committee has a key initiating role in relation to quality systems and processes, as well as responding to matters that may be referred from Academic Board.

The Committee will report to Academic Board from which advice will be released to Council, Leadership Team or other parties as appropriate.

7.3. Work Based Learning Agreement Committee

7.3.1.As a subcommittee of Quality and Approvals Committee, the Work Based Learning Agreement Committee will provide leadership, advice and approval in relation to all work based learning agreements of 30 credits or more at Otago Polytechnic, with the specific mandate to ensure Otago Polytechnic work based learning agreements are academically robust, rigorous, congruent with the programme, the students' review of learning and the enquiry methodology (if applicable), including any ethical considerations and required ethics approval.

7.3.2.The Committee has a key initiating role in developing quality systems and processes for work based learning agreements, as well as responding to matters that may be referred from Academic Board.

7.3.3.Membership

- Chairperson: (Director: Quality)
  Members:
- Chief Executive   (ex officio)
- Kaitohutohu (or nominee)   (ex officio)
- Chair Research and Enterprise Committee (or nominee)
                                                  (ex officio)
- Chair Teaching and Learning Committee (or nominee)
                                                  (ex officio)
- Chair Quality and Approvals Committee (or nominee)
                                                  (ex officio)
- One appointee of the Chief Executive, who is a specialist in work based learning
- Co-opted members, at the Committee's discretion, provided that the total membership of the Committee, inclusive of ex officio members, may not exceed 15 members. Co-opted members must have been involved in the development and/or mentoring of work based learning candidate/qualifications.

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In Attendance:
- Facilitator(s) of candidates where learning agreements are under consideration

Note: Nominees are to be approved by the Chief Executive.

7.3.4. Duties and Functions
- Scrutinise work based learning agreements for congruency, robustness and academic rigour
- Approve work based learning agreements

7.3.5. Committee Secretary
The office of the Director: Quality will provide full secretarial services for the Committee.

7.3.6. Meetings
Meetings will be held monthly or on an as required basis.

7.3.7. Reporting
The Committee has a key initiating role in developing quality systems and processes for work based learning agreements, as well as responding to matters that may be referred from Academic Board.

The Committee will report to Academic Board from which advice will be released to Council, Leadership Team or other parties as appropriate.

7.4. Learning and Teaching Committee

7.4.1. Purpose
To provide leadership and advice in relation to teaching and learning at Otago Polytechnic. The Committee's leadership will be instrumental to Otago Polytechnic's positioning as New Zealand's best performing polytechnic in terms of successful outcomes for learners, and in the Polytechnic providing an outstanding learner experience for all learners.

7.4.2. Membership

- Chairperson: (appointed by Chief Executive)
  Members:
- Chief Executive   (ex officio)
- Director: Quality   (ex officio)
- Director: School Performance   (ex officio)
- Kaitohutohu   (ex officio)
- Member of OP Online Team
- Member of Staff Capability Team
- Manager Student Services   (ex officio)
- Two Heads of School   (elected by the Heads of School)
- Two Principal Lecturers who have a track record of leadership and excellence in teaching and learning
- Co-opted members, at the Committee's discretion, provided that the total membership of the Committee, inclusive of ex officio members, may not exceed 15 members. Co-opted members must be successful teaching practitioners or curriculum leaders in their own right and would likely include staff who have been recognised for teaching excellence nationally or internationally or could include an external member.

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Note: Any member of Academic Board may attend meetings of the Committee with full speaking rights.

7.4.3. Duties and Functions

- Lead development of the strategic focus and direction of teaching and learning
- Maintain the Polytechnic's Teaching and Learning Strategic Framework (T&LSF), which will include strategic goals, priorities and KPIs to give effect to the Polytechnic's overall educational strategy
- Provide advice on institutional staff development in relation to the Polytechnic's teaching and learning strategy
- Provide advice on student services and support, consistent with the Polytechnic's aspiration to provide an outstanding learner experience
- Provide advice in relation to technology required to implement the teaching and learning strategy
- Advise on policy relating to teaching and learning and the establishment of consistent educational systems and processes in schools
- Review annually the effectiveness of teaching and learning throughout the Polytechnic

Note: The members of the Committee are expected to be conversant with the broader educational context, both nationally and internationally, and to bring these understandings to bear when advising the Polytechnic.

7.4.4. Committee Secretary

The office of the Chief Executive will provide full secretarial services for the Committee.

7.4.5. Meetings

Meetings will be held monthly, to synchronise with the Academic Board meeting cycle, and may include electronic meetings.

7.4.6. Reporting

The Committee has a key initiating role in relation to teaching and learning matters, as well as responding to matters that may be referred from Academic Board.

The Committee will report to Academic Board from which advice will be released to Council, Leadership Team or other parties as appropriate.

Procedures   **1.**   **Election of Academic Staff Representatives**

Academic staff representatives for Academic Board and its Standing Committees will be elected by the relevant groups.

Note: Academic Board and its Standing Committees will endeavour to ensure that there is continuity of expertise as part of the nomination and election processes to manage the risk with all elections falling due at the same time.

1.1   Nominations to replace current elected academic staff representatives on Academic Board and its Standing Committees will be called for on 1 October of the year prior to completion of the two-year term of office.

1.2 The call for nominations will be advertised by appropriate means such as postings on staff noticeboards and e-mail.

1.3 Nominations are to be made on the standard form (Appendix 2); and signed and dated by both the nominator and the nominee. Nominations should be accompanied by a statement of up to 200 words from the nominee, explaining his or her interest in serving on Academic Board, together with the skills he or she would bring to the role.

1.4 Nominations close with the Secretary to Academic Board or Secretary to the Standing Committee on 20 October in any year.

1.5 Nominees' statements are to be included in the voting papers made available to staff.

1.6 Voting papers for the academic staff representatives will be distributed at the end of October to all eligible academic staff. Electronic voting will be made available. Voting papers to be returned to the Secretary, Academic Board, or the Standing Committee, by 30 November.

1.7 Each academic staff member is able to vote for one candidate only. The highest polling candidates will be elected.

1.8 Eligibility is defined as all full time and proportional academic staff as defined in the Education Amendment Act (1990) 171 (10) (refer Appendix 2).

Note: If insufficient candidates stand for election, the Chief Executive shall appoint a member from the relevant constituency.

2. Format for Submission of Papers

2.1 Academic Board papers must be lodged with the Minute Secretary not less than three working days prior to the meeting. Standing Committees will determine timelines for their papers.

2.2 The Chair determines the agenda for Academic Board meetings. The Chair of each Standing Committee determines the agenda for Standing Committee meetings.

2.3 Academic Board papers must be received by members at least *two full days* prior to the meeting date to allow reading time. Any variation such as electronic meetings or extraordinary meeting may be approved by the Chair.

2.4 Papers must be signed by the person making the recommendation.

2.5 Careful wording of recommendations on Academic Board papers is required to ensure that the record of the meeting accurately reflects the decision intended. The following guidelines and clarification of terminology apply to all papers submitted to Academic Board.

2.5.1 The word "recommend" should only be included in the actual motion when the decision the meeting will take is to recommend action by another group. For example, the recommendation could be that "Academic Board recommends that the Otago Polytechnic Council establish a ... ... Standing Committee".

2.5.2 Recommendations may be for information only, in which case the recommendation is likely to begin with the word "note". For example, ... recommends that Academic Board "notes that the Chair of Quality and Approvals Committee will forward an application for accreditation". This recommendation, if passed, will record quite clearly in the minutes that Board members have

not seen the application, but accept that the appropriate person will forward it in due course.

2.5.3 "Approve" should be used when the Committee has the authority to give permission for the action to occur. For example, ... recommends that "Academic Board approve the submission of an accreditation application to NZQA". "Approve" should *not* be used when the authority to make the decision lies with another body. If Academic Board supports the decision, then it should recommend the action to Council or to the body with the authority to make the decision.

2.5.4 All decisions will be made on the understanding that sufficient information is available to justify the particular action or decision taken. For example:
- "To approve" implies that the alternatives of seeking further information or not approving the item have been explored; and that sufficient information is believed to be at hand to justify approval.
- "To note" implies receipt of information. Because no action is required, little background information is necessary.
- "To recommend" is to advise another body or committee, or implies that in weighing up information both for and against the recommendation, Academic Board members believe a decision in favour should be made.

2.5.5 Recommendations should make a distinction between definite and indefinite articles. "The" refers to a specific person, committee or agency; "a" refers to any person, committee or agency.

2.5.6 Each recommendation should, in itself, contain all necessary information for implementation. For example, a recommendation should state: "That the plan to move the Tennyson Street campus be approved", rather than "That the removal be approved".

3. Action Sheets

3.1 Action Sheets are to form part of the minutes of Academic Board meetings.

3.2 Items from Action Sheets will be discussed under "Matters Arising" on the agenda. This discussion will be recorded in the minutes and carried forward on the Action Sheet arising from the meeting.

3.3 The Action Sheet will not duplicate material from Academic Board Standing Committees' compliance papers.

4. Confirmation of Minutes

4.1 The master copy of Academic Board minutes is to be signed by the Chair as a true and accurate record, at the next meeting.

4.2 Meetings by electronic means will be recorded and confirmed as per 4.1.

5. Availability of papers and Minutes

5.1 The minutes and papers of Academic Board will be available to staff on the Otago Polytechnic intranet.

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5.2   The minutes and papers of Academic Board will be held in the Chief
       Executive Office and available on request.

5.3   Papers and minutes of any closed sessions will not be so available and
       hard copies should be kept confidential.

Related Policy,
Forms and
Documents

Approved by Chief Executive
Date   11 February 2013

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Nomination Form for Academic Board and its Standing Committees

OTAGO
POLYTECHNIC
Te Kura Matatini ki Otago

I, ..., ... wish to nominate

.... for the position of

Māori academic staff	☐
Professorial	☐
Principal Lecturer	☐
Postgraduate Research Leader	☐
PBRF ranked Research Leader	☐

(Please select one)

representative on

Academic Board	☐
Research and Postgraduate Committee	☐
Quality and Approvals Committee	☐
Teaching and Learning Committee	☐
Work Based Learning Agreement Committee	☐

(Please select one)

....
Signature of Nominator   *Date*

I, ...,..................... accept the above nomination.

....
Signature of Nominee   *Date*

Note: Nominations should be accompanied by a statement to a maximum of 200 words from nominees explaining their interest in serving on the Academic Board, together with the skills they would bring to the role.

Please return to: Secretary, Academic Board/Standing Committee
                           Otago Polytechnic
                           Private Bag 1910
                           Dunedin 9054
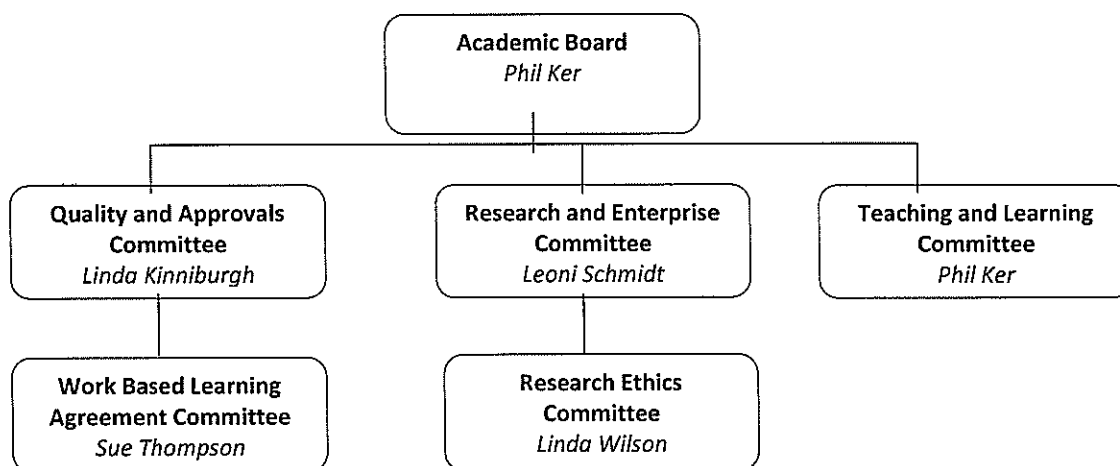
To be received by this office on or before: 20 October ....[Year]

The Education Amendment Act (1990) 171 (10) defines permanent members of staff as follows:

"(10) In this section "permanent member", in relation to the academic or general staff of an institution, means a member of that staff –

    (a)   Who is employed, either on a full-time or part-time basis –

        (i)   For a period ending, unless sooner terminated, on his or her reaching a specified age; or

        (ii)   Until he or she retires or resigns; or

    (b)   Who has been employed, whether under a contract for a specified period or otherwise, and either on a full-time or part-time basis, for at least 3 months; or

    (c)   Who has been employed, whether under a contract for a specified period or otherwise, and either on a full-time or part-time basis, for less than 3 months and whose employment is, in the opinion of the chief executive of the institution, likely to continue for at least 3 months from the date of commencement of that employment."

Standing Committees
Academic Board Committees and Committee Chairs
August 2012

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                         ┌─────────────────────┐
                         │   Academic Board    │
                         │      Phil Ker       │
                         └─────────────────────┘
                                   │
         ┌─────────────────────────┼─────────────────────────┐
         │                         │                         │
┌─────────────────────┐  ┌─────────────────────┐  ┌─────────────────────┐
│ Quality and Approvals│  │Research and Enterprise│ │Teaching and Learning│
│     Committee        │  │     Committee        │  │     Committee       │
│   Linda Kinniburgh   │  │    Leoni Schmidt     │  │      Phil Ker       │
└─────────────────────┘  └─────────────────────┘  └─────────────────────┘
         │                         │
┌─────────────────────┐  ┌─────────────────────┐
│  Work Based Learning │  │   Research Ethics   │
│ Agreement Committee  │  │     Committee       │
│    Sue Thompson      │  │    Linda Wilson     │
└─────────────────────┘  └─────────────────────┘
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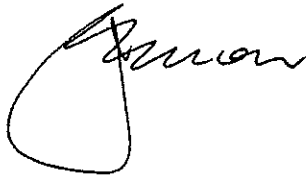
10. CONFLICT OF INTEREST POLICY

Attached is CP0012.02 Conflict of Interest which has been reviewed by the Finance and Audit Committee.

RECOMMENDATION

That the Council approves the revised Conflict of Interest Policy.

Jeanette Corson
Secretary to Council

OTAGO POLYTECHNIC COUNCIL POLICY		Number: CP0012.02	
Title:	**Conflict of Interest**		
ITPNZ Standard:	**4 Staff Selection, Appraisal and Development**		
Council Approval:	Approval Date:		Effective Date:
Previous Policy Number:	**na**		Review Date:
Contact Authority:	**Secretary to Council**	Status:	**Draft revision**

Purpose   To clearly outline what Otago Polytechnic considers to be a 'conflict of interest' and to provide guidance on how potential conflict of interest situations should be managed including the giving and receiving of gifts in the course of Polytechnic business.

Background

**Statutory
Compliance**   Employment Relations Act 2000
State Sector Act
Local Authorities (Members' Interests) Act 1968

National Guidelines

Policy

1   Otago Polytechnic is committed to demonstrating and providing an equitable and transparent working and learning environment for its staff students and stakeholders.

2   The objectives of this policy are:
   - To ensure appropriate declaration if potential conflict of interest occurs.
   - To provide procedures for dealing with potential conflicts of interest.
   - To ensure the giving and receiving of gifts is appropriate and transparent.

3   This policy applies to all Council Members and Otago Polytechnic employees (includes people engaged to work through a Contract for Services).

4   **Definitions**

4.1   Potential conflict of interest: is a situation where the personal interests, or non Otago Polytechnic professional interests of a Council member, an employee, or of an associate of the Council member or employee, has the potential to influence the performance of the Council member or employee's duties.

4.2   Associate of a Council member or an employee: includes a partner, relative, close friend or business associate.

4.3   Gift: Includes, but is not limited to, one on one items, goods, services, vouchers, tickets, discounts or cash received by a Council member or staff member during the course of or as a result of their Otago Polytechnic business or their term on Council/employment at Otago Polytechnic.

5   **Potential Conflict of Interest**

5.1   Situations of Potential Conflict of Interest include:
   - Personal relationships which have the potential to impinge on

professional relationships.

- Other employment relationships where the interests of the other employer have the potential to conflict with the interests of Otago Polytechnic.

- Having a financial or any other interest in an undertaking that could directly or indirectly affect professional performance, reputation, or otherwise affect the interests of Otago Polytechnic (except in the exercising of academic freedom).

- Having a financial or any other interest in a procurement

- Accepting or giving gifts, entertainment, or any other personal favours (goods, services, vouchers, tickets, cash) which go beyond common courtesies associated with usual business practice from or to anyone with whom Otago Polytechnic has currently, has in the past, or may in the future, have professional dealings.

Procedures

1. All Council members and employees are expected to perform their duties honestly and impartially and to avoid situations which may compromise their professional integrity, or which might lead to potential conflicts of interest. Council members and Employees must disclose all actual and potential conflicts of interest as they arise.

2. Council members and employees have a professional responsibility to act in a fair and impartial manner in discharging their duties for the benefit of the Polytechnic.

3. In order to maintain the highest professional standards and integrity, it is essential that immediately the Council member or employee becomes aware of a potential conflict of interest (including relationships in staff appointments and staff/student relationships), they report the situation to the Chair of Council or their manager, as appropriate.

   3.1. In situations where a personal relationship exists or begins between a staff member and another staff member, the manager will ensure that there is no continuing direct reporting relationship.

   3.2. In situations where a personal relationship exists or begins between a staff member and a student (note Otago Polytechnic strongly discourages personal relationships between staff and students), the manager will ensure that any perceived or real conflicts of interest or imbalance of power is adequately addressed and that impartial assessment and integrity of academic processes is maintained.

4. Any gifts or personal favours that the employee gives or receives on Otago Polytechnic business which exceed $100 in value must also be reported to their manager. Gifts with a value in excess of $200 must also be recorded and maintained in a register kept by the Chief Executive's office.

5. A conflict of interest register is to be maintained for the Leadership Team and kept by the Chief Executive's office.

6. A separate conflict of interest register is to be maintained for Council members and included in the papers as a standing item.
   6.1. Where a Council member discloses a potential conflict of interest, the Chair will determine, depending on the nature and extent of the conflict, the appropriate way of dealing with it.

7. The employee's manager will be responsible for formulating a course of action to resolve the potential conflict of interest. Where possible this will be done by mutual agreement. If agreement cannot be reached, the matter will be referred to Human Resources. Any agreements or decisions will be recorded in writing and placed on the employee's personnel file.

8. **Relationship to Disciplinary Procedure**

   8.1. In the absence of a reasonable explanation, deliberate failure to declare a potential conflict of interest to the employee's manager could be deemed misconduct, which may be investigated as per policy MP0444 Resolving Performance Problems.

Referral Documents

CP0008 Sensitive Expenditure
CP0013 Purchasing by Quotation, Tender or Request for Proposal
MP0444 Resolving Performance Problems
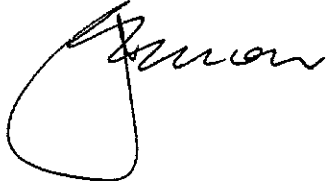Council Code of Conduct

Approved by Council
Date:

11. CODE OF CONDUCT

Attached is the Council Code of Conduct which has been revised by the Finance and Audit Committee.

RECOMMENDATION

That the Council approves the revised Council Code of Conduct.

Jeanette Corson
Secretary to Council

OTAGO POLYTECHNIC
Te Kura Matatini ki Otago

COUNCIL

CODE OF CONDUCT

Revised: ~~April 2011~~March 2013

INTRODUCTION

This Code of Conduct applies to members of the Otago Polytechnic Council ("the Council"). Its purpose is to provide guidance on the standards of behaviour that are expected from the members of the Council. It is not intended to be an exhaustive statement of all responsibilities which Council members must observe, but merely highlight certain standards of appropriate conduct.

The objective of the Code is to ensure that the Council:

(a)   acts in a manner consistent with the need for Otago Polytechnic to both maintain the highest ethical standards and to permit public scrutiny to ensure the maintenance of those standards (as required by section 161 of the Education Act);

(b)   acts in a manner consistent with the need for accountability by Otago Polytechnic and the proper use of resources allocated to it (as required by section 161 of the Education Act); and

(c)   enhances mutual trust, respect and tolerance between Council members and between Council members and staff and students of Otago Polytechnic.

This Code of Conduct continues in force until amended by the Council.

CODE OF CONDUCT
This part of the code sets out the Council's agreed standards of behaviour.

Duty to Uphold the Law
Council members must comply with all relevant statutory and other legal obligations in discharging their responsibilities as a Councillor.

Standing Orders
Council members must adhere to any standing orders adopted by Council.

Honesty and Integrity
Council members should not place themselves in situations where in which their honesty and integrity may be questioned, should not behave improperly and should on all occasions avoid the appearance of such behaviour.

Ethics
The Otago Polytechnic Council seeks to promote the highest standards of ethical conduct amongst its elected members. Council members should make all decisions on merit including decisions in relation to Council membership, making appointments, awarding contracts, or recommending individuals for rewards or benefits. Council members should not confer any reward or advantage, financial or otherwise, on themselves or anyone else, by virtue of their Council position. Accordingly, members must:

- claim only for legitimate travel and childcare expenses (section 179 of the Education Act provides that a member of Council may be paid allowances for travel and childcare expenses).

- not influence, or attempt to influence, any Otago Polytechnic employee to take actions that may benefit the member, or the member's family or business interests.

- not use Polytechnic resources for their personal business.

- not solicit, demand, or request any gift, reward or benefit by virtue of their position and notify the Chief Executive if any gifts are accepted. Refer CP0012.02 Conflict of Interest.

Accountability
Council members should be as open as possible about their actions and those of the Council, and should be prepared to justify their actions. Council members should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should cooperate fully and honestly with the scrutiny appropriate to Council members.

Personal Judgment
Council members can and will take account of the views of others, but should reach their own conclusions on the issues before them, and act in accordance with those conclusions.

Respect for others
Council members should promote equality by not discriminating unlawfully against any person and by treating people with respect regardless of their race, age, religion, gender, sexual orientation, or disability.

Disclosures of Interest
Council members must be careful that they maintain a clear separation between their personal interests and their duties as a member of Council. This is to ensure that Council members carry onundertake their duties responsibilities free from bias (whether real or perceived).

Members should familiarise themselves with section 175 of the Education Act concerning conflicts of interest and ~~know how it affects their~~understand the effect of that section in relation to dealings with ~~the~~ Otago Polytechnic. and in particular. ~~In particular they should be aware of how it affects~~ their ability to be present at, and to vote and take part in, Otago Polytechnic Council meetings.

Where any conflict of interest (~~or potential conflict of interest~~whether actual or potential) arises that is not subject to section 175 of the Education Act, the appropriate way of dealing with it will depend on the nature and extent of the conflict. In some cases a declaration of interest coupled with voluntarily abstaining from involvement in the matter ~~would~~will be appropriate.

Standard of Care and Skill

~~Councillors~~Council members must discharge their Council duties ~~to~~with a high standard of professional care and skill. Council members should devote time, thought and studies to their duties and responsibilities as a councillor. ~~Councillors~~Council members must discharge their duties diligently and competently. ~~They must~~ act with integrity, loyalty and trustworthiness, and be open and honest in relation to all matters involving Otago Polytechnic.

Claims

~~Councillors~~Council members must advise ~~Otago Polytechnic~~the Chief Executive or Chair of Council as soon as they become aware of any claim, whether actual or potential, or any circumstances which might lead to such a claim, against, or in any way involving, Otago Polytechnic.

Relationships with Other Members

Successful teamwork is a critical element in the success of any organisation. No team will be effective unless mutual respect exists between members. With this in mind, Council members will conduct ~~their dealings with each other~~themselves in ways that:

- maintain public confidence in the Council

- are open and honest

- ~~allows~~ Council members the ability to express honestly held views during debate on any issue

- focus on issues rather than personalities

- avoid aggressive, offensive or abusive conduct.

Relationships with Staff

The effective performance of the Council also requires a high level of cooperation and mutual respect between Council members and staff. To ensure that level of cooperation and trust is maintained, ~~the following rules apply to~~ Council members ~~They~~ must:

- recognise that the Chief Executive is the employer of Otago Polytechnic's employees, and as such only the Chief Executive may hire, dismiss, instruct or censure an employee;

- make themselves aware of the obligations that the Chief Executive has as an employer and observe those requirements at all times;

- observe any guidelines that the Chief Executive puts in place regarding contact with employees;

- treat all employees with courtesy and respect (including the avoidance of aggressive, offensive or abusive conduct towards employees);

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- observe any guidelines that the Chief Executive puts in place regarding contact with employees;

- treat all employees with courtesy and respect (including the avoidance of aggressive, offensive or abusive conduct towards employees);

- respect the impartiality and integrity of Otago Polytechnic's staff and not do anything which compromises, or could be seen as compromising, the impartiality of an employee;

- avoid publicly criticising any employee in any way, but especially in ways that reflect on the competence and integrity of the employee; and

- raise concerns about employees only with the Chief Executive, and concerns about the Chief Executive only with the Council.

Council members should be aware that ~~failure to observe this portion of the code of conduct~~any breach of this section of the Code may compromise Otago Polytechnic's obligations to act as a good employer and may expose Otago Polytechnic to civil litigation and audit sanctions.

Concern for the Public Interest and Students' Wellbeing
The Council has a duty in the performance of its functions and the exercise of its powers to ensure proper standards of concern for the public interest and the wellbeing of students attending Otago Polytechnic are maintained.

Act in Otago Polytechnic's Best Interests
~~Councillors~~ Council members must act in the best interests of Otago Polytechnic, free of conflicting or compromising responsibilities, influences and loyalties. Councillors must act in good faith and give undivided loyalty to, and serve the interests of, Otago Polytechnic when carrying out their role as ~~Councillors~~Council members.

Council members must abide by majority decisions of the Council and shall support the decisions of the Council by observing the principle of collective responsibility. [There is an expectation that] Council ~~Members~~members will not publicly express views contrary to the decisions of Council.

Contact with the Media
~~The Chairperson is the spokesperson for the Council.~~

The media plays an important ~~part~~role in ensuring the ~~Otago Polytechnic~~accountability of the Council ~~is accountable~~and in ~~maintains~~maintaining required standards of integrity. In order to ~~fulfil~~carry out this role the media needs access to accurate, timely information about the affairs of Council.

- The Chairperson is the first point of contact for the Council's ~~official~~view on any issue. Where the Chairperson is absent, any matters will be referred to the Deputy Chairperson or relevant Committee Chairperson.

- The Chairperson may refer any matter to the relevant committee Chairperson or to the Chief Executive for ~~their~~comment.

- ~~Media c~~Comments to the media must not breach this Code of Conduct or the Standing Orders~~,~~. ~~for~~For example ~~the~~no Council member ~~must not~~may disclose confidential information, or compromise the impartiality or integrity of staff.

Confidential Information
In the course of their duties Council members will ~~occasionally~~from time to time receive information that may need to be treated as confidential. This will generally be information that is either commercially sensitive or is personal to a particular individual or organisation. Council members must not use or disclose confidential information for any purpose other than the purpose for which the information was supplied to the Council member.

Council members should be aware that failure to observe these provisions will impede the performance of Council by inhibiting information flows and undermining public confidence in the

Council. Failure to observe these provisions may also expose the Council to ~~prosecution~~ action under the Privacy Act 1993 and civil litigation.

This duty of confidentiality does not ~~apply~~ extend to information received by a Council member in open meeting, or information that is made ~~publicly~~ available publicly or is ~~expressly~~ declassified as no longer confidential by Otago Polytechnic.

Breach of Code of Conduct

The Education Act ~~gives~~ confers on the ~~Otago Polytechnic~~ Council the power to ~~determine~~ regulate its own procedures (except as provided in section 178 of the Act). Where a Council member breaches this Code of Conduct the Chairperson may take whatever ~~actions~~ he or she regards as appropriate.

If the Council regards a breach of this Code ~~of Conduct~~ as serious, it may convene a Standing Orders Committee to investigate the matter.

12. MATTERS FOR NOTING

The following documents are attached:

- Council Calendar (Appendix1)
- Minutes of a meeting of Komiti Kawanataka held on 13 December 2012 (Appendix 2)
- Minutes of the Academic Board meeting held on15 March 2013 (Appendix 3)
- Minutes of the Staff Subcommittee meeting held on 6 March 2013 (Appendix 4)
- Minutes of the Student Subcommittee meeting held on 5 March 2013 (Appendix 5).

Council Calendar 2013

Meeting/Event	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan 2014	Feb	Mar
Audit Process	.											
Interim												
Signoff												
Forecast												
Budget												
Workshop												
Draft												
Signoff												
Council Meeting Fridays	5 April	3 May	7 June	5 July	2 Aug	6 Sept	4 Oct	1 Nov			7 Feb	7 Mar
Evaluations - Reviews - Report						Sept Oct						
Function									6 Dec			
Photo												
Fees Set												
International						6 Sept						
Domestic						6 Sept						
Finance and Audit Ctee	26 April	31 May	28 June	26 July	30 Aug	27 Sept	24 Oct	29 Nov		31 Jan	28 Feb	28 Mar
Graduation									6 Dec			
Maori Pre-Grad									5 Dec			

Meeting/Event	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan 2014	Feb	Mar
Komiti Kawanataka Thurs at 8am	18 April	16 May	20 June	18 July	15 Aug	19 Sept	17 Oct	21 Nov		16 Jan	20 Feb	20 Mar
Investment Plan Draft												
Approval												
Report												
Risk Management Review Policy												
Strategy Workshop Approval												
Dept Showcases												

Te Kōmiti Kawanataka Minutes

OTAGO POLYTECHNIC
Te Kura Matatini ki Otago

Held at 8.30am on 13th of December 2012 in Poho, Otago Polytechnic, Dunedin.

PRESENT: Rebecca Williams (Chair)
Khyla Russell
Huata Holmes
Kathy Grant

IN ATTENDANCE: Debbie Davie (Minutes)

Rebecca Williams welcomed members to the meeting.

Karakia: **Huata Holmes**

Apologies: Leoni Schmidt, Mike Collins, Jamie Te Hiwi, Nicola Taylor, Eleanor Murphy

1. **Minutes**
Amendment to November Minutes
Last page, under General Business (2nd bullet point) correction to spelling of name – should read Nola Tipa.

Minutes of the meeting held on 19th of November 2012 were approved as a true and correct record of the meeting.

Moved – Huata Holmes   Seconded – Rebecca Williams
All in Agreement

2. **Matters Arising**

- **MOU**

    Draft letter to accompany the MoU was tabled for discussion and approved. Letter to include a mihi and appropriate greeting to conclude (Khyla will write). On completion the four local Rūnaka are to be emailed and posted a copy of the draft MoU with this cover letter. Jeanette Corson is also to be emailed a copy for inclusion at the 1st Council Meeting in the New Year.

- **Meeting between Rebecca Williams and Nola Tipa**
    Will be organised in the New Year (late January – early February).

- **Cultural Audit**
    There has been some difficulties in scheduling a meeting time to include the full team. At this stage the expectation is that all staff will complete this self evaluation and that workshops will be run for guidance.

- **Kaiarahi Position**
    Tama Tuirangi started the week of Māori Pre Grad and spent the week under Justines guidance 'learning the ropes'.

3. **Kaitohutohu Report**

Besides all the Leadership Team meetings and associated luncheons the KTO Office also attended to the following:

ACHIEVED
- Co-hosted the Malaysian delegation visit to Otago Polytechnic.
- Komiti Kawantaka

56

- Hosted Kia Ora Hauora hui with other health related departments across Otago Polytechnic
- Preparation for Māori Pre Grad is underway
- Updating scholarship forms and process such as Rūnaka and Mata Waka for 2013
- KTO met with Nicola Mutch re: redevelopment of website
- Updated KTO business plan
- KTO supported interview panel for Kaiarahi position
- Responded to ethic requests
- Facilitated a quick orientation with Richard Ker-Bell- new employee to OP re: KTO process and printed off relevant documents for him
- Responded to requests for mihi whakatau
- Mihi Whakatau for Tama Tuirangi's appointment
- Xmas Cards posted
- New Business cards in the process of being printed
- DVD's of Professorial Address organized and posted
- Supported and attended Mana Pounamu Young Achiever Scholarship Awards
- Hui KUMA Maumahara (memorial named after Suzanne Spencer)
- Attended Hui a iwi in Christchurch

PROGRESS AGAINST PRIORITIES
- Draft templates continue to be developed for Cultural Audit in 2013
- Updating Business Plan continues
- Preparation and support Māori Pre Grad

GREAT NEWS, ISSUES/CHALLENGES
- Khyla HRC hui Monday 19 November
- Following weeks Khyla completing final process for PBRF
- Appointment of new Kaiarahi – Tama Tuirangi
- Appointment of Justine Camp into the KTO Office team
  a. Justine .8 (+ .2 for her PHD research)
  b. Rachel .5 (over the holiday period)
  c. Debbie .3 (permanent appointment)
  d. Gina – still under negotiations for this being a .2 position
- Successful Māori Pre Graduation Ceremony
- Blessing for the staff, offices and reception areas at the School of Occupational Therapy
- Supporting the Trades Training programme/students
- 2013 scheduling in the number of Mihi whakatua that are now coming through

General Business

- **Māori Pre-Grad and Graduation**
  Received positive feedback on both events.

- **New IT App**
  Corey Bragg is developing a new Application for first year students identifying as Māori. It is being trialled by a Māori cohort of students who will be enrolled in Trades Training in 2013. At this stage there is on-going discussions around ownership of the Application.

Huata closed the meeting at 9.30am.

Signed as a true and correct record of the meeting.

....Chair
Rebecca Williams

....Date

Academic Board

Minutes of the Academic Board meeting held on Friday, 15 March 2013 in Puna Kawa at 9.00am

Present:	Sally Baddock	Samuel Mann	Rebecca Swindells
	Phil Ker	Thomas Naylor	Sue Thompson (Chair)
	Linda Kinniburgh	Alistair Regan	Kate Timms-Dean
	Bridie Lonie	Khyla Russell	
In Attendance:	Ronda McLaren (minute secretary)		
Apologies:	Phil Ker (arrived late)	Thomas Naylor (arrived late)	Leoni Schmidt
	Chris Morland	Sally Pairman	

1. **Minutes**
   Paper A8/13

   Recommendation:
   That the minutes of the Academic Board meeting of 13 February 2013 be confirmed as true and correct record.

   AGREED: S Thompson /B Lonie

2. **Matters Arising**
   There were no matters arising.

3. **Welcome**
   Sue welcomed Thomas Naylor to Academic Board. Thomas is the Convener of the Student Sub Committee of Council and a student in the Bachelor of Applied Management. A round of introductions followed.

4. **Shaping our Future**
   Paper A9/13
   Discussion on this paper (provided by e-mail) will be collated into a separate document for the closed section of Council.

5. **External Influences**

   Phil Ker attended an ITP Sector Forum in Wellington yesterday:

   - clear there are too many demands on a fixed education budget and funding will be removed and reallocated from low performing areas, eg:
     - surplus created by low enrolments will be reclaimed within that year and reallocated to priority areas and providers that are performing (TEC)
     - performance based funding linked to course completions will be managed just as swiftly - currently 30% but increase to 50% indicated. TEC drill down to course level; however, we are able to report with explanations and to date OP has not had blanket punitive action.
     - there is no flexibility around targets that institutions may find tough to achieve (Minister), eg. some ITPs feel their Maori learner achievement targets are unrealistic.

- indication that the Minister is giving some attention to the role of technology in the provision of education.

- another round of contestable funding for Levels 1 and 2 was confirmed for early 2014. On being queried if this may extend to level 3, the response was 'undecided'. Keeping a close eye on this as much bigger impact for us - doesn't mean we can't deliver, just we won't receive SAC funding.

- current Deputy CE of the Quality Assurance Division at NZQA, Tim Fowler, has been appointed TEC Chief Executive. Seen as positive throughout the sector, Tim is known for engaging with the sector to drive NZQA policy development.

- NZQA Team Leader Karen Blakey has been appointed to Manager of the ITP Relationship Unit and plans to visit Otago Polytechnic soon.

- planning underway to delegate the role of Immigration NZ to selected providers who have a high quality rating. A really bold but welcome step if it comes to fruition.

Council Update - 1 March open meeting focus was Peter Coolbear's analysis of the 2012 AUSSE results which was extremely positive, but cautioning that high performing PTEs have signed up to AUSSE and continual improvement is required.

Mandatory Review - continues its laborious journey. Samuel Mann has been appointed to the governance group for Computing.

6. **Quality and Approvals**
   Paper 10/13

   New evaluation criteria used to look at New Zealand Certificates in English Language.
   Khyla queried whether students who have te reo as their first language would be eligible for these programmes. Linda responded this was discussed at the meeting and agreed that these programmes would be appropriate for students who have come through Kohanga Reo and Kura Kaupapa Maori.

   Recommendation:
   That Quality and Approvals Committee recommends to Academic Board the approval of the programme document for the New Zealand Certificates in English Language (Levels 1-4) for submission to NZQA for external quality approval.
   AGREED: L Kinniburgh/K Russell

   Linda will follow up the reduction of course outlines in veterinary nursing soon. This was a directive for the school to progress over the 12 months following approval of the revised programme document in 2011.

7. **Research & Enterprise**
   Paper A11/13
   Minutes 22 February 2013 provided for Academic Board's information. Alistair and Sally noted;
   - *Research and Enterprise Committee* - first meeting with changes to membership; Sally Baddock and Patricia Haden voted as researchers on the committee and Lesley Gill's co-option will continue.
   - *Research Ethics Committee* - the process for appointment of an interim chair provided; this role to continue as is whilst a broader strategic review of ethics is undertaken.
   - *OP Staff Research & Enterprise Engagement & Interfaces with IDP/IPP and Staff Capability Initiatives* document provides an expectation of staff from a research perspective. Would consider 'draft' whilst feedback from Learning and Teaching is sought. "..academic (basic)..." included as with current emphasis on Enterprise want to be explicit other types of research are still important.

8. **Learning & Teaching**
   Paper A12/13
   Minutes 12 March 2013 were provided for Academic Board's information.

9. **Approvals**

   Central Otago Trades Academy Qualification
   Paper A13/13

   Recommendation:
   That Academic Board approves the Programme Data and EFTS values for NC5364 National
   Certificate in Hairdressing (Salon Support) (Level 3).
   AGREED: S Thompson/L Kinniburgh

   Category 1 Approvals
   Paper A14/13

   Recommendation:
   That Academic Board approves the Category 1 Approvals as listed.
   AGREED: S Thompson/L Kinniburgh

10. **General Business**

    10.1 **Archive NZ audit of Public Records Act compliance**

    Sue advised we are to complete our self-assessment by the end of March and the auditors
    will be on site in May. It would be really useful if staff are familiar with policy MP0101.01
    Records Retention and Disposal.

The meeting closed at 10.45am

Minutes of a Meeting of the Staff Subcommittee of the Otago Polytechnic Council

OTAGO
POLYTECHNIC
Te Kura Matatini ki Otago

Held at 12-15pm on 6 March 2013 in Puna Kawa

Subcommittee members present: Jeanette O'Fee (Convener) (VET), Bridie Lonie (ART), Rachel Dibble (KTO), Eva Gluyas (OID), Bevan Rickerby (MKT), D'Arcy Dalzell (OID), Geoff Simons (ISA)

Council Representative: John Christie
Leadership Team Representative: Matt Carter
Minute Secretary: Michaela Moore

- **Apologies**
  Phillip Ballard (ABE), Samuel Mann (ICT), De-Arn Buchholz (ART), Dale Parsons (ICT),

- **Minutes**
  The minutes of the previous meeting located on the Team Site on Insite along with the agenda were reviewed.

  RECOMMENDATION

  That the minutes be approved as an accurate record.

  AGREED.

- **Resignations**

- **Recruitment of New Members**
  The subcommittee proposed to call for expressions of interest amongst Otago Polytechnic staff for additional members due to the recent resignations.

- **Council Meeting 1 March 2013 Update**
  - It was noted that an additional member of the Subcommittee was present and the Council welcomed the Subcommittees intention for additional members to attend throughout the year.
  - Otago Polytechnic has resourced and independent audit of EBS 4 which will invite feedback from staff and students
  - Dr Peter Coolbear presented on the outstanding feedback from our students in the AUSSE survey.
  - The new premises of the Otago Institute of Sport & Adventure were visited.

- **OP Strategic Direction & Staff Engagement**
  Chief Executive, Phil Ker has asked for subcommittee feedback on the strategy and staff engagement with it;

  The Three Pillars
  - Definition of the pillars is still unclear amongst staff. A preference for more robust discussion on the pillars and the time, challenges and resources is needed.
  - A diagram that shows connections between strategy, team performance, visions, goals, self-managing teams etc would be useful
  - Concern that staff have not had enough time to consider due to start of year, EBS etc
  - Is separating it them out a good idea? It appears they are distinct from each other indicating silos

- General feeling is we will end up delivering a blended package

<u>Going Forward - Ideas</u>
- Research
  - Some American research has shown that on free online courses are not worth resourcing
  - Is online being overdone?
  - We should be looking at our strengths and points of difference, using our creative drivers to think broadly about our teaching direction and using research to base our directions on for example OP does very well at blended/flexible delivery
  - Market research to see what our consumer/business partners think we need
  - Large part of our investment should be understanding our online delivery needs

- Prototype
  - We need to make pillars tangible in a small way so they can be tried and tested first, risks identified, and time for evaluation and reflection

- Should we have different offerings for different consumers?

<u>Considerations</u>
- Scoping of scale and capacity, such as IT capability should be done prior to anything implemented
- Is it right to call them destination programmes? Is that limiting the offerings?
- How will or what is management plant for sustainability of scale – we can't offer more than we can resource
- How does it fit with Maori Strategic Framework?
- Our current service and speed needs to improve

- **Actions**

Activity	Who Responsible	Outcome/Notes
Council Meeting roster to be circulated	Michaela Moore	
Subcommittee and Council shared lunch in 2013	Jeanette O'Fee	
Contact the Robertson Library regarding access to databases	Samuel Mann	Library contacted – awaiting response

Minutes of a Meeting of the Student Subcommittee of the Otago Polytechnic Council

OTAGO
POLYTECHNIC
Te Kura Matatini ki Otago

Held at 12 midday on 5 March 2013 in Puna Kawa

PRESENT: Tom Naylor (Convener) (SAB), Suzie Townshend (SAB), Connor Chamberlain (DES)

Leadership Rep: Matt Carter
Council Rep: Gillian Bremner
Student Services Manager: Kitty Keogh
OPSA Rep: Rebecca Hohaia, Georgina Bridgeman
Minute Secretary: Michaela Moore

- **Apologies**

- **Minutes**

  RECOMMENDATION

  The minutes of the previous meeting held on 16 October 2012 were approved as an accurate record.

  AGREED

- **Conveners Report – February Council Meeting**

  - The results of the recent AUSSE survey (Australasian Survey of Student Engagement) were discussed. Very positive response especially from first year students. OP did well in benchmarking against other Institutions
  - Enrolments are up for 2013
  - Visit to the new Otago Institute of Sport & Adventure,
  - F Block third floor moving over to S Block later this year due to renovations

- **Otago Polytechnic Future Strategy**
  The subcommittee viewed the strategy Powerpoint presentation and discussed viewpoints. Below is a summary of feedback proposed on the future direction of Otago Polytechnic;
  - Technology and Facilitators need to be the best!
  - Online Learning
    - Success is very dependent on having the right people facilitating
    - Linkage with people is important, being online at home using headsets to connect with other students has proved popular
  - Professional Mentors based in the students location that they could approach for help and support
  - Requests for assistance/queries need to be attended to promptly by online tutors
  - Networking/relationship building will still be very important for some careers
  - Third year could be internship based with papers included in the internship

- **Student Application and Enrolment Feedback**
  - Some Students only finding out now what papers they have to complete due to cross credits not being loaded (SAB)
  - Some students who have been enrolled previously now have two or three student id's in the system
  - MyOP log on and user ID log on are different
  - Student ID – two week wait for some students due to not being enrolled
  - Invoices – first 0 is dropping off
  - Student Health and Student Levy is not itemised on invoice

Note: Student Services and OPSA confirmed they will contribute proactively to the review that has been commissioned by the Chief Executive.

- **General Business**
  - Subcommittee members have experienced some difficulties with a delay in timetables. This ranged from them only being available two weeks out from the start of class and then being changed in the first week to not getting them until their first day. This has had implications on being able to source employment and pre arrange childcare.

Actions

• **Generic list of all student OP facilities and services**	**Drafted ready for discussion and distribution in 2013**
• **Timetable delays**	**Matt to follow up with School**

13. ADDITIONAL AGENDA ITEMS