



# Otago Polytechnic Council

## BOARD PACK

for

### Otago Polytechnic Council - Open

Friday, 27 March 2020

12:30 PM

Held at:

Puna Kawa

Level 2, Mason Centre  
Otago Polytechnic  
Forth Street  
Dunedin

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# INDEX

Cover Page

Index

Agenda

Attached Documents:

1.2 a	Council Interests Register cover.docx.....	5
1.2 b	Council Interests Register.docx.....	6
1.3 a	Minutes cover. docx.docx.....	9
1.3 b	Minutes : Otago Polytechnic Council - Open - 6 Mar 2020.....	10
2.2 a	CEO Report cover.docx.....	13
2.2 b	Chief Executive's Report.docx.....	14
2.2 c	Media report for Council Feb-March 2020.docx.....	16
3.1 a	Council Calendar cover.docx.....	18
3.1 b	Council Calendar.docx.....	19
3.2 a	ELT Interests Register cover.docx.....	21
3.2 b	ELT Interest Register.docx.....	22
3.3 a	Academic Board Minutes cover.docx.....	25
3.3 b	A011.20 AB F2F meeting minutes 11 February 2020 (1).docx.....	26
3.3 c	A013.20 eAB minutes 2 March 2020.docx.....	30
3.4 a	Staff Subcommittee cover.docx.....	31
3.4 b	Staff Subcommittee of Council Minutes 5 March 2020_Final.docx.....	32
3.5 a	Student Council cover.docx.....	34

# AGENDA

## OTAGO POLYTECHNIC COUNCIL - OPEN



<b>Name:</b>	Otago Polytechnic Council
<b>Date:</b>	Friday, 27 March 2020
<b>Time:</b>	12:30 PM to 1:30 PM
<b>Location:</b>	Puna Kawa, Level 2, Mason Centre Otago Polytechnic Forth Street Dunedin
<b>Board Members:</b>	Kathy Grant (Chair), Bill Moran, Megan Potiki, Neil Barns, Paul Allison, Peter Coolbear, Jamie Adamson
<b>Guests/Notes:</b>	In Attendance: Jono Aldridge (Convenor, Staff Subcommittee), Jeanette Corson (Secretary to Council), Philip Cullen (Deputy Chief Executive Corporate Services), Megan Gibbons (Deputy Chief Executive, People and Performance), Janine Kapa (Deputy Chief Executive, Māori Development/Kaitohutohu), Phil Ker (Chief Executive), Nathan Laurie (Convenor, Student Council), Oonagh McGirr (Deputy Chief Executive, Learning and Teaching Services), Chris Morland (Deputy Chief Executive, Learner Experience).

### 1. PROCEDURAL

#### 1.1 Apologies

#### 1.2 Conflict of interest

Supporting Documents:

1.2.a	Council Interests Register cover.docx	5
1.2.b	Council Interests Register.docx	6

#### 1.3 Confirm Minutes

Supporting Documents:

1.3.a	Minutes cover. docx.docx	9
1.3.b	Minutes : Otago Polytechnic Council - Open - 6 Mar 2020	10

#### 1.4 Matters Arising

### 2. REPORTS

#### 2.1 Chair (verbal)

#### 2.2 Chief Executive

Supporting Documents:

2.2.a	CEO Report cover.docx	13
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Supporting Documents:

2.2.b	Chief Executive's Report.docx	14
2.2.c	Media report for Council Feb-March 2020.docx	16

### 3. MATTERS FOR NOTING

#### 3.1 Council Calendar

Supporting Documents:

3.1.a	Council Calendar cover.docx	18
3.1.b	Council Calendar.docx	19

#### 3.2 Executive Leadership Team Interests Register

Supporting Documents:

3.2.a	ELT Interests Register cover.docx	21
3.2.b	ELT Interest Register.docx	22

#### 3.3 Academic Board Minutes

Supporting Documents:

3.3.a	Academic Board Minutes cover.docx	25
3.3.b	A011.20 AB F2F meeting minutes 11 February 2020 (1).docx	26
3.3.c	A013.20 eAB minutes 2 March 2020.docx	30

#### 3.4 Staff Subcommittee Minutes

Supporting Documents:

3.4.a	Staff Subcommittee cover.docx	31
3.4.b	Staff Subcommittee of Council Minutes 5 March 2020_Final.docx	32

#### 3.5 Student Council

Supporting Documents:

3.5.a	Student Council cover.docx	34
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### 4. CLOSE MEETING

#### 4.1 Meeting Closed

Next meeting: Otago Polytechnic Council - Open - 3 Apr 2020, 12:30 PM

OTAGO POLYTECHNIC COUNCIL PAPER	
OPEN AGENDA	DATE: 27 MARCH 2020
ITEM: CONFLICT OF INTEREST	
<p><b>PURPOSE:</b></p> <p>Council members should declare any potential conflict (pecuniary or non-pecuniary) they may have regarding any item on the agenda, or in relation to any discussion during the meeting. These declarations will be recorded on a separate register as well as in the minutes.</p> <p>Attached is a register of Council members' interests. Any changes must be advised to the Secretary to Council.</p>	
<p><b>RECOMMENDATION</b></p> <p>For noting.</p>	

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INTERESTS REGISTER

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

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

Megan POTIKI	26-06-17	<ol style="list-style-type: none"> <li>1. Member of Te Runanga o Ōtākou</li> <li>2. Employee of the University of Otago</li> <li>3. Director of Arataki Associates Ltd – contracting entity involved in a wide range of Māori education, health and business.</li> </ol>	Polytechnic	3. Potential supplier
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<b>COUNCIL PAPER</b>	
<b>OPEN AGENDA</b>	<b>DATE: 27 MARCH 2020</b>
<b>ITEM: MINUTES</b>	
<b>PURPOSE:</b> The minutes of the open section of the meeting held on 6 March 2020 are attached.	
<b>PRESENTED BY:</b> Kathy Grant	
<b>RECOMMENDATION</b> That the minutes of the open section of the meeting held on 6 March 2020 be approved as a true and correct record.	

# MINUTES (in Review)

## OTAGO POLYTECHNIC COUNCIL - OPEN



<b>Name:</b>	Otago Polytechnic Council
<b>Date:</b>	Friday, 6 March 2020
<b>Time:</b>	12:30 PM to 1:25 PM
<b>Location:</b>	Puna Kawa, Level 2, Mason Centre Otago Polytechnic Forth Street Dunedin
<b>Board Members:</b>	Kathy Grant (Chair), Megan Potiki, Neil Barns, Paul Allison, Peter Coolbear
<b>Apologies:</b>	Bill Moran, Jamie Adamson
<b>Guests/Notes:</b>	In Attendance: Jono Aldridge (Convenor, Staff Subcommittee), Jeanette Corson (Secretary to Council), Philip Cullen (Deputy Chief Executive Corporate Services), Janine Kapa (Deputy Chief Executive, Māori Development/Kaitohutohu, Phil Ker (Chief Executive), Nathan Laurie (Convenor, Student Council), Oonagh McGirr (Deputy Chief Executive, Learning and Teaching Services), Chris Morland (Deputy Chief Executive, Learner Experience).

### 1. PROCEDURAL

#### 1.1 Apologies

Apologies had been received from Jamie Adamson (for the open section of the meeting) and Bill Moran.

#### RECOMMENDATION

**That the apologies be accepted.**

**AGREED.**

#### 1.2 Conflict of interest

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

#### 1.3 Confirm Minutes

**Otago Polytechnic Council - Open 7 Feb 2020**, the minutes were confirmed as presented.

#### 1.4 Matters Arising

There were no matters arising.

### 2. REPORTS

#### 2.1 Chair (verbal)

Mrs Grant noted the upcoming Māori pre-graduation ceremony to be held on 12 March and the Town Hall Graduation on 13 March.

## **2.2 Chief Executive**

### **Naming of Buildings**

Janine Kapa reported that a small group, led by Megan Potiki, had met at Otakou Marae on 18 February to discuss the naming of buildings, taking inspiration from Simon Kaan's video He Ara Honohono (intersecting pathways). She said the group had decided to follow this concept through with the following recommendation.

### **RECOMMENDATION**

That the following buildings be named as follows:

- **H Block - Ōtākou**
- **G Block – Kaikarāe**
- **O Block – Ōwheo**
- **S Block – Tauraka Pipipi**

### **AGREED.**

It was suggested that a story board be placed in a prominent place on campus and that a naming event be held, presented by Megan Potiki.

Other buildings on campus will be named progressively taking inspiration from He Aa Honohono.

## **3. MATTERS FOR NOTING**

### **3.1 Council Calendar**

Mrs Grant advised that following 1 April, there were a number of resolutions to be signed off by the incoming subsidiary board, and that this may happen by way of an e'meeting.

### **3.2 Executive Leadership Team Interests Register**

The Executive Leadership Team Interests Register was noted.

### **3.3 Academic Board Minutes**

The minutes of the Academic Board e'meeting held on 29 January were noted.

Dr Coolbear commented briefly on the Academic Board meeting held the previous day where Dr Sam Mann had presented on assessment practices for the D.ProfPrac.

### **3.4 Staff Subcommittee Minutes**

The minutes of the Staff Subcommittee meeting held on 5 December 2019 were noted.

Mr Aldridge reported that the Subcommittee had voted to extend his position as convenor until 31 March 2020.

Mr Ker advised that the Executive Leadership Team had resolved to bring forward a recommendation to the incoming Subsidiary Board to maintain the Staff Subcommittee and the Student Council.

### **3.5 Student Council**

The Student Council had not met this year.

Mr Laurie noted that issues had been raised in relation to Study Link's decision making in relation to the payment of course and living costs. A hui was to be held to discuss further.

### **3.6 End of Era Party**

Mr Ker invited Council members to celebrate the end of an era and the future ahead at an event to be held in The Hub on Tuesday 31 March.

### **3.7 Visit to Te Pā Taurira**

## **4. CLOSE MEETING**

### **4.1 Meeting Closed**

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

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

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

OTAGO POLYTECHNIC COUNCIL PAPER	
OPEN AGENDA	DATE: 27 MARCH 2020
ITEM: CHIEF EXECUTIVE'S REPORT	
PURPOSE: The Chief Executive's Report is attached.	
PRESENTED BY: Phil Ker	
RECOMMENDATION: That the Council receives the Chief Executive's report.	

## CHIEF EXECUTIVE'S REPORT

### Coronavirus

There has been an enormous amount of planning gone into ensuring that the Polytechnic is prepared for possible closure should that become necessary if coronavirus spreads in Dunedin and in particular in the campus precinct.

- All learners would be catered for with off site learning if we had to close
- We have trialled our business services working from home. We understand some of the challenges and are working to mitigate them.
- We have communication systems in place to assist our learners and staff to know what is happening and what to do.

### Summarised Finance Report for the period ended 29 February 2020

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

February 2020	2020 Year to Date Actual	2020 Year to Date Budget	Variance
	(\$000s)	(\$000s)	(\$000s)
Revenue	\$ 13,038	\$ 13,315	\$ (277)
Expenditure	\$ 15,834	\$ 16,092	\$ 258
Net Surplus	\$ (2,797)	\$ (2,778)	\$ (19)
Capital Expenditure	\$ 4,034	\$ 1,929	\$ (2,106)
Employment Cost as a percentage of revenue	64.7%	70.8%	6.0%
Student Fees as a % of revenue	36.5%	36.8%	0.2%
Government Funding as a % of revenue	37.5%	36.9%	(0.5)%
Working Capital	38.4%	43.5%	(5.0)%
Cash In/Cash Out	221.7%	230.1%	(8.3)%
Net Monetary Assets (000's)	\$ (3,966)	\$ 3,767	\$ (7,733)
Debt / Equity Ratio	0.0%	0.0%	0.0%
EFTS	4,176.6	4,137.5	39.1

**Key Points:**

- The net operating deficit of \$2,797k is unfavourable to budget by \$19k.
- Capex is higher than budget to date by a net \$2,106k mainly due to increased spend on building projects
- EFTS enrolments at 4,177 favourable to YTD budget by 39, this is across various areas such as Vet Nursing, Design, Business but offset by other areas such as Sport and Community Development and Personal Wellbeing.

**Media Report**

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

**External Liaison**

- NZIST CEs, Wellington
- Guest Speaker, Institute of Directors
- EduBits Board
- Walter Poleman, Baltimore RCE
- Rob Lodge, Vodaphone
- Building Surveying Governance Group, Auckland
- OPAIC Board meeting

A handwritten signature in black ink, appearing to read 'P. Ker', with a long horizontal line extending from the end of the signature.

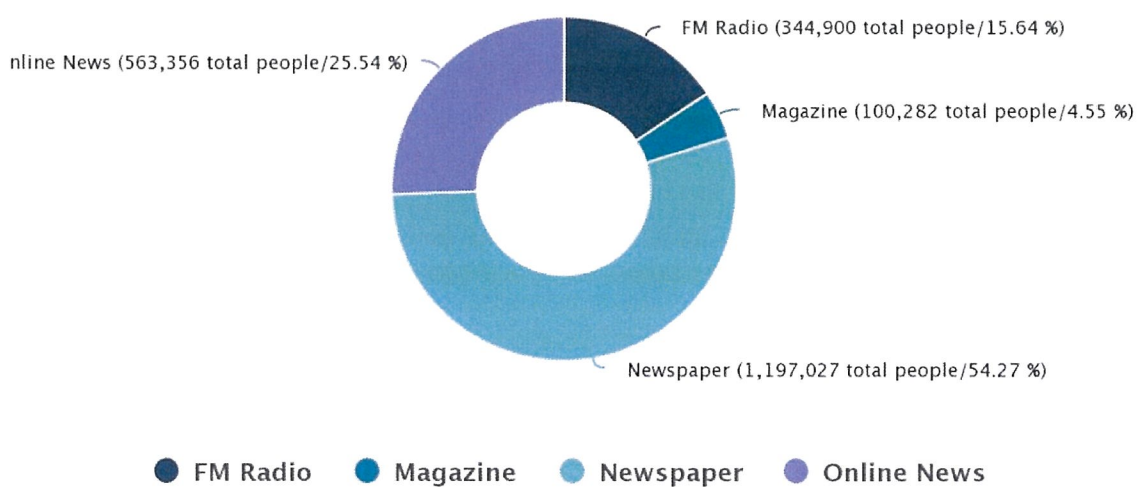
**Phil Ker**  
**Chief Executive**



**A summary of Otago Polytechnic external media activity, from 28 February-20 March 2020. Produced by Shane Gilchrist, Senior Communications Advisor.**

- 102 news items
- Coverage reached a cumulative audience of 2.2 million
- Online News had the highest volume of coverage (54 items or 52% of the total volume of coverage)
- Newspapers reached the highest cumulative audience (1.19 million or 54% of cumulative audience)

### Media Type Breakdown – Audience





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

Examples include:

- Coronavirus and implications on tertiary sector.
- Vocational Education Reforms
- Otago Polytechnic CEO Phil Ker receiving honorary doctorate at his final graduation ceremony

## **OP WEBSITE (NEWS AND EVENTS SECTION)**

There were more than 65k page views in the past 2 months. The overwhelming majority of readers spend 90 seconds on our pages.

## **SOCIAL MEDIA**

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

### **INSTAGRAM**

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

### **LINKEDIN**

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

OTAGO POLYTECHNIC COUNCIL PAPER	
OPEN AGENDA	DATE: 27 MARCH 2020
ITEM: COUNCIL CALENDAR	
<b>PURPOSE:</b>  Attached is the Council calendar.	
<b>RECOMMENDATION:</b>  For noting.	

## COUNCIL CALENDAR 2020/21

Meeting/Event	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Feb 2021	Mar
<b>Audit Process</b>												
Interim												
Signoff	27 March											
<b>Forecast</b>												
<b>Budget</b>												
<b>Council Meeting Fridays</b>	27 March		1 May	5 June Placeholder	3 July	7 Aug Marae Visit?	4 Sept Placeholder	2 Oct	6 Nov	4 Dec Placeholder	5 Feb	5 Mar
Function	27 March											
Photo												
<b>Fees Set</b>												
International					3 July							
Domestic						7 Aug						
<b>Finance and Audit Ctee</b>	26 March	30 April		4 June	2 July	6 Aug	3 Sept	1 Oct	5 Nov	3 Dec	4 Feb	4 Mar
<b>Graduation</b>	13 March											12 Mar
<b>Maori Pre-Grad</b>	12 March											11 Mar
<b>Komiti Kawanataka</b> Thurs at 8am	5 March	2 April 30 April		4 June	2 July	6 Aug	3 Sept	1 Oct	5 Nov	3 Dec	4 Feb	4 Mar

Meeting/Event	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Feb 2021	Mar
Investment Plan Draft												
Approval												
Report												
Risk Management Review Policy												
Safety, Health and Wellbeing walk around			1 May		3 July			2 Oct			5 Feb	
Strategy Workshop Approval												
OP Events			Distinguished Alumni Awards 20 May Long Service Awards 21 May CE Farewell 22 May						Student Showcases			

OTAGO POLYTECHNIC COUNCIL PAPER	
OPEN AGENDA	DATE: 27 MARCH 2020
ITEM: EXECUTIVE LEADERSHIP TEAM INTERESTS REGISTER	
PURPOSE: The Executive Leadership Team Interests Register is attached.	
RECOMMENDATION For noting.	



## OTAGO POLYTECHNIC INTERESTS REGISTER – EXECUTIVE LEADERSHIP TEAM

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

Date Updated	Name	Interest Disclosed	Nature of Potential Conflict of Interest with Otago Polytechnic	Pecuniary or non-pecuniary	Agreed approach to manage
1 February 2019	Philip Cullen	Cliffs Road Trading Board Member: – OP Auckland International Campus Ltd	Potential only		
5 July 2019	Megan Gibbons	Athletics Otago Board Otago Boys High School Sports Council Otago Boys High School Board of Trustees Judge Otago Sports Awards Start Up Dunedin Wildlife Hospital	Potential if fees assistance was requested  OP is a sponsor		Ensure I am not involved if either of these organisations were in discussion with OP OP award chosen by Sport Otago and not judged on by judges

Date Updated	Name	Interest Disclosed	Nature of Potential Conflict of Interest with Otago Polytechnic	Pecuniary or non-pecuniary	Agreed approach to manage
4 October 2019	Janine Kapa	Board Member: – A3 Kaitiaki Ltd (Chair) – Kokiri Training Centre – Otago Youth Wellness Trust – KUMA (Southern Māori Business Network) Member, Kāti Huirapa Rūnaka ki Puketeraki Partner, Kia Māia Bicultural Communications	Potential only Potential for similar clientele Potential for bias	Non-pecuniary Pecuniary Non-pecuniary	Proceed with: • caution & sensitivity • honesty & integrity
26 February 2018	Phil Ker	Board Member: – TANZ – TANZ eCampus Limited – OP Auckland International Campus Ltd – Postsecondary International Network – World Federation of Colleges and Polytechnics – JBA Limited – OPAIC Limited Partnership (Chief Executive of OP as Partner) – Convenor – selection panel for National Tertiary teaching Excellence Awards – Glenys Ker, Programme Leader Capable NZ - spouse	Possible competitor  Potential supplier and competitor to OP Possible bias Personal interests	  Non-pecuniary  Both	Transparency  Non participation re OP candidates OP Policy

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



OTAGO POLYTECHNIC COUNCIL PAPER	
OPEN AGENDA	DATE: 27 MARCH 2020
ITEM: ACADEMIC BOARD MINUTES	
<p><b>PURPOSE:</b></p> <p>Attached are the following minutes of the Academic Board:</p> <ul style="list-style-type: none"><li>- face to face meeting held on 11 February 2020</li><li>- electronic meeting held on 2 March 2020</li></ul>	
PRESENTED BY: Oonagh McGirr	
<p><b>RECOMMENDATION</b></p> <p>For noting.</p>	



## Academic Board

Minutes of the Academic Board meeting held on 11 February 2020

**Present:** Oonagh McGirr (Chair), Joanne Greatbanks, Ian Crabtree, Sally Baddock, Megan Gibbons, Samuel Mann, Trish Chaplin-Cheyne, Ron Bull, Federico Freschi, Brayden Murray, Paul Dixon

**Apologies:** Phil Ker, Marc Doesburg, Chris Morland, Janine Kapa, Leoni Schmidt, Nathan Laurie, Sue Thompson

**In attendance:** Lynn Hunter (Secretary), Anna James

### **Quorum (10\*) achieved 11 February 2020**

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

Opened with karakia.

#### **1. Minutes for approval as true and correct record and any matters/actions arising:**

##### **A128.19 AB face-to-face minutes 13 November 2019**

Recommendation A128.19: That Academic Board approves the minutes of 13 November 2019 as a true and correct record and notes update of actions.

Ian raised a question about the Academic Policies that haven't been signed off by the end of the year. Megan advised they are in the process of being reformatted and still under review. Noted this is a priority to close out during the year. Megan and Joanne are leading this work.

**Agreed: Oonagh McGirr / Ian Crabtree**

##### **A129.19 eMeeting approvals from 13 November 2019 Academic Board meeting**

Recommendation A129.19: That Academic Board noted quorum reached and minuted in the eAB minutes of 28 November 2019.

##### **A135.19 eAcademic Board minutes 10 December 2019**

Recommendation A135.19: That Academic Board approves the electronic Academic Board minutes of 10 December as a true and accurate record.

**Approved: Oonagh McGirr / Megan Gibbons**

##### **A141.19 eAcademic Board minutes 17 December 2019**

Recommendation A141.19: That Academic Board approves the electronic Academic Board minutes of 17 December as a true and accurate record.

**Approved: Oonagh McGirr / Trish Chaplin-Cheyne**

##### **A003.20 eAcademic Board minutes 29 January 2020**

Recommendation A003.20: That Academic Board approves the electronic Academic Board minutes of 29 January as a true and accurate record.

**Approved: Oonagh McGirr / Megan Gibbons**

#### **Other matters arising**

**A115.19 Oral Assessment:** Noted in Minutes (A121.19) inserted sentence into paragraph (g) "It was agreed in all cases for the need to have independent external assessors and not from Capable NZ. *Completed.*

**DPP Programme:** Leoni absent today and to move this item to next meeting.

**Action:** Type 1 change to NZQA to come back to academic board for approval, the assessment diagram which will include the public presence of the presentation change.

**2020 Student Rights & Responsibilities, T&C and Fees:** Wording changes have been included documents and is completed and now online. *Completed*

##### **A124.19c Certificate of Proficiency applications/enrolments (date range: 02 Oct – 07 Nov 2019):**

Joanne has communicated to Sue the reasons why learners are doing two courses over summer as a certificate of proficiency when they could be enrolled in a Bachelor of Mgmt if we had the support for them over the summer. *Completed.*

**A125.19 Preceptorship in Undergraduate Nursing:** The title amendments changed and type 1 process underway and brought back to Academic Board today for noting in A011.20. *Completed.*

EduBits: A process has been created to reinstate an approval system by Academic Board for EduBits has been created, shared and tabled at ELT for approval. *Completed.*

**A127.19 Tentative placeholder for meeting 10 December:** Cancelled placeholder for face-to-face meeting and members made aware of potential e-meeting in December for QEC approvals. *Completed.*

**2. A004.20 2020 Programme Approvals Committee (PAC) and Academic Board dates for noting**

Given the volume of work undertaken in December PAC the first meeting will be held next week with Joanne chairing in Megan's absence.

It was noted the streamlining of processes ensuring PAC is able to fully enact its role and therefore enabling Academic Board to set out what it does to expedite items in appropriate timeframes while enacting due diligence. Forum dates were noted and requested that the dates were shared with colleagues to improve attendance.

It is important to share with your teams the NZQA application deadlines. This will hopefully reduce pressure for Quality Enhancement to deliver their work in a timely manner. Any new programme development is required to be approved at ELT level first. Programmes not approved by ELT and submitted to Quality Enhancement will be sent back.

**3. A005.20 2019 BIT Monitor Report for noting**

Megan and Joanne had a meeting to discuss how to uplift the monitor report recommendations to ensure they get reviewed. There was not too much in the recommendations apart from the studio courses where students were feeling unsupported and how we mitigate that and H&S concerns. We do need to have a process on programme development review uplift and fed back into the teams and look at how we can build on this for next time.

**Action:** Sam, Megan and Joanne will follow through the recommendations highlighted in the BIT monitor report to complete and report back to next meeting.

**4. A006.20 Bachelor of Design – Fashion, Communication and Product and Postgraduate Design Monitor Reports for noting**

Federico advised the recommendations are being discussed with the teams and is comfortable they are being actioned. Positive feedback on design template and could be used for future monitor reports and to be shared with Performance Excellence.

**Action:** Federico to check with designer for permission to use the template for future monitor reports.

**5. A007.20 Academic Forum**

The next Academic Forum has been scheduled for 5 March and Sam Mann has volunteered to present the first forum. The subject will be based on the discussions held in 2019 on DPP negotiated practice. The Intention in the DPP was always in the negotiated format and it is becoming clear there is a problem in the process. If we were to accept the conventional thesis format then there is possibly more of a problem than what we might think there was as an alternative. An opportunity to discuss the options might be and how we develop the process format. Sam is using this as a Professorial research project and will liaise with various people e.g. KTO do a survey and some field work. There will be another forum to present the results from this research. Jo Kirkwood is working on this research with Sam. Suggested to create a blog and share with people and for partners who were involved in its inception to contribute.

**Action:** Sam to meet with Ron and Janine around what involvement with KTO driving the DPP negotiated practice. It was suggested Sam / Oonagh make contact Will Workman to assist with critical commentary.

**6. A008.20 NZ2470 New Zealand Certificate in Health and Wellbeing (Level 3)**

Recommendation A008.20 That Academic Board approves the Type 2 change to NZ2470 New Zealand Certificate in Health and Wellbeing (Level 3).

Ian provided a background for the recommended changes in the programme.

**Approved: Oonagh McGirr / Megan Gibbons**

**7. A009.20a Type 1 Approvals up to 7 February 2020**

Recommendation A009.20a that Academic Board approves the Type 1 Changes as listed.

**Approved: Oonagh McGirr / Trish Chaplin-Cheyne**

**A009.20b Certificate of Proficiency applications / enrolments (date range 6 Dec 2019 to 7 Feb 2020)**

Recommendation A009.20b that Academic Board approves the individual Paths of Study for Certificate of Proficiency enrolments as listed.

**Approved: Oonagh/Sally**

**8. A010.20 EduBits**

It was acknowledged the EduBits process needs to be reviewed and changed to provide an efficient process. The EduBits were being presented to Academic Board for noting and not approvals. The process has been reviewed by Megan, Joanne and Andy and changed that the EduBits will come to Academic Board for approvals. We then



have some responsibility for checking and understanding the EduBits platform. If an EduBit is part of a training scheme then these go through PAC as the training scheme is seen as a micro-credential as it is a small package of learning. Training Schemes are not a qualification on the national framework but they are a package of learning and are also subject to our ECR results that has an academic influence.

Academic Board noted the EduBits presented today needed some refining overall on the evidence required, and there was discussion for Academic Board members to work through the changes required with the EduBits team and bring back to Academic Board via Quality Enhancement for e-meeting approval. Change of language and some guidelines recommended for all EduBits.

#### **Actions:**

EduBits – Joanne to discuss with Andy to include an EduBits team member at each Academic Board meeting. Suggested to include either Andy or Mairead.

EBT700164: Work-Based learning – Trish to communicate with the SME and EduBits team to revise on the basis of the suggestions we have which is, is attestation needed and where would it sit, do we include “may include the following and how many to include.

EBT700182 Preceptorship for Undergraduate Nursing Students

Contingent on title being the same on website and documentation to include the word “Students” so it reads “Preceptorship for Undergraduate Nursing Students”.

**Approved: Oonagh McGirr / Ian Crabtree**

EBT500256: Best Practice Intramammary Therapies Administration for Dairy Cattle – Trish to work with EduBits team to change wording to reflect “evidence may include” rather than “evidence including”. Correction required also to word “intramammary”. Question on who is qualified as an assessor?

EBT300240 / EBT300247 / EBT300234 / EBT300238 / EBT300236 / EBT300249 – Sustainable Development Goals

Sam to work with EduBits to review all Sustainable Development Goal programmes.

EBT700258 Literacy Numeracy for learning – Trish provided some background on the improved for the GDTE that we have created an EduBit with learning outcomes, competences should align.

Contingent on Trish to make changes to wording in assessment activity.

**Approve: Oonagh McGirr / Megan Gibbons**

#### **9. Other Business**

**EER** – Megan reminded Academic Board we have a targeted EER in December. Megan has a national meeting with the Academic Managers on the 18<sup>th</sup> February with NZQA attending. She will provide an update following this meeting. Question was asked if we know the likely extent of EER focus on AIC in view of ROVE, transition to PTE status. It will depend on whether on when AIC transfers into PTE status. The self-review is of last year, the APERS we do this year will form part of the EER. There may be better value in NZQA doing a targeted EER around assessment and moderation for the sector which would give them much better information on areas that they could seek improve.

Academic Board post April – Academic Board will continue as business as usual. We will share practises with peers in the sector so we can review with confidence. The aim will be to lift and shift and show quality and performance excellence. We are open to improving practise.

#### **Action Summary**

Who	What	When
Leoni	<b>DPP Programme:</b> Leoni absent today and to move this item to next meeting. <b>Action:</b> Type 1 change to NZQA to come back to academic board for approval, the assessment diagram which will include the public presence of the presentation change.	By next meeting
Sam / Megan / Joanne	<b>A005.20 2019 BIT Monitor Report for noting</b> Sam, Megan and Joanne will follow through the recommendations highlighted in the BIT monitor report to complete and report back to next meeting.	By next meeting
Federico	<b>Monitor Reports Template</b> Federico to check with designer for permission to use the template for future monitor reports.	By next meeting
Sam	<b>A007.20 Academic Forum</b> Sam to meet with Ron and Janine around what involvement with KTO driving the DPP negotiated practice. It was suggested Sam / Oonagh make contact Will Workman to assist with critical commentary.	By next meeting
Joanne	<b>EduBits</b>	By next meeting

	To include an EduBits team member at each Academic Board meeting. Suggested to include either Andy or Mairead	
Trish	<b>EBT700164: Work-Based learning</b> Trish to communicate with the SME and EduBits team to revise on the basis of the suggestions we have which is, is attestation needed and where would it sit, do we include "may include the following and how many to include.	By next meeting
Anna	<b>EBT700182 Preceptorship for Undergraduate Nursing Students</b> Contingent on title being the same on website and documentation to include the word "Students" so it reads "Preceptorship for Undergraduate Nursing Students".	14 Feb 2020
Trish	<b>EBT500256: Best Practice Intramammary Therapies Administration for Dairy Cattle</b> Work with EduBits team to change wording to reflect "evidence may include" rather than "evidence including". Correction required also to word "intramammary". Question on who is qualified as an assessor?	By next meeting
Sam	<b>EBT300240 / EBT300247 / EBT300234 / EBT300238 / EBT300236 / EBT300249 – Sustainable Development Goals</b> Work with EduBits to review all Sustainable Development Goal programmes.	By next meeting
Trish	<b>EBT700258 Literacy Numeracy for learning</b> Trish provided some background on the improved for the GDTE that we have created an EduBit with learning outcomes, competences should align. Contingent on Trish to make changes to wording in assessment activity.	By next meeting

Meeting closed 11.30 am

Next meetings

- 5 March 2020 – Forum: Sam Mann
- 10 March 2020 – Face-to-face
- 7 April 2020 – Face-to-face



## Academic Board

Minutes of the *electronic* Academic Board meeting held on 2 March 2020

### Responses from

1. Oonagh McGirr (moved)	Approved 02/03/2020, 10.29 am
2. Megan Gibbons	Approved 02/03/2020, 11.13 am
3. Phil Ker	Approved 02/03/2020, 11.19 am
4. Nathan Laurie (OPSA President)	Approved 02/03/2020, 3.20 pm
5. Ian Crabtree	Approved 03/03/2020, 10.08 am
6. Janine Kapa	Approved 03/03/2020, 3.03 pm
7. Brayden Murray	Approved 03/03/2020, 3.07 pm
8. Trish Chaplin-Cheyne	Approved 03/03/2020, 2.57 pm
9. Federico Freschi	Approved 04/03/2020, 9.39 am
10. Sally Baddock	Approved 04/03/2020, 9.56 am
11. Joanne Greatbanks	Approved 04/03/2020, 11.13 am

**Quorum (11) achieved 02/03/2020**

### 1. **A012.20 MRHQ Training Schemes**

OT5143 Certificate in Technology Product development (Level 4)

OT5144 Certificate in Digital Technology Production Solutions (Level 5)

OT5163 Certificate in Applied Digital Technology Product Solutions (Level 6)

#### **A012.20a OT5143 Certificate in Technology Product development (Level 4)**

**Recommendation A012.20a:** That Academic Board approves the updated documentation for OT5143 Certificate in Technology Product development (Level 4) for resubmission to NZQA for Approval.

#### **A012.20b OT5144 Certificate in Digital Technology Production Solutions (Level 5)**

**Recommendation A012.20b:** That Academic Board approves the updated documentation for OT5144 Certificate in Digital Technology Production Solutions (Level 5) for resubmission to NZQA for Approval.

#### **A012.20c OT5163 Certificate in Applied Digital Technology Product Solutions (Level 6)**

**Recommendation A012.20c:** That Academic Board approves the updated documentation for OT5163 Certificate in Applied Digital Technology Product Solutions (Level 6) for resubmission to NZQA for Approval.

OTAGO POLYTECHNIC COUNCIL PAPER	
OPEN AGENDA	DATE: 27 MARCH 2020
ITEM: STAFF SUBCOMMITTEE MINUTES	
PURPOSE: Attached are the minutes of the Staff Subcommittee meeting held on 5 March 2020	
PRESENTED BY: Jono Aldridge	
RECOMMENDATION For noting.	

## Staff Sub-committee of Council

Thursday 5 March 2020

8.30 am - 9.30 am

F 215, Mason Centre, Forth Street, Dunedin

**Present:**

Jono Aldridge (Convenor)	Mary Butler (late)
Kathryn van Beek	Megan Gibbons
Emma Wallace	Barbara Dunn
Michelle Watt	Phil Osborne (late)
Karole Hogarth	Stuart Terry
Barbara Dunn	

**Apologies:** Lisa Burton, Paula Petley, Jacquie Hayes, Kim Reay, Philip Ballard, Ian Barker, Sheena Roy.

**In Attendance:** Andy Kilsby, Director: Employability

**Minutes:** Kathryn van Beek

<b>1. Apologies and attendance</b>	Members were welcomed to the meeting, the last as a subcommittee of Council in its current state. Apologies accepted.
<b>2. Minutes of previous meeting</b>	Minutes were approved
<b>3. Matters arising</b>	Nil.
<b>4. General business</b>	Megan was recognised for being shortlisted for OP CEO position. Feedback was requested on the All Staff welcome day, which was mostly devoted to an update by the NZIST officials and presentation on the proposed name 'Pūkenga Aotearoa'. We were disappointed to hear of what appears to be a lack of robust consultation for the proposed names with no dialog with South Island iwi. ELT's feedback is for an appropriate Māori name followed by a clear statement of the nature of the institution.
<b>5. Edubits update (Andy Kilsby)</b>	<u>Edubits update</u> Andy attended and painted the picture of where we have come from and some of the lessons learned. He discussed the new strategy, the new governance board, strategic partnerships, key areas of focus – predominantly adding more learning opportunities and following learners into the workplace.  Megan provided a brief update on the new College of Work Based Learning.
<b>6. Election of new convenor and deputy convenor</b>	Subcommittee needs to elect a new convenor (academic) and deputy convenor (professional). Duties include agenda setting, chairing subcommittee meetings and attending Council meetings, although how



	<p>this will occur in future is unknown. There will also be a mechanism to feed back to the staff representative for NZIST board at a national level. There also needs to be a membership drive for five new members.</p> <p>Expressions of interest are invited, send a short bio to Jono.</p>
<b>7. Any Other Business</b>	Nil.
<b>8. Next meeting and agenda items</b>	Next meeting will be Thursday 2 April at 8.30 am.
<b>Close</b>	Meeting closed at 9.30 am.

**ACTIONS SUMMARY**

Action	Person	Completion
Follow up about the diversity and equity committee	Jono	Before next meeting

OTAGO POLYTECHNIC COUNCIL PAPER	
OPEN AGENDA	DATE: 27 MARCH 2020
ITEM: STUDENT COUNCIL	
PURPOSE: The Student Council has not met this year.	
RECOMMENDATION: For noting.	



# Otago Polytechnic Council

## BOARD PACK

for

### Otago Polytechnic Council - Closed

Friday, 27 March 2020

9:00 AM

Held at:

Puna Kawa

Level 2, Mason Centre  
Otago Polytechnic  
Forth Street  
Dunedin

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# INDEX

Cover Page

Index

Agenda

Attached Documents:

1.3 a	Minutes cover.docx.....	8
1.3 b	Minutes : Otago Polytechnic Council - Closed - 6 Mar 2020.....	9
1.4 a	Action Item List.....	18
1.5 a	EduBits.docx.....	20
1.5 b	EduBits Council Report 2003.docx.....	21
1.6 a	Reporting Timeframes cover.docx.....	29
1.6 b	Reporting Timeframes.docx.....	30
2.2 a	CE's Report cover.docx.....	31
2.2 b	CHIEF EXECUTIVE.docx.....	32
2.3 a	Briefing to incoming Subsidiary Board cover.docx.....	33
2.3 b	Briefing for incoming Subsidiary Board.docx.....	34
2.4 a	ELT Reports.docx.....	45
2.4 b	DCE MD-Kaitohutuhu Council Report Mar 2020 (JK).docx.....	46
2.4 c	March 2020 DCE Council report PP for March meeting.docx.....	50
2.5 a	Safety and Wellbeing cover.docx.....	52
2.5 b	HS Overview Report for Council - March Meeting.docx.....	53
2.5 c	200319 Feb Council Report Draft - Final.docx.....	55
2.6 a	Workforce cover.docx.....	58
2.6 b	Workforce report for 2019.docx.....	59
2.7 a	Corporate Database cover.docx.....	69
2.7 b	2020 Corp Database_Rpt to Council_2019data.docx.....	70

—Continued—

3.1 a	Annual Report cover.docx.....	73
3.1 b	K04293 OP Annual Report 2019_WEB_v5.pdf.....	74
3.2 a	Business Case Trades Facility Cover.docx.....	125
3.2 b	BC 16 Donald Street Leased Ver 11 17 March 2020.docx.....	126
4.1 a	<a href="#">Risk Management cover.docx</a> .....	**
4.1 b	Copy of Risk Matrix updated for 27 March 2020 Council.pdf.....	146
5.1 a	Strategic Asset Management Plan cover.docx.....	151
5.1 b	OP SAM Plan Ver 9_ March 2020.docx.....	152
5.2 a	Correspondence cover.docx.....	217
5.2 b	Letter to Chair of Existing ITP Council _ Otago Polytechnic.pdf.....	218
5.3 a	Contracts Signed cover.docx.....	220
5.3 b	Contracts Register.pdf.....	221
5.4 a	Use of the Common Seal.docx.....	222
5.4 b	Use of the Common Seal.pdf.....	223

# AGENDA

## OTAGO POLYTECHNIC COUNCIL - CLOSED



<b>Name:</b>	Otago Polytechnic Council
<b>Date:</b>	Friday, 27 March 2020
<b>Time:</b>	9:00 AM to 12:00 PM
<b>Location:</b>	Puna Kawa, Level 2, Mason Centre Otago Polytechnic Forth Street Dunedin
<b>Board Members:</b>	Bill Moran, Kathy Grant (Chair), Megan Potiki, Neil Barns, Paul Allison, Peter Coolbear, Jamie Adamson
<b>Guests:</b>	In Attendance: Jono Aldridge (Convenor, Staff Subcommittee), Jeanette Corson (Secretary to Council), Philip Cullen (Deputy Chief Executive Corporate Services), Megan Gibbons (Deputy Chief Executive, People and Performance), Janine Kapa (Deputy Chief Executive, Māori Development/Kaitohutohu), Phil Ker (Chief Executive), Nathan Laurie (Convenor, Student Council), Oonagh McGirr (Deputy Chief Executive, Learning and Teaching Services), Chris Morland (Deputy Chief Executive, Learner Experience).
<b>Notes:</b>	8am - 9am Council only session 11am Sue Thompson Te Kaihāpai

### 1. PROCEDURAL

#### 1.1 Resolution to Exclude the Public

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

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

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

**TEC Matters  
(Reason (i))**

**Policies  
(Reason (i))**

**Risk  
(Reason (i))**

**Notification of Fraud  
(Reason (i))**

**General Business  
(Reason (i))**

## 1.2 Conflict of Interest

Members are asked to declare any potential conflict of interest.

## 1.3 Confirm Minutes

Supporting Documents:

1.3.a	Minutes cover.docx	8
1.3.b	Minutes : Otago Polytechnic Council - Closed - 6 Mar 2020	9

## 1.4 Action Item List

Supporting Documents:

1.4.a	Action Item List	18
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## 1.5 EduBits

Supporting Documents:

1.5.a	EduBits.docx	20
1.5.b	EduBits Council Report 2003.docx	21

## 1.6 Reporting Timeframes

Supporting Documents:

1.6.a	Reporting Timeframes cover.docx	29
1.6.b	Reporting Timeframes.docx	30

# 2. REPORTS

## 2.1 Chair (verbal)

## 2.2 Chief Executive

Supporting Documents:

2.2.a	CE's Report cover.docx	31
2.2.b	CHIEF EXECUTIVE.docx	32

## 2.3 Briefing to Incoming Subsidiary Board

Supporting Documents:

2.3.a	Briefing to incoming Subsidiary Board cover.docx	33
2.3.b	Briefing for incoming Subsidiary Board.docx	34

## 2.4 Executive Leadership Team

Supporting Documents:

2.4.a	ELT Reports.docx	45
2.4.b	DCE MD-Kaitohutohu Council Report Mar 2020 (JK).docx	46
2.4.c	March 2020 DCE Council report PP for March meeting.docx	50

## 2.5 Safety and Wellbeing

Supporting Documents:

2.5.a	Safety and Wellbeing cover.docx	52
2.5.b	HS Overview Report for Council - March Meeting.docx	53
2.5.c	200319 Feb Council Report Draft - Final.docx	55

## 2.6 Human Resources Annual Staffing Update

Supporting Documents:

2.6.a	Workforce cover.docx	58
2.6.b	Workforce report for 2019.docx	59

## 2.7 Summary Report of Complaints, Academic Appeals and Discipline

Supporting Documents:

2.7.a	Corporate Database cover.docx	69
2.7.b	2020 Corp Database_Rpt to Council_2019data.docx	70

# 3. FOR APPROVAL

## 3.1 2019 Annual Report

Supporting Documents:

3.1.a	Annual Report cover.docx	73
3.1.b	K04293 OP Annual Report 2019_WEB_v5.pdf	74

## 3.2 Business Case Trades Facility

Supporting Documents:

3.2.a	Business Case Trades Facility Cover.docx	125
3.2.b	BC 16 Donald Street Leased Ver 11 17 March 2020.docx	126



## 4. RISK

### 4.1 Governance Risk Management Framework

Supporting Documents:

- |       |   |     |
|-------|---|-----|
| 4.1.a | Risk Management cover.docx                                |     |
| 4.1.b | Copy of Risk Matrix updated for 27 March 2020 Council.pdf | 146 |

## 5. MATTERS FOR NOTING

### 5.1 Strategic Asset Management Plan

Supporting Documents:

- |       |  |     |
|-------|--|-----|
| 5.1.a | Strategic Asset Management Plan cover.docx | 151 |
| 5.1.b | OP SAM Plan Ver 9_ March 2020.docx         | 152 |

### 5.2 Council Correspondence

Supporting Documents:

- |       |   |     |
|-------|---|-----|
| 5.2.a | Correspondence cover.docx                                       | 217 |
| 5.2.b | Letter to Chair of Existing ITP Council _ Otago Polytechnic.pdf | 218 |

### 5.3 Contracts Signed

Supporting Documents:

- |       |                             |     |
|-------|-----------------------------|-----|
| 5.3.a | Contracts Signed cover.docx | 220 |
| 5.3.b | Contracts Register.pdf      | 221 |

### 5.4 Use of the Common Seal

Supporting Documents:

- |       |                             |     |
|-------|-----------------------------|-----|
| 5.4.a | Use of the Common Seal.docx | 222 |
| 5.4.b | Use of the Common Seal.pdf  | 223 |

## 6. CLOSE MEETING

### 6.1 Close Meeting

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

