



Otago Polytechnic Council

BOARD PACK

for

Otago Polytechnic Council - Open

06 Jul 2018 12:30 PM

Held at:

Puna Kawa

Level 2, Mason Centre
Otago Polytechnic
Forth Street
Dunedin

Version 1

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AGENDA



OTAGO POLYTECHNIC COUNCIL - OPEN

Name:	Otago Polytechnic Council
Date:	Friday, July 6, 2018
Time:	12:30 PM
Location:	Puna Kawa, Level 2, Mason Centre Otago Polytechnic Forth Street Dunedin
Board Members:	Paul Allison, Neil Barns, Peter Coolbear, Darren Evans, Mike Horne, Bill Moran, Megan Potiki, Kathy Grant (Chair)
Guests/Notes:	Jono Aldridge (Convenor, Staff Subcommittee), Jeanette Corson (Secretary to Council), Philip Cullen (Deputy Chief Executive Corporate Services), Jordan Dargaville (Convenor, Student Council), Janine Kapa (Deputy Chief Executive Māori Development/Kaitohutohu, Phil Ker (Chief Executive)

1. PROCEDURAL

1.1 Apologies

1.2 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.

Supporting Documents:

1.2.a	Conflict of Interest.docx	4
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1.3 Confirm Minutes

Recommendation

That the minutes be confirmed as a true and correct record of the open section of the meeting held on 4 May 2018.

Supporting Documents:

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1.4 Matters Arising

2. REPORTS

2.1 Chair (verbal)

2.2 Chief Executive

Supporting Documents:

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3. MATTERS FOR NOTING

3.1 Council Calendar

Supporting Documents:

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3.2 Executive Leadership Team Conflict of Interest Register

Supporting Documents:

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3.3 Academic Board Minutes

- 10 April 2018

Supporting Documents:

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3.4 Komiti Kawanataka Minutes

- 3 May 2018
- 31 May 2018

Supporting Documents:

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3.4.b	Komiti Minutes 31 Mātahi-ā-te-tau.docx	34

3.5 Student Council Minutes

- 1 May 2018
- 5 June 2018

Supporting Documents:

3.5.a	SC minutes 1 May 18.doc	39
3.5.b	SC minutes 5 Jun 18.doc	40

4. Additional Agenda Items

5. Close Meeting

5.1 Close the meeting

Next meeting: Otago Polytechnic Council Open - Friday, 3 August 2018, 9:00 AM

INTERESTS REGISTER

Council Member	Updated	Interest Disclosed	Nature of Potential Interest with the Otago Polytechnic
Paul ALLISON	20-04-18	1. Life Trustee – Halberg Disability Sport Foundation 2. Trustee – Winter Games NZ 3. Sports Commentator – NZME 4. Lion Foundation – South Island Regional Grants Committee 5. Independent Director - University Bookshop (Otago) Ltd 6. Director - Waitaki District Health Services Ltd 7. Trustee – Waitaki District Health Services Trust	Nil
Neil BARNES	09-07-17	1. Board Chair – Otago Polytechnic Auckland International Campus 2. Director/Shareholder Neil Barnes Consulting Limited 3. Partner – Barnes-Davis Orchard Partnerships	1. OP is a 50% owner of the limited partnership and is impacted directly by its operations in Auckland 2. The Company provides consultancy services mainly to TEOs and government education agencies that OP also has dealings with. 3. Joint owner of an avocado orchard. Unlikely to involve OP directly although OP offers horticulture qualifications and training.
Peter COOLBEAR	16-11-16	1. Chair NZCER Board 2. Co-owner and director: Coolbear Ltd - Information Management and Tertiary Education Consulting	1. NZCER manages the TLRI fund that has a tertiary education component
Darren EVANS	06-08-16	Chief Operating Officer, Calder Stewart Group Spouse: Part time employee of Otago Polytechnic, Project Manager, Business Development	Calder Stewart Group is a Customer of CapableNZ and potential supplier

			Polytechnic
Kathy GRANT	22-06-15	<ol style="list-style-type: none"> 1. Dunedin City Holdings Ltd (Director) 2. Trustee of numerous private trusts 3. Gallaway Cook Allan (Associate) 4. Dunedin Sinfonia Board 5. Dunedin City Treasury Limited (Director) 6. SDHB (Commissioner) Spouse: <ol style="list-style-type: none"> 1. Gallaway Cook Allan (Consultant) 2. Hazlett & Sons Limited (Chair) 3. South Link Health Services Limited (Director) 4. Warbirds Over Wanaka Community Trust (Board Member) 5. Warbirds Over Wanaka Limited (Director) 6. Warbirds Over Wanaka (2008) Limited (Director) 7. Warbirds Over Wanaka (2010) Limited (Director) 8. Leslie Groves Home & Hospital (Board Member) 9. Dunedin Diocesan Trust Board (Board Member) 10. Nominee Companies associated with Gallaway Cook Allan (Director) 11. Trustee of numerous private trusts 	

			Polytechnic
Michael HORNE	02-02-18	<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. Greenbriar Limited 10. Otago Museum Trust Board (Treasurer) 11. Palmer & Son Limited 12. Palmer Resources Limited 13. Palmer MH Limited 14. Palmers Mechanical Limited 15. PDS (Computer Services) Limited 16. Prospectus Nominees 17. Prospectus Nominees Services Limited 18. Rawhiti Road Investments Limited 19. Viblock Limited 20. Ashburn Hall 	<ol style="list-style-type: none"> 1. Potential supplier 10. Potential customer <p>Others: Nil</p>
Megan POTIKI	26/06/17	<ol style="list-style-type: none"> 1. Member of Te Runanga o Ōtākou 2. Employee of the University of Otago 3. Director of Arataki Associates Ltd – contracting entity involved in a wide range of Māori education, health and business. 	<ol style="list-style-type: none"> 3. Potential supplier

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



held at 1.10pm on Friday 4 May 2018 in Puna Kawa, the Mason Centre, Otago Polytechnic, Forth Street, Dunedin.

PRESENT:

Mrs K Grant (Chair)
Mr P Allison
Dr N Barns
Dr P Coolbear
Mr D Evans
Mr M Horne
Ms M Potiki

IN ATTENDANCE:

Ms J Brady (Deputy Chief Executive People, Performance and Development)
Mrs J Corson (Secretary to Council)
Mr P Cullen (Deputy Chief Executive Corporate Services)
Mr J Dargaville (Convenor, Student Council)
Mr P Ker (Chief Executive)
Ms Oonagh McGirr (Deputy Chief Executive, Learning and Teaching Services)
Ms E McPhee (Otago Daily Times)

APOLOGIES:

None

1. CONFLICT OF INTEREST

A register of Council members' interests was attached.

2. MINUTES – 13 APRIL 2018

The minutes of the open section of the meeting held on 13 April 2018 were attached.

IRECOMMENDATION

That the minutes be approved as a true and correct record of the open section of the meeting held on 13 April 2018.

AGREED.

3. MATTERS ARISING

None.

4. CHAIR'S REPORT

Mrs Grant had nothing to report.

5. CHIEF EXECUTIVE'S REPORT**Official Opening of Te Pā Tauria**

It was advised that there is to be a formal opening of the Student Village in June, at which a local politician will officiate.

Mr Cullen added that Te Pā had been nominated for a National Property Industry Award.

iD Emerging Designers

Mr Ker reported that he had recently attended the iD Emerging Designer Awards at which 42 designers from 19 Countries had participated.

Summarised Finance Report for the period ended 31 March 2018

A table provided an overview of the Polytechnic's 2018 financial performance to date compared against the budget with variances.

Key points:

- Net operating deficit of \$1,039k unfavourable to budget by \$1,928k, mainly due to changes in revenue recognition
- Capex higher than budget to date by a net \$4,299k with major project works ahead of budget timing
- Net monetary assets \$8m higher than budget
- EFTS enrolments 4,674 exceeding the YTD budget of 4,169 with continued strong international enrolments.

Media Report

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

External Liaison

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

RECOMMENDATION

That the Council receives this report.

AGREED.

6. MATTERS FOR NOTING

The following items were noted:

- Council Calendar
- Executive Leadership Team Conflict of Interest Register
- Minutes – Student Council 10 April 2018
- Komiti Kawanataka had met on 3 May.
The Maori Annual Report, Maori Strategic Framework and Memorandum of Understanding are to be circulated to Council prior to the June meeting.

7. GENERAL BUSINESS

None.

The meeting closed at 1.25 pm.

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
04/05/18	Maori Annual Report, Maori Strategic Framework and Memorandum of Understanding to be circulated to Council	Jeanette Corson	

CHIEF EXECUTIVE'S REPORT**Summarised Finance Report for the period ended 31 May 2018**

The following table provides an overview of Otago Polytechnic's 2018 financial performance to date and compares this against the budget with variances.

May 2018	2018 Year to Date Actual	2018 Year to Date Budget	Variance
	(\$000s)	(\$000s)	(\$000s)
Revenue	\$ 42,071	\$ 39,107	\$ 2,964
Expenditure	\$ 41,771	\$ 39,725	\$ (2,046)
Net Surplus	\$ 300	\$ (618)	\$ 918
Capital Expenditure	\$ 7,674	\$ 3,193	\$ (4,481)
Employment Cost as a percentage of revenue	49.2%	52.0%	2.8%
Student Fees as a % of revenue	43.5%	43.4%	(0.1)%
Government Funding as a % of revenue	41.0%	40.2%	(0.8)%
Working Capital	50.9%	30.1%	20.8%
Cash In/Cash Out	144.6%	126.9%	17.7%
Net Monetary Assets (000's)	\$ 7,151	\$ (898)	\$ 8,049
Debt / Equity Ratio	1.1%	0.9%	(0.2)%
EFTS	4,938.9	4,573.0	365.9

Key Points:

- The net operating profit of \$300k is favourable to budget by \$918k. The majority of this is due to changes in revenue recognition. Previously student fees and government funding revenue was spread over the period from the time the student enrolled until the end of the year, with adjustments made for different financial years only. This was regardless of the dates that the student was actually studying. We have changed the actuals for 2018 to spread the revenue over the dates of the course delivery. The gap between actual revenue and budgeted revenue is closing due to the near completion of Semester 1 programmes.
- Capex is higher than budget to date by a net \$4,481k with a higher proportion of the major project works (Student Village & Central Accommodation) falling into 2018 rather than 2017 as budget.
- Net monetary assets are \$8m higher than budget with continued strong cash inflows mainly from student fee revenue and the sale of City College combined with lower outflows and conversion of other working capital items to cash.

- EFTS enrolments at 4,939 exceed the YTD budget of 4,573 with continued strong international enrolments as well as second semester domestic enrolments happening earlier than budgeted.

Media Report

Attached is a report from Shane Gilchrist, Media Liaison.

External Liaison (since May meeting)

- Malcam Board meeting x 3
- NZQA Working Group – collaborative accreditation and approval processes x 2, Wellington
- NZQA Micro-credentials Technical Working Group
- Staff from Jaynes Construction (PESA winners), USA
- iD Emerging Designers
- Clare Curren, MP
- Arthur Graves and Anne Benson, Taratahi Agriculture Training for NZ re micro-credentials
- Tertiary Teaching Excellence Awards Review (Panel Chair)
- Dr Sid Gilani, Dubai Maritime Authority
- Geoff Kemp, CEO, Cargill Enterprises
- Radio NZ interview re EduBits
- World Federation of Colleges and Polytechnics Board meeting
- Vic Johns, Mike Woods, Andy Jackson, Fraser Pearce, Kate Regatt re VET review
- Distinguished Alumni Awards
- BOINZ Board meeting
- TANZ Accord meeting x 3, Wellington
- NZITP meeting, Wellington
- Fred van Brandenburg x 2
- Tech Week panel discussion
- ASB Otago Sports Awards
- Tertiary Teaching Excellence Awards selection
- I am capable Board meeting
- Building Surveying Governance Group x 4, Auckland
- Marion Etches, People & Culture Director, Roana Bellen, NZ Training Manager, Compass
- OPAIC Board meeting x 2, Auckland
- TANZ eCampus meeting x 2, Tauranga, Wellington
- Chamber of Commerce Breakfast
- ITP Roadmap CE's Sub Group meeting x 2
- Terry Davies DVML re iD Emerging Designers
- Richard van der Jagt, Physical Education NZ (PENZ)
- Sara Williams, TEC
- Opening of Te Pā Taurira
- Tertiary Sector Steering Group meeting
- Dr Lance O'Sullivan, Jodi Mitchell, iMOKO
- Alex Cabrera, Chief Executive, Tai Poutini Polytechnic
- Samoan Prime Minister, Tuilaepa Aiono Sailele Malielegaoi
- Samoan Independence Celebration Service
- ITP Advisory Group meeting, Wellington
- Tim Fowler, TEC and Tony Gray, Chief Executive, Ara
- PIN Executive Committee, video conference
- Auckland City Building Surveyors meeting
- Teresa Moore, United Way, Auckland
- Property Council Gala Dinner and Ceremony, Auckland
- DVML, iD Committee x 2
- Central Otago District Council – brewery site visit
- Brewery Steering Group meeting
- TANZ/TEC meeting
- 2018 Industry Training Conference – panel speaker
- TEC Edubits presentation
- Otago Chamber of Commerce Business Awards BA5 launch
- Skills Future, Singapore RPKL meeting via Zoom

RECOMMENDATION

That the Council receives this report.

A handwritten signature in black ink, appearing to read 'P. Ker', with a long horizontal line underneath it.

Phil Ker
Chief Executive

REPORT TO OTAGO POLYTECHNIC COUNCIL

SHANE GILCHRIST - Media Liaison

Prepared 28/6/18

MEDIA COVERAGE

The number of media articles has been strong over the past two months, with more than 240 articles across print, broadcast and digital news media between April 26-June 26.

MONTH-BY-MONTH COMPARISON OF STORIES PICKED UP BY MEDIA

	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	April 2018	May 2018	June 2018
MELTWATER				36	65	39	115	60
SLICE				37	47	20	37	30
TOTAL	90+	90+	90+	73	110	59	152	90

Highlights:

- iD Fashion:** the week-long event in May gained plenty of interest from local and national media, including interviews with key organiser Dr Margo Barton, Otago Polytechnic Head of Fashion Design, as well as a wide variety of story angles and strong photography.
- Graduate Fashion Week:** Fashion Design graduate Dylan McCutcheon Peat's invitation to the prestigious Graduate Fashion Week in London in early June featured strongly in the ODT.
- Helping others/international links:** Nursing student Devon Kilkelly's forthcoming return to Malawi to help residents of a small village attracted local media interest; as did an Engineering cohort's plans to travel to Vanuatu in September to complete a range of projects. Both articles strengthen the core messaging of "our people make a better place".
- Te Pā Tauira:** Otago Polytechnic's Student Village won 2 Property Council New Zealand Awards, the success recognised in a lengthy article and large photo in the ODT.
- EduBits:** In May, Phil Ker was invited to speak on prime-time Radio NZ show The Panel; he explained the micro-credentialing programme EduBits. This invitation was a direct result of Otago Polytechnic's EduBits campaign, a highlight of which was Dr Lance O'Sullivan's iMOKO project article (in Air New Zealand's Kia Ora Magazine and on website Newshub, as per below)

The new way to show the boss you've got what it takes

07/05/2018

Like 595

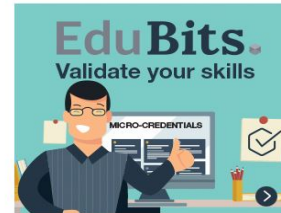
Sponsored by **Otago Polytechnic**



Employers such as Dr Lance O'Sullivan use EduBits to validate people's skills and experience. Photo credit: Supplied

A new way for people to 'show what they know' in the work place is rapidly gaining in popularity.

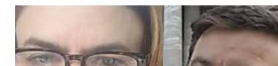
EduBits are micro-credentials offered by Otago Polytechnic. They validate a person's



More From Newshub



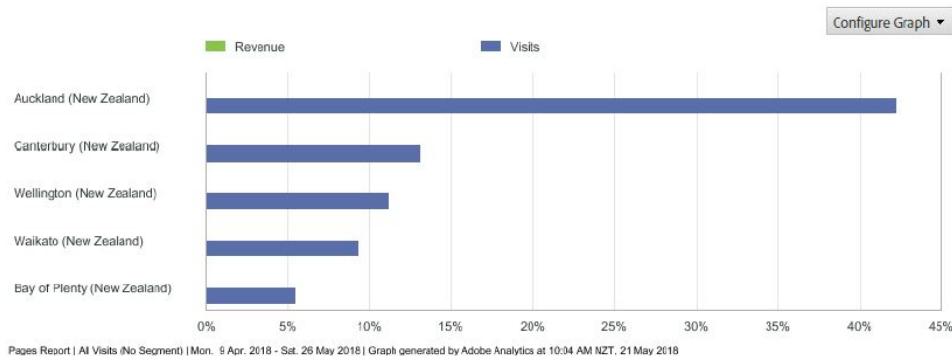
New Zealand schools with most drug suspensions revealed



The following data from Newshub provides an insight into reader/viewer activity around the promotion:

Newshub Native Sponsored Content – article

- 16,784 unique visitors to newshub.co.nz // 3,490 unique visitors to the Newshub app
- **Total unique visitors – 20,232**
- Average time spent on page - 43 seconds
- Top five regions interested in the content shown below:



OP WEBSITE (NEWS AND EVENTS SECTION)

There were more than 7.5k page reads in the past 2 months. As has consistently been the case, the overwhelming majority of readers spend more than 2 minutes on our story pages, indicating the content remains engaging.

Page ?	Pageviews ? ↓	Unique Pageviews ?	Avg. Time on Page ?	Entrances ?	Bounce Rate ?
	7,575 % of Total: 0.69% (1,093,276)	6,331 % of Total: 0.82% (768,640)	00:01:57 Avg for View: 00:01:56 (0.22%)	3,099 % of Total: 0.73% (425,260)	79.51% Avg for View: 44.71% (77.82%)
1. /about-us/news-and-events/ 🔗	1,198 (15.82%)	733 (11.58%)	00:01:34	162 (5.23%)	45.68%
2. /about-us/news-and-events/item/2932/ 🔗	458 (6.05%)	423 (6.68%)	00:02:34	416 (13.42%)	92.55%
3. /about-us/news-and-events/item/2003/ 🔗	393 (5.19%)	336 (5.31%)	00:04:10	111 (3.58%)	72.97%
4. /about-us/news-and-events/item/2725/ 🔗	339 (4.48%)	304 (4.80%)	00:01:14	29 (0.94%)	58.62%
5. /about-us/news-and-events/item/2767/ 🔗	229 (3.02%)	204 (3.22%)	00:02:47	57 (1.84%)	71.93%
6. /about-us/news-and-events/item/2650/ 🔗	211 (2.79%)	200 (3.16%)	00:02:59	51 (1.65%)	74.51%
7. /about-us/news-and-events/item/2837/ 🔗	203 (2.68%)	192 (3.03%)	00:03:35	179 (5.78%)	92.74%
8. /about-us/news-and-events/item/2664/ 🔗	149 (1.97%)	134 (2.12%)	00:02:50	88 (2.84%)	86.36%
9. /about-us/news-and-events/item/2818/ 🔗	133 (1.76%)	119 (1.88%)	00:02:36	88 (2.84%)	88.64%
10. /about-us/news-and-events/item/2760/ 🔗	124 (1.64%)	109 (1.72%)	00:02:27	81 (2.61%)	86.42%

The top-performing “news and events” item was an article about Sports and Exercise graduate Hayden Chapman, who recently secured a role as assistant performance analyst with the All Blacks.



Graduate plays crucial role in All Blacks' campaign

[Share](#)

Talk about hitting the ground running.

Hayden Chapman started his new job as assistant performance analyst with the All Blacks at the start of June. L than two weeks later, the Rugby World Cup champions began their three-test series against France.

Other popular website posts included a simple piece on Otago Polytechnic's Tertiary Open Day.



[Share](#) [Add to Calendar](#)

The Dunedin tertiary institutions will be holding their annual Tertiary Open Day on **Monday 7 May 2018**.

This Open Day is a great opportunity to visit our Dunedin campuses, attend talks from our academic schools, tour our impressive facilities, and visit the residential colleges. There will be fun, interactive sessions going on throughout the day, so come along and find out why Dunedin is such a great place to study!

SOCIAL MEDIA

Social Media activity and engagement across all channels continues to be strong, benefiting from our varied content and high-quality approach to video and photography.

FACEBOOK

Having reached 10k page Likes on Facebook in February, our page has since grown steadily to 10,650k – a 1.5% rise per month.


































The most popular post was the video feature of Otago Polytechnic's Food Truck, the result of a collaboration among a range of departments, which has had an organic reach of almost 9k and engagement of 2.3k.

Other high-performing posts:

a simple photo-profile of High school pupil Maddy Kelly, a volunteer at the Wildlife Hospital, which has enjoyed an organic reach of more than 4k, including engagement of more than 1400;

a post about veterinary nursing lecturer Holly Kendrick's forthcoming trip to Rarotonga to help its roaming dog population had an organic reach of 4.4k and engagement of more than 1.1k;

a profile on carpentry certificate graduate Kirsty Currie had an organic reach of 3.5k and engagement of more than 2.3k.

		Reach: Organic/Paid		Post clicks		Reactions, comments & shares			
Published	Post	Type	Targeting	Reach	Engagement			Promote	
21/06/2018 18:00	 Ahhh exam time! Good luck to all the #otagopolytechnic students			1.1K	14	13		Boost Post	
20/06/2018 18:07	 Transform your love of animals into a rewarding career! At Otago			1.4K	62	14		Boost Post	
19/06/2018 18:06	 A whole host of eclectic Dunedin musicians recently took over the			5.3K	215	86		View Promotion	
18/06/2018 18:00	 Just a heads up that The Robertson Library hours will be reduced			1.5K	86	7		Boost Post	
15/06/2018 15:40	 Not sure what your best career and study options are? Don't forget			9.1K	88	34		View Promotion	
15/06/2018 11:48	 Interested in learning more about clever I.T. solutions? Come along			1.4K	22	17		Boost Post	
11/06/2018 18:14	 This amazing individual, Devon Kilkelly, is an inspiration! The third			6.4K	419	294		View Promotion	
06/06/2018 18:10	 Our stunningly-talented Bachelor of Design (Fashion) graduate, D			1.8K	198	57		Boost Post	
05/06/2018 18:26	 Dog collars are a pricey commodity in Rarotonga, and un-collared			11.4K	1.1K	418		View Promotion	
01/06/2018 17:24	 Te Pā Taurira – Otago Polytechnic Student Village was officially opened			2.7K	537	63		Boost Post	
30/05/2018 18:10	 The final days of #autumn provide some stunning weather and			1.4K	30	22		Boost Post	

INSTAGRAM

- 2002 followers; an increase of 50 per month. This continues upward trend of previous months.
- Posts featuring younger learners are most popular.

LINKEDIN

After discussion with Internal Communications, a concerted effort is being made to post news items and profiles of general public interest on Otago Polytechnic's main LinkedIn page, which now has 11.5k followers. Significantly, organic followers have risen more than 10% in past month, reflecting strong growth on this channel.

COUNCIL CALENDAR 2018 - 19

Meeting/Event	July	Aug	Sept	Oct	Nov	Dec	Jan 2019	Feb	Mar	April	May	June
Audit Process												
Interim												
Signoff												
Forecast												
Budget												
Council Meeting Fridays	6 July	3 Aug Moeraki	7 Sept Placeholder	5 Oct	2 Nov	7 Dec Placeholder		1 Feb	1 Mar	5 April	3 May Placeholder	7 June
Departmental Visits			7 Sept Wildlife Hospital									
Evaluation - Review - Report												
Function						14 Dec						
Photo	6 July											
Fees Set												
International												
Domestic				5 Oct								
Finance and Audit Ctee	6 July 8am	2 Aug	6 Sept	4 Oct	1 Nov	6 Dec	31 Jan	28 Feb		4 April	2 May	6 June

Meeting/Event	July	Aug	Sept	Oct	Nov	Dec	Jan 2019	Feb	Mar	April	May	June
Graduation						14 Dec			8 Mar			
Maori Pre-Grad						13 Dec			7 Mar			
Komiti Kawanataka Thurs at 8am	5 July	2 Aug	6 Sept	4 Oct	1 Nov	6 Dec	31 Jan	28 Feb		4 April	2 May	6 June
Investment Plan Draft												
Approval												
Report												
Risk Management Review Policy				4 Oct								
Strategy Workshop Approval												
OP Events			3 Sept Spring Breakfast Opening of Wildlife Hospital 28 Sept			7 Dec OP Staff Christmas Party		Annual staff meeting				



OTAGO POLYTECHNIC CONFLICT OF INTEREST REGISTER – EXECUTIVE LEADERSHIP TEAM

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

Date Updated	Name	Interest Disclosed	Nature of Potential Conflict of Interest with Otago Polytechnic	Pecuniary or non-pecuniary	Agreed approach to manage
31 January 2017	Jo Brady	Board Member, Te Au Turoa Dunedin Wildlife Hospital	None		
7 March 2016	Philip Cullen	City College Trustee Cliffs Road Trading Board Member: – OP Auckland International Campus Ltd	OP is 1/3 shareholder Potential only		
2 February 2018	Janine Kapa	Board Member: – Otago Boys' High School – Otago Youth Wellness Trust – A3 Kaitiaki Ltd – KUMA (Southern Māori Business Network) Member, Kāti Huirapa Rūnaka ki Puketeraki (whānau) Matt Blair, Lecturer, OISA (spouse)	Feeder school/possible competitor Potential only Potential for similar clientele Potential for bias Potential for bias	Pecuniary Non-pecuniary Pecuniary Non-pecuniary Non-pecuniary	Proceed with: • caution & sensitivity • honesty & integrity Confidential information remains confidential

Date Updated	Name	Interest Disclosed	Nature of Potential Conflict of Interest with Otago Polytechnic	Pecuniary or non-pecuniary	Agreed approach to manage
26 February 2018	Phil Ker	Board Member: – Malcam Trust – TANZ – TANZ eCampus Limited – OP Auckland International Campus Ltd – Postsecondary International Network – World Federation of Colleges and Polytechnics OPAIC Limited Partnership (Chief Executive of OP as Partner) Convenor – selection panel for National Tertiary teaching Excellence Awards Glenys Ker, Programme Leader Capable NZ - spouse	Possible subcontractor Possible competitor Possible bias Personal interests	Pecuniary Non-pecuniary Both	Transparency Non participation re OP candidates OP Policy
13 June 2017	Oonagh McGirr	None			
2 February 2018	Chris Morland	SIGNAL ICT Grad School Ellen Morland, OP staff member spouse	Possible competitor Personal interest	Pecuniary Both	Transparency OP Policy



Academic Board

Minutes of the Academic Board meeting held on 10 April 2018

Present: Oonagh McGirr (Chair), Phil Ker, Sue Thompson, Megan Gibbons, Lesley Smith, Marc Doesburg, Brayden Murray, Sally Baddock, Sam Mann, Janine Kapa (apol left early) Ron Bull (apol left early),
In Attendance: Pam Thompson (Secretary)

Apologies: Chris Morland, Leoni Schmidt, David McMaster, Linda Kinniburgh

Quorum (9) achieved

1. Previous minutes:

A19/18 eAB minutes 13 March 2018 for approval as true and correct record and matters arising.

Matters/Actions arising: A09/18 - consider changes to AcBd meeting format and dates to be the day before OP Council meetings to include Peter Coolbear (OP Council Member) in the meetings. Refer agenda item 2.

Recommendation: That Academic Board approves A19.18 electronic Academic Board minutes from 13 March 2018 and note the matters arising.

Agreed: Lesley Smith / Sally Baddock

2. **A09.18 Changes to schedule and format of Academic Board meetings from May/June 2018**

From previous discussion on 13 February 2018 and Phil's report to Council meeting of 2 March 2018 it is proposed that Academic Board will:

- introduce specific academic issues meetings not less than four times per year
- schedule special purpose meetings to deal with sector consultations
- engage members of OP's professoriate to scope and convene in-depth sessions around academic matters
- invite Dr Coolbear to be a member of Academic Board and possibly chair the academic issues sessions.

Discussion:

- No conflict of interest to have a Council member as part of Academic Board as Academic Board is a subcommittee of Council.
- Intended outcomes of academic issues discussions – not just to provide advice to Council on academic and quality issues, but also to inform senior management and relevant staff about relevant issues facing Otago Polytechnic and the sector.

Recommendation 2a: That Academic Board reschedule its monthly meeting to the first Thursday of the month, the day before OP Council meetings.

Agreed: Megan Gibbons / Brayden Murray

Recommendation 2b: That Academic Board invites Dr Peter Coolbear to attend the face to face meetings of Academic Board (5 per year) from June 2018.

Agreed: Lesley Smith / Marc Doesburg

Recommendation 2c: That Academic Board introduce specific academic issues meetings at its face to face meetings and engage members of Otago Polytechnic's professoriate to scope and convene these in-depth sessions, not less than four times per year.

Agreed: Marc Doesburg / Sam Mann

Topic suggestions:

- Rethinking ethics process in light of professional practice and research
- Capability fit
- Relationship and responsibility of DPP mentoring
- Research and scholarship of education as service - lifelong learning
- Measuring impact
- Collaborative programme and resource development – how far do we go? *Priority (June meeting)*
- Sector restructure – *Priority (June meeting)*
- Stakeholder engagement and employer feedback – ? core business for discussion with Heads of School and programmes managers to solve at operational level rather than rather than issue for AcBd to solve, operational compliance.

Actions:

- a) Pam / Sam to collate topic list, flesh out and scope position paper
- b) Pam to send to AcBd and Professoriate for further suggestions and volunteers to prepare 2 issues per meeting – prepared in advance and circulated at least 1 week before the meeting for in-depth discussion and to arrive at a conclusion / decision / recommendation as appropriate.
- c) Oonagh – invite Dr Peter Coolbear to become member of AcBd, advise of new meeting schedule and topics.
- d) Oonagh/Pam – draft a revised workplan for 2018 to include electronic and face to face meeting schedule and circulate - next face to face meeting scheduled for Thursday 7 June 2018, 2.30pm
- e) Pam – reschedule and send new appointments to AcBd members for electronic and face to face meetings.
- f) Pam – invite all professors to the face to face issues meetings
- g) Pam – schedule notices on Tūhono for upcoming face to face AcBd meetings to remind all staff these are open meetings with relevant topics for discussion.

Actions updates to policy: Pam

Policy AP0101 Academic Board will also require updating to allow all approvals to be done electronically (unless specific discussion required) as a separate meeting to the 5 face to face meetings annually, and each alternate month to keep up with approval requirements. If discussion is required the item will be put forward into the face to face meeting agenda.

Changes are also required to the policy due to recent changes in roles and titles of some members, nomination will also need to occur for a replacement Head of School/College representative since the change to Lesley Smith's role.

Recommendation 2d: That Academic Board accepts and approves the nomination, by the Heads of School/College (nominated Megan Gibbons and seconded Caroline Terpstra), that Ian Crabtree be appointed as the second Head of School/College representative to Academic Board.

Agreed: Megan Gibbons / Sally Baddock

3. **A26/18 Educational performance Indicators (EPIs) 2017 – summary of report presented for noting prior to release to OP Council 13 April 2018.**

Discussion focused on:

- Learner Management impact on completion rates - significant in respect of staff enrolments and CapableNZ
 - Stocktake being done on all staff undertaking study (in-house or external study) including GDTE to try and understand the issues around completion dates and non-completion.
- CapableNZ enrolments to all be part time by default – investigating financial impact of this and noting that enrolments and occurrences still needs to work within a calendar year.
- Action plans for programmes with low completion rates to form part of APERs review meeting sand reports.
- Completion targets – change to graduated completion targets for different levels of programmes
 - Certificates and Diplomas 85%
 - Degrees 90%
- Masters completion rates are significantly affected by research projects and often completed outside usual timeframes and reporting. Can Masters data be displayed in a different or separate way from general programme low completion rate data, completion is much greater overall.

Action: Sue Thompson will send copy of EPI 2017 report to Academic Board members once it has been released at OP Council.

4. **A20.18 Type 1 Changes and Certificate of Proficiency Approvals**

Recommendation 4a: That Academic Board approves the Type 1 Changes as listed.

Agreed: Lesley Smith / Sue Thompson

Recommendation 4b: That Academic Board approves the individual Paths of Study for Certificate of Proficiency enrolments as listed.

Agreed: Lesley Smith / Sue Thompson

5. **A21.18 Type 2 change NZ2102 New Zealand Diploma in Cookery (Advanced) (Level 5)**

Programme Document 2018, change to admission – change IELTS from:

For international students: Overall band score (Academic) of 6.0 IELTS, with no individual band score less than 5.5, to

For international students: Overall band score (Academic) of 5.5 IELTS, with no individual band score less than 5

This change is to bring the IELTS requirement in line with policy.

Recommendation 5: That Academic Board approves the Type 2 change to the IELTS entry requirements for NZ2102 New Zealand Diploma in Cookery (Advanced) (Level 5).

Agreed: Lesley Smith / Marc Doesburg

6. **A22.18 Accreditation of NZ2754 New Zealand Certificate in Adult Literacy and Numeracy Education (Vocational/Workplace) (Level 5)**

Learning and Teaching Development are seeking accreditation for this qualification, using Ara's Programme of Study document.

- Required to provide qualification to staff teaching on Level 1-3 programmes.
- Also a condition of investment plan

Recommendation 6: That Academic Board approves the application to NZQA for Accreditation using Ara's Programme of Study document, for NZ2754 New Zealand Certificate in Adult Literacy and Numeracy Education (Vocational/Workplace) (Level 5).

Agreed: Megan Gibbons / Brayden Murray

7. **A23.18 Edubit approval for EBT600106 Residential Assistant – Student Accommodation**

Discussion focused on:

- More detailed summary required – what sits behind this paper - are we missing a key bit of paperwork for approval?
- Credits seem high – requires significant amount of learning hours.
- What other external consultation and marketing, i.e. University Halls of Residence

While peer review checking process has been established to improve Edubit development processes there are some significant areas of concern with listed evidence for this Edubit, namely:

- a) Evidence needs to line up with specific outcomes
- b) Copies of policies and procedures – unclear if knowing where to find or writing?
- c) Plans for group activities – what and how does this relate to specific outcome?
- d) Double reference to reflection – surely reflective journal is the vehicle for the reflection?
- e) External training – what specifically? e.g. First aid, fire and evacuation
- f) Log book on training – any reference to Te Reo training inclusion, potential additional Edubit opportunity also.

Action: Lesley Smith to follow up with developers and signoff changes to the evidence activity list before this item is sent to NZQA for approval.

(subject to action above)

Recommendation 7: That Academic Board approves the EduBit for submission to NZQA for approval.

Agreed: Oonagh McGirr / Sue Thompson

8. A24/18 TANZ eCampus brand guidelines for dual branding of awards for noting and approval to apply to Otago Polytechnic certificates in line with NZQA certificate and diploma specifications.

Documents supplied:

- TANZ eCampus brand guidelines and email from Jackie Rees, TANZ eCampus Academic and Quality Manager
- NZQA certificate and diplomas specifications
- Examples of NZQA certificates were tabled showing dual logo positioning

Recommendation 8a: That Academic Board approves the addition of the TANZ eCampus logo to Otago Polytechnic certificates in line with NZQA specifications of dual branding.

Agreed: Sue Thompson / Marc Doesburg

Recommendation 8b: That Otago Polytechnic will release certificates for TANZ eCampus courses on completion of the course.

Agreed: Sue Thompson / Brayden Murray

9. General items for noting

A25.18 Subcommittee activity for noting - links were provided to subcommittee meetings workspace sites for papers and minutes of subcommittees of Academic Board.

Recommendation 9: That Academic Board notes the activity of Programme Approvals Committee and Research and Postgraduate Committee, as subcommittees of Academic Board.

Meeting closed 11am.

Next meeting: May 2018 – electronic date to be confirmed in new meeting schedule.

Action summary

who	what	when
Sam Mann Pam Thompson Oonagh McGirr	A09/18 changes to AcBd meeting format and dates a) Pam / Sam to collate topic list, flesh out and scope position paper b) Pam - send to AcBd and Professoriate for further suggestions and volunteers to prepare 2 issues per meeting – prepared in advance and circulated at least 1 week before the meeting for in-depth discussion and to arrive at a conclusion / decision / recommendation as appropriate. c) Oonagh – invite Dr Peter Coolbear to become member of AcBd, advise of new meeting schedule and topics. d) Oonagh/Pam –draft a revised workplan for 2018 to include electronic and face to face meeting schedule and circulate - next face to face meeting scheduled for Thursday 7 June 2018, 2.30pm e) Pam – reschedule and send new appointments to AcBd members for electronic and face to face meetings. f) Pam – invite all professors to the face to face issues meetings g) Pam – schedule notices on Tūhono for upcoming face to face AcBd meetings to remind all staff these are open meetings with relevant topics for discussion.	Asap Next face to face meeting scheduled Thursday 7 June 2018
Pam Thompson	A09/18 updates to policy <i>AP0101 Academic Board</i> to reflect meeting format changes and changes to membership	asap
Sue Thompson	A26/18 EPI 2017 - send copy of report to Academic Board members once it has been released at OP Council on 13 April	16 April
Lesley Smith	A23/18 Edubit EBT600106 Residential Assistant – Student Accommodation	Before sending Edubit to NZQA for approval

Minutes of a Meeting of Te Komiti Kāwanataka



Held at 12:30pm on 3 Mātahi-ā-te-tau 2018, Te Punaka Ōwheo

PRESENT: Megan Potiki (Chair)
Peter Coolbear
Hinerangi Ferrall-Heath
Chris Morland

IN ATTENDANCE: Sue Thompson
Marshall Hoffman
Rachel Dibble
Rebecca Williams
Shaun Tahau
Tessa Thomson

Debbie Davie (Minutes)

Karakia/Timatanga: Shaun Tahau

Introductions

1. APOLOGIES

Khyla Russell, Matt Matahaere, Janine Kapa, Kelli Te Maihāroa, Ron Bull, David Higgins

2. MINUTES

The minutes of the meeting held on 15 Kahuru 2018 were provided.

Recommendation

Chris Morland / Megan Potiki

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

Agreed.

3. MATTERS ARISING – none

4. MĀORI ANNUAL REPORT

Statistics presented by Sue Thompson

a. Maintained Māori participation rate – two main areas contributed to figures:

- Non-Māori EFTs decreased
- Signing of a Memorandum of Understanding with Moana House Training Institute and the number of students enrolled in Te Taketake, Addiction Studies (majority Māori), which achieved a 92% pass rate. This partnership has definitely contributed to our success rate.

Slight increase in the Kāi Tahu participation rate, up by 2.55%.

- b.** The course completion rate is the single best indicator of Māori success. Looking at the 3-year trend, there has been no significant improvement – not maintaining success rates in all programmes. Health-related degrees have high completion rates (Nursing, Midwifery, Occupational Therapy, Certificate in Health – feeder programme), and higher Māori EFTs. There seems to be an ongoing pattern of one programme being up and one down, therefore, not maintaining consistency.
- c.** Qualification rates are down significantly for both Māori and non-Māori by over 10%. This is derived from the number of approved EFTs, i.e. 3-year programme divided by the EFTs used. More EFTs in the 1st year of enrolment decreases the qualification rate in the 3rd year. The main reason are the changes to sub-degree qualifications expiring, or having expired, following the TRoQ (targeted review of qualifications). Some qualifications had multiple qualifications within them, e.g. the Certificate in Human Services (four qualifications embedded).
- d.** Cohort completions are down, which contributed to some areas not having confirmed their completions in time for the SDR report. The data returned to TEC at the end of January informs this report. We have since reported another 500 plus qualifications, which includes some completions from 2017.
- e.** Slight decrease in course retention rates however all exceeding targets. Set stretch target in 2016 for course completion rate to be 85% or more, aspirations sitting underneath is that the Māori course completion target will be equal to or greater than non-Māori. A third of Māori EFTs did reach that target.
- f.** Student Progression rate – percentage of students who complete one qualification and the following year go on to enrol in another qualification with us, or another institution. Progression rates for 2017 were down on the previous year for all demographics. Multi-year programmes where students continue on to work effects this target.
- g.** Retention rates – indicator for student continuation or completion proportion of distinct students that re-enrol in the following year. This remains high and continues to exceed targets. Rates for Level 4 qualifications and Kāi Tahu have increased on 2016 figures.

Questions:

- *Percentage / number of Kāi Tahu taura population*
552.14 ETFs / 864 students (2017) of those 226 identified as Kāi Tahu (156 EFTs)
- *Percentage of those that complete a Certificate and continue on to work in the areas they have trained in*
Detailed in retention rates – high numbers. Data separated out to:
 - a. Level 1 – 3 programmes – lower retention rates where students are more likely to move directly into the workforce on completion. These are pre-trade programmes designed for that purpose;
 - b. Comparatively, bridging programmes often lead onto degrees i.e. Certificate in Health (level 4). Majority of these students continue on to enrol into degree programmes.

We continue to 'hold our own' with regard to Māori participation and success, but are not making the gains we had hoped for.

The Youth Guarantee programme (Level 2) that leads into Certificate in Automotive and Engineering programmes has been successful for Māori students. The School is keeping good postgraduation data detailing those that have gone into apprenticeships or related work.

Kōrero

- Suggestion of Schools achieving high rates sharing their good practice with other areas where they have large number of Māori students and lower rates.
- Suggestion of collecting separate data around '1st in family' embarking on tertiary education and the impact for those learners.

Currently collecting data on '1st in family' – to date has not highlighted any significant difference. Currently looking at this information in conjunction with withdrawals and the reasons behind withdrawal.

- Māori participation – while Māori learners may take longer to pick things up initially, they then tend to excel. Māori learners, when allowed to go at their pace, have had high completion rates.

There is evidence to support this; data suggests that some Māori learners take longer to complete than others, which can be attributed to other whānau commitments.

- Programmes that are successful – can the data tell us whether we have higher percentages of Māori learners succeeding when there are, for example, 10 Māori learners in a class of 60, compared with one Māori learner in a class of 60.

Through the programme review process it was highlighted that in some cases staff do not know who their Māori students are. This is an area that needs further work to ensure staff know where to find this level of information.

5. MĀORI STRATEGIC FRAMEWORK

- Updated photo of Komiti Kāwanataka rescheduled for 31 Mātahi-ā-te-tau meeting
- Timeline – consultation with Papatipu Rūnaka
Ngāi Tahī Kaitoko Mātauranga
 - Ōtākou – Taikawa Tamati-Elliffe
 - Puketeraki – Aroha Mules
 - Moeraki – David Higgins

Rebecca W spoke to the background of our three key documents

a. Memorandum of Understanding (MoU) – foundation document that outlines mana whenua expectations of Otago Polytechnic.

b. Māori Strategic Frames (MSF) – aimed to operationalise the MoU, detailing short, medium and long-term goals.

c. Māori Annual Report (MAR) – reports on OP's achievements against the MSF priorities.

Kōrero

- Youth today do not necessarily know the direction to take with the speed in which the world and variables keep changing. How do they determine their future when the present is not always sure and clear? Getting a 'taste' for different occupations/professions prior to committing to a pathway could be beneficial.

There is work around learners' capabilities to cope with change and uncertainty currently being developed.

Our learners graduating with a qualification and an expanded CV detailing paid and voluntary work experiences would be beneficial.

Internship opportunities are often incorporated within programmes, which contributes to high employment rates for our students and is a 'taster' for the occupation they are embarking on.

6. MEMORANDUM OF UNDERSTANDING (MOU)

Timeline – turnaround for feedback from Rūnaka not feasible when also aligning with their own internal processes.

Amendments for timeline

- Kaitohutohu Office to do a '1st edit' prior to the next Komiti Kāwanataka Hui, incorporating any feedback received.
- Table draft at 31 Mātahi-a-te-tau hui for further feedback and/or approval to email to Rūnaka for consultation.
- Email '1st edit' draft to Jeanette Corson in time for inclusion in the Maruaroa Council papers.
- Email draft to Rūnaka for consultation (directly following Komiti Kāwanataka) – feedback due back 3 Maruaroa (in time for discussion at Komiti Kāwanataka 5 Maruaroa hui).
- Final draft to be included on 6 Toru Council meeting Agenda – to be tabled and adopted.

7. KTO REPORT – (Rebecca Williams)

KAITOHUTOHU OFFICE REPORT PREPARED FOR KOMITI KĀWANATAKA

Date: 3 Mātahi-ā-te-tau 2018

MSF Priority 1: Treaty of Waitangi		
<i>Objective: an effective partnership with Kāi Tahu/Māori</i>		
What/When	Who	Outcome/Action
Mihi Whakataū	Team	<ul style="list-style-type: none"> Sam Hatchell & Teryn Lamoreux from Jayne's Construction, Albuquerque, USA. Part of PESA tour 2018. They will be here for the day delivering keynotes on Business Excellence. Hunan Industry Polytechnic – To gain insight into New Zealand's management resources and advanced industry engagement practice; research and development capabilities; innovative thinking of managers in order to broaden lecturers' learning paths and self-discovery. To expand the international influence of schools and enhance the capability of international cooperation, industry engagement and research & development management practice. To enhance lecturers' English communication skills and immerse in New Zealand ITP's management culture. Delegation from Shanghai Academic Art and Design School Stefano Parenti Director from Southern New Hampshire University here to visit School of Art, Design, Business, IT and Sport.
CICan 2018 Conference – Working together as One	Janine/Ron	Two presentations at conference.
Development	Janine	Met with Tahu Potiki to discuss development within the Dunedin rohe
KUMA Māori Business Clinic	Janine	Attended hui
Lunch with Eleanor Murphy	Team/Khyla/Justine	The team farewelled Eleanor and thanked her for the years of commitment given to OP, and to Komiti Kāwanataka, for the knowledge she had imparted onto others and for the koha of hours given. Gift was given.
Māori Annual Report		Final draft expected to be emailed through to Komiti Kāwanataka 16 June
MSF Review	Team	We are starting the consultation process with an appointment having gone through to all Māori staff to attend a hui.

MSF Priority 2: Kāi Tahu/Māori Leadership/Staffing		
<i>Objective: attract, support & retain Kāi Tahu/Māori staff at all levels within OP</i>		
What/When	Who	Outcome/Action
Kaitautoko		Advertising and shortlisting to replace Rebecca Swindells within Te Punaka Ōwheo

MSF Priority 3: Kāi Tahu/Māori Students		
<i>Objective: have Māori participate & succeed at all levels of learning</i>		
What/When	What/When	What/When
Scholarships	Team	<p>Scholarships have continued to be a focus.</p> <ul style="list-style-type: none"> • The Mataawaka Scholarship panel met on 16 April and awarded scholarships to the following applicants; <ul style="list-style-type: none"> ○ Emma Hau - Midwifery ○ Kinder Kara – Visual Arts ○ Te Airhi (Anita) Mitchell – Occupational Therapy ○ Kurtis Hotchin – Automotive Engineering • Four Runaka Scholarships were awarded to the following: <ul style="list-style-type: none"> ○ Kim Gotlieb - Applied Management (Puketeraki) ○ Lesley Russell-Harris – Automotive Engineering (Hokonui) ○ Kerry Ruston – Grad Dip Social Services (Moeraki) ○ Kiritapu Murray - Masters of Professional Practise (Otakou) <p>Ngāi Tahu learners were reminded to get in their Kā Pūtea grant application forms before the closing date (30 April) and assistance provided on these forms.</p>
Careers Expo	Rebecca W and Janine	A follow up hui has been held to advance discussions on holding a Māori specific careers advice event in Dunedin. Work has commenced on a survey to ask the community for their views.
Kai and Catch ups	Team	The Kai and Catch ups held every Wednesday continue to be popular. We held a hangi on 11 April and hosted the Māori Electoral Roll option folk at the same time – it was very well attended. It was the first time the Kai cooker shelter had been used and it was very successful!
Student Contact	Team	It has been a busy start to the year with 208 individual contacts made in the year to date. Attendance, scholarships, courses and recruit and retain have been the main issues. Mental health has been highlighted by the institution as a priority.
Vacancy	Rebecca W	Eight applications were received for the vacant Kaitautoko position, with a very high calibre of applicants.
Tuakiri	Chris R and Jade M	Chris Roy and Jade Morgan have been running the Tuakiri programme over the student holiday period. Students from Foundation Studies and Certificate in Health are participating.

MSF Priority 6: Research and Māori-centred knowledge-creation**Objective:**

1. *engage with & ascertain what research priorities are important to Kāi Tahu/ Māori communities*
2. *undertake research relevant to Kāi Tahu/Māori communities that benefits Kāi Tahu/Māori*
3. *undertake research that links to Kāi Tahu/Māori devt aspirations*
4. *develop a vibrant Māori research culture*

What/When	Who	Outcome/Action
Māori Research Symposium	Tumuaki Rakahau Māori	We continue to plan for the Mauri Ora Human Flourishing symposium on the 9 November 2018. We are confirming guest speakers and starting the process of calling for abstracts.

Key for who has overall responsibility for these priority areas

	Kaitohutohu Office
	Tumuaki: Te Punaka Owheo (Māori Student Success)
	Tumuaki: Whakaako (Curriculum & Capability)
	Tumuaki: Rakahau & Whakaea, (Research & Innovation)

Kōrero

Acknowledgment of Shaun Tahau for stepping in leading the Mihi Whakatau in the absence of both Janine and Ron.

8. GENERAL BUSINESS

a. Cromwell Redevelopment

Site is being prepared, breaking ground on Monday 7 Mātahi-ā-te-tau

Francie Diver and Hinerangi Ferrall-Heath are leading – consider postponing until the first post goes down. Further logistical details to be confirmed.

b. Forth Street Redevelopment

Rebecca W attended the Project Control Group meeting – first phase is to build a new A Block on the current location of Te Punaka Ōwheo (TPO). TPO will be relocated to a temporary site (location still to be decided).

Whakamutunga/Karakia (Megan)

Meeting closed 2.30pm

Minutes of a Meeting of Te Komiti Kāwanataka



Held at 12:30pm on 31 Mātahi-ā-te-tau 2018, Te Punaka Ōwheo

PRESENT: Megan Potiki (Chair)
Peter Coolbear
Hinerangi Ferrall-Heath
Chris Morland
Matt Matahaere

IN ATTENDANCE: Khyla Russell
Marshall Hoffman
Rachel Dibble
Rebecca Williams
Shaun Tahau
Tessa Thomson
Kelli Te Maihāroa
Ron Bull

Debbie Davie (Minutes)

Karakia/Timatanga: Shaun Tahau

Te mate wā: Arapeta Delamere (Father of Riki and Lisa Ngamoki)

1. APOLOGIES

Janine Kapa, Ron Bull (lateness), David Higgins

2. MINUTES

The minutes of the meeting held on 3 Mātahi-ā-te-tau 2018 were provided.

Recommendation

Peter Coolbear / Megan Potiki

Spelling correction on page 3, 'Ōtākou'

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

Agreed.

3. MATTERS ARISING

a. MoU (3rd iteration)

Suggested amendments:

- Pg 1 (bullet point 4) MSF amend timeline to (2016 – 2021) to be inclusive of the old and newly revised version.
- All agreed to the continued use of local dialogue 'kā'
- Schedule A – Partnership Expectations from this Relationship, bullet point 3 amend wording to '...include an open forum during which the Māori Annual Report will be presented for discussion'.
- Schedule A – Term, include 'independent cultural audit'.
- Pg 2 – Arbitration/Dispute Resolution, bullet point 'a' include '...settle the dispute or differences within an agreed timeframe ...'

4. KTO REPORT – (Rebecca Williams)

KAITOHUTOHU OFFICE REPORT PREPARED FOR KOMITI KĀWANATAKA

Date: 31 Mātahi-ā-te-tau 2018

MSF Priority 1: Treaty of Waitangi		
<i>Objective: an effective partnership with Kāi Tahu/Māori</i>		
What/When	Who	Outcome/Action
Memorandum of Understanding (MoU) with Kā Papatipu Rūnaka	Team	The 'first edit' has been completed, will be discussed at the May meeting of Komiti Kāwanataka in preparation also for the July Council Meeting.
Memorandum of Agreement (MoA) with Ngāti Whātua	Janine	UoO keen to retain separate MoA, but to have these signed together at Ōtākou Marae later in the year. TRoNT interested in a joint MoU, but with mana whenua, with schedules/work programmes for each institution (i.e. OP and UoO). Janine meeting with Tame Te Rangi in Tāmaki Makaurau in June.
Māori Annual Report		Final edits completed 23 May currently with designer and translator.
MSF Review	Team	We have started consulting with key stakeholders as part of the MSF review process. Consultation hui will include: <ul style="list-style-type: none"> • Te Kāhui Māori (held 23 May) • OP Leadership Council (6 June) • Komiti Kāwanataka (TBC) • KTO/TPO kaimahi (TBC) • Te Kāhui Rakahau Māori (TBC) • HoC/HoS (TBC) • Ngāi Tahu education staff, including local Kaitoko (TBC) Māori educators in our community (TBC)
Prime Minister of Samoa's visit		The Prime Minister of Samoa and his delegation are visiting Dunedin on 7 June. We have been asked to welcome him at OP with a Mihi Whakatau that day. This is a special occasion for us, therefore Rūnaka leaders have been asked to welcome him on behalf of mana whenua and an email has been sent out to rūnaka offices inviting members to attend and tautoko.

MSF Priority 2: Kāi Tahu/Māori Leadership/Staffing		
<i>Objective: attract, support & retain Kāi Tahu/Māori staff at all levels within OP</i>		
What/When	Who	Outcome/Action
New staff member: Kaiārahi	Team	We welcomed Shaun Tahau to our team on 28 May.
Kāhui Māori lunch	Kāhui Māori	We had a shared lunch with members of the Kāhui Māori in Poho on 17 May.

MSF Priority 3: Kāi Tahu/Māori Students		
<i>Objective: have Māori participate & succeed at all levels of learning</i>		
What/When	What/When	What/When
Scholarships	Team	<ul style="list-style-type: none"> Learners are starting to hear back from Ngāi Tahu about their scholarships, with our students achieving some good results. Due to the previous recipient being unable to accept their scholarship, Te Rūnanga o Moeraki have reallocated their scholarship to Kate Mihaere. Other scholarship opportunities are advertised to learners as they come to hand.
Kai and Catch ups	Team	The Kai and Catch-ups held every Wednesday in Poho continue to be popular. The next hangi is scheduled for 30 May and the CEO will also be joining us to hear feedback from students.
Student Contact	Team	It continues to be busy start to the year with 225 individual contacts made in the year to date. Attendance, scholarships, wellbeing (including D&A) and courses have been the main issues. Mental health has been highlighted by the institution as a priority.
Vacancy: Kaitautoko	Rebecca W	Interviews have taken place and an offer has been made. It is hoped the successful candidate can be announced by the time of the meeting, with a start date of 18 June.
He Toki	Rebecca and Janine	Discussions continue with Ngāi Tahu on introducing He Toki at Otago Polytechnic, with an initial focus on Carpentry and Engineering. A hui was held with representatives from Tokona Te Raki (TRoNT) and OP staff to discuss how we might double the number of Engineering graduates by 2021.
Campus Development – Te Punaka Ōwheo	Rebecca, Ron and Janine	A meeting was held with the project team to advance the design for Te Punaka Ōwheo on 22 May, which was followed by a conversation about incorporating elements of 'arahonohono' into the ECL building also. Initial conversations have begun about the temporary location of TPO during the rebuilding phase (approx. 2-3 years).

MSF Priority 4: Kāi Tahu/Māori Progs		
<i>Objective: dev quality courses & prog in Te Ao Māori, Te Reo & Māori knowledge in all qual areas.</i>		
What/When	Who	Outcome/Action
EduBits	Ron	<p>Te Reo Māori for the Workplace – there has been considerable interest shown by Corrections in these EduBits. They are currently the only 'live' EduBits that have been used by an external organisation.</p> <p>Manaaki staff have also shown an interest in 'upskilling' in te reo Māori to use when serving customers, as and when appropriate.</p>

MSF Priority 5: Inclusive Lrng Environment		
What/When	Who	Outcome/Action
Te Reo Māori classes	Ron	OUSA are offering te reo classes from 5-6pm on Mondays; the president of TRM has extended an invitation to OP students to join for a gold coin donation.

MSF Priority 6: Research and Māori-centred knowledge-creation		
<i>Objective:</i>		
<ol style="list-style-type: none"> 1. <i>engage with & ascertain what research priorities are important to Kāi Tahu/ Māori communities</i> 2. <i>undertake research relevant to Kāi Tahu/Māori communities that benefits Kāi Tahu/Māori</i> 3. <i>undertake research that links to Kāi Tahu/Māori devt aspirations</i> 4. <i>develop a vibrant Māori research culture</i> 		
What/When	Who	Outcome/Action
Capable Māori	Kelli	20% of learners at Capable identify as Māori and there are 27 new Māori learners since Feb, which includes two DPP, three MPP and two Grad Dip. Two have asked to complete in Te Reo Māori. A draft strategy to reinvigorate Capable Māori/Te Kāhui Whetū (working title) is in development. It will be brought to Komiti Kāwanataka in the coming months for consultation.
Te Urikore Biddle's visit and symposium at Unitec		Three Māori learners in BL4C and one Māori PG learner are attending the ITP Māori Innovation Symposium with staff, 10 & 11 July.
2018 CICan Conference in Victoria, BC	Janine and Ron	Janine and Ron were invited to present at the 2018 Colleges and Institutes of Canada Conference on 30 April (presented together) & 1 May (co-presented with a colleague from Saskatchewan Polytechnic). This was a very successful trip, with a number of reconnections being made with colleagues at SaskPoly, Yukon College and Humber College, as well as new connections being developed with Confederation College, Aurora College and Camosun College. The Director of Indigenous Strategy is now planning a visit to OP in the 2018/2019 academic year.

Key for who has overall responsibility for these priority areas	
	Kaitohutohu Office
	Tumuaki: Te Punaka Owheo (Māori Student Success)
	Tumuaki: Whakaako (Curriculum & Capability)
	Tumuaki: Rakahau & Whakaea, (Research & Innovation)

Kōrero

- 'Kai and Catch-ups' feedback to Phil around literacy, FeesFree and other issues that are being resolved.
- Kaitautoko appointment – Sarah Martin, due to start on 18 June 2018.
- Campus Redevelopment – with the extension to A Block, Te Punaka Ōwheo could be relocated for up to two or three years. Suggested relocation to the 'Finance House' has been met with concern regarding safety during winter especially, and access for tauira given it is offsite and on a steep hill. Rebecca W met with Marian Hobbs around FeesFree and the loopholes and disadvantages to some tauira. The Ministry of Education has appointed a group to consider anomalies; suggestions from the meeting were noted and sent for consideration.
- EduBits – 'Tikanga' (L4) under development, due 11 June.
- Māori Research Symposium, Mauri Ora – Human Flourishing theme (9 November)
 - Call for abstracts has gone out
 - Professors David Tipene-Leach and Jacinta Ruru are confirmed as keynotes

5. GENERAL**a. Scholarship Recipient**

Attended rūnaka hui and shared information about current mahi and looking forward.

b. Te Pā Tauira

Discussion around the 'official' opening of Te Pā Tauira on 1 June with David Clark and the appropriateness of this process given it was opened in February with a Whakawātea led by Tahu Potiki.

c. EduBits

- Learners from the Department of Corrections are participating in the Te Reo Māori in the Workplace EduBit
- Te Tiriti o Waitangi/Treaty of Waitangi EduBit requires further developing/mapping – taking learning outcomes from the Certificate in Mata ā Ao Māori and transferring them into learning capabilities

Whakamutunga/Karakia (Megan)

Meeting closed 1.50pm



Student Council Meeting

Tuesday 1 May 2018

12.00pm to 1.00pm

G205, Forth Street, Dunedin

Present:	Jordan Dargaville (BIT & Convenor) Grayson Orr (BIT) Nathan Laurie (Tourism) Megan Woodhead (Social Services) Prasanth Rao Nilapu (BIT) Jenny McCoughan (Massage)	Demelza Fraser-O'Donnel (BCA) Andrew Hornby (Automotive) Chris Morland (DCE Learner Experience) Brayden Murray (Director, Learner Services) Patricia Quensell (Student Success) Ronda McLaren (Minute Secretary)
Guests	Emma Allen, L&T Specialist Daniel Larsen, Counsellor Danni Roberts, Wellbeing Advisor	Celia Hepburn, General Support Advisor Steve Downey, Chaplain
Apologies:	Paul Allison (Council Rep)	

Student Support Website	<p>Emma Allen, Learning and Teaching Specialist, sought feedback on the Student Services website (http://studentservices.op.ac.nz/) - is it giving students what they need and want?</p> <ul style="list-style-type: none"> • mature students more comfortable talking to a lecturer, more so than school leavers who will seek guidance from online support • holding a pop-up lunch on 21 May to receive feedback, Student Council felt best feedback was via campus reps talking to classes and/or class rep meetings • showcase/promote different subjects (what's in them), not all students will scroll to through tiles • Emma to send Jordan 3 top questions for campus reps to canvas at next student meeting
Student Wellbeing	<p>Danni Roberts and Celia Hepburn (Disability and Wellbeing), Daniel Larson (Counsellor) and Steve Downey (Chaplain) talked about the services they offer students</p> <ul style="list-style-type: none"> • students can call into Student Success and talk to Danni or Celia who can provide support and guide to relevant services. Often financial, relationship, study or combination contributing to anxiety and stress for students. • Danni and Celia are running sessions with students, please contact them if you would like them to come and talk to your class, or another class who may benefit (see p8 of eBook) • Disability and Mental Health Guide eBook https://www.op.ac.nz/students/support/tile?id=173. OPSA also sending out through Facebook page and newsletter • Five counsellors focussing on health services, to enable students to stay engaged with studies. Counsellors come from a range of disciplines including psychotherapy, and drug and alcohol. • Most sessions are a conversation to get clearer about what is needed, whether coping methods, making meaning of a life event or life transition. • Peer support programmes - discussed needing to know your boundaries, keeping safe, ethical and confidential. • Jordan noted at recent ITP/Uni meeting discussed an open anonymous platform where others can log in and offer assistance/advice (moderated to an extent). Daniel suggested approach Youth Line for triage to support (text, e-mail, and phone). • Suggested promoting wellbeing services in The Hub, similar to Black Thursday. • Patricia noted Silverline will have a pop up stand at the OPSA expo event next month
Other Business	<p>Andrew he has enlisted help of HOC to talk to automotive students loitering on Forth Street. Uber coming to Dunedin (understand Dunedin sober drivers FaceBook under Police scrutiny) Apps are available online that send motivational messages</p>
Next Meeting	<p>Tuesday 5 June 2018 in G205</p> <ul style="list-style-type: none"> • International visa renewal process and stress points (Brayden Murray and Patricia Quensell)



Student Council Meeting

Tuesday 5 June 2018

12.00pm to 1.00pm

G205, Forth Street, Dunedin

Present: Jordan Dargaville (BIT & Convenor)
 Grayson Orr (BIT)
 Olufemi Olusina (BIT)
 Nathan Laurie (Tourism)
 Megan Woodhead (Social Services)
 Jenny McCoughan (Massage)
 Andrew Hornby (Automotive)
 Jesse Gray (OT/health rep)

Brayden Murray (Director, Learner Services)
 Ronda McLaren (Minute Secretary)

In attendance

Tracie Stevenson-Wright (Admissions Coordinator)
 Juan Quiles-Cardenas (Intl Admissions Coordinator)
 Philippa Keaney (Learning and Teaching Specialist)

Apologies: Prasanth Rao Nilapu (BIT)
 Chris Morland (DCE Learner Experience)

<p>International Visa Process</p>	<p>https://www.govt.nz/browse/immigration-and-visas/get-a-new-zealand-student-visa/renewing-your-student-visa/ outlines the Immigration New Zealand (INZ) process for renewing student visas.</p> <p>INZ case managers have access to information that OP does not, eg family history, IRD records (to see if working over 20 hours per week). They require evidence of academic performance, satisfactory attendance and progress. In addition, and at their discretion, they can request a police check (can take 2-6 weeks) and/or medicals every three years (OP can assist with medical), further some international banks only allow one money transfer per year.</p> <p>OP give advance notice and endeavour to streamline the process for students, but reliant on visa and contact information being current in the Student Management System.</p> <p>International students know it's coming so can prepare in advance - 31 March and 31 July general act as a trigger.</p> <p>The university will have a slightly different structure based on their code of practice and institutional policy.</p> <p>Jordon queried what Student Council can do to help, suggestions;</p> <ul style="list-style-type: none"> • Digital Signage and/or Student Hub tile <ul style="list-style-type: none"> ○ notices re pending visa renewals (who to contact) ○ all student reminders to update contact information ○ student perspective - little encouragement to update contact info, needs to be more visual • If you haven't heard from us, come and talk to us • Time reminders before exams, like a 'continuing study checklist' • Mobile phone app alerts • Have a stall for updating details at (OPSA) pop up markets • Counselling team – living situation alert
<p>I am Capable</p>	<p>Philippa Keaney ran a clip introducing the I am capable framework</p> <p>Relevant characteristics will be embedded in programmes, verified evidence of soft skills valued by employers, to enhance your employability. Key assumption is people working towards self-improvement.</p> <p>Feedback –</p> <ul style="list-style-type: none"> • Checklist on value to employer - if not performing, seen as confirmation and further discouraged • Concern of more influence/power of lecturers/tutors on your future • Needs allocated class time, enough pressure on downtime with study, and/or work/sport
<p>Next Meeting</p>	<p>Tuesday 7 August 2018 in G205</p>



Otago Polytechnic Council

BOARD PACK

for

Otago Polytechnic Council - Closed

06 Jul 2018 10:00 AM

Held at:

Puna Kawa

Level 2, Mason Centre
Otago Polytechnic
Forth Street
Dunedin

Version 1

Generated: 29 Jun 2018 04:18 PM

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AGENDA

OTAGO POLYTECHNIC COUNCIL - CLOSED



Name:	Otago Polytechnic Council
Date:	Friday, July 6, 2018
Time:	10:00 AM
Location:	Puna Kawa, Level 2, Mason Centre Otago Polytechnic Forth Street Dunedin
Board Members:	Kathy Grant (Chair), Paul Allison, Neil Barns, Peter Coolbear, Darren Evans, Mike Horne, Bill Moran, Megan Potiki
Guests:	Jono Aldridge (Convenor, Staff Subcommittee), Jeanette Corson (Secretary to Council), Philip Cullen (Deputy Chief Executive Corporate Services), Jordan Dargaville (Convenor, Student Council), Janine Kapa (Deputy Chief Executive Māori Development/Kaitohutohu, Phil Ker (Chief Executive)
Notes:	Council only 10am - 10.15am

1. PROCEDURAL

1.1 Resolution to Exclude the Public

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

1.2 Conflict of Interest

Members are asked to declare any potential conflict of interest.

1.3 Confirm Minutes

Recommendation

That the minutes be confirmed as a true and correct record of the closed section of the meeting held on 4 May 2018.

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1.4 Notes from Strategy Meeting 1 June 2018

Supporting Documents:

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1.5 Reporting Timeframes

Supporting Documents:

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2. REPORTS

2.1 Chair (verbal)

2.2 Chief Executive

Supporting Documents:

2.2.a	Chief Executive Report.docx	15
2.2.b	ITP Roadmap 2020 financial modelling - analytical report.pdf	17
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2.2.d	2018-06-21 ITP Roadmap 2020 Regional Engagement Meetings outline.docx	50
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2.2.g	TANZ Proposal to NZITP shared curriculum development for ITPs final.docx	65

2.3 Finance and Audit Committee (verbal)

2.4 Finance Reports

- EFTS Reports
- Rolling Cash Flow

Supporting Documents:

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2.4.b	EFTS Graphs.pdf	77
2.4.c	Statement of Cashflows.pdf	78

2.5 Executive Leadership Team

- Māori Development/Kaitohutohu

Supporting Documents:

2.5.a	OP Strategic Directions Sheet 1-5-18.pdf	79
2.5.b	DCE MD-Kaitohutohu.docx	80

2.6 Safety and Wellbeing

- Monthly Report to 31 May 2018

Supporting Documents:

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3. FOR APPROVAL

3.1 Reforecast

Supporting Documents:

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3.2 Business Case for Campus Developments

To be sent separately

3.3 Māori Annual Report

Supporting Documents:

3.3.a	J03254_COVER_Maori Annual Report 2017_v2.pdf	115
3.3.b	J03254_Maori Annual Report 2017_INTERNALS_v5.pdf	118

3.4 Memorandum of Understanding Ka Papatipu Rūnaka

Supporting Documents:

3.4.a	MoU - Cover Memo (JK).doc	158
3.4.b	Memorandum of Understanding Ka Papatipu Runaka OP v2 (JK) (003).pdf	159

4. RISK

4.1 Governance Risk Management Framework

For review and comment

Supporting Documents:

4.1.a	Risk Matrix to Council 28 June 18.xlsx	
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5. MATTERS FOR NOTING

5.1 Council Correspondence

Inwards

- Hon Chris Hipkins
 - reappointment of Chair
 - appointment of Deputy Chair
- Group Manager Tertiary Education - discussion documents:
 - disposal of land and property
 - review of risk assessment criteria
- Hon Chris Hipkins re OP Annual Report

Supporting Documents:

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5.2 Finance and Audit Committee Minutes

- 4 May 2018
- 31 May 2018

Supporting Documents:

5.2.a	d. 4 May.docx	182
5.2.b	e. 31 May.docx	188

5.3 Contracts Signed

The attached schedule includes non-routine contracts >\$20,000 and routine contracts >\$50,000 signed since 4 May 2018.

Supporting Documents:

5.3.a	Contracts signed.xlsx
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5.4 Use of the Common Seal

Attached is the use of the Common Seal since 4 May 2018.

Supporting Documents:

5.4.a	Use of the Common Seal.xls
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6. Additional Agenda Items

7. Close Meeting

7.1 Close the meeting

Next meeting: Otago Polytechnic Council - Closed - Friday, 3 August 2018, 12:30 PM