

Council Open Agenda



Meeting to be held: 12.30pm Friday 3 June 2016
Puna Kawa, Level 2, Mason Centre, Otago Polytechnic,
Forth Street, Dunedin

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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.

A handwritten signature in black ink, appearing to read 'Jeanette Corson', with a large, stylized loop at the beginning.

Jeanette Corson
Secretary to Council

**OTAGO POLYTECHNIC COUNCIL
INTERESTS REGISTER**

Council Member	Updated	Interest Disclosed	Nature of Potential Interest with the Otago Polytechnic
Paul ALLISON	07-03-14	<ol style="list-style-type: none"> 1. Chief Executive – Central Lakes Trust 2. Regional Chair – Halberg Disability Sport Foundation 3. Trustee – Winter Games NZ 4. Sports Commentator – The Radio Network 5. Lion Foundation Regional Grants Committee 	<ol style="list-style-type: none"> 1. 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 2 – 5 Nil
Gillian BREMNER	21-06-10	<ol style="list-style-type: none"> 1. Chief Executive Presbyterian Support Otago 2. Director Well Dunedin PHO 	<ol style="list-style-type: none"> 1. Student placements for Nursing, Occupational Therapy and CAPS within PSO Residential facilities 2. Nil
John CHRISTIE	02-10-15	<ol style="list-style-type: none"> 1. Director: Enterprise Dunedin - Dunedin City Council 2. Board Member - WellSouth Primary Health Network 3. Board Member - South Canterbury District Health Board Audit and Assurance Committee. 4. Trustee – Knox College Trust 5. Trustee – Salmond Hall 	
Peter COOLBEAR	14-01-16	<ol style="list-style-type: none"> 1. Director Ako Aotearoa 2. Chair NZCER Board 3. Council Member Tai Poutini Polytechnic 4. Member ACE Aotearoa Professional Development Steering Group 5. Member of the NZ-China Professional & Vocational Education and Training Model Programme Steering Group 	<ol style="list-style-type: none"> 1. Organisation Funder/Potential Funder of research and other projects run by Otago Polytechnic 2. NZCER manages the TLRI fund that has a tertiary education component 4. Otago Polytechnic may potentially be a participant in bids to the ACE PD fund to support community education. 5. Led by Wintec on behalf of the NZ ITP Sector
Kathy GRANT	22-06-15	<ol style="list-style-type: none"> 6. Dunedin City Holdings Ltd (Director) 7. Sport Otago (Trustee) 8. Trustee of numerous private trusts 9. Gallaway Cook Allan (Associate) 10. Dunedin Sinfonia Board 11. Dunedin City Treasury Limited (Director) 12. Dunedin Venues Ltd (Director) 13. SDHB (Commissioner) <p>Spouse</p> <ol style="list-style-type: none"> 1. Gallaway Cook Allan (Consultant) 2. Hazlett & Sons Limited (Chair) 3. South Link Health Services Limited (Director) 	

		<ol style="list-style-type: none"> 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 (Director) 11. Trustee of numerous private trusts 	
David HIGGINS	07-03-14	<ol style="list-style-type: none"> 1. Te Runanga o Ngai Tahu (Moeraki Representative) 2. Te Aparangi Committee (Executive Committee of TRoNT) (Member) 3. Ngai Tahu Fund Committee (Member) 4. Otakaroro Investments Ltd (Director and Shareholder) 5. Kaiapoi Pa Trustees (Chair) 6. Moeraki Marae Trustees (Chair) 	
Michael HORNE	06-11-15	<ol style="list-style-type: none"> 1. Deloitte Limited 2. Best View Limited 3. City Forests Limited 4. Ellis Fibre Global Limited 5. Ellis Fibre NZ Limited 6. Escea International Limited 7. Escea Limited 8. Hunterfields Investments Limited 9. McMahon Investments Limited 10. Otago Southland Division of the Cancer Society of New Zealand 11. Otago Museum Trust Board (Treasurer) 12. Palmer & Son Limited 13. Palmer Resources Limited 14. Palmer MH Limited 15. Palmers Mechanical Limited 16. PDS (Computer Services) Limited 17. Prospectus Nominees 18. Prospectus Nominees Services Limited 19. Rawhiti Road Investments Limited 20. Viblock Limited 	<ol style="list-style-type: none"> 1. Potential supplier 11. Potential customer <p>Others: Nil</p>

Council Member	Updated	Interest Disclosed	Nature of Potential Interest with the Otago Polytechnic
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 Munslovs Fine Wines) 7. Trustee, Otago Museum 8. Chairman, Digital Community Trust 9. Chairman, Computers in Homes 10. Director, Wine Freedom Spouse Cheryl Ann Staynes 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. Potential customer 8. Potential supplier 9. Nil 10. Potential supplier Nil

3. MINUTES 8 APRIL 2016

The minutes of the open section of the meeting held on 8 April 2016 are attached.

RECOMMENDATION

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

A handwritten signature in black ink, appearing to read 'Jeanette Corson', written over a large, loopy, circular mark.

Jeanette Corson
Secretary to Council

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



held at 1pm on Friday 8 April 2016 in Puna Kawa, The Mason Centre, Otago Polytechnic, Forth Street, Dunedin.

PRESENT: Mrs K Grant (Chair)
Mr P Allison
Mrs G Bremner
Mr J Christie
Dr P Coolbear
Mr M Horne
Mr C Staynes

IN ATTENDANCE: Mr M Carter (Director: Organisational Development)
Mr M Collins (Director: Learning Environment)
Mrs J Corson (Secretary to Council)
Mr P Cullen (Chief Operating Officer)
Mr P Ker (Chief Executive)
Mrs S Thompson (Director: Quality)
Mrs J Tilleyshort (Director: Sustainability)
Mr M Waddell (Director: Communications)

APOLOGIES: Mr D Higgins
Mr L Baines

1. CONFLICT OF INTEREST

A register of Council members' interests was attached.

No further conflicts were declared in relation to any of the items in the open section.

2. MINUTES – 4 MARCH 2016

The minutes of the open section of the meeting held on 4 March 2016 had been circulated.

RECOMMENDATION

K Grant/P Coolbear

That the minutes be approved as a true and correct record of the open section of the meeting held on 4 March 2016.

AGREED.

3. MATTERS ARISING

None.

4. LEARNER CAPABILITY INITIATIVE

Barry Law provided an overview of the Learner Capability initiative underway at the Auckland Campus.

5. CHAIR'S REPORT

Mrs Grant and Mr Ker had attended a meeting of the Tertiary Sector Steering Group which included a debrief in relation to O week activities.

She also advised Council members as to the graduation from the Auckland International Campus on 15 April.

6. CHIEF EXECUTIVE'S REPORT

External Liaison

Mr Ker had met with a number of groups and individuals since the last meeting.

Media Clippings

A media report for March 2016 was provided.

RECOMMENDATION

That the Council receives this report.

AGREED.

7. LEADERSHIP TEAM REPORTS

Reports were provided by Jean Tilleyshort and Mike Collins.

Mr Christie left the meeting at 1.45pm.

8. REPUTATION REPORT

Stuart Jeffcoat from Mobius Research attended the meeting to discuss Otago Polytechnic's Reputation Research Report.

Mr Allison left the meeting at 2.10pm, and Mr Horne at 2.15pm.

9. MATTERS FOR NOTING

The following items were noted:

- Council Calendar
- Leadership Team Conflict of Interest Register
- Minutes
 - Komiti Kawanataka 18 February 2016
 - Staff Subcommittee 3 March 2016
 - Student Council 8 and 17 March 2016

- Academic Board 15 February and 18 March 2016

10. GENERAL BUSINESS

None.

The meeting closed at 2.20pm.

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

.....Chair

.....Date

ACTION LIST

Date	Action	To be completed by	By when
03/07/2015	Naming of buildings	Phil Ker	Progressive reporting
05/02/16	Productivity Commission Report: submission	Phil Ker	3 May 2016

4. **MATTERS ARISING**
5. **CHAIR'S REPORT (Verbal)**
6. **CHIEF EXECUTIVE'S REPORT**

Summarised Finance Report for the period ended 30 April 2016

The following table provides an overview of Otago Polytechnic's 2016 financial performance to date and compares this against the budget with variances.

April 2016	2016 Year to Date Actual	2016 Year to Date Budget	Variance
	(\$000s)	(\$000s)	(\$000s)
Revenue	\$ 36,757	\$ 36,112	\$ 646
Expenditure	\$ 34,393	\$ 34,471	\$ 78
Net Surplus (000's)	\$ 2,364	\$ 1,641	\$ 724
Capital Expenditure	\$ 2,590	\$ 5,725	\$ 3,135
Employment Cost as a percentage of revenue	37.0%	37.7%	0.7%
Student Fees as a % of revenue	25.4%	23.9%	(1.5)%
Government Funding as a % of revenue	34.1%	34.3%	0.2%
Working Capital	86.8%	65.6%	21.2%
Cash In/Cash Out	165.7%	145.1%	20.5%
Current Monetary Assets (000's)	\$ 11,531	\$ 6,961	\$ 4,570
Debt / Equity Ratio	0.0%	0.0%	0.0%
EFTS	4,161.2	4,109.7	51.5

Key Points:

- The net operating surplus variance is \$724k ahead of budget, with continued favourable budget revenue timing issues mixed with some minor permanent gains and losses now identified. These will be updated through the reforecast process.
- EFTS enrolments at 4,161 remain ahead of budget for April YTD with additional domestic and international enrolments compared to the budget timing. We are on track to meet the year end targets.
- Current Monetary Assets are \$4.6m higher than budget YTD due to positive working capital movements, including fees paid in advance reflecting strong international enrolments and a higher opening cash position. This gap is however expected to reduce in the second half of the year.

- Capital Expenditure is \$3.1m below budget with a land purchase being accounted for late in 2015 instead of early in 2016 as planned.

External Liaison

- United Way allocation meeting
- Malcam Board meeting x 3
- Nick Sceats, Catapult
- Tertiary Sector Steering Group
- Campus Development Plan Architect Reviews
- OPSA President
- Metro CE meeting, Wellington
- Tina Sims, Ministry of Education re Trades Academy
- Otago Polytechnic Education Foundation Board
- Alumni function
- Tom Jones, Crafty Beers
- ITP Advisory Group, Wellington
- OPAIC Board meeting x 2
- OPAIC graduation
- Warren and Mahoney Architects presentation
- TANZ Chief Executive's meeting, Wellington
- TANZ eCampus meeting, Wellington
- Alistair Hey, Mike Kerr (Central Otago District Council)
- Fonda Smyth, Nova Scotia Community College (teleconference)
- Barbara Bridger, Carol Melville (Otago Community Trust)
- Bahrain and Saskatchewan Polytechnics conference call re Logistics Degree
- Dinner, SDHB Executive
- Carole Heatly, SDHB
- PIN Executive teleconference
- Hayden Johnston, Tarras Vineyards
- TANZ CE meeting, Auckland
- TANZ eCampus meeting, Auckland
- ASB Sports Awards
- Tertiary Teaching Excellence Awards, Wellington
- Pete Reicks Performance Excellence presentation
- Edutech conference – Brisbane

Media Clippings

Attached separately is a media report for April and May 2016.

Good News

- Our ACC Health and Safety Workplace Safety Management Programme Audit on 18 May resulted in achievement of Tertiary (highest possible) level of accreditation.
- Otago Polytechnic has employed 20 of its students as Student Ambassadors to engage with and support new and prospective students. The Student Ambassadors initiative is an opportunity for students to develop leadership and communication skills through assisting with campus tours, high school liaison visits, and recruitment events. Selected from more than 40 applicants, the Student Ambassadors are excellent communicators with a real passion for their studies who have a desire to 'give back' to OP.
- On Monday 9th May, thousands of secondary school students from across the country descended upon Dunedin to attend our annual Dunedin Tertiary Open Day, held in conjunction with the University of Otago. The day was a great success with information sessions across all programme areas drawing large audiences, and an expo and interactive displays making the most of the new space available in The Hub. Our newly recruited Student Ambassadors played a pivotal part in the day, welcoming visitors and sharing their firsthand experience of being a tertiary student.

RECOMMENDATION

That the Council receives this report.

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

7. MAORI STRATEGIC FRAMEWORK

We are pleased to present the latest version of the the Māori Strategic Framework (MSF). This is the third iteration and the main changes are that we have included strategies to address some of the recommendations from the last cultural audit. We have also included some of the next steps identified in the last Māori Annual Report. The six (6) priorities have not changed, however some require our attention and others are prompts to support the institution to make further progress.

Priority One: Treaty of Waitangi - The key focus moving forward is to take the MSF on a Polytechnic roadshow and introduce it to each school. We see this as an opportunity to strengthen the relationships between the KTO office and the schools thus addressing priority one. We will be starting with the schools who require the most support. We also see the appointment of a Kaitohutohu as a key part of this roadshow.

Priority Two: Kai Tahu/Māori Leadership and Staffing - We are undertaking a research project with Māori staff to identify how we can meet our aspiration of living as Māori. Structural changes that may be required will emerge from this research.

Priority Three: Kai Tahu/Māori Students - We are supporting the Māori Centre team to address priority three.

Priority Four: Kai Tahu/Māori Programmes – This work continues with the Director: Quality and with providing advice to the D4LS project team when required.

Priority Five: Inclusive Learning Environments - We are continuing our work with the Director: Learning Environment and his team with the campus redevelopment, and we are working on strategies to be implemented for and with schools to provide a safe learning environment for Māori students.

Priority Six: Research and Māori-centred knowledge creation - Our Māori Research Plan has been developed and is currently being implemented. We are focusing on building capacity amongst Māori research staff, supporting Māori researchers and supporting non-Māori looking at Māori centred research.

Justine Camp
Kaipūtahi



Te Kura Matatini ki Otago
Māori Strategic Framework

2016–2018

Komiti
Kawanataka
2014

(left to right)

Back row:

David Higgins
Jamie Te Hiri
Alistair Regan
Michael Collins

Front row:

Debbie Davie
Eleanor Murphy
Kathy Grant
Professor Khyia Russell



Developed by Te Kōmiti Kāwanataka
October 2006

Updated by Te Kōmiti Kāwanataka
and Otago Polytechnic, February 2012

Updated by Te Kōmiti Kāwanataka
and Otago Polytechnic, September 2015



Kia mahi a tātou tahi kia whāia ara ki mua
Let us all work together to find ways forward



Mihi

Ko te mihi tuatahi ki a koutou ahakoa kō wai nō hea.

Ko te tuarua, he mihi tēnei ki a koutou nō tēnā hapū no tēnā rohe o te motu.

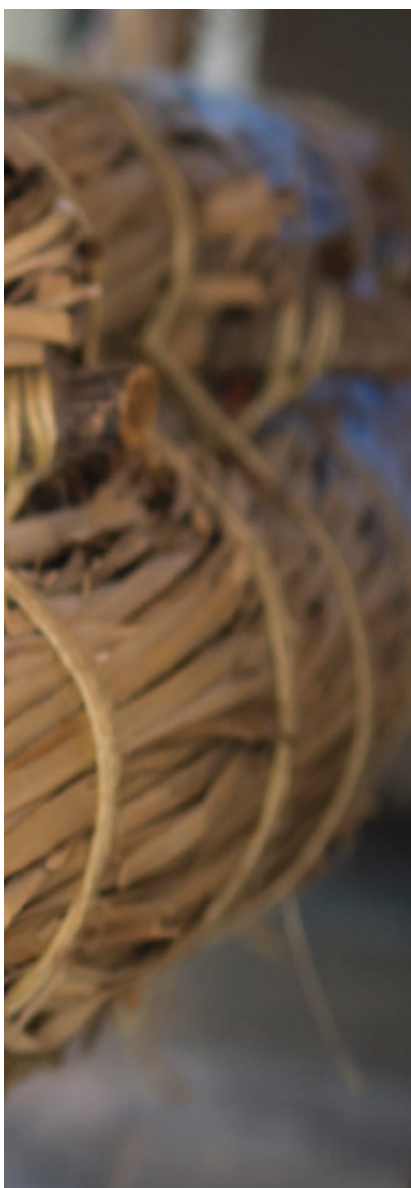
Ki kā tini mate kua tukua atu ki te kōpū o te whenua.

Haere, haere ki te rika kauawhi ō tipuna, moe mai oki oki mai.

Ka hōki ki te huka ora, ki kā mana, ki kā reo, raurakatira mā tēnā koutou katoa.

He mihi tēnei mai i Te Kura Matatini ki Otago tātou ko

Te Kōmiti Kawanataka ki a koutou kā iwi katoa nā mātou i te whakaaro me te kōrero,
a tuhi, a waha hōki, i roto i kā hui rūnaka.



Chief Executive's comments

I am pleased to introduce this third iteration of our Māori Strategic Framework (MSF), which is one of our key strategy documents standing alongside our Strategic Plan. The MSF has evolved as our relationship with Kai Tahu has matured, and in the light of two Cultural Audits which have brought external review and critique to our efforts to develop Otago Polytechnic as an inclusive place for Māori to learn and work as Māori.

I am confident that the objectives and priorities set out in this Strategic Framework will provide the directions which will guide Otago Polytechnic to significantly improve performance over the next three years in terms of Māori learner and staff success.

Phil Ker
Chief Executive



Otago Polytechnic's Māori Strategic Framework

The Otago Polytechnic Māori Strategic Framework has been developed to articulate Kai Tahu/Māori aspirations for tertiary education. The Framework represents a Treaty based model established on partnership, with the intention of building a tertiary system where Māori students are encouraged and supported to succeed.

Fundamentally the Framework is underpinned by Professor Mason Durie's visions for Māori education, which are:

To live as Māori – being able to have access to Te Ao Māori, the Māori world, which means access to language, culture, cultural practice, marae, resources, Iwi, hapū and whānau.

To actively participate as citizens of the world – higher education should open doors to technology, to the economy, to the arts and sciences, to understanding others, and to making a contribution to the greater good.

To enjoy good health and a high standard of living – educational achievement correlates directly with employment, income levels, standards of health and quality of life.

The impetus to develop a Māori Strategic Framework for Otago Polytechnic came from the Kōmiti Kāwanataka, whose principal responsibility is to ensure the effective implementation of the Memorandum of Understanding (MOU) signed between Otago Polytechnic and Kā Papatipu Rūnaka.

The Framework can therefore be seen as a strategic foundation that incorporates the aims of the MOU and provides practical steps towards incorporating a Treaty framework into the fabric of Otago Polytechnic life for all staff and students.

The Framework has been developed from the National Māori Tertiary Education Framework and is aligned with the MOU, the Ngāi Tahu 2025 Vision Document and the Otago Polytechnic Strategic Directions. It is assisted by additional documents which provide support and direction for staff e.g. Awhina me te Muru, guidelines for consultation with Iwi/rūnaka.



The Māori Strategic Framework conceptualises and expresses a vision for Māori tertiary education at Otago Polytechnic, and as such offers a vehicle:

- ▶ For implementing the Memorandum of Understanding signed between Kā Papatipu Rūnaka and Otago Polytechnic.
- ▶ For giving effect to the Polytechnic's Strategic Goal:
"To collaborate with our communities to make a difference, prioritising Kai Tahu."

As a planning document, the Framework is a means to:

- ▶ Ensuring a Māori perspective informs Māori education initiatives and long-term strategies in order to bring a sense of cohesion to Māori focussed activities.
- ▶ Establishing relationships and facilitating communication between Kai Tahu/Māori expectations and needs and Otago Polytechnic education provision.
- ▶ Foster discussion and information sharing to align Kai Tahu/Māori community priorities, business opportunities and industry requirements, with Otago Polytechnic education provision.
- ▶ Inform the development and assessment of outcomes of the Otago Polytechnic Strategic Directions and Business Plans.
- ▶ Inform staff of the directions in which the Polytechnic is wishing to develop in its responsiveness to Māori.

¹ Professor Mason Durie identified and discussed three shaping visions in his opening address at Hui Taumata Matauranga: Māori Education Summit convened in Taupo in 2001. Further information about Hui Taumata, including the full text of Professor Durie's opening address are available online at www.minedu.govt.nz

² Memorandum of Understanding between Te Rūnanga o Moeraki, Kāi Huirapa Rūnaka ki Puketeraki, Te Rūnanga o Ōtākou, Hokonui Rūnanga Inc (Kā Papatipu Rūnaka) and Otago Polytechnic, (2013). Available online at www.otagopolytechnic.ac.nz

³ Māori Tertiary Education (2003) The Māori Tertiary Education Framework. Wellington: Ministry of Education. Available online at www.minedu.govt.nz

⁴ Ngāi Tahu 2025 Vision. (2000). Available online at www.Ngaitahuwiwi.nz

⁵ Schedule A: 'Partnership Expectations for this relationship' within the MOU states: "The Otago Polytechnic and Kā Rūnaka will develop an agreed annual implementation plan including resourcing requirements."





The Māori Tertiary Education Framework

In its graphic form, the Māori Tertiary Education framework has been developed in tiers. It goes from Te Ao Māori – the Māori world – which sits at the Apex, or the highest point, down to detailed priority areas.

The framework identifies shaping the visions for Māori educational advancement and continues down through to detailed action points.

The result is a structure that can operate at and inform all levels of Māori interaction within the tertiary sector.

The framework is expressed in a triangular niho taniwha (tooth of the taniwha) structure. The niho taniwha is a traditional pattern, chosen because it signifies:

- ▶ Accountability to every dimension
- ▶ Responsiveness to Māori values and development
- ▶ Equity and balance
- ▶ A Māori desire to participate in the tertiary system
- ▶ The cutting edge that tertiary qualifications have to offer iwi development
- ▶ The 'Kōkiri' a traditional fighting formation which spearheads the forward thrust of Māori development.



Ngā Kawenga – Responsibilities

The first principle – 'ngā kawenga' means a system accountable to Māori and reflecting Māori goals and aspirations for advancement. An ongoing cycle of evaluation and improvement is vital here.



Tino Rangatiratanga – Authority/Self determination

Principle two – 'tino rangatiratanga' means supporting aspirations for Māori self-determination, enabling provision by Māori and enshrining Māori ownership in and authority over tertiary education.



Toi Te Mana – Influence Empowerment

The third principle – 'toi te mana' – means to empower Māori to influence the tertiary system at all levels.



Mana Tiriti /Ahu Kāwanatanga – Contribution/Partnership

Principle four – 'mana tiriti/ahu kā wanatanga' – means achieving shared visions and understandings within a partnership built on shared responsibility, contribution and accountability to all Māori.



Whakanui – Respect/Inclusiveness

The fifth principle – 'whakanui' – means accommodating different Māori realities. Māori contributions and innovations need to be included and respected as a natural part of the system.



TE AO MĀORI – the top tier

At the apex, or highest point, of the triangle sits Te Ao Māori (the Māori world). This symbolises the aspirations of Māori learners as they work to achieve their educational potential.

VISIONS FOR MĀORI ADVANCEMENT – the second tier

The second tier sets out three goals for Māori advancement, drawing on the landmark ideas of Professor Mason Durie.

They are:

To live as Māori – being able to have access to Te Ao Māori, the Māori world – access to language, culture, marae, resources such as land, tikaka, whānau.

To actively participate as citizens of the world – education should open doors to technology, to the economy, to the arts and sciences, to understanding others, and to making a contribution to the greater good.

To enjoy good health and a high standard of living – educational achievement correlates directly with employment, income levels, standards of health and quality of life.

These goals should be pursued concurrently. They are broad in character, reflecting outcomes that rely on more factors than just success in education. At the same time there is acknowledgment that educational failure significantly reduces the chances of realising any of the three visions. The visions express a Māori definition of the results of educational success.

GUIDING PRINCIPLES FOR A HEALTHY LIFE – the third tier

The third tier of the framework sets out five guiding principles that need to underpin a system that meets Māori expectations for quality tertiary education. Identified by the Māori Tertiary Reference Group, these guiding principles affect all areas of the framework and must exist at every point where Māori interact with the system. Māori practice these principles on a daily basis and they are at the heart of formal initiatives such as kōhanga reo, kura kaupapa Māori and wānanga.

PRIORITY AREAS – the fourth tier

At the base of the framework sit six priority areas. Each priority area is equally important because initiatives for Kai Tahu/Māori in Otago Polytechnic and the wider tertiary sector have tended to be implemented in an ad-hoc way, some areas are more advanced than others. Priorities will change over time and the framework can be adapted to reflect this.

The six priority areas for Otago Polytechnic are:

Priority One: Treaty of Waitangi

This priority area reflects an on-going commitment by Otago Polytechnic to its Treaty of Waitangi partner – Kai Tahu (through the MOU).

Priority Two: Kai Tahu/Māori Leadership and Staffing

This priority area reflects the contributing role of strong accountable leadership and increased representation of Kai Tahu/Māori staff across Otago Polytechnic, which contributes to whānau, hapū, iwi and Māori advancement, locally and nationally.

Priority Three: Kai Tahu/Māori Students

This priority area reflects the desire for increased recruitment, access, participation, retention, development and success of Kai Tahu/Māori students at Otago Polytechnic.

Priority Four: Kai Tahu/Māori Programmes

This priority area reflects the development of quality programmes in Te Ao Māori, Te Reo Māori and other robust Kaupapa Māori options.

Priority Five: Inclusive Learning Environments

This priority expresses the need for Otago Polytechnic to reflect Kai Tahu/Māori expectation of access to and acquisition of knowledge.

This shall also include te reo me ōna tikaka Māori among staff and students on campus.

Priority Six: Research and Māori-centred knowledge creation

This priority area reflects the development of quality research that contributes to the achievement of Kai Tahu/Māori development aspirations and expresses the expectation that Otago Polytechnic values Te Ao Māori.

PRIORITY ONE:

Treaty of Waitangi

Treaty of
Waitangi

Our strategic objective

To have an effective partnership with Kai Tahu/Māori.

Our aspirations

- To fully understand the specific educational needs of Kai Tahu/Māori within Rūnaka Takiwā and to respond appropriately
- To involve Kai Rūnaka in strategy and policy development and in activities and business of the Polytechnic, wherever appropriate and desired by Kai Tahu
- To use Kai Tahu tikaka appropriately in the running and educational delivery of Otago Polytechnic.

What will we do to achieve our aspirations?

- Provide formal consultation processes and input to decisions at governance level through Komiti Kawanataka and Komiti Kī Waho
- Involve Kai Tahu/Māori in the normal activities of our Schools, e.g. in PEACs / Interview panels for significant roles
- Consult Kai Tahu on new and redesigned programmes
- Be an active partner in Te Tapuae o Rehua
- Organise all formal occasions using appropriate tikaka, in consultation with the Kaiohutohu Office

- Use Kai Tahu/Māori tikaka in institutional ceremonies and celebrations
- Ensure all staff understand how the principles of the Treaty of Waitangi relate to their job
- Provide safe learning opportunities for staff to develop their skills and knowledge in applying the Treaty to their role.

How will we know we have been successful?

- Kai Rūnaka report satisfaction with our consultation, decision making and engagement processes.

PRIORITY TWO:

Kai Tahu/Māori Leadership/Staffing

Kai Tahu/Māori
Leadership
and
Staffing

Our strategic objective

To attract, support and retain Kai Tahu/Māori staff at all levels within Otago Polytechnic.

Our aspirations

- To increase the number of Kai Tahu/Māori staff across the range of teams and levels within Otago Polytechnic.
- To have Māori staff providing leadership at all levels in the Polytechnic.
- To have a working environment in which Māori staff are valued and their contributions recognised.
- To have a physical environment and organisational culture that is inclusive of Kai Tahu/Māori cultural values.

What will we do to achieve our aspirations?

- Design recruitment processes in consultation with the Kaiohutohu Office, to attract and support Māori applicants
- Support Māori staff members to realise their career aspirations
- Provide support networks for Māori staff
- Provide workload allowances to Kai Tahu/Māori staff for their contributions to OP responsiveness to Māori, and to their communities, where appropriate
- Evaluate all job applicants for understanding of the Treaty, have Rūnaka representation on interview panels for significant roles

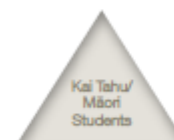
- Develop the physical environment at OP to include Kai Tahu/Māori imagery and language
- Encourage all staff to use te reo
- Consult with Kai Tahu/Māori Staff when developing and reviewing policies that affect them
- Increase our efforts to recruit Māori staff, including a review of recruitment strategies
- Work with Kai Tahu/Māori staff to develop and implement initiatives which will better ensure they can "live as Māori" on campus
- Progressively review all Otago Polytechnic policies, in consultation with the Kaiohutohu Office, in terms of cultural appropriateness, including staff, promotions and koha policies
- Implement the new Māori Centre to support Māori students and staff to learn, work and live as Māori on Campus
- Complete with the School of Art a stocktake of Māori art and contract Māori carvers to create new Māori works of art on campus.

How will we know we have been successful?

- The numbers of Māori staff will at least reflect the proportion of Māori in the Otago region
- Māori will hold leadership positions at all levels in the Polytechnic
- Māori staff turnover rate is lower or equal to that for non Māori
- Māori staff are at least as satisfied with the work environment as non Māori
- Māori staff affirm Otago Polytechnic as a safe place where they can work as Māori.

PRIORITY THREE:

Kai Tahu/Māori Students



Our strategic objective

To have Māori participate and succeed at all levels of learning.

Our aspirations

- To provide a learning environment that is attractive to and supportive of Māori and facilitates their success
- To provide an outstanding learning experience for Māori learners
- For Kai Tahu/Māori learners to succeed in their programmes, and pathway onto higher qualifications where appropriate
- For all Kai Tahu/Māori students to feel safe and included at OP, and able to learn as Māori.

What will we do to achieve our aspirations?

- Develop our understanding of barriers to potential Māori learners' engagement in Polytechnic learning and develop strategies to overcome the barriers
- Understand and use appropriate networks for reaching potential students
- Use Māori language and imagery in all physical and technological environments and in marketing materials and publications, in consultation with the Kaitiaki Office
- Welcome whānau involvement in the learning process and at formal occasions.
- Ensure all programmes have guidelines for flexibility to enable Māori to live as Māori e.g. attendance and assessment requirements
- Provide a safe environment for Māori students e.g. not expecting them to step outside their student role to teach staff or other students about things Māori

- Provide opportunities for students to become stronger in their understanding of their identity, and provide a safe place to start that journey
- Consult Māori students on their needs and involve them in development of the learning environment
- Develop partnerships to enable Māori students to pathway into higher levels of learning and employment, both to and from the Polytechnic
- Provide good practice guidelines to staff to facilitate inclusive teaching and learning
- Recognise and celebrate students' personal growth as well as academic success
- Support staff to develop the skills and knowledge required to enable them to implement this strategy
- Provide a Māori centered approach to Māori student support that recognises and meets the needs of the whole learner
- Provide opportunities for face to face feedback for Kai Tahu/Māori students to Leadership Team.

How will we know we have been successful?

- Māori participate at each level, at least reflecting the proportion of Māori in the Otago region
- Māori learner retention rates are at least equal to those of non-Māori, for all levels of qualification
- Māori learner successful course completion rates are at least those of non-Māori, for all levels of qualification
- Māori learner satisfaction rates are at least as high as those of non-Māori.

PRIORITY FOUR:

Kai Tahu/Māori Programmes



Our strategic objective

To develop quality courses and programmes in Te Ao Māori, Te Reo Māori and other robust Kaupapa Māori options and to incorporate Māori knowledge into all qualification areas.

Our aspirations

- To provide specific programmes and courses to meet Māori needs
- To ensure all programmes are inclusive of Māori knowledge so that Kai Tahu/Māori students recognise their context in programmes
- To ensure all programmes are inclusive of Māori knowledge so that all learners in general understand the cultural context of programmes
- To invite participation by Kai Tahu/Māori to ensure flexible delivery of kaupapa Māori options for learners.

What will we do to achieve our aspirations?

- Develop specific courses and programmes that are identified as appropriate in consultation with Kai Tahu
- Include relevant Māori content and Kai Tahu/Māori cultural practices and values in all programmes

- Develop partnerships with other providers for the delivery of appropriate knowledge/courses
- Develop a range of 15 credit electives in Te Reo Māori and Te Ao Māori for inclusion in all programmes that have electives.

How will we know we have been successful?

- A range of courses and programmes in Te Ao Māori and Te Reo Māori are available
- All programmes incorporate Māori knowledge, tikaka and values.

PRIORITY FIVE:

Inclusive Learning Environment



Our strategic objective

Kai Tahu/Te Ao Māori values are understood, recognised and valued within Otago Polytechnic's environment and delivery of programmes.

Our aspirations

- To develop Otago Polytechnic as a culturally safe place for Kai Tahu/Māori learners and staff
- To integrate Kai Tahu/Māori cultural values into the learning environment
- To prepare all students for working in Māori contexts in their future careers.

What will we do to achieve our aspirations?

- ▶ Include relevant content and Kai Tahu/Māori cultural practices and values in all programmes, according to OP's best practice guidelines
- ▶ Follow Kai Tahu/Māori protocols in our daily activities, as appropriate e.g. food and knowledge acquisition are not mixed
- ▶ Understand and meet the needs of individual students, adapting our approach as needed
- ▶ Provide opportunities for social interaction and group learning
- ▶ Have high expectations of all our students and reinforce their successes
- ▶ Encourage staff to use Te Reo for greetings
- ▶ Ensure tikaka Māori is part of our celebrations and ceremonies

- ▶ Engage students in working with Māori as appropriate to their programme, e.g. how to engage effectively with rūnaka, appropriate tikaka when working with Māori or in a marae setting
- ▶ Ensure all staff have appropriate training and support to provide an inclusive learning environment, and to acknowledge the different ways Māori learners may have of engaging with and in knowledge.
- ▶ Develop the physical environment at OP to include Kai Tahu/Māori imagery and language
- ▶ Monitor the Designing for Learner Success projects for appropriate inclusion of Māori knowledge and perspectives
- ▶ Monitor the Designing for Service Excellence projects for appropriate inclusion of Māori knowledge and perspectives.

How will we know we have been successful?

- ▶ Learning activities are evident which engage all learners with Māori practices
- ▶ Students express satisfaction with the dual cultural learning environment
- ▶ Successful Māori students
- ▶ Ka rūnaka report satisfaction with the range of options and the incorporation of Māori Knowledge into programmes.

PRIORITY SIX:

Research and Māori-centred knowledge-creation



Our strategic objectives

1. To first engage with, and then ascertain what research priorities are important to Kai Tahu/Māori communities
2. To undertake research relevant to Kai Tahu/Māori communities that benefits Kai Tahu/Māori
3. To undertake research that links to Kai Tahu/Māori development aspirations
4. To develop a vibrant Māori research culture.

Our aspirations

- a. To have Kai Tahu staff engaged in their own areas of research as well as being part of other research requiring Māori input/analysis
- b. To develop research initiatives, priorities and funding with Kai Tahu/Māori communities
- c. To build the capacity to develop and nurture kaupapa Māori research
- d. To undertake kaupapa Māori research with Iwi
- e. To recognise and embrace Kai Tahu/Māori guardianship of knowledge
- f. To support the development of Māori intellectual independence and Māori knowledge according to tikaka Māori.

What will we do to achieve our aspirations?

- ▶ Undertake strategic research planning in consultation with Kai Tahu/Māori to identify appropriate priorities and practices for research
- ▶ Provide support, both financial and development, of Māori researchers and Māori research
- ▶ Support Kai Tahu/Māori staff and students to attend and present regularly at conferences
- ▶ Ensure Māori centred research is commissioned or led by Māori
- ▶ Develop and implement a Māori Research plan.

How will we know we have been successful?

- ▶ Research outputs in relation to Māori research will be achieved annually
- ▶ Research outputs involving Māori staff will be achieved annually
- ▶ Rūnaka is satisfied research is relevant to Kai Tahu/Māori communities
- ▶ There is a notable Māori research presence at Otago Polytechnic.





ON THE COVER

Untitled oil on board with cedar panels, 2015

by Simon Kaan, Kai Tahu, Kāti Mamoe, Waitaha

INSIDE

Kotahitaka – Unity

by Dana Te Kanawa, née Russell –

Kai Tahu, Kāti Mamoe, Waitaha

The design you can see as a watermark throughout this document was created by Dana especially for Otago Polytechnic, to appear on its website and elsewhere across its campuses. It explores the theme of blending and gathering, with the “four winds” representing the many directions from which our staff and students reach us.



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8. LEADERSHIP TEAM REPORT

Director: Quality, Sue Thompson

Portfolio Responsibilities:

- Academic Appeals
- Analysis of educational performance
- Customer Services which includes the student life cycle processes from application to graduation and beyond
- External Pacific Engagement (includes convening External Pasifika Advisory Committee and managing awards and scholarships)
- Organizational Research
- Quality Enhancement Centre
- Quality Data and Records
- Resolving Student Complaints
- Self-Assessment (includes internal evaluation) External Evaluation and Review
- Single Data Return- veracity of data, course and qualification completions
- Student Discipline
- Student Health

Committees:

- Academic Board – Chair
- AIC Academic Committee
- Learning and Teaching
- Research and Enterprise
- Policies - Chair
- Quality and Approvals
- Workbased Learning Agreement – Chair
- Deputise for Phil Ker at Te Tapuae o Rehua Board meeting

2015 Achievements:

The successful NZQA EER was the main focus of my work for a significant part of 2015. The final report in December confirmed the Highly Confident in Educational performance and in self-assessment capability.

Strengthened self-assessment and internal evaluation processes. 61 programmes or clusters of programmes completed annual review reports as did nine service areas. Leadership Team (LT) met with 17 of these programme and service areas following submission of their annual review reports. I wrote 70 reports in response to these reviews on behalf of LT. The internal evaluation team completed the third year of their cycle with reports identifying good practices as well as opportunities for improvement completed for each area and a summary report completed for LT and Academic Board.

Improvements in 2015 Maori and Pacific course completion rates on 2014 rates.

2016 Priorities:

Objective	KPI
Improve learner success in 2016 (with Chris M) including supporting low performing programmes to improve success rates for Maori and for Pacific learners (with Sally, Chris and Matt?)	<ul style="list-style-type: none"> • <i>Successful course completions of at least 2% improvement overall (base 2015)</i> • <i>Underperforming programme targets for 2016 will be met</i> • <i>Improvement of at least 2% for course completion and retention rate including for Maori and for Pacific</i> • <i>No courses/programmes below 60%</i> • <i>2% improvement for Māori and for Pacific (base 2015)</i>
Implement truncated APER/ASR process for 2016 to keep the focus on self-assessment	<ul style="list-style-type: none"> • <i>Completed including all reports finalised by 31 July 2016</i>
Redevelop Quality Management system to align with Baldrige categories including Academic and Management Policies	<ul style="list-style-type: none"> • <i>New approved QMM</i> • <i>All policies current and recoded</i>

Activities since my report to Council in October 2015:

- Participated in the NZQA working group Nov 2015-March 2016 to review ITP EER processes. The outcomes of this group were overshadowed by the various compliance issues coming to light in the tertiary sector which has resulted in NZQA's revising the key evaluative questions to include one about key compliance activities.
- Proactivity to ensure congruence between approved programmes and their delivery.
- Progressed the review of a number of policies on an as required process.
- Progressing a change to the process for review and recommendation for approval to Academic Board for new and revised qualifications and their programmes of study. A paper recommending disestablishment of QAC and the establishment of a panel of peer reviewers was discussed at the April Academic Board meeting.
- Peer reviewed, with two others, the final documents for a suite of Postgraduate Applied Management and Business Informatics programme for AIC. The application for accreditation and approvals for these programme is currently with NZQA and will result in a panel visit to AIC.
- Completed analysis and reporting for 2015 EPIs with the analysis an accompanying narrative of 2015 Maori EPIs for reporting to Komiti Kawanataka and for the Maori Annual Report.
- Attended AIC's April Graduation ceremony and had a number of meetings with AIC staff
- Progressing plans to ensure compliance with Public Records Act by 2018- this requires an electronic digital records management system (EDRMS).
- Met with a number of OP and NZQA appointed NZQA appointed monitors for degree programmes.
- Attended Aoraki's last Dunedin Graduation Ceremony in December
- I continue to manage complaints, appeals and disciplinary matters as they arise- some of these can be rather time consuming.
- Working with TANZ Academic Directors to ensure programme of study sharing between TANZ partners post the targeted review of qualifications (TRoQ).

Achievements

- Successful December and March graduation ceremonies which included the presentation of the honorary award of Emeritus Professor in March to Khyla Russell.
- Successful recruitment for additional volunteer members of the Internal Evaluation team.
- Raised over \$1200 for the Malcam Trust by freedom abseiling from the service gantry of Forsyth Barr Stadium.

9. CHANGE IN DECEMBER GRADUATION CEREMONY

The numbers for both December and March graduation ceremonies have been increasing each year with the December increase more significant. We have previously asked programmes which traditionally graduate in December to consider shifting to March, in order to spread the numbers graduating more evenly, but this has not proven to be feasible. The addition of the Dunedin based Aoraki programmes to our portfolio in 2016 will add 100+ to the numbers wishing to graduate in December. Aoraki's practice, which is appropriate, has been to hold a Dunedin graduation in December.

There are 2100 seats available in the Town Hall, inclusive of the graduand seating. This number does not include the stage and choir stall seating occupied by the official party and staff. In December 2015, 568 graduands registered to walk across the stage which was 43 more than December 2014 (525). For both 2014 and 2015 we were stretched to capacity for seating in the Dunedin Town Hall even though we have been restricting each graduand to two guests each with a small allowance for additional tickets which are available on application.

The University of Otago moved to two graduation ceremonies on the same day some years ago with a graduation procession for both ceremonies starting at 11.30am, the first ceremony at 1pm and the second ceremony at 4pm.

Holding Two Otago Polytechnic December graduation ceremonies on the same day, based on approximately 350 graduands for each ceremony, would enable each graduand to receive four guest tickets each. We would need to have these ceremonies and the OPSA graduation procession at similar times to the University of Otago graduations, one at either 12.30pm and another at 3.30pm with the one procession starting at 11am for both ceremonies.

Two December graduation ceremonies on the same day will make little difference to the existing processes for issuing academic gowns, printing and packing transcripts and certificates and the printing of the graduation booklet which would have the graduates for each ceremony, as well as those graduating in absentia students listed in the same booklet. We would require separate speakers for each ceremony. Members of Council, Leadership Team and Academic Board would be expected to attend each ceremony. We would expect that the academic staff for the programmes/school/college are in attendance for their graduands.

We have explored the possibility of two ceremonies on the same day with Dunedin Events, the DCC, and OPSA with no significant issues identified. There will be some financial implications with the need for the Piper and the Organist twice and we may need to offer some incentives to the willing team of OP staff volunteers who ensure the day is successful. There may be some implications for the timing of programmes/schools/colleges pre-graduation ceremonies that are usually held on the Friday morning. Hopefully early notification will address this potential issue.

RECOMMENDATION

That the Council approves there will be two December graduation ceremonies on the same day commencing in December 2016.

Sue Thompson
Director: Quality

10. MATTERS FOR NOTING

The following documents are attached:

- Council Calendar (Appendix 1)
- Leadership Team Conflict of Interest Register (Appendix 2)
- Minutes
 - Komiti Kawanataka 17 March and 21 April (Appendices 3 and 4)
 - Staff Subcommittee 7 April (Appendix 5)
 - Student Council 14 April and 12 May 2016 (Appendices 6 and 7)
 - Academic Board 22 March, 18 April and 14 May 2016 (Appendices 8, 9 and 10)
- The Common Seal has not been used since the last meeting.

APPENDIX 1

COUNCIL CALENDAR 2016/17

Placeholders

Meeting/Event	June	July	Aug	Sept	Oct	Nov	Dec	Jan 2017	Feb	Mar	Apr	May
Audit Process												
Interim												
Signoff										31 Mar		
Forecast	3 June											
Budget												
Workshop/Draft					7 Oct							
Signoff						4 Nov						
Council Meeting Fridays	3 Jun	1 July	5 Aug Marae visit TBC	2 Sept	7 Oct	4 Nov	2 Dec		3 Feb	3 Mar	7 Apr	5 May
Evaluations - Reviews - Report	May		3 Jun									
Function							9 Dec					
Photo									3 Feb			
Fees Set												
International			5 Aug									
Domestic			5 Aug									
Finance and Audit Ctee	24 Jun	29 July	26 Aug	30 Sept	28 Oct	25 Nov		27 Jan	24 Feb	31 Mar	28 Apr	26 May

Meeting/Event	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Graduation							9 Dec			10 Mar		
Maori Pre-Grad							8 Dec			9 Mar		
Komiti Kawanataka Thurs at 8am	16 Jun	21 July	18 Aug	15 Sept	20 Oct	17 Nov	15 Dec	19 Jan	16 Feb	16 Mar	20 Apr	18 May
Investment Plan Draft												
Approval												
Report												
Risk Management Review Policy												
Strategy Workshop Approval					20 Oct							
Dept Showcases						Nov						
50th Anniversary Functions												



OTAGO POLYTECHNIC CONFLICT OF INTEREST REGISTER – LEADERSHIP TEAM

Register to be maintained for the Leadership Team and kept by the Chief Executive's office as per policy CP0012.02 Conflict of Interest.

Date Updated	Name	Interest Disclosed	Nature of Potential Interest with Otago Polytechnic
3 Dec 2014	Matt Carter	None	None
11 Mar 2016	Mike Collins	Dunedin Digital Trust Envirowaste	Director and Trustee Family friends with Director Joe Lines
3 Dec 2014	Philip Cullen	City College Trustee Cliffs Road Trading	OP is 1/3 shareholder Potential only
11 Mar 2016	Phil Ker	Board Member: – Malcam Trust – Te Tapuae o Rehua – TANZ – Metro Group Convenor – selection panel for National Tertiary teaching Excellence Awards Glenys Ker, Programme Leader Capable NZ - spouse	
11 Mar 2016	Chris Morland	Ellen Morland, OP staff member	None
1 April 2016	Sally Pairman	Son is undertaking study	Engineering and personal training programmes
3 Dec 2014	Alistair Regan Josephine Regan	Director: Upstart Trust and by default an interest in Otago Angels Interactive Exhibitions limited	None Occasionally contracting to the Polytechnic in a number of areas including ABE, Design, Innovation Workspace

3 Dec 2014	Sue Thompson	None	None
11 Mar 2016	Jean Tilleyshort	Son-in-law is an OP staff member	None
3 Dec 2014	Mike Waddell	None	None

Minutes of the Combined Te Kōmiti Kāwanataka and Ki Waho Meeting



Held at 8.00am on 17 March 2016 in Poho, Otago Polytechnic, Dunedin

PRESENT: David Higgins (Chair)
 Claire Aitken (Ki Waho)
 Jamie Te Hiwi
 Eleanor Murphy
 Khyla Russell
 Justine Camp
 Vicki Ratana (Ki Waho)
 Chris Morland
 Jeanette Wikaira
 Nola Tipa
 Rebecca Swindells
 Richard Kerr-Bell
 Rachel Dibble (breakfast & acknowledgement)
 Shaun Tahu (breakfast & acknowledgment)
 Sue Thompson (breakfast & acknowledgement)
 Rebecca Williams
 Tessa Thomson

IN ATTENDANCE: Debbie Davie (Minutes)

Karakia: David Higgins

1. Apologies Odele Stehlin, Kathy Grant, Mike Collins, Phil Tait, Claire Aitken (for early departure), Jeanette Wikaira (late arrival)

2. Minutes
 The minutes of the meeting held on 18 February 2016 were provided.

RECOMMENDATION

Nola Tipa/Eleanor Camp

that the minutes be approved as a true and correct record of the meeting.
AGREED.

After general business, only Komiti members to remain to discuss and make a decision around who will be nominated for the Kaitohutohu position interview panel.

3. Matters Arising:

Terms of Reference

Currently we default to the old terms of reference until the recommended draft goes to council for approval.

Membership

Komiti agree that the term of appointment should align with the council term. Suggest that two years be amended to three years with the option to reappoint for another three year term to the maximum of 6 years.

Kōrero notes

- Increase to four rūnaka representatives – Chair/Council Representative plus three other, gives the opportunity for all four Papatipu Rūnaka to be represented.
- Consider a succession plan
- Currently one Mataamata representative. would like to increase to two
- Vicki Ratana is our new Ki Waho representative from Christchurch
- Need to have a higher rūnaka representation rather than equal balance to ensure the rūnaka voice is heard (other than rūnaka that attend under the mantle of staff representative).
- Chris Morland has been appointed as a Staff Representative because of his knowledge around Schools
- Mike Collins is the Leadership Team representative
- If we accept this terms of reference what happens to the two Matawaaka representatives?
- The power to co-op also needs to be included

Decision: That the Komiti should have ten (10) members to include two (2) Matawaaka representatives with the power to co-op to the maximum of twelve (12) members.

- Ex officio should have a right to vote
- Does the Komiti have a role, in suggestion around selection of staff?
- With the new Māori Centre – where does the Manager sit within this term of reference?
 - They report to the Kaitohutohu, as Justine does currently.
- Majority voice needs to be Māori
- Meeting frequency monthly – being a sub-committee of council we should meet with the same frequency

Areas of Responsibility

To provide a strong functional relationship between the Te Rūnanga o Moeraki, Kāti Huirapa Rūnaka ki Puketeraki, Te Rūnanga o Ōtākou, Hokonui Rūnanga Inc (kā Papatipu Rūnaka), Council and management to ensure an effective Treaty relationship.

All Agreed

To assist Council and the Chief Executive to maintain the relationship, ensure effective communication and monitor the implementation of the Memorandum of Understanding between Te Rūnanga o Moeraki, Kāti Huirapa Rūnaka ki Puketeraki, Te Rūnanga o Ōtākou, Hokonui Rūnanga Inc (kā Papatipu Rūnaka) and Otago Polytechnic, including the development and monitoring of the Strategic Plan.

All Agreed

To ensure that Kai Tahutaka, as practiced by the Rūnaka, is the basis for all Māori activities, cultural and educational, within the Polytechnic.

All Agreed

To ensure the implementation of, monitor and make recommendations for any revision of the Memorandum of Understanding between Te Rūnanga o Moeraki, Kāti Huirapa Rūnaka ki Puketeraki, Te Rūnanga o Ōtākou, Hokonui Rūnanga Inc (kā Papatipu Rūnaka) and Otago Polytechnic.

All Agreed

To advise Council and the Chief Executive

All Agreed

To facilitate the working relationship between Ngai Tahu and Otago Polytechnic

To be removed – All Agreed

Chris and Justine will put on the agenda for the next KTO Team meeting with Phil to talk through process.

4. Naming the Māori Centre

Komiti discussed September (2015) meeting – Ōtākou to take the lead. Justine will talk to Rachel Wesley (Manager) and Donna Matahaere (Chair) to ask that they instigate their process. Ōtākou will contact the other three rūnaka for comment.

5. Māori Annual Report

Kāhui have met to discuss the profiles to be showcased and the KTO team have met with Phil Ker and had a discussion around content.
It was agreed that Justine would drive this years report.

Intention is to change the narrative from a food focus to a focus around achievement.

Profiling

Staff – Rebecca Swindells and Nolan Ratu

Department – ISS

Students – Kees Meeuws and cohort from Christchurch through Capable

Images – capturing the Christchurch cohort in their graduation gowns

6. Māori Strategic Framework (MSF)

Starting to look at schools and the statistics around performance

Progress on Priority Two (2)

Idea to develop a Māori HR band of progression

7. Reports

Kaitautoko Report (Rebecca Swindells)

Kōrero Notes

- ABE, ADA and Social Services currently using Poho the most
- Have managed to see most Māori students
- Tracking over time their likelihood of success, will be looking at statistics as the Māori Centre develops.
- Struggling at this stage to cover those students enrolled as distance based students
- Organise \$100.00 worth of petrol vouchers for Māori student involved in the veranda accident – Simon Kaan is keeping in touch with the student

Ideally Rebecca Swindells will be put onto a permanent staff member contract – currently on her 3rd fixed term contract.

Research Assistant (0.5 FTE position)

Job Title for Research Assistant – Kaiāwhina rakahau (ideally Rebecca Swindells will agree to fill this position).

One of the first areas that will be looked at is a Māori motivation survey to find out how students are going, how we can support and why they choose to come here. This information can then be fed back to Schools.

Rebecca Swindells is currently doing the NZ Federation of Family Budgeting Advisory Service course – at the end of this month will be a qualified budget advisor.

Komiti acknowledged the comprehensive report - good to put this alongside MAR.

Kaitohutohu Team Report (Justine)

The priorities for Kaitohutohu Team in 2016 are:

1. Achieve Educational Excellence (Main Goal). To have Māori participate and succeed in all aspects of learning.
Target Result: To actively support Māori Centre to achieve the aspirations set out in Priority 3 of the MSF.
2. Be a resilient organization – To create a plan to develop a vibrant Māori research culture. To realize the aspirations as set out in Priority 6.
Target Result: There is a notable increase in Māori research activity at Otago Polytechnic.
3. Collaborate with our communities – To have an effective partnership with Kai Tahu Māori.
Strengthen OP as a place where Māori can work and learn as Māori by engaging with 6 Schools and Service areas.

Earn the confidence of communities by anticipating and exceeding Kai Tahu/Māori educational aspirations.

- Abstracts for the NZSA conference 'Mountains, Rivers, Forests and Lakes: Viewing Nature in New Zealand and the Pacific' in Lugano Southern Switzerland (30 June – 3 July) have been submitted and accepted. (Justine/Richard) (Priority 2 & Research & Enterprise)
- Continue NZSA planning for Justine & Richard to attend (Tessa)
- Continue to respond to ethics applications on behalf of KTO consultation (Richard) (Priority 2 & Research & Enterprise)
- Met with Eru Pendergast-Tarena & Richard re a Ako grant (Justine) (Priority 2 & Research & Enterprise)
- Met with Simon Middlemas to start initial planning for OISA Symposium/Scope (Justine/Debbie) (Priority 2 & Research & Enterprise)
- Kāhui met to discuss staff/student profile for the Māori Annual Report
- Attended Research and Enterprise Committee 2016/2017 funding bids Meeting (Justine) (Priority 2 & Research & Enterprise)
- Attended Ethics Committee meeting (Justine) (Priority 2 & Research & Enterprise)
- Attended Ngai Tahu Research Consultation Committee (Justine) (Priority 2 & Research & Enterprise)
- On Bachelor of Social Services Assessment Panel for Angela Jowett (Justine) (Priority 1)
- On Bachelor of Social Services Assessment Panel for Julie Jensen (Justine) (Priority 1)

Ensure robust MSF Evaluation

- Guest lectured for the post grad design cohort on MSF and consultation on projects (Justine) (Priority 3)
- Met with Nursing around Ethics Category B funding (Priority 2 & Research & Enterprise)
- Met with Kathryn Van Beek around the MSF (Justine) (Priority 1)
- Springin2it – meeting to discuss what we want from the Springin2it redevelopment for Māori and Pacific and to see if suitable as an IT student project (Justine) (Priority 1)
- Met with Richard Mitchell – Food Design conference consultation (Justine) (Priority 2 & Research & Enterprise)

To achieve different results for Kai Tahu/Māori learners so they remember us regardless of age.

- Attended/helped with Māori Pre-Grad (Team)
- Attended Māori student lunch
- Mihi Whakatau – visitors from Reutlingen University here to meet with ABE and the Fashion Design team to talk about student and staff exchange opportunities for both institutions. (Kāhui)
- Mihi Whakatau - South Puget Sound visitors (Team/Kāhui)
- Attended Capable pre-grad (Justine/Richard)
- Met with Penelope Kinney to discuss details for OT 3rd year hui (Justine) (Priority 3)

Develop new and active partnerships with Māori to support our new KTO and Māori Centre direction

- Team met with Phil K – monthly meeting
- Attended Te Tapaue hui in Christchurch – building and maintaining our relationships (Justine/Richard). (Priority 1)

Other achievements (since last report) and Good news (not previously reported)

- Welcomed Richard into his new role within the Māori Centre
- Attended Learning Spaces Development (LSD) Team meeting (Justine)
- KTO Team meeting with Phil Ker
- Attended Graduation in support of Khyla receiving her Emeritus Professor Award (Team)
- Attended TEU Exec Planning/Training Afternoon (Justine)
- Met with Nolan Ratu re sponsorship
- Ongoing organisation for Rebecca Williams mihi (Tessa)
- Attended meeting to discuss and provide input into "Revisioning for OP"

Challenges (current, since last report)**Coming up (what is next on your agenda)**

- Meeting to plan outputs to support trip to Alaska with Ron Bull & Simon Kaan (Justine/Debbie)

- Kāhui profile/photos with Kathryn Van Beek
- Mihi Whakatau – Kanazawa Technical College Japan here primarily with ABE and observe learning and teaching environments plus to talk about increasing numbers of students that come here for summer school.
- Team meeting to look at MSF and data from 6 schools not performing

Kōrero Notes

- Currently organising a contract for Khyla to take over the role that in the past Huata Holmes has held
- Rebecca Williams Mihi Whakatau is on the 30th of March 10am at Ozone
- The KTO team acknowledge the support they are getting from Mike Collins, Chris Morland, Sue Thompson and Kāhui
- Richard Kerr-Bell – has now moved over to the Māori Centre no longer with Capable NZ. Has agreed to continue supporting the cohort of 20 students still going through.
 - Further discussion needed around how this can continue safely for iwi
 - One of our priorities is to ensure education excellence for Māori – if we know there is a programme that we can add value to, Komiti should discuss and advocate the aspects. We haven't formally done it in the past, we have talked about it.
 - The student may not necessary know that they can be assessed by Māori, are they asked – are you Māori would you like a Māori assessment?
 - Clearly an issue that needs to be addressed
 - We can advocate from good too great for that programme. From the initial enquiry phase right through the process.
 - How do we facilitate with the gap that is there now with Richard no longer in that position?
 - OP's approach is that the customer should be at the centre, currently not offering the optical delivery for Māori
 - The support offered by the Māori Centre should flow into Capable NZ

Chris will raise our concerns with Phil in regard to the 'gap' – whats happening now?

MSF (new)

- Focusing on the priorities. Priority 1 is relationship based – having a relationship with the KTO office and this Komiti. With introducing a new Kaitohutohu this can be the start to engaging/re-engaging with Schools/Departments
- Look at a priority each meeting on the agenda.

8. General business

Jamie resigned from his position as Commercial Development Manager for Te Puni Kōkiri, National Office. Has moved to NZ Trade & Enterprise starting on the 13th of April
Which means that Jamie's role here will conclude.

9. Panel for Kaitohutohu interview

Phil has asked for a nomination to represent the Komiti Kawanataka on the selection panel.

Kōrero Notes

- The panel should include: Rūnaka Representative, David as Council member, Eru Tarena – Te Tapaue as part of our partnership, plus two or three rūnaka (MoU four papatipu rūnaka)
- The Kaitohutohu position exists because of the MOU, we need someone that represents the kaupapa
- Message that we expect that not only Komiti Kawantaka representation but also someone who has the mandate from the four papa rūnaka. The makeup of this particular appointment could be viewed as risky from the papa rūnaka community.
- Currently missing the partnership group

Justine Camp nominated Eleanor Murphy as the Komiti Kawanataka representative on the interview panel.

All present agreed

Further ratified following the meeting by Michael Collins and Chris Morland.

David Higgins closed the meeting at 10.53am

Minutes of a Meeting of Te Kōmiti Kāwanataka



Held at 8.00am on 21 April 2016 in Poho, Otago Polytechnic, Dunedin

PRESENT: David Higgins (Chair)
Eleanor Murphy
Mike Collins
Khyla Russell
Justine Camp
Chris Morland
Rebecca Swindells
Richard Kerr-Bell
Rebecca Williams
Shaun Tahu
Ron Bull
Rino Tirikatene (joined part way through meeting)

IN ATTENDANCE: Debbie Davie (Minutes)

Karakia: David Higgins

10. Apologies Kathy Grant, Jamie Te Hiwi, Nola Tipa, Jeanette Wikaira, Mereana Rapata-Hanning (breakfast),

11. Minutes

The minutes of the meeting held on 17 March 2016 were provided.

RECOMMENDATION

Khyla Russell/Eleanor Camp

Amendment to surname – seconder of minutes to read Eleanor Murphy

that the minutes be approved as a true and correct record of the meeting.

AGREED.

12. Matters Arising:

Terms of Reference (Mike)

To be discussed at the Audit and Council meeting in June. Phil didn't have any concerns.

Notes of kōrero

Suggestion of membership

- Next phase; would ideally like to encourage a representative from Hokonui to join Komiti. Suggest joining the meeting using technology if easier than physically attending.
- Encouraging Schools to book their student hui with Hokonui (David will discuss with Terry Nicholson and Rewi Anglem)
- The Council meeting in October is being held at Hokonui – preferable to have a Komiti representative prior to meeting.

13. Naming the Māori Centre

RECOMMENDATION

David Higgins/Khyla Russell

that the Komiti ratify the name for the new Māori Centre – Te Punaka Owheo.

AGREED.

Ōtākou to be acknowledged for giving us the gift of the name – Te Punaka Owheo
Phil Ker will communicate new name to OP staff

Notes from Kōrero

- Reference going forward that we drop the name currently used - Māori Centre and that Te Punaka Owheo (Punaka – shelter/refuge) is the only name used.
- Business cards should be printed using the new name – Te Punaka Owheo.
- Having a flow of names for new OP buildings is important, names given should not be shortened.
- Council suggested introducing storybooks giving accurate information on the history behind the name.
- It has been agreed that Simon Kaans work is to be weaved throughout OP as buildings are upgraded/established.
- Future planning – whole campus logic group are putting together a blue print of what the campus will look like in the future. Further information should be available in October this year.

14. Te Tapaue (Justine)

Strategy has been updated.

Our institution has had a lot of input with Phil Ker, Khyla Russell, Richard Kerr Bell and Justine attending the session in Christchurch and Eleanor Murphy and Debbie Davie attending the session held at the University in Dunedin.

They are taking the Education strategy on a 'road show' – will make enquiries around hosting when they are down this way.

Notes of kōrero

- Accessing funding – APL is where we can have meaningful access, to date Eruera Tarena has been supportive of students applying for RPL through Capable
- Partnerships are valuable – combining strengths. What we help with on this side also helps the other side.
- Eruera Tarena (Kaihautu) has asked for ongoing kōrero with Justine and Richard.

15. Māori Annual Report

Removed Agenda item discussed last month.

16. Māori Strategic Framework (MSF) – Proof tabled

- Distribution planned:
Rūnaka, members of Otago Polytechnic, Iwi archive, McMillan Brown Library and other tertiary iwi universities.
Technically the MSF is produced for Komiti – let Debbie know where else you would like it distributed.
- Education around the Te Punaka Owheo and MSF and what it means for the Schools and Service Areas. Looking particularly at which Schools need assistance.
- KTO office will start with focusing on Priority 1 – Treaty of Waitangi
This priority area reflects an on-going commitment by Otago Polytechnic to its Treaty of Waitangi partner – Kai Tahu (through the MOU).
- Have had positive external feedback from a number of institutions.

Komiti acknowledged those involved in producing the reiterated Māori Strategic Framework 2016 – 2018 version.

17. Reports

Richard Kerr-Bell

- Enjoyable farewell from Capable last week
- Passed assessment for Bachelor of Applied Management – Major in Strategic Management.
- Cohort of 20 is ongoing, anticipating completion by end of July.
- This year we encouraged both corporate and rūnaka enrolment

- Would be valuable for one or two Komiti members to attend an assessment, to hear the quality and rich knowledge presented (Mike & Chris).

Notes of kōrero

- Teething issues for Māori and potential Māori learners
- Next week Eruera Tarena and Justine will be meeting to write a paper looking at RPL and where we are now going.
- Consider re-looking at capacity building around assessors
- Past cohorts – targeting those students to encourage enrolment
- Are Māori students given the option to access a Māori facilitator?

Te Punaka Owheo Report (Rebecca Williams)

What reporting would Komiti expect?

Discussion around differentiating between operational business and the governance business of this Komiti.

- Monthly report, to include student statistics (tabled only)
If there are items in the report that are problematic there is an operational process outside of this Komiti that it would go through.
- Hoping to get a digital presence around campus
- Team approaching HOS's to discuss access into School meetings – an opportunity to introduce the team.

Kaitohutohu Team Report (Justine)

The priorities for Kaitohutohu Team in 2016 are

4. Achieve Educational Excellence (Main Goal). To have Māori participate and succeed in all aspects of learning.
Target Result: To actively support Māori Centre to achieve the aspirations set out in Priority 3 of the MSF.
5. Be a resilient organization – To create a plan to develop a vibrant Māori research culture. To realize the aspirations as set out in Priority 6.
Target Result: There is a notable increase in Māori research activity at Otago Polytechnic.
6. Collaborate with our communities – To have an effective partnership with Kai Tahu Māori. Strengthen OP as a place where Māori can work and learn as Māori by engaging with 6 Schools and Service areas.

Earn the confidence of communities by anticipating and exceeding Kai Tahu/ Māori educational aspirations.

- KTO Team met to plan our next Research Bid (due in May) (Justine, Richard, Tessa, Debbie) (Priority 2 & Research & Enterprise)
- Continue NZSA planning for Justine & Richard to attend conference in Lugano (Tessa)
- Continue to respond to ethics applications on behalf of KTO consultation (Richard) (Priority 2 & Research & Enterprise)
- Met with Simon Middlemas & Megan Gibbons with ongoing planning for OISA (Symposium/Scope (Justine/Debbie) (Priority 2 & Research & Enterprise)
- Attended Research and Enterprise Committee Meeting (Justine) (Priority 2 & Research & Enterprise)
- Attended Research & Enterprise networking session looking at Research Impact. Who would benefit from your research? What difference will your research make for them? What type of impact is it? How will you know if you've achieved that impact, and when? The facilitator was Lesley Brook. (Justine) (Priority 2 & Research & Enterprise)
- Attended AKO funding workshop – discussion around securing funding for NPF (National Project Fund) (Justine) (Priority 2 & Research & Enterprise)
- Member of Bachelor of Applied Management Assessment Panel for Richard Kerr Bell (Justine) (Priority 1)
- On-going discussion with Eru (Te Tapaue CEO) and developing and completing the cohort of 20 students (Richard) (Priority 1)

- Met Leoni Schmidt re PBRF expectations, process and outputs (Richard) (Priority 2 & Research & Enterprise)
- Research interview with Michelle Bunt (Richard) (Priority 2 & Research & Enterprise)
- Met with Richard Humpheries re progressing Ethics applications (Richard) (Priority 2 & Research & Enterprise)
- Capable meeting looking at transitioning of students (Richard) (Priority 1)
- Research paper and book review – Emerging Māori Leadership in Academia (Justine) (Priority 2 & Research & Enterprise)

Ensure robust MSF Evaluation

- Attended Academic Board meeting (Justine)
- Team met to look at key documents – Cultural Audit recommendations and responses, Next Steps on the old MSF, Monitors Report, Annual Report and last year's Māori Annual Report (Justine, Richard, Tessa, Debbie) (Priority 3)
- Met with Gayle Reihana – Business Improvement and Performance Analyst who has created a report looking at Māori student numbers, retention, success rates and programmes to help to determine 'gaps' and schools where further support around implementing the MSF would be advantageous (KTO Team) (Priority 3)

To achieve different results for Kai Tahu/Māori learners so they remember us regardless of age.

- Meeting to look at and update the Kaitohutohu Executive Assistant Job Description (Justine, Richard, Tessa, Debbie)
- Facilitated one Occupational Therapy student hui preparation session (Justine) (Priority 3)
- Attended a two day Occupational Therapy student hui at Puketeraki (Justine)
- Emailed all schools that have student/staff hui to update them on the process (Tessa)

Develop new and active partnerships with Māori to support our new KTO and Māori Centre direction

- Attended Māori Centre Planning meeting (Justine – part/Richard – all)

Other achievements (since last report) and Good news (not previously reported)

- Attended Mihi Whakatau welcoming Rebecca Williams (KTO Team)
- Provided kai and attended Tangi for William Nielson on behalf of the KTO Office (Justine/Debbie)
- Kāhui team photo to go alongside the profile that Kathryn van Beek has put together (Team)
- Completed assessment for Bachelor of Applied Management – Major in Strategic Management (Richard)
- Attended Morning tea at Capable acknowledging change of role Capable NZ (Richard)
- Met with Phil Ker (Justine, Mike, Chris)
- Khyla, Debbie, Tessa and Rebecca Swindells contracts have been sorted – Richards still in progress (Mike)
- Developing a Policy on Artwork in the Atrium (Mike, Justine)
- Looking at current plagues for staff members who have passed away and creating a garden (Mike)

Challenges (current, since last report)

Coming up (what is next on your agenda)

- Meeting to discuss inclusion of the MSF in Staff Awards
- Mataawaka Scholarship Panel
- Trip to Christchurch for a meeting at Te Tapau
- Mihi Whakatau for ABE
- Māori Annual Report meeting
- Meeting with Pleasance Hansen re coaching and support

Notes of kōrero

- Meeting with Gayle Reihana has been helpful in breaking down the statistics within the Māori Annual Report as has the information provided by Sue Thompson identifying schools needing further assistance.

- KTO Team have met and had a 'stocktake' of documents as requested by Phil Ker – an update of progress and areas of concern in particular Māori staffing (Priority 2).
- Mike and Justine working on two new policies – Use of the Atrium and creating a garden for staff that have passed away. A designated space for plaques and acknowledgments.
 - Suggestion of standardised plaque for consistency – Oamaru stone
- Pounamu in the Atrium – cleansing routine
- Staff Awards – MSF linking to the 6 priorities, awarded at the beginning of the year.
 - Suggest recipient be selected by Komiti.
Can we set the criteria and process?
 - Nominations to come through from colleagues including justification and aspirations.
 - What level of knowledge would we expect for a successful nomination?
 - Successful recipient honoured by acknowledgment at Māori Pregrad.
- Acknowledgment of Richard Kerr Bells achievement and the rich quality of knowledge presented.
- Consultation document from the ministry regarding marae on campus – why this won't work for us (Justine to email Phil K with feedback). Salary Review Process committee – currently doesn't have Māori representation. Consider the skill set we would expect the committee to carry around tikanga and te reo – recommendation to go to Phil Ker.
- New Māori Staff Member at ABE – Dr John Webb
- Research – Rebecca Swindells 0.5 FTE Research Assistant currently scoping up the student survey.

18. General business

New Komiti/Ki Waho member (Jamie Te Hiwi replacement)

Khyla – suggested that when Rino Tirikatene is in Dunedin and when possible that he attend our meetings – beneficial to both.

Will email suggestions for replacement for Jamie.

Meeting Venue Change

F215 Leadership Room to be booked for future meetings

19. Panel for Kaitohutohu interview

Closed komiti for korero in regard to the interview panel.

Richard Kerr Bell closed the meeting at 10.20am

Staff Subcommittee of Council

Thursday 7 April 2016 8.30 am – 9.30 am
F215 - Leadership Room, Forth Street, Dunedin

Present:	Sandra Sutherland (Acting Convener) Matt Carter (LT Rep) Sheena Roy (SS) Becca Black (OPN) Jacqui Hayes (DOR) Michelle Watt (NUR) Philip Ballard (ABE) Phil Edwards (ISA)	John Christie (Council Rep) Kay Lion (EAD) Karen Blackwood (TOO) Stuart Terry (QLM) Stuart Allan (ABE) Jono Aldridge (ISS) Ian Barker (ADA) Mary Butler (TOO)
Apologies:	Barbara Dunn (VET) Kim Reay ((TOO)	Karole Hogarth (NUR) Daniel Pfyl (HSS)
In Attendance:	Michaela Fleury (Minutes)	
Recently Resigned from Subcommittee:	Dale Parsons (EAD), Francesca Brown (VET), Penelope Kinney (OCC), Stuart Hewson (ABE)	

1. Apologies	Accepted.
2. Minutes of January Meeting	<p>Minutes accepted as true and correct record. Agreed.</p> <p>Actions / Matters Arising from Last Meeting</p> <ul style="list-style-type: none"> • <i>Sick Leave Bank</i> Carried over. • <i>Sub-Committee Roles and Elections</i> Both General and Academic staff vacancies have been filled and the acknowledgment of outgoing members is recognised. The Subcommittee will now hold elections for Convener (general) and Deputy Convener (academic). <p>ACTION:</p> <ul style="list-style-type: none"> ➤ Expressions of interest in the roles of Convener and Deputy Convener to be emailed to michaela.fleury@op.ac.nz by 5pm Wednesday 13 April 2016. ➤ Should one or more persons express interest in either role elections will be held. This will be via email vote to an independent person (eg the Chaplain)
<p>Sustainability – Vision Workshop Update</p> <p>Matt Carter & Jean Tilleyshort</p>	<p>The review of Otago Polytechnic's Mission and Vision statements is well underway with brainstorming / idea sharing sessions being held with 10 or more staff by all participants that attended the two day workshop in late March / early April.</p> <p>The workshop was facilitated by Nick Sceats from Catapult Leadership Training.</p> <p>Core Subcommittee Feedback</p> <ul style="list-style-type: none"> ➤ Current Mission in some regards has been achieved so is it still aspirational? ➤ Everyone should know the Mission ➤ Core view is that the essence is there in the redrafts they just need to shape it, refine it and it is still a bit wordy.

	<p>Outputs for Discussion</p> <ul style="list-style-type: none"> ❑ Purpose – Building capability, unlocking potential ❑ Vision – ‘Making a better world’ <p>Next Steps: Further opportunities to provide feedback, via follow-up workshops and surveys before going to Leadership Team and Council.</p> <p>Action: Encourage Subcommittee to consider and give direct feedback to Council next month (May).</p>
<p>Sustainability Framework</p> <p>Jean Tilleyshort</p>	<p>Discussion on the Sustainability Framework let by Jean Tilleyshort. Following the revision of OP's Mission and Vision the framework will be updated and revised. There is a need to challenge ourselves more in transforming our lives and communities, with a move from focusing on sustainability to regeneration – how we can make things better and become less at risk?</p> <p>New in Sustainability OP</p> <ul style="list-style-type: none"> • Induction on Sustainability on Moodle for staff and students is underway. • Using a sustainable building consultant <p>Discussion</p> <ul style="list-style-type: none"> • There is an interplay between people, communities, economy and the environment – how do we get the wider message out there? • One of the biggest future challenges is roles / jobs sustainability / careers sustainability • Social sustainability, sustaining yourself as a practitioner • The wider meanings of sustainability could be made clearer to staff by highlighting example ie EAD moving into social responsibility through volunteering <p>Suggestions from the Subcommittee on Framework Revision</p> <ul style="list-style-type: none"> • Maybe a one day workshop to help with revision • Wording - should Sustainability become Sustainable • Use storytelling • The Subcommittee was concerned the Sustainability area may be under resourced for the amount of change OP is committed too.
Agenda's for future meetings	<p>Topic agreed for May meeting:</p> <ul style="list-style-type: none"> • H&S legislation changes and impact – Andy Westgate (including report to Council on 2015 H&S) <p>June Meeting:</p> <ul style="list-style-type: none"> • Internal Communications, Staff Hub – Kathryn Van Beek • Staff Awards <p>Further suggestions</p> <ul style="list-style-type: none"> • Internationalisation • Soft Skills / Essential Skills – Sally Pairman or Doris Lancaster • Maori Strategic Framework
Meeting Closed	9.30 am
Next Meeting	5 May 2016

ACTIONS - Summary

Person	Action	Date for completion
Michaela	Start election process for Convener and Deputy Convener vacancies	April 2016
All	Discuss and provide feedback on Mission & Vision to Council in May	April 2016

Student Council

Thursday 14 April 2016

12.00pm to 1.00pm

The Hub, Mason Centre, Forth Street Dunedin

Present:	Luke Baines (Convener) Brayden Murray (Student Success) Grace Macdonald (OCC) Katherine Fowler (OCC) Lucy Smith (OCC) Kayla Miller (SOS) Lisa Kelly (SOS)	Matt Carter (LT Rep) Michaela Fleury (Minute Secretary) Jordon Darsaville (BC4-CIT) Leina Fofa (SOS) Lateesha Douglas (OCC) Karley Bergersen (SOS) Jack Curley (SOS)
Apologies:	Gillian Bremner (Council Rep) Ruby van der Zanden (EAD) Mena Tampo (DES) Rachael (DES) Laurelle (DES)	Jayden Cromb (SOS) Jinsey Wood (FOL) Shikha Wadhwa (DES) Alister Martin

Shared Lunch	
Council Attendance	Due to a change in class schedule Luke Baines (Convener) is unable to attend further Otago Polytechnic Council meetings this semester. Leina Fofa will be attending as the Deputy Convener in Luke's absence.
Food on Campus	<p>Following the feedback from last month's meetings the Student Council prioritised matters raised regarding food on campus into a priority list as follows;</p> <ol style="list-style-type: none"> Price and variety of food <ul style="list-style-type: none"> Cheaper options at \$3.50-\$5 similar to OUSA Filling food – Curries, Mac Cheese, Nacho's, Hot Roast Rolls Specials of the day /combo's ie \$4.50 lunch or coffee and muffin Location <ul style="list-style-type: none"> Preference overwhelming indicates the above is wanted in The Hub Ako Café – Opening hours <ul style="list-style-type: none"> Needs to be Monday to Friday or people will stop going Make coffee cheaper as run by students practising - \$2 to \$3 <p>The Student Council appreciate that the popularity of The Hub was probably not anticipated by anyone when designing Eden Café, but want to move forward and have options for the above discussed and implemented if possible to cater for them as customers.</p> <p>Action: Matt Carter to formally write to Functions outlining suggestions and requests from Student Council and requesting their formal response.</p>
Review of OP Mission & Vision	<p>Matt Carter briefly the process and outcomes of the recent Re-visioning Retreat. Student Council confirmed that students would appreciate being engaged in the process. The timing was good as a team of workshop participants were set up in The Hub gathering feedback at the same time as the Student Council meeting. The students participated in this exercise and gave feedback to that team and further discussion and feedback was given in the continuation of the Student Council meeting as below</p> <p>Ideas</p> <ul style="list-style-type: none"> 'Achieve the Dream' 'Transforming of Education' 'Awakening and Equipping my dreams' 'Building Capability (student), Awakening Potential (self)' <p>Feedback</p> <ul style="list-style-type: none"> Less about awakening, more about equipping A lot of students start on one study path and end up on another because they become aware of other possibilities – so perhaps that needs to be captured

APPENDIX 6

	<ul style="list-style-type: none"> • ‘Making a better world’ – this is to cliché / cheesy / general although idea behind it understood, just needs better wording <p>How to get Student Input</p> <ul style="list-style-type: none"> • Have similar to photo booth in The Hub where feedback can be videoed / recorded • Have students go around videoing students on their opinions • Make it interactive
Next Meeting	Thursday 12 May 2016

Actions	
Matt Carter	Formally write to Functions and LT on behalf of the Student Council outlining discussions and feedback and requesting a response to options in return

Thursday 12 May 2016

12.00pm to 1.00pm

The Hub, Mason Centre, Forth Street Dunedin

Present:	Luke Baines (Convener) Jordan Dargaville (BC4-CIT) Leina Fofa (SOS)	Mike Collins, Director: Learning Environment Michaela Fleury (Minute Secretary) Brayden Murray (Student Success)
Apologies:	Gillian Bremner (Council Rep) Ruby van der Zanden (EAD) Mena Tampo (DES) Rachael (DES) Laurelle (DES) Grace Macdonald (OCC) Katherine Fowler (OCC) Lucy Smith (OCC) Kayla Miller (SOS) Lisa Kelly (SOS)	Jayden Cromb (SOS) Jinsey Wood (FOL) Shikha Wadhwa (DES) Alistair Martin Matt Carter (LT Rep) Lateesha Douglas (OCC) Karley Bergersen (SOS) Jack Curley (SOS)

Shared Lunch	
Food on Campus	Carried over.
Director Learning Environment: Mike Collins	<p>In Director: Organisational Development, Matt Carter's absence Director; Learning Environment, Mike Collins joined the Student Council and gave an update on the new student accommodation to be built on the current car parking area.</p> <p>The Student Council were concerned at the loss of carparks. Mike Collins suggested one potential option may be some carparking space in Parry Street which he will investigate.</p>
General Business	<p><u>Student Council Staff Awards</u> Jordan had heard that OPSA had a similar system and suggested combining</p> <p><u>Student Council / OPSA Student Reps</u> Suggested minutes are shared between the two and Student Reps are asked to provide feedback on matters the Student Council are considering. This would provide a wide coverage of the Polytechnic.</p>
Next Meeting	Thursday 9 June 2016

Actions	
Matt Carter	Carried over. Response from Hospitality pending
Mike Collins	Investigate potential carparking in Parry Street and inform Student Council of outcome.
Michaela Fleury	Work with OPSA to combine awards and share minutes



Academic Board

Minutes of the *electronic* Academic Board meeting held on Tuesday 22 March 2016 (final approval gained 24 March 2016)

Responses from

- | | | |
|------------------------------------|--------------------|--|
| 1. Sue Thompson (move) | Approve 22/03/2016 | 3.26pm |
| 2. Mereana Rapata-Hanning (second) | Approve 22/03/2016 | 3.44pm |
| 3. Phil Ker | Approve 22/03/2016 | 3.46pm |
| 4. Alistair Regan | Approve 22/03/2016 | 3.50pm |
| 5. Doris Lancaster | Reject 22/03/2016 | 5.09pm (refer notes below on D4LS reference) |
| 6. Nick van der Walt | Approve 22/03/2016 | 5.47pm |
| 7. Chris Morland | Approve 22/03/2016 | 8.18pm |
| 8. Megan Gibbons | Approve 23/03/2016 | 6.34am |
| 9. Matthew King | Approve 23/03/2016 | 9.10am |
| 10. Kayla Miller (OPSA pres) | Approve 23/03/2016 | 1.14pm |
| 11. Justine Camp | Approve 24/03/2016 | 4.46pm (subject to some minor changes to documentation and continuation of consultation with Ngati Whatua) |
| 12. Sally Pairman | Approve 4/04/2016 | 12.14pm (subject to removal of D4LS statements as not part of AIC process) |
| 13. Linda Kinniburgh | Approve 4/04/2016 | 3.36pm |

Quorum (9) achieved 24/03/2016

A17/16 Applied Management Postgraduate Programmes programme document for approval

The Applied Management and Business Information suite of post graduate programmes have been extensively rewritten since their first presentation to Quality and Approvals Committee in May 2015. The second iteration was reviewed by a special working group of QAC in September 2015, following the decision that the initial delivery will be to international students enrolled at Auckland International Campus (AIC). Early in 2016 the decision was also made to incorporate the suite of Business Information Systems postgraduate programmes with the Applied Management suite.

The rewritten programme document has been peer reviewed by Chris Morland, Liz Stewart and Sue Thompson.

Note: the missing references on p.36 are being attended to.

Matters arising and actions taken from e-discussion

1. Minor changes to documentation and continuation of consultation with Ngati Whatua.
2. Removal of D4LS statements as different AIC process (*discussion notes below*)
 - The two projects are quite different (but equally important)
 - At AIC Barry is both building staff capability in experiential learning and supporting staff to redesign the instructional delivery of approved courses, particularly in relation to embedding experiential learning activities, learner capability development and assessment of learner capabilities. These changes are within the parameters of existing approved course outcomes within approved programmes (including approved graduate profile outcomes).
 - At OP the D4LS team are focusing on curriculum design of programmes and courses and the majority will require re-approval and/or re-accreditation. Using a backwards design methodology the aim is to develop a learning outcome framework from which to design assessments and learning activities. The activities are largely experiential and development of learner capabilities is embedded in the activities with either a direct alignment from assessments back to the graduate profile outcomes (if naturally occurring) or embedded in the activities.
 - It will be good to see the outcomes of these two different approaches and there is an opportunity for the two teams to formalise feedback to each other, perhaps through the evaluation processes.

Recommendation: That Academic Board approves the programme document for Applied Management Postgraduate Programmes (OT5110 Postgraduate Certificate in Applied Management, OT5111 Postgraduate Diploma in Applied Management with majors in Business Management and Business Information Systems, OT5112 Master of Applied Management with majors in Business Management and Business Information Systems).

Next meeting: Monday 18 April 2016, 3.00pm in F209.



Academic Board

Minutes of the Academic Board meeting held on 18 April 2016 in F209 Puna Kawa at 3.00pm

Present: Sue Thompson, Linda Kinniburgh, Megan Gibbons, Sally Pairman, Chris Morland, Justine Camp (for KTO), Phil Ker, Doris Lancaster, Sally Baddock
(*quorum 9 achieved*)

In Attendance: Pam Thompson (minute secretary)

Apologies: Alistair Regan, Leoni Schmidt, Sam Mann, Kayla Miller (OPSA Pres), Mereana Rapata-Hanning, Nick van der Walt

Special welcome to Justine Camp (KTO office representative) to her first face to face meeting.

1. **Minutes from 15 February 2016 meeting (A11/16), and electronic meetings 18 March 2016 (A16/15) and 22 March 2016 (A16/16) for approval**

Matter(s) Arising/Action(s): minor amendment to A11/16 minutes from 15 February add apology from Sally Baddock.

Recommendation: That the minutes of the Academic Board meeting of 15 February 2016 (A11/16 following minor amendment), 18 March 2016 electronic (A16/15) and 22 March 2016 electronic (A16/16) be confirmed as a true and correct record.

AGREED: Sue Thompson/Doris Lancaster

2. **Education (Pastoral Care of Intentional Students) Code of Practice 2016 (the Code) - consultation paper for discussion and feedback for collated input – Paper: A14/16**

NZQA released draft guidelines for the Education (Pastoral Care of Intentional Students) Code of Practice 2016 (the Code). (Consultation closes 1 May 2016). Web links were supplied prior to the meeting for reading and consideration for feedback at the meeting.

Discussion:

- Key internal stakeholders (e.g. Student Success team, and Director: Internationalisation) and Academic Board happy with NZQA proposal for the guidelines, no changes required.

Action: Sue Thompson will confirm with NZQA that these are useful guidelines.

AGREED: Sue Thompson/Linda Kinniburgh

3. **Productivity Commission's issue paper and questions - consultation paper for feedback for collated input. – Paper A15/16**

Productivity Commission's issue paper and questions (submissions close 4 May 2016). Web link was supplied prior to the meeting for reading and consideration for feedback at the meeting.

Discussion:

- Huge number of questions as listed in the consultation paper – notably the questions they are asking we have already been asking ourselves
- Commission's agenda when visiting TEO's is to listen, to get the broadest range of feedback, ideas and suggestions
- Evidence based ideas will be investigated and validated

- Learning and Teaching committee meeting early in May would like a chance to consider this consultation paper also – request extension from commission, one week.

Action: Pam to forward copy of this consultation paper to learning and teaching committee for discussion.

Action: Sue will request an extension for Otago Polytechnic submission to Wednesday 11 May to allow other committee such as learning and teaching to meet and discuss.

Action: Phil Ker is preparing a paper to go to Otago Polytechnic Council. Any feedback from Academic Board members will be collated by Sue and sent to him for inclusion.

AGREED: Sue Thompson/Linda Kinniburgh

4. **EER consultation paper - Paper A19/16**

The New Zealand Qualifications Authority (NZQA) is requesting feedback on proposed enhancements to EER. This is part of the work to strengthen how NZQA monitors the performance of and manages the risk of tertiary education organisations (TEOs). Web link was supplied prior to the meeting for reading and consideration for feedback at the meeting. (Submissions close 13 May 2016).

Discussion:

- Some change to KEQ's:
 - Merged number 4 and 5 into one
 - New number 6 around managing compliance and accountabilities
- The other key indicators will still provide clarity for staff going forward
- Otago Polytechnic supports proposed changes

Action: Sue Thompson will confirm with NZQA that proposed changes are agreeable.

AGREED: Sue Thompson/Sally Baddock

5. **Feedback on the draft guidelines for programme approval and accreditation of Level 7 diploma programmes - Paper A20/16**

NZQA invites you to give feedback on the draft Guidelines for programme approval and accreditation of Level 7 diploma programmes. These draft guidelines reflect the specific requirements for Level 7 diploma applications. NZQA is inviting sector feedback on these guidelines from 21 March 2016 to 18 April 2016. Web link was supplied prior to the meeting for reading and consideration for feedback at the meeting.

Action: Sue Thompson will confirm with NZQA that these guidelines are agreeable.

AGREED: Sue Thompson/Sally Baddock

6. **QEC papers for approval**

Paper A21/16 Type 1 changes - list of changes supplied

Recommendation1: That Academic Board approve the Type 1 changes as listed.

Agreed: Sue Thompson/Linda Kinniburgh

Paper A22/16 NZQA and TEC Qualification closures – list supplied

Recommendation 2a: That Academic Board note and approve the NZQA qualification closures as listed.

Agreed: Sue Thompson/Sally Pairman

Recommendation 2b: That Academic Board note and approve the TEC qualification closures as listed.

Agreed: Sue Thompson/Megan Gibbons

Paper A23/16 AcQual 103 Programme Approval Deadlines 2016 – as listed

Action: Paper withdrawn with Sue to check and confirm end of July date for completion of status of programme spreadsheet as some discussion it may be September.

Result of enquiry – confirmed date is 29 July 2016 as stated in the paper unless negotiated with Manager QEC. The September date is the final date for submission at NZQA for any programme requiring approval in time for February 2017.

7. **Proposal to disestablish QAC (paper circulated) - Paper A24/16**

Discussion:

- Reviewer template to be further refined (as per recommendation 2):
 - Integration of frameworks and initiatives – 4 frameworks only others are initiatives, i.e. Pasifika strategy is included in Learning and Teaching Framework
 - Consult with Learning and Teaching committee for further input to template.
- Peer reviewer process and guidelines – would be useful to have wider consultation e.g. Learning and Teaching Committee
 - Process number 1 remove D4LS reference instead use Learning and Teaching.
 - Process number 5 - where agreement not reached the arbitrator is Academic Board
- Recommendation amendments:
 - Recommendation number 4 language changes – in relation to curriculum expectations and programme development and who developing, Quality Services.
 - Recommendation number 5 – withdraw recommendation
- Payment rationale – incentive to perform, work over and above, payment to individual. Peer review vs Ethic – new element could flow through into other areas.
- Policy AP0101 Academic Board will require amending relative to disestablished subcommittee – ongoing work by policies committee. Note: Academic Board recommend to Council then Council agree to alter AB policy to allow disestablishment of QAC subcommittee. Timeframe is June Council meeting therefore tentative 1 July 2016 to disestablish QAC and replace with new process.

Updated recommendations from Academic Board to Council:

1. Academic Board recommends to Council the disestablishment of the Quality and Approvals Committee (QAC), a subcommittee of Academic Board, and to replace its functionality with a robust peer review panel process effective from 1 July 2016.
Note: The Work Based Learning Agreement (WBLA) committee which is a subcommittee of Quality and Approvals Committee, in that it approves individual programmes of learning, is also currently under consideration for replacement with a peer review system.
2. A reviewer template which incorporates NZQA requirements for programme approval and accreditation, Otago Polytechnic's strategy, strategic frameworks and Quality Management System (QMS including policies and procedures) is being further refined for use.
3. Peer reviewer recruitment and selection process is managed from the Director: Quality office to ensure a balance of experience/seniority/range of subject area expertise, to provide the opportunity for development/succession planning, and will include regular evaluation of reviewer performance. Current and previous members of QAC have this expertise so will be approached in the first instance.
4. That there is a systematic education and training programme developed and maintained by Quality Services for peer reviewers which ensures familiarity with NZQA rules and guidelines, and Otago Polytechnic's expectations of curriculum and programme development.

8. **General business items for noting – the following items were duly noted**

Papers:

- A25/16 - Focused review for providers accredited to deliver programmes leading to the expiring NZDipBus.
- A26/16 a and b - (from Liz White, International Study Abroad & Exchange Coordinator) List of current and active Study Abroad and Exchange partners OP has MOUs with, as advised on 9/12/2015 to the Ministry of Education, and subsequently approved by the Ministry.
- A27/16 - BEng tech monitors report
- A28/16 a and b - QAC meeting minutes - March and April
- A29/16 - Policies report March 2016

Recommendation: Academic Board notes the listed documents, minutes and reports.

AGREED: Sue Thompson/Phil Ker

9. **Other general business** – invite D4SE representative to next meeting to give update with relevance to academic matters.

Meeting closed at 4.25pm

Next meeting: 16 May 2016

Summary Action Points

Topic	Action Required	To be completed by	By when
A14/16 NZQA pastoral care guidelines 2016	Confirm with NZQA that these are useful guidelines.	Sue T	Due 18/04/2016 – completed 18/4/2016
A15/16 Productivity Commission consultation	Forward copy of this consultation paper to learning and teaching committee for discussion	Pam	Emailed to Su Bolland (secretary L&T committee - completed 27 April 2016
A15/16 Productivity Commission consultation	Sue will request an extension for Otago Polytechnic submission to Wednesday 11 May to allow other committee such as learning and teaching to meet and discuss.	Sue T	completed 27/4/2016 From: Info [mailto:info@productivity.govt.nz] Sent: Wednesday, 27 April 2016 3:59 p.m. To: Sue Thompson Subject: RE: Extension for submission re new models for tertiary education Hi Sue Thank you for your email requesting an extension for your submission until Friday 13 May, we are happy to grant you this extension. Regards Info Productivity New Zealand Productivity Commission Te Komihana Whai Hua P +64 4 903 5167 www.productivity.govt.nz
A15/16 Productivity Commission consultation	Collate feedback from all sources and give to Phil for inclusion in paper to go to Otago Polytechnic Council	Sue T	10/05/2016
A19/16 NZQA EER consultation paper	Confirm with NZQA that proposed changes are agreeable	Sue T	Due 13 May 2016 - completed 18/4/2016
A20/16 NZQA Level 7 diploma programme consultation paper	Confirm with NZQA that these guidelines are agreeable	Sue T	completed 18/4/2016
A23/16 AcQual 103 Programme Approval Deadlines 2016	Check and confirm end of July date for completion of status of programme spreadsheet as some discussion it may be September.	Sue T	Result of enquiry – confirmed date is 29 July 2016 as stated in the paper unless negotiated with Manager QEC. The September date is the final date for submission at NZQA for any programme requiring approval in time for February 2017.



Academic Board

Minutes of the *electronic* Academic Board meeting held on
14 May 2016 (final approval gained 19 May 2016)

Responses from

1. Sue Thompson (move)	Approve 14/05/2016	12.22pm
2. Megan Gibbons	Approve 14/05/2016	2.01pm
3. Phil Ker	Approve 16/05/2016	3.37am
4. Linda Kinniburgh	Approve 16/05/2016	10.28am
5. Alistair Regan	Approve 16/05/2016	10.37am
6. Chris Morland (second)	Approve 16/05/2016	10.37am
7. Mereana Rapata-Hanning	Approve 16/05/2016	10.53am
8. Justine Camp	Approve 19/05/2016	1.27pm
9. Richard Mitchell	Approve 19/05/2016	2.26pm
10. Doris Lancaster	Approve 19/05/2016	3.31pm

Quorum (9) achieved 19/05/2016

A30/16 previous minutes from 18 April 2016 – true and correct record, and action items have been completed as noted in action summary last page of minutes.

Recommendation 1: That Academic Board approve the 18 April minutes as s true and correct record and note the listed actions have been completed.

Matters arising from 18 April 2016 Minutes

A23/16 Programme Approval Deadlines 2016. Date is confirmed as 29 July 2016 for Status of Programmes spreadsheet as stated in the paper unless negotiated with Manager QEC. The September date suggested is the final date for submission at NZQA for any programme requiring approval in time for February 2017.

Recommendation 2: That Academic Board approve the Programme Approval Deadlines for 2016.

A31/16 Type 1 changes for approval up to 16 May 2016

Recommendation 3: That Academic Board approves the Type 1 changes as listed.

A32/16 Type 1 RETROSPECTIVE Approvals up to May 2016 – note these are changes to courses that are running.

Recommendation 4: That Academic Board approves the Type 1 RETROSPECTIVE changes as listed.

The following new monitors were noted and approved:

A33/16 Natasha Perkins (VUW), new monitor for the Bachelor of Design (Interiors).

Recommendation 5: That Academic Board note and approve the appointment of new monitor Natasha Perkins as the monitor for the Bachelor of Design (Interiors).

A34/16 Selena Chan (ARA), new monitor for Bachelor of Culinary Arts – visit is being arranged for September 2016.

Recommendation 6: That Academic Board note and approve the appointment of new monitor Selena Chan as the monitor for the Bachelor of Culinary Arts.

Next meeting: 20 June 2016, 3.00pm in Puna Kawa F209.

11. ADDITIONAL AGENDA ITEMS