

# Council Closed Agenda



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**Meeting to be held: 10.15am Friday 4 July 2014**  
**Puna Kawa, Otago Polytechnic,**  
**Forth Street, Dunedin**

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

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General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48 for the passing of this resolution 48 (a)
Minutes of the closed section of the Council meeting held on 6 June 2014 (Reason (i))	(i) OI Act Section 9(2) Enable a Minister of the Crown or any Department or Organisation holding the information to carry on without prejudice or disadvantage negotiations (including commercial and industrial negotiations 9(2)(j))	
Matters arising (Reason (i))		
Chair's Report (Reason (i))		
Chief Executive's Report (Reason (i))	(ii) OI Act Section 9 (2) (ba) Protect information which is subject to our obligation of confidence	
Health and Safety (Reason (i))		
Finance and Audit Committee Chair's Report (Reason (i))		
Forecast (Reason (i))		
Finance Reports (Reason (i))		
Risk Management (Reason (i))		
Matters for Noting (Reason (i))		
Additional Agenda Items (Reason (i))		

# Council Open Agenda



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Meeting to be held: 12.30pm Friday 4 July 2014  
Puna Kawa, Otago Polytechnic,  
Forth Street, Dunedin

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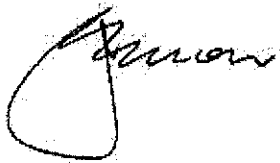
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**1. APOLOGIES**

**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', written over a large, faint, circular stamp or watermark.

Jeanette Corson  
Secretary to Council

OTAGO POLYTECHNIC COUNCIL INTERESTS REGISTER				
Council Member	Updated	Interest Disclosed	Nature of Potential Interest with the Otago Polytechnic	
<b>Paul ALLISON</b>	07-03-14	<ol style="list-style-type: none"> <li>1. Chief Executive – Central Lakes Trust</li> <li>2. Board Member – Sport NZ</li> <li>3. Regional Chair – Halberg Trust</li> <li>4. Trustee – Winter Games NZ</li> <li>5. Sports Commentator – The Radio Network</li> </ol>	<ol style="list-style-type: none"> <li>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</li> <li>2 – 5 Nil</li> </ol>	
<b>Gillian BREMNER</b>	21-06-10	<ol style="list-style-type: none"> <li>1. Chief Executive Presbyterian Support Otago</li> <li>2. Director Well Dunedin PHO</li> </ol>	<ol style="list-style-type: none"> <li>1. Student placements for Nursing, Occupational Therapy and CAPS within PSO Residential facilities</li> <li>2. Nil</li> </ol>	
<b>John CHRISTIE</b>	03-08-12	<ol style="list-style-type: none"> <li>1. Chief Executive Otago Chamber of Commerce</li> <li>2. Trustee 4 Trades Apprenticeship Trust</li> <li>3. Chairman and Director BIZ Otago Ltd</li> <li>4. Director New Zealand Chambers of Commerce</li> <li>5. Director Biz Networks Ltd</li> <li>6. Manager – Otago/Southern Manufacturers Trust</li> <li>7. Deputy Chair Southern Health Services</li> <li>8. Director Warbirds Over Wanaka Limited</li> </ol>	<ol style="list-style-type: none"> <li>1. Joint partnerships between OP and OCC.</li> <li>2. Contractor to OP for apprenticeship services.</li> <li>3. Joint provider of delivery of training initiatives.</li> <li>4. Nil</li> <li>5. Nil</li> <li>6. Nil</li> <li>7. Nil</li> <li>8. Nil</li> </ol>	
<b>Kathy GRANT</b>	03-08-12	<ol style="list-style-type: none"> <li>1. Dunedin International Airport Limited (Director)</li> <li>2. Dunedin City Holdings Ltd (Director)</li> <li>3. Sport Otago (Trustee)</li> <li>4. Trustee of numerous private trusts</li> <li>5. Galloway Cook Allan (Associate)</li> <li>6. Dunedin Sinfonia Board</li> <li>7. Dunedin City Treasury Limited (Director)</li> </ol>		

Council Member	Updated	Interest Disclosed	Nature of Potential Interest with the Otago Polytechnic
<b>Kathy GRANT</b>		<b>Spouse</b> 1. Galloway Cook Allan (Partner) 2. Hazlett & Sons Limited (Chair) 3. South Link Health Services Limited (Director) 4. Warbirds Over Wanaka Community Trust (Board Member) 5. Warbirds Over Wanaka Limited (Director) 6. Warbirds Over Wanaka (2008) Limited (Director) 7. Warbirds Over Wanaka (2010) Limited (Director) 8. Leslie Groves Home & Hospital (Board Member) 9. Dunedin Diocesan Trust Board (Board Member) 10. Nominee Companies associated with Galloway Cook Allan (Director) Trustee of numerous private trusts	
<b>David HIGGINS</b>	07/03/14	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)	
<b>Susan JOHNSTONE</b>	07-03-14	1. Shand Thomson Ltd (Principal) 2. Shand Thomson Nominees Ltd; Shand Thomson Nominees (2005) Ltd; Abacus ST01 Ltd; Abacus ST02 Ltd; Abacus ST03 Ltd; Abacus ST04 Ltd; Abacus ST05 Ltd; Abacus ST06 Ltd; Abacus ST 99 Ltd 3. Johnstone Afforestation Ltd (Director and Shareholder) 4. Member of the Research Education Advanced Network NZ Board 5. Chair, Dunedin City Council Audit and Risk Committee 6. Trustee, Otago Community Trust	1 – 3 Nil 4. REANNZ owns/runs the KAREN network, to which Otago Polytechnic subscribes 6. The Polytechnic may make applications to the Trust for funding

Council Member	Updated	Interest Disclosed	Nature of Potential Interest with the Otago Polytechnic
<b>Thomas Kenneth PREBBLE</b>	13-08-12	<ol style="list-style-type: none"> <li>1. Member, UCOL Council</li> <li>2. Member, Ako Aotearoa Board</li> <li>3. Member, Teaching and Learning Research Initiative (TLRI) Advisory Board</li> <li>4. Honorary Auditor, Tertiary Education Quality and Standards Agency (TEQSA) Australia</li> <li>5. A contract with ACE Aotearoa to develop a set of professional standards for the Adult and Community Education sector</li> </ol>	<ol style="list-style-type: none"> <li>1. Competitive or collaborative relationships between the two institutions</li> <li>2. Policy and funding decisions affecting the other institution or organisation</li> <li>3. Funding decisions on research applications from across the education sector</li> <li>4. No known relationship to Otago Polytechnic</li> <li>5. Otago Polytechnic has some ACE engagement and funding</li> </ol>
<b>Christopher John STAYNES</b>	30-03-09	<ol style="list-style-type: none"> <li>1. Director and shareholder, Scott Technology Limited</li> <li>2. Chairperson, Cargill Enterprises</li> <li>3. Director, Otago Chamber of Commerce &amp; Industry</li> <li>4. Councillor, Dunedin City Council</li> <li>5. Trustee, Otago Southland Manufacturers Trust</li> <li>6. Director &amp; shareholder, George Street Wines Limited. (Trading as Munslovs Fine Wines)</li> <li>7. Trustee, Otago Museum</li> <li>8. Chairman, Digital Community Trust</li> <li>9. Chairman, Computers in Homes</li> <li>10. Director, Wine Freedom</li> </ol> <p><b>Spouse Cheryl Ann Staynes</b></p> <ol style="list-style-type: none"> <li>1. Deputy Principal Northeast Valley Normal School</li> </ol>	<ol style="list-style-type: none"> <li>1. Nil</li> <li>2. Potential supplier</li> <li>3. Potential customer and or supplier.</li> <li>4. Nil</li> <li>5. Nil</li> <li>6. Potential supplier</li> <li>7. Potential customer</li> <li>8. Potential supplier</li> <li>9. Nil</li> <li>10. Potential supplier</li> </ol>

**3. MIHI**


Ron Bull will attend the meeting to provide guidance on personal mihi.

**4. MINUTES 6 JUNE 2014**

The minutes of the open section of the meeting held on 6 June 2014 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, stylized circular mark.

Jeanette Corson  
Secretary to Council



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



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**PRESENT:**

Mrs K Grant  
Mr P Allison  
Mrs G Bremner  
Mr J Christie  
Mr D Higgins  
Mrs S Johnstone (Acting Chair)  
Prof T Prebble  
Mr C Staynes

**IN ATTENDANCE:**

Mr M Carter (Director: Organisational Development)  
Mrs J Corson (Secretary to Council)  
Mr P Ker (Chief Executive)  
Mrs J O'Fee (Staff Subcommittee)  
Mr A Regan (Director: Research and Enterprise)  
Ms S Thompson (Director: Quality)  
Mr M Waddell (Director: Communications)

**APOLOGY:**

Mr J Hall  
Mrs Bremner (for early departure)

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## **APOLOGIES**

An apology had been received from Mr Hall and from Mrs Bremner for early departure.

## **RECOMMENDATION**

**K Grant/C Staynes**

**That the apologies be sustained.**

## **AGREED.**

### **1. CONFLICT OF INTEREST**

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

### **2. MINUTES – 2 MAY 2014**

The minutes of the open section of the meeting held on 2 May 2014 were attached. There was one amendment:

- Key Points under Summarised Finance Report  
Second dash point – "exceed" to read "exceeded"

## **RECOMMENDATION**

P Allison/D Higgins

That with this amendment, the minutes be approved as a true and correct record of the meeting.

**AGREED.**

### **3. MATTERS ARISING**

There were no matters arising.

### **4. ACTING CHAIR'S REPORT (Verbal)**

No discussion.

### **5. CHIEF EXECUTIVE'S REPORT**

#### **NZED Consortium**

Mr Ker reported that Otago Polytechnic is one of 16 ITPs partnering with Education New Zealand in the NZED Consortium, which aims to pursue opportunities in India.

#### **Feedback from Minister Joyce**

The Polytechnic had received very positive feedback from Minister Joyce on its 2013 achievements, as reported in the Annual Report.

Mrs Johnstone commended Mr Ker on the positive statements made in the letter.

#### **International**

The Polytechnic had recently hosted visits by:

- a delegation from Shanghai University of International Business and Economics
- Patrick Chapman, International Advisor to the President of South Puget Sound Community College, and
- Lewis Barkdale, the new President of Kanazawa Institute of Technology.

Mr Ker reported on his recent visit to Bougainville and the opportunities potentially available for Otago Polytechnic. He had received confirmation that the building design for the Bougainville Polytechnic was proceeding, and plans were underway to make internet access widely available.

Good progress was being made with the Export Education project which the Polytechnic was leading as part of the Grow Dunedin Partnership. To date, funding has been received from Education New Zealand and the Dunedin City Council.

#### **Leadership Team progress against priorities for 2014**

An update was provided on priorities set for the period to May 31 2014.

#### **Media Reports**

Media reports for April and May were provided.

#### **Summarised Finance Report for the period ended 30 April 2014**

A table provided an overview of the Polytechnic's 2014 financial performance to date and compared this against the forecast with variances.

**Key Points:**

- Net operating surplus variance \$974k favourable
- EFTS enrolments at 3,820 remain strong
- Capex \$3.4m favourable to budget YTD
- Current Monetary Assets \$4.3m higher than budget YTD and \$1.7m ahead of the same time last year.

**External Liaison**

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

**RECOMMENDATION**

**C Staynes/K Grant**

**That the Council receives this report.**

**AGREED.**

**6. LEADERSHIP TEAM REPORTS**

Quarterly reports were provided by Mike Collins, Alistair Regan and Sue Thompson.

Stephen Turnbull attended the meeting for this item in Mike Collins' absence.

**7. POLICY FOR APPROVAL**

CP0013.01 Procurement and Purchasing had been reviewed by the Finance and Audit Committee.

**RECOMMENDATION**

**S Johnstone/P Allison**

**That the Council approves the changes to CP0013.01 Procurement and Purchasing.**

**AGREED.**

**8. MATTERS FOR NOTING**

The following items were noted:

- Council Calendar
  - Minutes
    - Komiti Kawanataka
    - Staff Subcommittee
    - Student Council
    - Academic Board
    - PEAC meeting schedule 2014
- Further names were allocated to PEACs:  
Tom Prebble - Social Services  
John Christie Enterprise and Development  
Paul Allison – Sport  
Susie Johnstone – Hospitality  
Kathy Grant - Foundation Learning and English Language Centre

**9. ADDITIONAL AGENDA ITEMS**

None.

**10. MATTERS MOVED FROM CLOSED SESSION**

None.

The meeting closed at 2.00pm.

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

.....Chair

.....Date

**OPEN SECTION  
ACTION LIST**

<b>Date</b>	<b>Action</b>	<b>To be completed by</b>	<b>By when</b>
01/11/13	Naming of the Learning Link	Jeanette Corson	1 August 2014
06/06/14	Letter of congratulations to be written to Tasi Lemalu	Kathy Grant	4 July 2014

## **5. MATTERS ARISING**

## **6. CHAIR'S REPORT (Verbal)**

## **7. CHIEF EXECUTIVE'S REPORT**

### **Information for Learners**

TEC has signalled a major emphasis in the future on the provision of information to learners to help them make more informed enrolment decisions. There will likely be a future requirement for all tertiary educational organisations to publish key facts about each qualification they offer.

Such facts will likely include:

- Minimum entry requirements (done currently by Otago Polytechnic)
- Government subsidy (not done currently)
- Student fees (done currently)
- Link to loans and allowances information (done currently, but generically)
- Qualification retention and completion rates (not done currently, and the TEC metric here is flawed)
- Graduate employment, further study and earning rates (not done currently)

We would be required to provide this information in a consistent format and in a prominent position on the webpage for each qualification. The general idea is the prospective learners should be able to make comparisons.

Most of what TEC wants we are in a position to comply, but there will be an initial high compliance cost. TEC is currently consulting on the proposed requirement and we will respond to that. The general intent of this policy direction is laudable, but there are some flaws in the proposal, into the least of which is that national statistics on things like graduate employment and earnings rates are always several years old; and that the TEC qualifications completions metric is by and large invalid at qualification/programme level.

### **Update on Naming of Learning Link**

Attached is a summary of the ideas that have been generated to date. We will have one more month of "idea generation" then move to a decision making phase in August. The intent is to bring a short list of up to three names to Council for consideration and decision.

### **Investment Plan Update**

We have had an initial meeting with our Investment Manager, Stephen Walker, to discuss TEC requirements for our next Investment Plan. Basically the expectation from TEC is that our Investment Plan will give effect to the Tertiary Education Strategy (TES). Stephen acknowledged that Otago Polytechnic is already very well aligned; which is the advice I gave to Council last month with my report on the TES. The priority areas TEC wishes us to focus on are:

- Ensuring regional industry needs are met
- Responding to regional foundation learning needs
- Extending the impact of our Centre of Research Expertise

All three of these expectations already feature strongly in our current planning, so I am confident that we will be able to deliver on the expectations.

### **ACC Workplace Safety Management Programme Audit**

We are pleased to confirm that the Polytechnic has, once again, been awarded Tertiary Level (highest possible) Accreditation as part of the ACC Workplace Safety Management Programme following the recent bi-annual audit.

### Good News

The Polytechnic has signed a Memorandum of Understanding with New Zealand Product Accelerator, which is a collaboration between Auckland, AUT, Massey and Victoria Universities, Callaghan Innovation, KiwiNet and Otago Polytechnic, for development of new products. NZPA are funded by the Ministry of Business Innovation and Employment.

Otago Polytechnic has led and signed a Memorandum of Understanding with Callaghan Innovation and the Metro Polytechnics around supporting technology transfer in New Zealand.

### Media Clippings

Attached as a separate document is a media report for June.

### Summarised Finance Report for the period ended 31 May 2014

The following table provides an overview of Otago Polytechnic's 2014 financial performance to date and compares this against the budget with variances.

May 2014	2014 Year to Date Actual	2014 Year to Date Budget	Variance
	(\$000s)	(\$000s)	(\$000s)
Revenue	\$ 40,160	\$ 39,310	\$ 849
Expenditure	\$ 38,445	\$ 38,620	\$ 175
Net Surplus (000's)	\$ 1,715	\$ 690	\$ 1,025
Capital Expenditure	\$ 2,608	\$ 5,840	\$ 3,232
Employment Cost as a percentage of revenue	39.7%	41.0%	1.3%
Student Fees as a % of revenue	20.5%	20.9%	0.4%
Government Funding as a % of revenue	37.7%	37.2%	(0.5)%
Working Capital	111.7%	89.9%	21.8%
Cash In/Cash Out	150.5%	147.1%	3.4%
Current Monetary Assets (000's)	\$ 13,790	\$ 9,542	\$ 4,248
Debt / Equity Ratio	0.0%	0.0%	0.0%
EFTS	3,924.8	3,711.5	213.3

### Key Points:

- The net operating surplus variance is \$1,025k favourable as a result of additional funding and continued budget timing issues in expenditure.

- EFTS enrolments at 3,925 remain strong compared to budget in both domestic and international areas with only 325 EFTS required to meet full year targets.
- Capex is \$3.2m favourable to budget YTD with Learning Link building project deferrals combined with plant & equipment, computer and course development budget timings.
- Current Monetary Assets are \$4.2m higher than budget YTD and \$2.6m ahead of the same time last year. As above, the continuing capex underspend and strong operating cashflows remain the drivers of this favourable position.

#### **External Liaison**

- TANZ eCampus meetings via video link, teleconference (x 2)
- ISIS Centre, Wakari Hospital – student who suffered serious harm accident
- Innovations in Tertiary Education Delivery Summit 2014, Auckland
- Lewis Barkdale, President, Kanazawa Technical College
- John Allen and Mary-Ann McKibben, Ministry of Social Development re Youth Employment Hub
- Malcam Trust Board meeting
- Te Tapuae o Rehua Board meeting via video link
- OBIZ sponsors' reception, Otago Chamber of Commerce
- ITP Advisory Group meeting, Wellington
- Tertiary Sector Steering Group
- Project Export Education Uplift meeting
- TANZ meeting, Wellington
- John Spencer, Chair, and Tim Fowler CEO, TEC
- Stephen Walker, Investment Manager, TEC
- Chris Wright, ADInstruments
- OPAIC Board meeting, Auckland

#### **RECOMMENDATION**

**That the Council receives this report.**



Phil Ker  
Chief Executive



NAMING THE LEARNING LINK		
Staff Member	Suggested Name	Rationale
Anni Watkins	The Learning Commons or Learner Commons	I'd like to go with descriptive. Commons is also an important word, implying that everyone owns it and bears responsibility for it, and it implies openness.
Gavin O'Brien	Wharenuui	<p>Given the open nature of this multi-purpose and multi-user space, maybe 'Wharenuui' (literally 'Big House') would be appropriate. This would also reflect the Polytech's commitment to the Maori Strategic Framework and naturally be confirmed and/or moderated in consultation with Kai Tahu.</p> <p>I don't think it needs an English name as well, as Maori words are becoming ever more commonplace in common usage (eg kai and whanau).</p> <p>It would be great if there can also be some appropriate modification to the design to better reflect this intention, again an opportunity for more Maori input.</p>
Julie Notman	Nexus	<ul style="list-style-type: none"> <li>▪ A <u>connection or link association</u> for two or more people or things</li> <li>▪ <u>Connected group</u> – a group or series of connected people</li> <li>▪ <u>Centre</u> - the centre of focus for something</li> <li>▪ <u>Health</u> – cell biology – specialised area of the cellular membrane that helps cells to communicate or adhere (like people who need to connect and adhere to OP!)</li> </ul> <p>In my opinion:</p> <ul style="list-style-type: none"> <li>▪ It is a new space which deserves a new name that does not belong in the past.</li> <li>▪ It is a place which is looking outwards (lots of glass) and to the future.</li> <li>▪ It is a space which is created for people/relationships so they can connect and relax.</li> <li>▪ It is easy to say/remember.</li> <li>▪ It has a modern 'sound' but it is has meaning.</li> <li>▪ It is not used by other Institutions in the area.</li> </ul>

Staff Member	Suggested Name	Rationale
Caroline Terpstra		In response to Phil's email today I wanted to make a comment about the need to consult with the KTO office as part of the process of arriving at a Maori name or even a bi-lingual name. Having recently been through this process myself, I was able to learn why this is so important and found it interesting and very valuable to be guided through this process by Khyla. It would be my preference to have bi-lingual names but the Maori name and meaning needs to be arrived at through consultation.
Julie Waldron	Heartland	<ul style="list-style-type: none"> <li>The newly developed site will act as the <b>heart</b> of the organisation.....students and visitors always start with this space prior to being directed out to other areas of the polytechnic body for their specific disciplines/business</li> <li>It will be the area of the polytechnic where functions and events will be held and an area where students can hang out, socially and from a learners point collaborate...it will be <b>pumping</b> with excitement and energy and will represent the place everyone wants to be</li> <li>The landscape story reflects the new space and the centre (<b>heart</b>) of all of the environmental features around the site....the hills, river, sea shore ... and a symbolic stone has been laid at the turning of the clod of dirt on the project which in a sense also represents a <b>heart</b></li> <li>Heartland is becoming more commonly used (by Otago people) as a reference to Otago</li> </ul>
Roberta Lawrence	Kauwhanga  (noun) open space, interval, sacred passageway, corridor, central space	<p>I was inspired by the other suggestions and agree with comments put forward by both Gavin &amp; Julie in the summary sheet.</p> <p>I agree with one word only – if offer an alternative it takes away the impact of it being a single entity for all, if we go for a Maori word (which is part of OP special character) it needs to be simple and easy to pronounce – and I think a great reference point for our international students.</p> <p>I also agree that the word needs to have a meaning that references its purpose. Finally agree with Caroline (and assume) there will be consultation</p>

Staff Member	Suggested Name	Rationale
Clare Gillies	Whakaruru	<p>The meaning is around giving shelter and protecting. I think this aligns well with what OP is about – supporting and sheltering students towards what they are becoming.</p> <p>1.(verb) to afford shelter, shelter, protect. 2.(modifier) affording shelter, sheltering, protecting.</p> <p>3.(noun) screen, shelter, protector.</p> <p>Whakaruru rolls off the tongue easily and is an easy name to remember. I think students will like to say it and arrange to meet there.</p> <p>Whakaruru is similar to other words that are already in common usage and familiar like: whare, whakapapa and place names as like Whakatane</p> <p>Building on the story of the architecture being a space one journeys through - by river, the plains or the hills an important aspect of a journey is 'Shelter'.</p> <p>With the albatross high overhead symbolising that the journey will be a good one – an aspect of a good journey includes that the 'Shelter' one finds and receives along the way is secure, protective and enjoyable. That the 'Shelter' supports and enables one to become more of what they are on their way to becoming.</p>
Jeanette Corson	Whenua Ngakau or Ngakau	<p>This builds on Julie Waldron's suggestion and is the Maori translation of Heartland Whenua = land Ngakau = figurative heart</p>
Michelle Barron	Rauhi	<p>If one word is preferred, use Ngakau – the "heart" or "pulse" of the campus (verb) (-tia) to place together, collect, gather together. <i>Neke atu i te e 25,000 ngā uri ka rauhi mai mā ngā rā e toru (Te Ara 2013). / More than 25,000 descendants gather together for these three days.</i></p>
Michelle Barron	Whare tapere	<p>(noun) house of entertainment, theatre, community centre, arena - traditionally a place where people gathered for entertainment. <i>I tū te whakaaturanga reo Māori a He Huia Kaimanawa ki te whare tapere o Te Rauparaha i Porirua i te 15-16 o Whiringa-ā-nuku 2009 (HM 4/2009:5). / The Māori language expo, He Huia Kaimanawa, was held at the Te Rauparaha Arena in Porirua on the 15-16 October 2009.</i></p>

## **8. LEADERSHIP TEAM REPORTS**

Attached is Chris Morland's Quarterly Report to Council. As Khyla Russell, Sally Pairman and Mike Waddell are currently overseas, their reports will be presented to the next meeting.

### **SCHOOL SUCCESS: CHRIS MORLAND**

#### **1. 2014 Priorities**

- Monitor Heads of School progress against individual goals and objectives and agree appropriate actions where slippage is occurring and acknowledge performance that is exceptional
- Support Heads of School to develop leadership capability
- Support Heads of School to develop high functioning, high performing and self-managing teams
- To review with each Head of School the quarterly School score card and to ensure corrective actions are in place if necessary
- To undertake a performance stock take with each Head of School in July each year
- To undertake a full performance review by 19 December each year with regard to annual team performance plans
- To agree with each Head of School an annual individual performance plan (IPP) and individual development plan

#### **Success measures for portfolio**

Success in this role will see all Schools achieving all goals, objectives and targets or making material improvements where performance is below what is expected.

*All schools have completed their Annual Programme Reviews based on the evidence available through the performance portal data. Plans to improve performance will follow and inform Individual Performance Plans (IPP) and Team Performance Plans (TPP) for 2015. The performance portal now has application and enrolment tracking and previous year's comparisons available for 2014. This is valuable lead data for early warning signs for mid-year 2014 enrolments.*

Balanced score card achievement will be displayed in each school to present a visual picture of monthly progress against annual Key Performance Indicators.

*Completed, balanced score card completed and visual display board has been piloted with the Leadership Team and OISA, this initiative will be rolled out through other schools on an ongoing basis during 2013 and into 2014. The Business Improvement Team (BIT) is overseeing this work.*

#### **Achievement or not against 2014 priorities**

All 2014 Key Performance Indicators are currently being reported against at a school level by the end of July 2014.

*All heads of school have had their at risk payment assessment completed for the 2013 academic year. All schools have their balanced scorecard for 2013 and each HoS has reflected on this material and are addressing areas for further development or correction.*

#### **2. Challenges**

*2.1. Planning is progressing to relocate the remaining OISA facilities left on the Forth street campus to the Sargood Centre precinct. This relocation is taking much longer than originally planned and is unlikely to be completed before July 2015. Tertiary review of qualifications (TRoQ) is coming to a close and this will create a stream of work over the next two years to ensure the implementation of the new national qualifications.*

*2.2. Leading and supporting Heads of School (MID,ISA,EAD,NUR,OT,SOS,VET,ABE,ART,TMP (DES/HSS), and holding each accountable for Key Performance Indicators.*

*Regular individual meetings are in place and the Head of School monthly meetings are now being managed by the Director of School Success in association with the; Heads of School and the Directors: Learning and Teaching, Organizational Development, Research and Enterprise and*

*Quality. The four schools that were merged in 2013 into two new entities continue to have additional weekly support to deal with any operational matters that arise.*

### **3. Coming up**

#### **3.1. Performance reviews for all Heads of School.**

*A process for this work to be completed has been put in place for the end of 2014. Clear expectations and accountabilities are in place.*

**3.2.** Re forecast of 2014 EFTS, and financials has been completed and adjustments addressed where shortfalls have occurred, with the necessary operational matters of strategic importance being addressed.

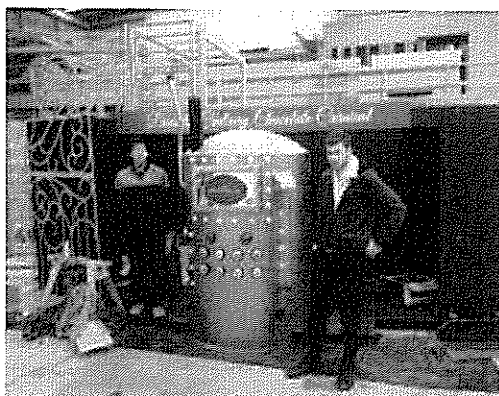
*Schools with mid-year intakes and those that are still too meet budgeted EFTS have been working hard with the Communications team to ensure that appropriate promotional campaigns were put in place.*

**3.3** 2014 Team performance plans are being reviewed and 2015 objectives are beginning to beginning to be worked upon.

### **Good news**

#### *Architecture, Building and Engineering*

- Once again Carpentry staff and students have collaborated with Cadbury to provide a contribution to the Chocolate Carnival.



The working display which will feature in the Meridian Mall from 11 July. A feature of this unit is the electronics and electrical contribution made by Engineering Degree students to the project.

#### **Art**

- Cobi Taylor, OP BVA (Hons) student won the NZAAT Art Award for Emerging Artists 2014. Cobi will be flown to Wellington with her large-scale paintings commemorating the Christchurch Earthquakes. The works will go on national exhibition there.

#### **Enterprise and Development**

- In June we launched the City Energy Meter (<http://energymeter.ict.op.ac.nz>). This is a collaboration with the DCC to build energy awareness and literacy. Rather than a home based system focused on reducing individual energy (how many pandas can I save through a shorter shower?), this website is aimed at providing the basis for informed community discussion. The site aggregates electricity consumption information not previously publicly available, and presents it in city-wide form - relating MWh to more understandable units. Information is provided by area, and gives users the ability to drill down on detailed data. Users can explore changes in consumption over the year, on days, week and by hour. At the city-wide level you can't tell when you put the kettle on, but you can tell when we're all cooking dinner, or how much more electricity is used when it's cold - and begin to understand what it might mean when the city has less.

This project has just been completed by Bachelor of Information Technology Student Rob Attfield, working with Prof Samuel Mann.

- NZICA accreditation process
- Approval to develop Post Graduate Informatics
- Awesome day with schools on 25 June making Gigatown videos
- Emotional Intelligence Symposium held 27 June
- Four staff involved in Robocup 21 June (school kids competition, building and programming robots)
- Robotics Workshop for Science Festival to be held in July.

#### Midwifery

- Seven year three midwifery students will be presenting their research posters at the inaugural student poster session of the New Zealand College of Midwives Biennial Conference in Hamilton in August and Midwifery graduand, Catherine McLean, was awarded the Otago Daily Times Award - for personal achievement in studies at Otago Polytechnic at the OP March graduation ceremony.
- Four midwifery staff have just returned from presenting their research at the International Congress of Midwives in Prague this month. The presentations were focused on research associated with the undergraduate and postgraduate programmes and served showcase the school.
- Two Pasifika midwifery students were supported to attend the Pasifika student midwifery Fono in Auckland earlier this year (grants-in-aid from the School of Midwifery) and two Maori midwifery students were supported to attend the Nga Maia Hui in Napier (award from CCDHB Te Kete Taunaki a Tane te Waiora, TSGA).
- A number of Midwifery staff were awarded qualifications at the OP graduation ceremony: Postgraduate Certificate in Midwifery Practice: Bridget Kerkin and Emma Bilous, Graduate Certificate in Tertiary Teaching and Learning: Bridget Kerkin, Deb Beatson and Emma Bilous and the Certificate in Mata ā Ao Māori: Jean Patterson and Kerrie Wilson.

#### Occupational Therapy

- Linda Robertson is attending and presenting at the World Federation of Occupational Therapy Congress in Japan June 18-12. Her presentation is titled "A Tripartite View of Evidence"

#### Social Services

- Foundation Learning had a very successful pre-graduation celebration on 26 July where graduating students, their families and friends gathered to celebrate their success. All of the teaching staff were there to celebrate with the students and spoke about the successes achieved. Several students stood and spoke about the significance of studying at OP and how it has opened up brand new opportunities for them. All students who spoke thanked the teaching staff, their families and friends. Several said they had not succeeded in any education before and this was the first time they had "stuck out the course".
- English Language had a pre-graduation celebration for the International Students. The students received certificates from the teaching staff and each student received personal feedback of the staff on their studies. The students spoke about the further study they were going on to. To complete the celebration the students cooked a "hot pot" shared lunch for all the staff and students.
- Recent graduate of the Bachelor of Social Services (Counselling) Mali Henderson is now in China on a graduate internship with Linyi University. She is currently coming to the end of her 4 month placement and describes it as the most fantastic experience.

#### Te Maru Pūmanawa

- Margo Barton, Nicola Mutch and Caroline Terpstra have met with Lynda Farrelly, Business Development manager from Natural History New Zealand to discuss the Polytechnic's involvement with Shanghai University of Engineering Science through our shared student project and how that contributes to Project Shanghai. There is potential for publicity as NHNZ has connections with CTV.
- The Polytechnic's Food Design Conference is to be held on 2/3 July. There are still plenty of opportunities to enjoy events which are running in partnership with businesses in Dunedin city as

well as places for conference workshops etc. In addition, staff and students across Te Maru Pūmanawa are involved in designing, delivering and presenting at the Conference.

- Design is hosting a 28 person delegation from the Ministry of Foreign Affairs and Trade who are attending a foreign policy symposium during the weekend at Otago University.

#### Veterinary Nursing

- Staff member Jennifer Hamlin, has recently attended the NZVA/NZVNA conference
- Bracken pilot for animal care is about to go live for the July second semester intake
- Programme of Study being prepared for first post TROQ qualification, ready for submission if listed for 2015, which will mean that Otago Polytechnic is the first provider in this industry domain to deliver in 2015, with other providers waiting till 2016

A handwritten signature in black ink, appearing to read 'Chris Morland', with a large circular flourish at the end.

Chris Morland  
Director: School Success

## 9. POLICIES FOR APPROVAL

### Internal Audit

The attached policy has been prepared by the Finance and Audit Committee.

### RECOMMENDATION

That the Council approves the Internal Audit policy.

### Policy CP0013.01 Procurement and Purchasing

Due to the constrictions (availability) of the current membership of the Tender Board (as per policy) it has been deemed necessary to amend the membership as below. This will allow flexibility around availability, in turn providing a faster turnaround of Tender Board submissions.

- 1.1 Formal Membership shall comprise at least 3 of:
- a) Chief Executive
  - b) Chief Operating Officer;
  - c) Finance Manager (where requested);
  - d) Director: Learning Environment
  - e) Director: Learning and Teaching
  - f) Director: Organisational Development
  - g) Director: Communications
  - h) Manager of the requisitioning school/department (where relevant)
- h) A Quorum of 3, to be at least 2 of the formal members and one other co-opted Leadership Team member.

### RECOMMENDATION

That the Council approves the amendment to CP0013.01 Procurement and Purchasing.



Jeanette Corson  
Secretary to Council



OTAGO POLYTECHNIC COUNCIL POLICY		Number:
Title:	Internal Audit Policy	
Subject Group:	12 Internal Audit and Review	
Chief Executive Approval:	Date of Approval:	Effective Date:
Previous Policy No:		Review Date:
Contact Authority:	Secretary to Council	Status: <b>DRAFT - NEW</b>

<b>Purpose</b>	To detail the nature, role, responsibility, status, scope and authority of Internal Audit work within Otago Polytechnic
<b>Background</b>	<p>The role of Internal Audit function at Otago Polytechnic is facilitate a systematic and disciplined approach to evaluating and improving the effectiveness of the management of financial risk and internal control processes in order to assist the Polytechnic meet its financial objectives. The key objectives of the Internal Audit process are to:</p> <ul style="list-style-type: none"> <li>• identify and mitigate where possible practices that expose Otago Polytechnic to financial risk and vulnerability</li> <li>• provide an independent appraisal of the adequacy and effectiveness of the controls in place.</li> <li>• identify and recommend measures to achieve greater effectiveness, efficiency and economy</li> </ul>
<b>Definitions</b>	<p><b>External Auditor</b> refers to the organisation appointed by the Office of the Auditor General to conduct the statutory annual audit of Otago Polytechnic and to provide an opinion on its annual financial statements and statement of service performance.</p> <p><b>Internal Auditor</b> refers to the entity or person(s) appointed as Internal Auditor.</p> <p><b>Internal Audit</b> refers to the function of auditing the internal processes and controls within Otago Polytechnic.</p>
<b>Accountability</b>	The Internal Auditor reports to the Finance and Audit Committee (FAC) of Council and liaises with the Chief Operating Officer (COO).
<b>Responsibilities of the Finance and Audit Committee (FAC)</b>	<p>The Committee is responsible for the development, review, and monitoring of Internal Audit functions, policies, and procedures. This includes:</p> <ul style="list-style-type: none"> <li>• oversight of the Internal Audit function</li> <li>• setting the annual budget for the Internal Audit work plan.</li> <li>• setting the Internal Audit work plan after due consideration of the risk assessments of the Internal and External auditors and policy CP0010 Fraud Prevention</li> <li>• recommending the appointment of the Internal Auditor and/or the use of internal resources to carry out internal audit work</li> <li>• receiving reports arising from Internal Audit activities</li> <li>• meeting with the Internal Auditor independently of management on an annual basis.</li> </ul>

**Responsibilities of Management**

The Chief Operating Officer (COO) is responsible for ensuring that those carrying out the Internal Audit function have:

- operational cooperation from staff throughout the organisation
- access to staff and systems as requested by the internal auditor(s)
- direct access and freedom to report to the CEO
- unrestricted and independent access to the FAC.

Management is responsible for maintaining internal controls, including setting appropriate policies and monitoring compliance with these, and maintaining proper accounting records and other appropriate management information that ensures effective stewardship of government funds as required by the Education Act 1989 and with reference to Tertiary Funding information [www.tec.govt.nz](http://www.tec.govt.nz)

**Procedures - Planning and Reporting**

The Chief Operating Officer and the FAC will agree on a 3 year (reviewed annually) Internal Audit work plan setting out the recommended scope of its work in the period. The work plan should have due regard to the key areas identified within the risk assessment framework in regard to internal control and include monitoring compliance with policies and procedures associated with the Fraud Control Plan and policy CP0010 Fraud Prevention, and an appropriate level of forensic audit.

The work plan will set the scope for each review, but will include:

- reviewing systems established by management to ensure that major risks to the achievement of the organisation's objectives are being appropriately addressed by the controls inherent in these systems.
- reviewing the reliability and integrity of financial and operating information and the means used to identify, measure, classify, and report such information.
- assessing compliance with policies, plans, procedures, laws and regulations that could have a significant impact on operations and reports.
- reviewing the means of safeguarding assets and, as appropriate, verifying the existence of assets.
- appraising the economy and efficiency with which resources are employed.
- investigating and reporting on alleged violations of policies and procedures, errors, fraud, or misuse of Otago Polytechnic assets.
- assessing internal control risks to the Polytechnic
- performing and reporting on follow-up reviews to determine the status of recommendations contained in reports.

The Internal Auditor will complete the reviews identified and agreed in the annual Internal Audit work plan and:

- report in writing to the FAC and COO setting out the processes followed, the findings and key concerns and recommendations
- raise any serious concerns about unresolved issues relating to projects or the management team itself directly with the FAC Chair.
- meet with the FAC without Leadership Team present, at least annually.
- formally update the organisational internal control risk assessment annually. The update will be informed by the outcomes of the Internal Audit plan projects and will focus on the risks identified to the organisation and strategies to mitigate these risks and improve operational effectiveness.

**Related Policy,  
Forms and  
Documents**

CP0010 Fraud Prevention

Fraud Control Plan - <http://insite.op.ac.nz/OP%20Policies/Council%20-%20Fraud%20Control%20Plan.pdf>

The Education Act 1989

<http://www.legislation.govt.nz/act/public/1989/0080/latest/DLM175959.html>

Tertiary Funding Information [www.tec.govt.nz](http://www.tec.govt.nz)

**Approved by Chief Executive  
Date:**

#### **10. MATTERS FOR NOTING**

The following documents are attached:

- Council Calendar (Appendix 1)
- Minutes
  - Komiti Kawanataka 17 April 2014 (Appendix 2)
  - Staff Subcommittee 11 June 2014 (Appendix 3)
  - Student Council 10 June 2014 (Appendix 4)
  - Academic Board 20 June 2014 (Appendix 5)

# APPENDIX 1

## Council Calendar 2014

Meeting/Event	July	Aug	Sept	Oct	Nov	Dec	Jan 2015	Feb	March	April	May	June
<b>Audit Process</b>												
Interim					7 Nov							
Signoff												
<b>Forecast</b>	4 July											
<b>Budget</b>					7 Nov							
Workshop												
Draft												
Signoff												
<b>Council Meeting Fridays</b>	4 July	1 Aug Moeraki TBC	5 Sept	3 Oct	7 Nov	12 Dec if required		13 Feb	6 March	3 April	1 May	5 June
Evaluations - Reviews - Report												
Function												
Photo												
<b>Fees Set</b>												
International		29 Aug										
Domestic		29 Aug										
<b>Finance and Audit Ctee</b>	25 July	29 Aug	26 Sept	31 Oct	28 Nov		30 Jan	27 Feb	27 Mar	24 April	29 May	26 June
<b>Graduation</b>						12 Dec						
<b>Maori Pre-Grad</b>						11 Dec						

Meeting/Event	July	Aug	Sept	Oct	Nov	Dec	Jan 2015	Feb	March	April	May	June
Komiti Kawanataka Thurs at 8am	17 July	21 Aug	18 Sept	16 Oct	20 Nov			19 Feb	19 Mar	16 April	21 May	18 June
Investment Plan Draft												
Approval												
Report												
Risk Management Review Policy												
Strategy Workshop Approval												
Dept Showcases					Nov							

## Staff Subcommittee

Wednesday 11 June 2014

8.30am – 9.30am

Puna Kawa, Level 3, F Block, Forth Street, Dunedin

**Present:**

Jeanette O'Fee (VET) (Convener)	Francesca Matthews (VET) (via Lync)
John Christie (Council Rep)	Barbara Kerr (VET)
Matt Carter (LT Rep)	Roberta Lawrence
Kay Lion (EAD)	Michaela Fleury (Minutes)
Jono Aldridge (ISS)	
Rachel Dibble (KTO)	
Stewart Hewson (ABE)	

**Apologies:**

David Finnie (ABE)	Dale Parsons (EAD)
Karole Hogarth (NUR)	Penelope Kinney (OCC)
De-Arn Buchholz (ART)	Sheena Roy (SS)
Sandra Sutherland (Comms)	

<b>Previous minutes</b>	<b>From 19 March 2014 – true and correct record – Agreed</b>
<b>Governance</b>	<b>1. Council Meeting Update</b> Report from Jeanette O'Fee (Convener) on key points from last Council meeting – minutes available on Insite
<b>Operational</b>	<b>1. Learning Link Update</b> An update of the current renovations of H Block and the upcoming Learning Link project was given by Tony Burton (Signal Management Group) and Tracey Howell (OP Campus Project Manager). Feedback and suggestions from the Staff Subcommittee which will be sent directly to Tracey Howell included: Communication of Redevelopment to Staff and Students <ul style="list-style-type: none"> <li>○ Project display boards around campus ie S Block, Manaaki, L Block, Veterinary Nursing, Art and Cromwell</li> <li>○ Podcast</li> <li>○ Staff Forums</li> <li>○ Campus Plan Model (could be done as a student project to reduce costs)</li> <li>○ Updates on televisions in customer services</li> </ul> <b>2. Feedback on Draft Social Media Policy</b> <ul style="list-style-type: none"> <li>• Noted focus on staff further development to cover students needed.</li> <li>• To include guidelines and principles on the use of Social Media at OP for both staff and students</li> <li>• Recommendation that staff do not befriend students on social media while they are studying</li> <li>• Link to Students Rights and Responsibilities</li> </ul>
<b>Meeting Closed</b>	9.30am

### ACTIONS – summary

Person	Action	Date for completion
<b>Matt Carter</b>	Update draft Social Media Policy and get out for consultation	August

Next meeting: **Wednesday 6 August**, 8.30am – 9.30am in Puna Kawa

## Student Council

Tuesday 10 June 2014

12.00pm to 1.00pm

Staffroom, F Block, Forth Street, Dunedin

**Present:**

Jeremy Hall (Convener)	Matt Carter (LT Rep)
Matheus Souza (FOL)	Jamie Robinson (EAD)
Luke Baines (ABE)	Kitty Keogh (Student Success Manager)
Zoey Watt (OISA)	Claire Gillies (Sci Project)
Amanda Holman (EAD)	Michaela Fleury (Committee Secretary)
Regina Speer (DES)	
Mattea Stahl (DES)	
Tonny Tonny (EAD)	
Kurt Paiaaaua (EAD)	
Lang Inder (EAD)	

**Apologies:**

Gillian Bremner (Council Rep),  
 Rebecca Swindells (OPSA),  
 Matt Roger (EAD), Charlotte Munnik (VET), Yogi Sivakumar (ABE), Daniel Bernhardt (EAD),

<b>Shared Lunch</b>	All
<b>Learning Link Update</b>	<p>An update of the current renovations of H Block and the upcoming Learning Link project was given by Tony Burton (Signal Management Group) and Tracey Howell (OP Campus Project Manager). Feedback and suggestions from the Student Council which will be sent directly to Tracey Howell included.</p> <ul style="list-style-type: none"> <li>Consider ways to engage students in the campus development               <ul style="list-style-type: none"> <li>Design</li> <li>Landscaping</li> <li>Contract negotiations</li> </ul> </li> <li>Classroom Furnishings – these need to be functional and comfortable. Currently some of the newly bought furniture is neither (ie chairs with in built folding tables).               <ul style="list-style-type: none"> <li>Trial some different models with students before purchase</li> <li>Display in Manaaki for people to test out and vote for favourite</li> </ul> </li> <li>Café Size               <ul style="list-style-type: none"> <li>Is big enough?</li> <li>Will Hospitality be able to keep up with catering demands</li> <li>Flow – number of tills and customer lines</li> </ul> </li> <li>Communication of Redevelopment to Students               <ul style="list-style-type: none"> <li>Project display boards around campus ie S Block, Manaaki, L Block, Art</li> <li>Slideshow to be added to the TV Monitors around campus</li> <li>IPad setup in key student areas with 3 or 4 key questions to collect student feedback</li> </ul> </li> </ul>
<b>Sci Project Update</b>	<p>Update given by Claire Gillies</p> <ul style="list-style-type: none"> <li>Meetings have been shifted to lunchtime slots to enable student representation to attend.</li> <li>Currently the project group is seeking feedback on 'What channels of student communication is going to be used in two years' time'</li> <li>Students would only like to receive text communication from OP for urgent matters or things that will affect them that day ie room changes, snow day shutdowns</li> </ul>

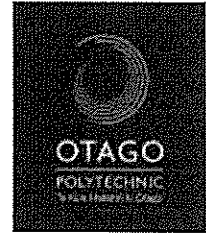


<b>Other business</b>	<ol style="list-style-type: none"> <li><b>1. Student Council Facebook page</b> <ul style="list-style-type: none"> <li>This is up and running. Will trial using for meeting details and minutes next month</li> </ul> </li> <li><b>2. Careers Night</b> <ul style="list-style-type: none"> <li>Student Advisory is in the process of arranging a pilot 'open night'.</li> </ul> </li> <li><b>3. Discussion on 'Reasons for Leaving' re AUSSE report</b> <ul style="list-style-type: none"> <li>Financial Hardship – not realizing the full commitment of studying</li> <li>One on one interview arranged from time of enquiry</li> <li>Simple budgeting tool with example costs to be given with information packs and offered through OPSA</li> </ul> </li> </ol>
<b>Meeting Closed</b>	1.00pm

#### **ACTIONS - summary**

<b>Person</b>	<b>Action</b>	<b>Date for completion</b>
<b>All</b>	Consideration of next month's topic 'reasons for leaving' from the AUSSE report	Completed
<b>All</b>	Review list of requirements for Student Hub (attached)	Completed
<b>All</b>	Discuss Student Council members to work with OPSA and Student Advisory in organising "Open Night"	Completed
<b>OPSA/Jeremy</b>	Set up and trial Facebook page with Student Council members only first	Completed
<b>Michaela</b>	Email out Leadership Programme information	Completed
<b>Amanda, Matheus and Kurt</b>	One or all to attend next Sci Project meeting and update Student Council	Ongoing
<b>Michaela</b>	Career Advisor and Marketing people to come along and discuss their service to students and how it is currently marketed	5 August 2014

Next meeting: **Tuesday 5 August 2014**, 12.00pm to 1.00pm, Puna Kawa, F Block, 3<sup>rd</sup> Floor



# Te Kōmiti Kāwanataka

## Minutes

Held at 8.00am on 17 April 2014 in Poho, Otago Polytechnic, Dunedin

**PRESENT:**

Rebecca Williams (Chair)
Huata Holmes
David Higgins
Khyla Russell
Kathy Grant
Eleanor Murphy
Jamie Te Hiwi
Justine Camp
Richard Kerr Bell
Tama Tuirangi
Alistair Regan
Jessica Thompson
Jade Morgan

**IN ATTENDANCE:** Debbie Davie (Minutes)

**Karakia:** Huata Holmes

**Apologies:** Mike Collins

Rebecca welcomed Kōmiti members to her last meeting, acknowledged the changes and results achieved how far we have come and how far we still have to go and the difficulties and challenges of being Māori.

### 1. Minutes

Minutes of the previous meeting held on 13 March 2014 were approved as a true and correct record of the meeting.

Moved – Rebecca Williams  
 Seconded – Huata  
 All in agreement

### 2. Matters Arising

#### External Review Recommendations:

To be discussed at the next earliest meeting when Phil Ker is able to attend (May meeting if possible).

#### Rūnaka Representative

Formal letters have been received from Puketeraki, Moeraki and Hokonui marae – no formal correspondence received from Ōtākou marae.

#### Māori Annual Report

On-going struggles with agreement on content and who and where it should come from.

Notes from Discussion:

- Directive should come from the KTO Office to ensure the content contains information of value to Rūnaka.
- Kōmiti agreed the Māori Annual Report should include:
  - Mana Pounamu Scholarship recipient profile/s
  - Hayden Richards profile

### 3. **Update on Capable Iwi (Richard Kerr-Bell)**

- Changes in structure – we currently do not have a by Māori for Māori structure but by focussing on areas around: Facilitation/Assessors/Facilitation Resources/Administration processes for Māori ways on engaging are hoping to launch by the 31<sup>st</sup> of October. Working to get the context and building relationships.
- All Capable NZ assessors will have the same base training with further training for Māori assessors focussing on by Māori for Māori processes.
- TRont – 2 cohorts of 8, discussions around managing this group under the current regime of Capable NZ with Māori facilitation.
- Māori Leadership programme – response from NZQA has come back detailing areas needing further 'tweaking'. A new NZQA template has recently been developed and will be helpful with ensuring that all requirements are included.
- Concern around staffing – currently 0.9 FTE to cover an increasing workload.

Notes from discussion:

- The number of Capable NZ staffing changes, challenges – understanding the differences required around processes for a by Māori for Māori model, understanding the fundamental base line of building & maintaining relationships.
- Iwi – Interpretation of the word, we are unable to use the word if it is not honoured correctly, the significance of a name and what lies beneath it 'by Māori for Māori'.

### 4. **Ta Moko Symposium (Justine Camp)**

- Registration – finding the best way to collect registrations online (Alistair suggests using Eventbrite rather than PayPal)
- Still waiting on final approval from Ministry of Fisheries around gathering/storing kaimoana
- Product Design students working towards producing goodies for the conference bags

### 5. **Trades Training (Nick Orbell)**

- Third semester this programme has now been running, initially enrolled 14 students – 11 are remaining. Reason for the 3 withdrawn students – wrong choice of course.
- This is a young cohort, age ranging from 16 through to 33 – 4 females/29 males. The females seem to be leading the way in the practical components. These students often come into the programme after having a negative school experience and can initially require significant encouragement to attend on a regular basis. We find that connecting with whānau and their community groups beneficial. Whakapapa being the glue to keeping them engaged, maintaining relationships post and during study. Helping them to transition into work or further study.
- Every semester we have put aside a week dedicated to helping out the Scarfie Army – giving back to the community.
- 4 Trade blocks in the programme – Carpentry, Engineering, Horticulture, Electrical. Hoping to be able to include Mechanical in the near future. Currently workshop space can be limiting, students are flexible and seem to be managing – expecting to have our teaching spaces sorted for semester two.
- Next semester we are looking at running two cohorts – smaller numbers, helpful to keep the students engaged.
- From the last cohort of students (17), 13 past the course, 6 have gone on to do further study and 8 have found employment. We have two companies that have requested that our students continue with them part-time/fix term employment. Students prefer to remain in Dunedin rather than going through to Christchurch for employment.

Christchurch Trades Training – they switch from mainstream to trades training throughout the course of their programme, whereas our course is only trades training. Our communication with CPIT has stalled at this stage, we would like to reconnect (Kōmiti suggest contacting Hemi Hemi).

- For those that have gone onto further study the jump from a level 2 programme to a level 4 has been challenging. To help to resolve this issue we have increased the level of our programme up to level 3 which includes more mathematics and literacy.

- Noho – When the programme was relocation within the School of Social Services this was not allocated in the budget. Previously this has been a useful exercise for the students, time for reflection, looking at where to from here. Invitation extended to whānau to join the group.

Notes from Discussion:

Other external services that we could connect with and who have Youth Services Workers:  
Mirror/Youth Specialty Services/Malcolm Trust

## 6. Kaiarahi Report (Tama Tuirirangi)

OP Scholarship process has been completed for 2014, 3 confirmed recipients from the 4 Rūnaka scholarships. This year Ōtakōu didn't have any recipients so Phillip Cullen approved the extra to go to Puketeraki giving them 2 in total.

Puketeraki Recipients – Takiwai Camp & Adam Keane

Hokonui Recipient – Carly Nesbit

The Mataawaka panel met last week and confirmed their four recipients; Phil Te Tana, Ra-ana Gardner, Kereama Joseph-Te Huki and Cruze Kapa. There were 18 eligible applicants and 2 ineligible. The panel have asked that their regards and thanks for the on-going opportunities made available to Mataawaka students. They have also suggested a slight wording change to the Application Letter – Part C: Letter of Application (*Please include a letter, written by the student*). Like Rūnaka they are interested in supporting students who will likely use their qualification to benefit Māori communities in some way. After Easter we will send a draft of changes to that section of the scholarship applications to the panel for their comment.

We have 8 enrolments as a result of the Mana Pounamu scholarships. We look forward to positive outcomes for all students who received the scholarships.

## 7. Consultation hui with NZQA Te Wānanga o Aotearoa and Te Whare Wānanga o Awanuiārangi (Khyla Russell)

Review of all national qualifications in response to conversations with Universities around standardisation. On-going discussions around monitoring etc. Te Reo/Tikanga/Marae Te Kitiini/Fisheries all now able to move further up the levels (level 2 – level 7).

## 8. Kaitohutohu Report

### Progress on 2014 priorities

The priorities for Kaitohutohu in 2014 are:

1. Achieve Educational Excellence (Main Goal) Improve student success rates for Māori learners by supporting Kaiarahi role. Continue to liaise with key schools and departments in how they implement the MSF into day-to-day teaching.
2. Be a resilient organization – Build institutional and staff capability to manage change for Kaitohutohu e.g. developing a Wiki page, Moodle page for students consulting about research, Awhina me te muru re-development
3. Make a difference to our environment, help assist development of 'Hui' component so it aligns with sustainability goals for OP. Help assist development of 'Ceremonial Bookings component so it aligns with sustainability goals for OP
4. Collaborate with our communities to make a difference, prioritizing Kai Tahu. Strengthen OP as a place where Māori can work and learn as Māori

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

- Continue to regularly attend AKO Māori Caucus meetings and chair a number of these Priorities1 & 4)
- Te Mata Ira all day hui held here at OP – discussions around Bio-Banking. (Research & Enterprise strategy & Priority 4)
- Attended CSAFE all day hui (Research & Enterprise strategy & Priority 4)

- Whakahuakina & Watea of ECE Kai Tahu – opening and dedication of bilingual early childhood at University of Otago
- Te Mata Ira Research – 2 day planning & writing hui, paper for National Māori Hui Whakapiripiri in line with HRC reviews, to be presented at the HRC Health conference in Auckland later this year (after return from Oslo). (Research & Enterprise strategy & Priority 4)
- Report given to Odele to take to Southern Rūnaka before they depart for Birding season. This is capacity building research with includes Te Runanga o Ngai Tahu, Arai Te Uru Rūnaka, Murihiku Rūnaka and 5 Northern Iwi. It has 9 International Indigenous partners and is 18 months into the three year project. Its purpose is to inform Iwi about Biobanking and Te Ara Tika Ethics and our outcomes as the research team is to build safety to participants and write an international Ethic requirement for consultation, research requirements and cultural significance for indigenous of their tissue and blood samples. Ultimately an Iwi Biobank is the request by most to be established (Research & Enterprise strategy & Priority 4)
- Justine continues to attend monthly hui as a Moeraki Rūnaka representative of the Ngai Tahu Research Consultation Committee at the Otago University (Research & Enterprise strategy & Priority 4)
- (Justine & Richard) Hui with School of Art around kai for the International Food Design Conference & Studio – 2-4 July at the Sargood Centre (Priorities 1 & 4)
- (Justine) attended hui for the Hui Whakapiripiri 2014 conference preparations (Priorities 1 & 4)
- (Justine) invitation to join the Learning Space Development team – ensuring bicultural signage and imagery around OP is appropriate/purposeful. (Priorities 1,3 & 4)
- Supporting the hosts (Te Huka Mātauraka Otago University (Māori student Centre) around 2014 Kaitakawaenga Māori National Conference. This brings together all Māori Liaison Officers and I/we have supported this annual event since my tie as MLO at Otago University. It involves the three Māori KTO team members (Priority 3 & 4)
- Oslo conference planning in process – interviews with navigators underway and I have taken annual leave from post Easter until 4 May to interview and discuss the navigation skills learned and applied by the crew of Haunui which arrives here to Puketeraki on Anzac day. Gina will work with me to transcribe the tapes, search for themes and co-write the Oslo presentation based on these interviews and my own whānau knowledge. (Research & Enterprise strategy & Priority 4)
- A commissioned publication in a book of Māori and Pacific Island academics' experiences working in mainstream tertiary and government institutions is now in press and is due for release in the northern hemisphere. I have a chapter and reviewed several others as part of the collaboration (Research & Enterprise strategy & Priority 4)

#### **Ensure robust MSF Evaluation**

- On-going discussions with Kōmiti & Leadership team around responses to recommendations and Gina and Debbie are assigned aspects of the recommendations where the CE has made specific of KT or KTO requests

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

- Asked to attend the Enterprise & Development PEAC hui – this was the first meeting of the combined PEAC's and an opportunity for the members to meet and socialize with key staff – the beginning of building and maintaining relationships.
- Sponsor for School of Occupational Therapy 3<sup>rd</sup> Year student 2 day hui at Puketeraki. A change this year to our staffing, we are no longer able to provide the catering service. With the continuing growth in demand it was no longer sustainable within workloads. (Priorities 1 & 2)
- Met with Mike Waddell (Marketing Manager) to help him to better understand the role the KTO office holds within the organization. (Priority 1)
- Kōrero with Lynda Davidson – Research & Enterprise, her role is looking at training opportunities for external groups and was wanting to better understand the role the KTO office holds within the organization (Priority 1)
- Helped to host & organise visit from Vicki Ratana Kiaora Hauora scholarship hui with Māori health students (Priorities 1 & 4)
- On-going preparation for the 2014 Ta Moko symposium (proposed date 9 October) (Priorities 2 & 4)

- Continue to respond to ethic requests from students and staff, we have built a 'Consultation – Research, Funding and Ethic Applications' page on our Kaitohutohu Insite team page to try and streamline the process. (Priorities 1 & 2)
- On-going Translation requests
- On-going support for student success with the student breakfast and Wednesday lunches. We now have around 30 coming for lunch on a Wednesday – building supportive relationships with each other and with Māori staff and are wonderful occasions at which to be present (Priority 1)
- Worked with Bachelor of Information & Technology and Enterprise and Development at their request on their TPPs and responsiveness to Māori (Priority 1)
- Worked with Kaiarahi to further develop the process re: Rūnaka and Maata Waka Scholarships. This year we only had one ineligible person apply. (Priority 1)

#### **Develop new and active partnerships with Māori to support our new business direction**

- Hosted Te Mata Ira full day Research committee meeting at OP – discussions around Biobanking and what that means for Māori – upcoming hosting of ITP matauranga for Iwi consultation. (Research & Enterprise strategy & Priority 3 & 4)
- NZQA symposium in Wellington *'Enhancing Mātauranga Māori and Global Indigenous Knowledge'*
- Handover of David Higgins to Council and recognition and taking back of Rebecca Williams

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

- Mihi Whakatau for Shanghai Dian Ji Uni delegation, Te Mata Ira panel – hosting 1 day hui, Consultation Hui (Priority 4)
- Mihi Maioha for Probation Students (Priority 4)
- Campus services have offered two days of volunteer work to Rūnaka/Māori assisting the environment in sustainability. We have already had a response. (Priority 3)
- Under Services on the Insite Kaitohutohu page we have developed a 'Book a Student or Staff Marae Stay' – Information and booking form and 'Book a general job' – information and booking form and 'Support for Māori Students' information. (Priority 2 & 3)
- A 'Moodle' page has been developed 'Student Research & Consultation with Kaitohutohu – A resource to assist OP students with their research in regard to the Treaty of Waitangi and ethics application. (Priority 2 & 3)
- We are developing processes/task sheets to ensure a smoother more productive and timely delivery of service we are mindful in trying to meet the service excellence aspirations. (Priority 2)

#### **Challenges (current, since last report)**

- To meet the many requests if they don't come to us using the processes that we have set in place when competing priorities arrive and they remain as timely consultation around ethics.

#### **Coming up (what is next on your agenda)**

- Mihi haere for MLO's
- Te Ropu hui – Zoology
- Annual leave over Easter
- 2 days of preparations at Puketeraki for Haunui arrival – Powhiri for Haunui (Friday 25<sup>th</sup> April)

### **9. General Business**

- Consider appointing a Social Service worker working within OP and Trades Training for Māori students – table a proposal for 1 FTE (rather than relying on already overworked Māori staff). Investigate the possibilities of applying to the Ministry for funding.
- Report for Council Meeting – Rebecca and Khyla will write

Rebecca thanked those attending, acknowledged Tama for his attendance out of his allocated working hours.

Huata Holmes closed the meeting at 10.12 a.m.

Signed as a true and correct record of the meeting

.....Chair

David Higgins

.....Date



## Academic Board

Minutes of the Academic Board meeting held on Friday, 20 June 2014 in Puna Kawa at 9.00am

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<b>Present:</b>	Sally Baddock Alistair Regan	Leoni Schmidt Rebecca Swindells	Sue Thompson (Chair) <i>* quorum of 7 not achieved</i>
<b>In Attendance:</b>	Ronda McLaren (minutes)		
<b>Apologies:</b>	Phil Ker Linda Kinniburgh	Chris Morland Sally Pairman	Khyla Russell

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### 1. Minutes

#### Paper 26/14

That the minutes of the *electronic* Academic Board meeting of 16 May 2014 be confirmed as a true and correct record.

**AGREED: S Thompson/R Swindells**

### 2. eQuate

#### Paper A27/14

Items of interest in the NZQA May newsletter:

- a) *Self-assessment case studies available* - OP case study for Self-assessment and improving organisational improvement. Print copies circulated, electronic attached to newsletter. Sue reiterated the importance of being engaged in self-assessment and being able to produce evidence to support decision making.
- b) *Guidelines soon on consistency of qualification outcomes* – following the TRoQ and removal of compulsory unit standards, the provider's programme of study will be monitored for consistency against the graduate profile for all NZ qualifications resulting from the TRoQ.
- c) *Guidelines for degree programme approval and accreditation* – following March discussion, understand issues raised have been addressed and final iteration will be acceptable
  - discrepancy 'mainly' or 'all' teaching staff engaged in research now 'mainly'
  - requirement re external marker for research projects is over 60 credits (not equal to)
  - requirement re tertiary teaching qualification from another provider removed
  - research in relation to discipline - think that's still there but tempered
  - currency of practitioner in vocational degrees equally important as engagement in research
  - requirement to seek NZQA permission for a Type 2 change ahead of organisation making a submission now removed

Phil commented to Sue that robust discussion was held at the ITP Advisory Committee on the consultation document, and they were feeling happier with the document now.
- d) *Annual Registration Fee due 30 June 2014* – we pay an annual subscription to NZQA (formerly paid to ITP Quality).

### 3. Consistency of Graduate Outcomes

#### Paper A28/14

Letter from NZQA dated 9 May 2014 outlines the introduction of a fee for assuring national consistency of graduate outcomes for new New Zealand and other relevant qualifications at levels 1-6. The fee of \$30.43 excl per graduate will be collected in arrears based on qualification completions reported through the Single Data Return from 1 July 2014. This could equate to 30-45k per year.



4. **Information for Learners (TEC consultation document)**

**Paper A29/14**

The essence of this document is about transparency of information for learners. Key information to be published is outlined in Table 2 on page 18. Whilst we publish most of this information the few areas we need to publish are:

- *government subsidy* – not a bad thing to publish this, will show students are paying part of the full cost
- *qualification completion rate* - we currently publish at a high level and this is by qualification per year, we have this data and can publish
- *employment rate of graduates* - grappling with how we get accurate data
  - currently rely on graduate destination survey (sent 6 months after graduation to preferred e-mail/contact address at time of departure) and anecdotal feedback from schools
  - already enabled in our policy that we make this data available on the website
  - experienced alumni would help in this area, but need that sense of belonging to the organisation
  - cannot rely on individuals as they head off into the world; is there any way we can get data from employment application forms, IRD, or another government agency

5. **Accreditation application to NZQA for Diploma in Enrolled Nursing (Level 5)**

**Paper A30/14**

Application for accreditation is in response to a formal request from the Southern District Health Board to provide enrolled nursing education. The Programme Regulations and Capability Documents have been shared by CPIT and are the base documents in this application.

**Recommendation:**

That Academic Board approve the accreditation application to the New Zealand Qualifications Authority for CH4033 Diploma in Enrolled Nursing (Level 5).

**AGREED: A Regan/R Swindells**

6. **Policies**

AP0901 Students with Disabilities

- *revision, reduction of repetitive text, update terminology and application form*
- *students who identify a disability will no longer be required to apply for alternative assessment arrangements for each examinations/tests*

AP0900 Assessment

- *revision to reduce repetitive text, update terminology and legislation*
- *policy 6, 2<sup>nd</sup> sentence - change should be to will be; assessments should be structured in a way that the deadline can be met (diploma level not expected to apply research like they would in a degree)*
- *procedures 5 regarding cover sheets is about anonymity of students (exceptions apply, eg. presentations). Students have access to their results on the portal, there is no need to post results on notice boards.*

AP0910 Assessment Committee

- *requires that every programme area is attached to an Assessment Committee*
- *member from another college/school/programme – is to share best practice and grow staff capability.*

**Recommendation:**

That Academic Board recommends the above policies to the Chief Executive for approval.

**AGREED: S Thompson/S Baddock**

Alistair queried the destruction of assessments held in schools and talked about the value in using assessments, given aspiration to connect student projects with the outside world.

Student work belongs to the student and consent is required to share (noted, requirement for some qualifications). Assessments should be returned students, otherwise must be retained for 12 months in line with the Public Records Act. Blanket consent not supported as may lead to students feeling vulnerable, unable to be honest when reflecting on process or the meaning of theory, thoughts and

feelings, author could also find embarrassing. The purpose is to show the learning they have achieved (and effectiveness of learning we have provided), not show it to the world. In some cases lecturers had approached students for consent to share exemplary work.

## **7. Academic Board**

Phil Ker often has commitments on Fridays and in the meantime Sue Thompson will Chair Academic Board. This led to discussion around membership and timing of the Board; Sue with have a further conversation with Michelle Barron around election process for Board vacancies and there was a suggestion to move the Board to Monday after 3pm after annual review meetings are finished. Ronda will send a 'doodle' appointment to gauge availability.

The meeting closed at 10.20am

Next Meeting: 18 July 2014 at 9am in Puna Kawa

***Post meeting - recommendations in minutes ratified to achieve quorum 7/13 by e-mail:***

*Chris Morland                      Approve: 23/06/2014 2:22pm*

*Linda Kinniburgh                Approve: 23/06/2014 2:24pm*

## **11. ADDITIONAL AGENDA ITEMS**

