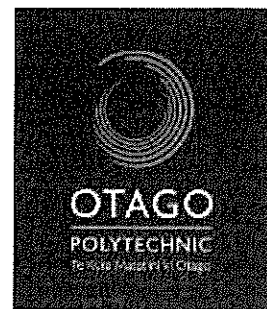


Council Open Agenda



Meeting to be held on Friday 4 August 2017
following a welcome at 9.30am

Ōtākou Marae, 45 Tamatea Road, Ōtākou

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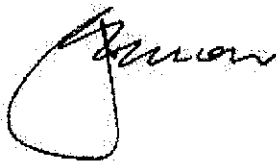
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1. APOLOGIES

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', with a large, stylized initial 'J'.

Jeanette Corson
Secretary to Council

OTAGO POLYTECHNIC COUNCIL INTERESTS REGISTER			
Council Member	Updated	Interest Disclosed	Nature of Potential Interest with the Otago Polytechnic
Paul ALLISON	07-03-14	1. Chief Executive – Central Lakes Trust 2. Regional Chair – Halberg Disability Sport Foundation 3. Trustee – Winter Games NZ 4. Sports Commentator – The Radio Network 5. Lion Foundation Regional Grants Committee	1. CLT is a community funder, with the Polytechnic's Cromwell Campus within its beneficiary region. OP may well be an applicant for CLT funding in Central Otago 2 – 5 Nil
Neil BARNS	09-07-17	1. Board Chair – Otago Polytechnic Auckland International Campus 2. Director/Shareholder Neil Barns Consulting Limited 3. Partner – Barns-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.
Gillian BREMNER	21-06-10	1. Chief Executive Presbyterian Support Otago 2. Director Well Dunedin PHO	1. Student placements for Nursing, Occupational Therapy and CAPS within PSO Residential facilities 2. Nil
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

Council Member	Updated	Interest Disclosed	Nature of Potential Interest with the Otago 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) <p>Spouse:</p> <ol style="list-style-type: none"> 1. Gallaway Cook Allan (Consultant) 2. Hazlett & Sons Limited (Chair) 3. South Link Health Services Limited (Director) 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 	

Council Member	Updated	Interest Disclosed	Nature of Potential Interest with the Otago Polytechnic
Michael HORNE	06-11-15	<ol style="list-style-type: none"> 1. Deloitte Limited 2. Best View Limited 3. City Forests Limited 4. Ellis Fibre Global Limited 5. Ellis Fibre NZ Limited 6. Escea International Limited 7. Escea Limited 8. Hunterfields Investments Limited 9. McMahon Investments Limited 10. Otago Southland Division of the Cancer Society of New Zealand 11. Otago Museum Trust Board (Treasurer) 12. Palmer & Son Limited 13. Palmer Resources Limited 14. Palmer MH Limited 15. Palmers Mechanical Limited 16. PDS (Computer Services) Limited 17. Prospectus Nominees 18. Prospectus Nominees Services Limited 19. Rawhiti Road Investments Limited 20. Viblock Limited 	<ol style="list-style-type: none"> 1. Potential supplier 11. Potential customer <p>Others: Nil</p>
Megan POTIKI		<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

3. MINUTES 7 APRIL 2017

The minutes of the open section of the meeting held on 7 April 2017 are attached.

RECOMMENDATION

That the minutes be approved as a true and correct record of the open section of the meeting held 7 April 2017.

Jeanette Corson
Secretary to Council

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



held at 1.25pm on Friday 7 July 2017 in Puna Kawa, the Mason Centre, Otago Polytechnic, Forth Street, Dunedin.

PRESENT: Mrs K Grant (Chair)
Mr P Allison
Dr N Barnes
Mrs G Bremner
Mr D Evans
Mr D Higgins
Mr M Horne
Ms M Potiki

IN ATTENDANCE: Mr J Aldridge (Convenor, Staff Subcommittee)
Mr L Baines (Convenor, Student Council)
Ms J Brady (Deputy Chief Executive, People, Performance and Development)
Mrs J Corson (Secretary to Council)
Mr P Cullen (Chief Operating Officer)
Mr P Ker (Chief Executive)
Mr C Morland (Deputy Chief Executive, Learner Experience)
Ms Oonagh McGirr (Deputy Chief Executive, Learning and Teaching Services)

APOLOGIES: None

1. APOLOGIES

None.

2. CONFLICT OF INTEREST

A register of Council members' interests was attached.

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

3. MINUTES – 7 APRIL 2017

The minutes of the open section of the meeting held on 7 April 2017 were attached.

RECOMMENDATION

K Grant/D Evans

That the minutes be approved as a true and correct record of the open section of the meeting held on 7 April 2017.

AGREED.

4. MATTERS ARISING

None.

5. CHAIR'S REPORT

Mrs Grant had nothing to report.

6. CHIEF EXECUTIVE'S REPORT

Collective Employment Agreement Negotiations Update

Mr Ker reported that agreements had been ratified with both TEU (Tertiary Education Union) and TIASA (Tertiary Institutes Allied Staff Association) for two-year collective agreements effective from 1 April for TEU and 1 May 2017 for TIASA.

Pay increase settlements were as follows:

- TEU \$1,100 flat increase on pay rates effective May 2017 and 2018
- TIASA 1.7% end of April 2017 and 1.8% end of May 2018.

Academic Board Policy

A further draft of AP0101.10 Academic Board was submitted for approval. The draft mirrored that presented to the April meeting save for reducing the membership of the Board by two.

Mr Ker advised that the Board was considering changes to its meeting processes to bring about more effective engagement around important issues as well as how the Board may better fulfil its responsibility to advise Council on academic matters. He undertook to bring a paper to Council once these deliberations were complete.

RECOMMENDATION

That the Council approves AP101.10 Academic Board as presented.

AGREED.

Proposed Name for Student Village

A recommendation has been received from Komiti Kawanataka on the naming of the new Student Village. Ōtākou Rūnaka had taken the lead in the naming of this complex and had gifted the name "Te Pā Taurira".

RECOMMENDATION

That the Council notes the name Te Pā Taurira for the new Student Village.

AGREED.

A formal response is to be sent to the Komiti and Ōtākou Rūnaka indicating that the name has been adopted.

Media Report

A Media Report had been provided by Megan Martin, Media Liaison.

External Liaison

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

RECOMMENDATION

That the Council receives this report.

AGREED.

Mr Evans left the meeting at 1.40pm.

7. MATTERS FOR NOTING

The following items were noted:

- Council Calendar
- Executive Leadership Team Conflict of Interest Register
- Minutes
 - Academic Board
 - 14 March
 - 11 April
 - Student Council
 - 7 March
 - 6 June

Mrs Bremner left the meeting at 2pm and Mr Horne at 2.05pm.

- Komiti Kawanataka
 - 16 Poutūterangi (March)
 - 20 Paengawhāwhā (April)
 - 18 Haratua (May)
- Staff Subcommittee
 - 2 March
 - 7 April
 - 4 May
 - 1 June

8. GENERAL BUSINESS

None.

The meeting closed at 2.15pm.

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
07/07/17	A further paper re input from Academic Board	Phil Ker	3 November 2017

4. MATTERS ARISING

5. CHAIR'S REPORT (Verbal)

6. CHIEF EXECUTIVE'S REPORT

Productivity Commission

Government has released its response to the Productivity Commission Report and it is very pleasing to see them agreeing with the need to free up the tertiary system to enable it to be more flexible and responsive, to better support innovation and to embrace micro-credentials. All of these were elements of our submission to the Productivity Commission, supported by many others. The Government's response can be viewed here:

<http://www.treasury.govt.nz/publications/informationreleases/education/new-models-tertiary-education/egi-17-sub-0174.pdf>

Microcredentials

I am very pleased to report the very successful launch of our new micro-credentialing service – EduBits on Thursday 27 July. The launch was attended by senior staff from TEC and NZQA with a supportive speech from Grant Klinkum, Deputy Chief Executive, NZQA. This service has been launched as an assessment and credentialing serviced initially but will be followed through progressively with a microcredential delivery service. Council members can view for themselves our offer to the public by following this link <http://www.edubit.nz/about/edubits/>.

Summarised Finance Report for the period ended 30 June 2017

The following table provides an overview of Otago Polytechnic's 2017 financial performance to date and compares this against the forecast with variances.

June 2017	2017 Year to Date Actual	2017 Year to Date Forecast	Variance
	(\$000s)	(\$000s)	(\$000s)
Revenue	\$ 45,822	\$ 45,350	\$ 472
Expenditure	\$ 45,391	\$ 45,427	\$ 36
Net Surplus	\$ 432	\$ (77)	\$ 509
Capital Expenditure	\$ 11,481	\$ 10,948	\$ (532)
Employment Cost as a percentage of revenue	53.8%	54.8%	1.0%
Student Fees as a % of revenue	41.5%	40.8%	(0.7)%
Government Funding as a % of revenue	46.3%	46.9%	0.7%
Working Capital	55.8%	55.8%	(0.1)%
Cash In/Cash Out	161.4%	156.1%	5.3%
Current Monetary Assets (000's)	\$ 7,721	\$ 7,074	\$ 648
Debt / Equity Ratio	0.0%	0.0%	0.0%
EFTS	4,746.7	4,719.9	26.8

Key Points:

- The net operating surplus of \$432k is favourable to forecast by \$509k, with positive revenue and favourable timing of expenditure
- Capex is higher than forecast to date by some \$532k with the major project works (Buildings, Student Village) spending ahead of forecast expenditure timing.
- Current monetary assets are \$648k higher than forecast with continued strong international student cashflows offsetting higher capex outflows.
- EFTS enrolments at 4,747 are ahead of the YTD forecast with continued strong international enrolments (42 higher) while SAC L3+ enrolments are just 8 behind.

Student Accommodation

As noted at the last Council meeting, our Student Village will be called Te Pā Taurā. It is progressing to plan, and we are enjoying significant enquiries from students for 2018. We open the books for formal registrations on 7 August and are confident of a full house come February.

Critical Incident Policy

MP0406.04 Critical Incident and Emergency Planning is attached (separate document) for Council's feedback.

Media Report

Attached is a report from Emma Wood, Communications Coordinator.

External Liaison

- World Federation of Colleges and Polytechnics – teleconference
- United Way Grant Allocation Reception
- TANZ Board meeting, Tauranga
- TANZ eCampus meeting, Tauranga
- United Way Reception – Government House, Auckland
- OPAIC Board meeting, Auckland
- Presentation to Enterprise Dunedin re culture change
- Malcam Board meeting
- Sara Williams TEC Investment Advisor
- Warren & Mahoney Architects function
- University of Otago, SDHB, OP and WellSouth Primary Network Joint Relationships Committee
- Launch of University of Otago Research Centres
- ODT Class Act

RECOMMENDATION

That the Council receives this report.



Phil Ker
Chief Executive

MEDIA REPORT TO OTAGO POLYTECHNIC COUNCIL
EMMA WOOD – Communications Coordinator
Prepared on 26/7/17

NEWS MEDIA COVERAGE

- There were 160 articles across print, broadcast and digital news media this month – marginally higher than last month's tally of 155.
- Highlights included:
 - Nursing student and anti-bullying campaigner, Ashleigh Smith, and her award from the Queen, which generated a further nine stories this month in addition to the 15 reported last month.
 - As always, the news media love weather stories! Our closure on the snow day on 12 July was mentioned in 20 separate stories about the cold blast.
 - Plans to invest in new accommodation and a Trades Hub in Central Otago generated considerable interest, with eight stories.
 - Another popular story was the Central Otago Young Viticulturist Awards hosted at OP's Central campus. It resulted in 15 articles, many focused on the fact several finalists and the ultimate winner, Annabel Bulk, were women.
 - Two other highlights are worth a mention: the Bird Dog Hot Dog recipe inspired by The Verlaines and developed by Food Design Institute staff was revealed as Dunedin's contribution to a new cookbook profiling the UNESCO Cities of Literature (four stories); and Stuart Allan welcomed the arrival of a kitset plane to be assembled by Engineering students (also four stories).

DATA – News media stories per month, 2017

	Jan	Feb22	Mar31	Apr30	May26	Jun 29	July26
MELTWATER	77	54	115	49	58	70	81
OTHER	58	56	87	60	49	85	79
TOTAL	135	110	202	109	107	155	160

OP WEBSITE (NEWS AND EVENTS SECTION)

- The most-read story for the second month running was Oonagh McGirr's welcome with 499 page reads, on top of the 464 last month.
- The announcement of our first Doctorate received 490 views this month, in addition to the 412 reported previously.
- A story about Design students creating striking-looking seating from old strops was read 251 times.
- The average time spent on our News and Events stories is 1'46" indicating the content continues to interest and engage our visitors.

SOCIAL MEDIA

- **Facebook** – 8,754 followers, up 234 from last month. I am delighted to report that we currently have the top-rated Facebook page of all major tertiary institutions in New Zealand, according to Facebook's own metrics. Over the month, our posts reached 58.8K people, and our videos were viewed 28.5K times. The biggest hit of the month was the feel-good Puppy Love event – we created three posts on this which reached 9.5K, 20.2K and 26K people respectively. A snow day GIF was also appreciated, with a reach of 10.7K. Profiles of two of our stellar students also performed very well: Georgia-Rae Flack (11.7K) and Cruze Kapa (8.6K).
- **LinkedIn** – 10,081 followers – increasing by 57 since the last report. The post on Ashleigh Young's Queen's Award received the most impressions over the month at 5680. Three other posts received more than 3000 impressions each: the Four for Five Scheme, Plastic Free July, and the flat pay increase for all staff.

- **Instagram** - 1596 followers (an increase of 26). Our regular posts continue to attract pleasing levels of engagement, with images of Puppy Love and the snow day GIF proving the most popular this month.

FAREWELL TO MEGAN

- Megan Martin finished in her role as Communications Coordinator on Friday 21 July to take up a position as General Manager Communications at Antarctica New Zealand. Her energy, expertise and exuberance are already missed!
- The position has been advertised and applications close on Sunday 30 July. Until an appointment is made, I am acting as media liaison – albeit on a part-time basis. Director of Communications, Mike Waddell, will handle any urgent media requirements outside my hours.

7. 2016 MAORI ANNUAL REPORT

The 2016 Maori Annual Report will be distributed at the meeting.

8. POLICIES FOR APPROVAL

The following policies have been reviewed by the Finance and Audit Committee:

CP0005 Delegations from Council to the Chief Executive - changes tracked

CP0006.05 Council Honours Awards - no changes recommended.

RECOMMENDATION

That the Council approves changes to CP0005 Delegations from Council to the Chief Executive and that CP0006.05 Council Honours Awards remains unchanged.

OTAGO POLYTECHNIC COUNCIL POLICY		Number: CP0005.0XX		
Title:	Delegations from Council to the Chief Executive			
ITPNZ Standard:	COUNCIL			
Council:	Approval Date:	5 Feb 2016	Effective Date:	5 Feb 2016
Previous Policy Number:	n/a	Review Date:	1 Jan 2017	
Contact Authority:	Secretary to Council	Status:	Current	

Purpose To set policy and procedures for the delegation of authority from the Council to the Chief Executive

Background The Council of Otago Polytechnic is responsible for the business and affairs of the Polytechnic. This policy sets out the delegations from the Council to the Chief Executive for the efficient and effective day to day management of the Polytechnic.

Statutory Compliance Education Act 1989

Policy The Council, as authorised by the Education Act 1989, delegates to the Chief Executive the following functions and powers:

- To provide courses of study or training
- To admit students
- To discipline students
- To determine procedures as to the payment and refunding of fees in order to comply with Section 227 of the Education Act
- To determine procedures in order to comply with Section 228 of the Education Act regarding classification of students as domestic or international
- To apply, on behalf of Council, the relevant sections of the Education Act and the Student Allowance Regulations
- To award scholarships, grants, prizes and other awards within the guidelines approved by Council
- To waive tuition fees and levies on a case by case basis or more generally within guidelines approved by Council
- To discount tuition fees and levies for prudent business reasons or to give effect to the following policies; MP461.06 Staff Development, MP351.07 Students' Withdrawal and Refund and MP354.04 Student Fees
- To conduct examinations and confer results
- To determine timetables and deadlines
- To determine eligibility for graduation
- To set fees for services
- To develop and approve management and academic policies

The following have specifically not been delegated to the Chief Executive

- To set tuition fees
- To borrow funds or raise capital
- To approve the annual budget, investment plan and capital asset plan
- To dispose of land and buildings or other assets with a value exceeding \$50,000
- To approve the Chief Executive's staff development, study leave and international travel outside Australasia



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CP0005.05 Delegations from Council to the Chief Executive. Last changed July 17 CP0005.05-Delegations from Council to the Chief Executive.docx

Key Principles

The Chief Executive will act with integrity and in the best interests of the Polytechnic at all times.

The Chief Executive shall keep Council informed at all times, operating on a "no surprises" basis.

The Chief Executive will manage the Polytechnic's human, physical, and financial resources prudently and in the best interests of the institution.

Council approval is required for any transaction or contract exceeding the limits delegated to the Chief Executive.

The Council is responsible for reviewing and approving the annual budget, the reforecast, investment plan and capital asset plan of the Polytechnic.

All financial results shall be reported against the annual budget or the approved reforecast to Council through the Finance and Audit Committee each month, in accordance with the reporting guidelines approved by Council.

Progress against objectives in the Investment Plan shall be reported to Council on a quarterly, six monthly or annual basis as set by Council.

Procedures

NON FINANCIAL

1. Human Resources

The Chief Executive has all of the usual authorities of an employer, as provided for in the State Services Act 1988. However, the Council records its expectation that in addition to HR decisions being consistent with employment legislation the Polytechnic will act as a "good employer".

2. Academic Management

The Chief Executive has authority to establish an Academic Board to:

- 2.1 approve new and revised courses and programmes
- 2.2 provide advice to Council and the Chief Executive on academic matters
- 2.3 provide advice on academic policies and recommends academic policies

3. Physical Resources

The Chief Executive has authority to manage, maintain and develop the physical resources of the Polytechnic within the parameters of the annual budget, investment plan, capital asset plan and relevant legislation.

4. Use of Otago Polytechnic's Common Seal

The Chief Executive may apply and co-sign on behalf of the Polytechnic the Common Seal to execute:

- 4.1 transactions approved by Council by formal resolution
- 4.2 contracts and other commitments relating to delegations
- 4.3 degrees, diplomas, certificates and other academic awards

The use of the common seal is governed by the Education Act

5. Public Statements

The Chief Executive has the authority to issue public statements with respect to management and administrative matters and in relation to other matters in consultation with the Chair of Council.



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CPD005-06 Delegation from Council to the Chief Executive, track changes July 17CPD005-06 Delegation from Council to the Chief Executive.docx

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FINANCIAL

1. Signing Authorities

The Chief Executive has authority to co-sign all bank authorities, cheques and other transactions.

2. Operating Expenditure

- 2.1 The Chief Executive has authority to commit Polytechnic funds on operational expenditure within the annual budget or approved reforecast except where:
 - 2.1.1 Section 6.2 of this Policy applies
 - 2.1.2 An individual item of expenditure exceeds \$650,000 within the financial year
- 2.2 Operational expenditure outside the annual budget or approved reforecast is permitted as follows:
 - 2.2.1 where substitution¹ is applicable and the expenditure is less than \$125,000
 - 2.2.2 in an emergency and the expenditure is less than \$75,000
 - 2.2.3 in either 2.2.1 or 2.2.2 above and the amount is less than \$250,000 but greater than the amounts in 2.2.1 or 2.2.2 then:
 - 2.2.3.1 with the approval of the Chair and the Chair of the Finance and Audit Committee; and
 - 2.2.3.2 with disclosure as soon as practicable to the Finance and Audit Committee (eg email); and
 - 2.2.3.3 with disclosure to the Council at the next Council meeting
 - 2.2.4 where, there is matching, certain, associated revenue in excess of budgeted revenue, and the expenditure is less than \$200,000 provided the revenue and expenditure both fall within the current financial year.

Authorities are GST exclusive.

3. Capital Expenditure

- 3.1. The Chief Executive has authority to commit Polytechnic funds on capital expenditure within the annual budget or approved reforecast except that:
 - 3.1.1 Subject to 3.1.2, capital expenditure on any project in excess of \$500,000 shall be subject to separate Council approval supported by a business case
 - 3.1.2 IT expenditure and building and property expenditure in excess of \$250,000 shall be subject to separate Council approval supported by a business case
- 3.2 Capital expenditure outside the annual budget or approved reforecast is permitted as follows:
 - 3.2.1 where substitution is applicable and the expenditure is less than

¹ Definition

"Substitution" – where an approved budget authority is not used for its original purpose and is used elsewhere (one type of expenditure replaces another or is used to fund a different activity); provided it is within the goals and objectives set out in the charter/profile/business plan. Substitution is not permitted between operating and capital costs, unless with Council approval.



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CHANGES OF DELEGATIONS FROM COUNCIL TO THE CHIEF EXECUTIVE, track changes July 2016 P0026-05 Delegation from Council to the Chief Executive.docx

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\$125,000

3.2.2 in an emergency and the expenditure is less than \$75,000

3.2.3 in either 3.2.1 or 3.2.2 above and the amount is less than \$250,000 but greater than the amounts in 3.2.1 or 3.2.2 then:

3.2.3.1 With the approval of the Chair and Chair of the Finance and Audit Committee; and

3.2.3.2 with as disclosure as soon as practicable to the Finance and Audit Committee (e.g. email); and

3.2.3.3 with disclosure to the Council at the next Council meeting

Authorities are GST exclusive.

4. Investments

The investment of funds and the managing of such investments are governed by the Council's Treasury Policy.

5. Financial Integrity

The Chief Executive has authority to take the following action where it is necessary to maintain the integrity of the Polytechnic's financial systems:

5.1 refuse to make any payment even when it has been duly authorised by a duly delegated manager

5.2 cancel any order made in the Polytechnic's name

5.3 cancel any financial delegation to another manager

6. Contractual Agreements

Some contracts/agreements will span more than one year, with the result that commitments are for more than the amount budgeted on an annual basis. In this case:

6.1 Revenue

The Chief Executive has authority to roll over existing contracts and sign new contracts where:

6.1.1 new business contracts are less than \$2,000,000 gross revenue and have a margin of 5% or more

6.1.2 new business contracts greater than \$2,000,000 gross revenue have a margin of 5% or more and are supported by legal and/or specialist advice as appropriate.

6.2 Expenditure

The Chief Executive has authority to roll over existing contracts and sign new contracts where the contracts are less than \$400,000 per annum gross expenditure and no more than 5 years duration.

Contracts which fall outside these parameters require Council approval.

The contracts register shall be reported monthly to Council and include all contracts in excess of \$20,000.

Authorities are GST exclusive.

7. Bad Debts

The Chief Executive has authority to write off individual debts up to \$25,000.00. Debts in excess of \$250,000.00 may be written off with the prior



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CP0005-05 Delegations from Council to the Chief Executive, fresh charges July 17 CP0005-05 Delegations from Council to the Chief Executive.doc

approval of the Chair of Council.

8. Donations

The Chief Executive has authority to make monetary donations to a maximum of \$5,000 per year. Donations in excess of ~~\$5,000~~ ~~2,500~~ may be made with the prior approval of the Chair of Council. For the sake of clarity the definition of monetary donations does not include sponsorships for advertising and promotional purposes (for example the Charity House, the Cancer Society Ball and the ID Dunedin Fashion week), the Charity House nor the sponsorship of educational events or functions.

9. Asset Sales

The disposal of assets is governed by the Asset Disposal Policy and requires the consent of the Minister for the sale of land and buildings and assets with values in excess of \$50,000

Other Relevant Policies and Acts

State Sector Act 1985

Public Finance Act 1989

Health & Safety in Employment Act 1992

MP0303 Authorities and Delegations from Chief Executive

MP0304 Specific Financial Authorities and Delegations

MP0315 Asset Disposal

OP Delegations Schedule (25 February 2004)

OP Manual of Committee Structure and Delegations (approval date July 2006)

CP0008 Sensitive Expenditure

CP0011 Treasury Policy

Referral Documents

MP0349 Education Foundation

Approved by Council

Date: xx6 February 2016



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CP0005 05 Delegations from Council to the Chief Executive track changes July 17 CP0005 05 Delegations from Council to the Chief Executive.doc

OTAGO POLYTECHNIC COUNCIL POLICY		Number: CP0006.05
Title:	Council Honours Awards Policy	
Section:	Council	
Council:	Approval Date: 5 February 2016	Effective Date: 5 February 2016
Previous Policy Number:	n/a	Review Date: 6 May 2017
Contact Authority:	Secretary to Council	Status: Current

Purpose

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

Policy and Procedures

1. The Awards

Council, may confer awards as follows:

- 1.1 Emeritus Professor
- 1.2 Honorary Member of Otago Polytechnic
- 1.3 Emeritus Member of Otago Polytechnic
- 1.4 Honorary degrees

2. Process

2.1 Honours Committee

Council shall establish an Honours Committee which will make recommendations to the Council as to the conferring of Awards.

2.2 Honours Committee Membership

The Honours Committee shall have as members:

- Chair of Council or nominee
- Chief Executive or nominee
- An appointee of the Chief Executive appropriate to the nominee under consideration for the conferring of a Council honour
- the Convenor of the Staff Subcommittee of Council

The Chair or nominee shall chair all meetings of the Honours Committee.

2.3 Recommendation for Awards

The Honours Committee shall consider nominations and make recommendations to the Council, under Council approved procedures and criteria, for the conferring of an Award consistent with the following criteria:

2.3.1 Emeritus Professor

The award of the title Emeritus Professor may be granted to a retiring/retired professor who:

- held the title of professor on retirement
- has made an outstanding/significant contribution to the life and well being of the Polytechnic over and above normal duties, or
- has undertaken nationally or internationally respected quality teaching or research, or
- has demonstrated innovative and strategically important leadership, or
- has developed a dimension of the Polytechnic in a new way,



or

- has made a significant contribution on behalf of the Polytechnic to industry, business, and trades or professions on committees which the Polytechnic serves.

2.3.2 Honorary Member of Otago Polytechnic

The award of Honorary Member of the Otago Polytechnic may be granted to any person who:

- is not, nor has been a permanent employee of the Polytechnic, and
- has made an outstanding contribution to the leadership or wellbeing of the Polytechnic through Council, one of the Polytechnic committees, or a section of the Polytechnic, or
- has been a major benefactor to the Polytechnic, or
- has made a distinguished contribution to the Polytechnic as a visitor, or
- has developed a dimension of the Polytechnic in a new way.

2.3.3 Emeritus Member of the Otago Polytechnic

The award of Emeritus Member of the Otago Polytechnic may be granted to any person who:

- has been and is no longer a permanent employee of the Polytechnic, and
- has undertaken nationally or internationally respected quality teaching or research, or
- has demonstrated innovative and strategically important leadership, or
- has made an outstanding contribution to the life and wellbeing of the Polytechnic over and above normal duties, or
- has developed a dimension of the Polytechnic in a new way, or
- has made a significant contribution on behalf of the Polytechnic to industry, business, and trades or professions on committees which the Polytechnic serves.

2.3.4 Honorary degrees

The award of an Honorary degree (from the Polytechnic's suite of degrees) may be granted to any person who:

- is not a current permanent employee of the Polytechnic nor a current member of the Council, and
- has made an outstanding professional contribution to the Polytechnic through the Council, one of the Polytechnic committees, or a section of the Polytechnic, or
- has made an outstanding contribution to the wider community.

3. Specific Procedures

- 3.1 All communications and enquiries about honorary awards should be addressed to the Chair or Chief Executive via the Secretary to Council.
- 3.2 Nominations for the award of Emeritus Professor are made to the Chief Executive who will bring the nomination to the Honours Committee.
- 3.3 Nominations for the conferring of an honorary award may be made by any two persons, one of whom shall be a member of the Council or Academic Board, and shall be made in confidence to the Chair or Chief Executive, who shall bring the nomination to the Honours Committee.



- 3.4 Each nomination shall be accompanied by a statement of the nominee's background in relation to the stated criteria for the award.
- 3.5 The Honours Committee shall consider nominations and make recommendations to the Council for the conferring of an award, and where appropriate the Chair will consult with the Leadership Team.
- 3.6 Each honorary award shall be conferred by the Council with any such decision to be made by two thirds of Council members present and voting.
- 3.7 Any communication with proposed recipients of honorary qualifications or awards shall be conducted in confidence through the Office of the Chief Executive.
- 3.8 In exceptional circumstances the Council will have the authority to revoke any honorary award if deemed appropriate.
- 3.9 All honorary awards will be conferred on recipients at graduation ceremonies, or at another appropriate ceremony within three years of the award being approved by the Council.
- 3.10 Entitlements
Recipients of Awards will be entitled to:
 - use of the Polytechnic facilities generally through the office of the Chief Executive
 - use of the Polytechnic's library facilities
 - ongoing use of email facilities (former staff only)
 - in the case of Emeritus Professor use the title
 - in the case of Honorary degrees
 - wear the academic regalia for an honorary degree
 - use the award title using the following format Approved Degree Abbreviation (Honorary, Otago Polytechnic) e.g. MFA (Honorary, Otago Polytechnic)
- 3.11 Authority and Responsibility
The Honours Committee is responsible for considering nominations and for making recommendations to the Council for the granting of any honorary award. The Council shall take such recommendations into consideration when deciding whether to confer an honorary award.

Referral Documents

Appendix 1 – Council Honours list of recipients.

Approved by Council
Date: 5 February 2016



Appendix 1 Council Honours list of recipients

Emeritus Professor

Prof Khyla Russell – 2010

Emeritus Member of Otago Polytechnic

Ron McLeod – 2005

Rosemary Caulton – 2008

Dr Robin Day – 2011

Bridie Lonie – 2014

Dr Maxine Alterio – 2014

Honorary Degrees

Graham Crombie – Master of Design Enterprise – 2010

Margarita Robertson – Bachelor of Design (Fashion) – 2012

Huata Holmes – Master of Professional Practice – 2013

Michel Tuffery – Master of Fine Arts – 2014



9. MATTERS FOR NOTING

The following documents are attached:

- Council Calendar (Appendix 1)
- Strategic Leadership Team Conflict of Interest Register (Appendix 2)
- Minutes
 - Academic Board (Appendices 3 and 4)
 - 9 May
 - 13 June
 - Komiti Kawanataka (Appendix 5)
 - 15 Pipiri (June)
- The Student Council did not meet in July.

COUNCIL CALENDAR 2017-18

APPENDIX 1

Meeting/Event	Aug	Sept	Oct	Nov	Dec	Jan 2018	Feb	Mar	April	May	June	July
Audit Process												
Interim												
Signoff												
Forecast												
Budget				3 Nov								
Workshop/Draft												
Signoff												
Council Meeting Fridays	4 Aug Olakou	1 Sept Strategy Mtg	6 Oct	3 Nov	1 Dec Placeholder		2 Feb	2 Mar	6 April	4 May Placeholder	1 June	6 July
Evaluations - Reviews - Report												
Function					8 Dec							
Photo							2 Feb					
Fees Set												
International												
Domestic		4 Aug										
Finance and Audit Ctee	25 Aug	29 Sept	27 Oct	24 Nov		26 Jan	23 Feb	30 Mar	27 April	25 May	29 June	27 July

Meeting/Event	Aug	Sept	Oct	Nov	Dec	Jan 2018	Feb	Mar	April	May	June	July
Graduation					8 Dec			9 Mar				
Maori Pre-Grad					7 Dec			8 Mar				
Komiti Kawanataka Thurs at 8am	17 Aug	21 Sept	19 Oct	16 Nov	21 Dec	18 Jan	15 Feb	15 Mar	19 April	17 May	21 June	19 July
Investment Plan Draft												
Approval												
Report												
Risk Management Review Policy												
Strategy Workshop Approval												
OP Events		1 Sept Spring Breakfast		Student Showcases	1 Dec Staff party					4 May Disting Alumni Awards		



OTAGO POLYTECHNIC CONFLICT OF INTEREST REGISTER – STRATEGIC LEADERSHIP TEAM

Register to be maintained for the Strategic 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		
14 February 2017	Janine Kapa	Board Member: – Otago Boys' High School – Otago Youth Wellness Trust – A3 Kaitiaki Ltd Member, Kāti Huirapa 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
31 January 2017	Phil Ker	Board Member: - Malcam Trust - Te Tapuae o Rehua - TANZ - TANZ eCampus Limited - OP Auckland International Campus Ltd	Possible subcontractor Possible customer Possible competitor	Pecuniary Pecuniary	Transparency Transparency
		OPAIC Limited Partnership (Chief Executive of OP as Partner) Convenor – selection panel for National Tertiary teaching Excellence Awards	Possible bias	Non-pecuniary	Non participation re OP candidates
		Glenys Ker, Programme Leader Capable NZ - spouse	Personal interests	Both	OP Policy
13 June 2017	Oonagh McGirr	None			
11 Mar 2016	Chris Morland	Ellen Morland, OP staff member	None		



Academic Board

Minutes of the Academic Board meeting held on 9 May 2017

Present: Phil Ker (Chair), Sue Thompson, Chris Morland, Mereana Rapata-Hanning, Linda Kinniburgh, Leoni Schmidt, Megan Gibbons, Ron Bull, Sam Mann, Lesley Smith, Pam Thompson (Secretary)

Apologies: Sally Baddock, Dylan Mead (OPSA President), Richard Mitchell, Nick van der Walt

Quorum (10) achieved

1. Previous minutes A19/17 11Apr2017 electronic for approval and matters arising if any

Matters/Actions arising:

- No feedback from the consultation documents circulated (University Entrance and Published Statutory Actions) so OP has not submitted any formal feedback to NZQA, no objections to changes proposed.

Recommendations: That Academic Board approves the minutes of 11 Apr 2017 and notes any matters arising.

Agreed: Phil Ker/Linda Kinniburgh

2. A20/17 Type 1 Changes and Certificate of Proficiency enrolments

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

Agreed: Phil Ker/Megan Gibbons

Recommendation B: That Academic Board approves the individual paths of study for Certificate of Proficiency students as listed.

Agreed: Phil Ker/Megan Gibbons

3. Quality and Approvals Committee (QAC) Approvals

A21/17 (QAC 01/17) Te Ohu Ora - Applied Science suite:

- OT5133 Bachelor of Applied Science
- OT5134 Post Graduate Certificate in Applied Science
- OT5135 Post Graduate Diploma in Applied Science
- OT5136 Master of Applied Science

Discussion:

- Feedback to Quality Enhancement Centre – some minor amendments please
 - Reference to Research and Enterprise – remove 'Enterprise' search and replace
 - Grade table clarity – allows merit and distinction, include as Appendix
 - pg168 Research reference link missing
- Panel expected late 2017
- Overall very good document and great to see the work done as a suite.

Recommendation A: That Academic Board approves the document for the NZQA application for approval and accreditation of OT5133 Bachelor of Applied Science, OT5134 Post Graduate Certificate in Applied Science, OT5135 Post Graduate Diploma in Applied Science, and OT5136 Master of Applied Science.

Agreed: Sue Thompson/Leoni Schmidt

A22/17 (QAC02/17) NZ2738 New Zealand Certificate in Carpentry (Level 4).

Recommendation B: That Academic Board approves the document for the NZQA application for accreditation of NZ2738 New Zealand Certificate in Carpentry (Level 4).

Agreed: Sue Thompson/Leoni Schmidt

A23/17 (QAC03/17) NZ3097 New Zealand Certificate in Automotive Engineering (Level 3).

Recommendation C: That Academic Board approves the document for the NZQA application for accreditation of NZ3097 New Zealand Certificate in Automotive Engineering (Level 3).

Agreed: Sue Thompson/Leoni Schmidt

4. A24/17 EduBits OTCONT course approvals

Discussion:

- Independent 'bits' of qualifications – course based, not subject to standard QA processes
- Schedule of courses supplied for approval with variable credit values ranging from 4 credits to 12 credits
 - OER courses 12 credit or 16 credit – typo? check with QEC and Developers
- Format not consistent
- Credits – can we set OP credits with equivalency to international credits?

Recommendation: Hold not approved – unresolved credit and format issues.

Action: Phil Ker will discuss with development team.

5. A27/17 2018 Calendar – Academic Default

Discussion:

- Second development day ½ day development ½ day team planning is scheduled for 4 October, during the first week of primary school holidays, this may need to be moved – suggested date 27 September
- Add Tertiary Open Day (when scheduled – check with Marketing)
- Inclusion of additional dates
 - Programme dates (for 2019) finalised by 31 July 2018
 - Timetables completed by 31 October 2018
- Suggested mihi for 2nd semester intake – problematic if different start dates
- Student frustration with variable start dates, scheduling and timetables, and holidays
- Realign start dates for 90% of programmes – where not exempted for substantive issues e.g. Midwifery, Vet, CAP nursing – needs further discussion with Heads of School/College at Leadership Council.

Recommendation: Hold not approved – forwarded to Leadership Council for discussion.

Action: Chris Morland will make some changes to the draft calendar and add to agenda for next Leadership Council meeting for discussion.

6. A25/17 NZQA consultation paper – General rule changes

Discussion:

- Programme Approval and Accreditation section 4.1 – object to requirement to add 'qualification developer' to list of key stakeholders for inclusion in consultation when seeking approval of programme.
 - Fail to see value in this
 - May even be detrimental as they are potential competition
 - The qualification developer's part is complete.

Action: Sue will feedback the objection (as above) to NZQA by the due date – no need for change current practice should continue.

7. A26/17 NZQA consultation paper – Rule 18

Discussion:

- Formal testing for English Language requirements
- Tighten internal testing – School/Colleges will need to ensure entry requirements are met and that we have documentary evidence of such.
- Testing will also occur between years 1 and 2 and years 2 and 3
- OP preferred test is still IELTS
- Our AIC test was not approved by NZQA as it did not meet the standards even though the standards were not clearly defined by NZQA – caution when proceeding to next phase
- Discussion for another day: Academic Credibility – how do we know assessment work submitted is done by the named student?
- 18.3 clarify evidence required
- Amendment to policy required with rule changes – work in progress

Action: Sue will seek clarification on what evidence required 18.3 otherwise no objections.

8. Items for noting – Equate Newsletter May 2017

<http://www.nzqa.govt.nz/about-us/publications/newsletters-and-circulars/equate/may-2017/>

Topics include:

- Acceptable English language proficiency evidence
- Update your emergency contact details with NZQA
- Providing evidence of consultation with qualification developers in programme applications
- Aligning subjects and standards from Te Marautanga o Aotearoa with the University Entrance approved subjects list
- How to respond to students who request immigration advice
- NZQA moderation in the digital age
- Pastoral Care of International Students (Code) update
- Joint recognition of Republic of Korea and New Zealand qualifications

Recommendation: That Academic Board notes the newsletter supplied.

9. General Business

A108/16 Policy A0101.10 Academic Board – was not approved at Council meeting 7 April 2017. Council have suggested a reduction in committee member numbers.

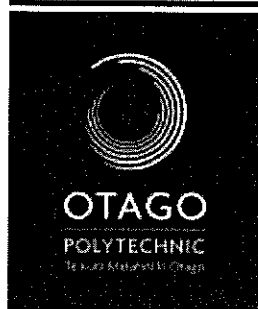
Action: Phil Ker will address and send back to Council for approval.

Meeting closed 10.15am

Next meeting: June (electronic)

Action summary

who	what	when
Phil Ker	A24/17 EduBits OTCONT course approvals – unresolved credit and format issues. Phil to discuss with development team.	asap
Phil Ker	AP108/16 Policy A0101 Academic Board – membership reduction consideration then back to Council for approval	Next OP Council meeting
Chris Morland	A27/17 2018 Calendar – draft to go to Leadership Council	Next LC meeting
Sue Thompson	Feedback to NZQA on consultation papers	by due dates



Academic Board

Minutes of the Academic Board meeting held on 13 June 2017

Present: Sue Thompson (Chair), Chris Morland, Mereana Rapata-Hanning, Linda Kinniburgh, Megan Gibbons, Sam Mann, Oonagh McGirr, Doris Lancaster, co-opt for quorum Pam Thompson (Secretary) (*Agreed Sue Thompson/Linda Kinniburgh*), Lesley Smith (apolo lateness 9.10am)

In attendance for presentation of agenda item #2 EduBits: Peter Harris and Jeanette O'Fee

Apologies: Phil Ker, Sally Baddock, Dylan Mead (OPSA President), Richard Mitchell, Nick van der Walt, Janine Kapa/Ron Bull (KTO office), Leoni Schmidt.

Apologies accepted: *Agreed Sue Thompson/Mereana Rapata-Hanning*

Quorum (9) achieved

NB quorum number reduced April 2017 with dual role of Leoni Schmidt new role as Dir: Research and PG studies and chair of R&PG committee, and disbanded Teaching and Learning committee.

Welcome to Oonagh McGirr, DCE Learning & Teaching Services

10. Previous minutes A28/17 AB Minutes 9 May 2017 for approval and matters arising

Matters/Actions arising:

- **A24.17** EduBits schedule of OTCONT courses not approved - refer agenda item 2 for summary update on EduBits process by Jeanette O'Fee and Peter Harris and resubmitted OTCONT assessment schedule approval.
- **A108.16** Academic Board policy going back to Council for approval, membership co-opt number reduced from 3 to 1.
 - Also feedback re Council re the imbalance of advice from Academic Board on academic matters, currently updated via through Phil Ker (chair of AcBd) with minutes of meetings supplied and ELT, however would they like a direct route or different mechanism to receive update on discussions and advice around sector discussions e.g. assessment and moderation.
 - Engagement of Academic Board members also – topics for discussion for upcoming meetings, workplan, and feedback when items circulated for consultation.
 - Student Council representative to AcBd – Chris Morland will follow up with the student council at their next scheduled meeting to request a nominee for attendance at AcBd as the current Chair of Student Council has conflicting study commitments and has been unable to attend.
- **A27/17** Academic Calendar 2018 – still a draft, went to Leadership Council for discussion in May and adopted in principal with acceptance of a common start date in February, especially for first year programmes and again for semester 2. There is still some refinement required for the process for an exemption and how to apply for one. Chris Morland to continue work on this, update and circulate via email and Insite once complete (ETA end of June).

- No feedback from Academic Board members on consultation documents circulated last month **A25/17** NZQA general rule and **A26/17** Rule 18. The changes to Rule 18 will require changes to our policy *AP0520 English Language Requirements for International Students and those for whom English is an additional language* in due course.

Recommendations: That Academic Board approves the minutes of 9 May 2017 and notes the matters arising.

Agreed: *Sue Thompson/Linda Kinniburgh*

11. **A24/17 EduBits** Following the Academic Board meeting of 9 May 2017 Jeanette O'Fee and Peter Harris attended to present overview of the EduBits process.

<http://edubit.nz/> and a copy of the PowerPoint presented is attached to the agenda item in Insite/Team Site/Academic Board.

Discussion focussed on:

- Aimed at workers wanting to validate individual skills, may already have a qualification and no time to undertake further full study option
- Is a non-guided assessment platform not a directed learning site i.e. not providing learning or a qualification, however learners could choose to access OERU learning materials.
- Not enrolled as students
- User pays, fee for service
- EduBits that we will assess will go through pre assessment moderation and post moderation cycle to ensure we are meeting our own Quality processes.
 - EduBits is a business process outside usual academic process, not developing course or programmes or quals therefore could exist outside of this but we have chosen to bring it into the OP Quality process sphere.
- AcBd paper A05/17 EduBits regulations as noted at March 2017 AcBd meeting. There are further refinements to these regulations but nothing that changes the intent or essence of previous noted regulations. The updated regulations will come back to AcBd for noting when refined to provide evidence of credibility of quality standards.
- Contracted markers, some internal some external – marking schedule achieved / not achieved
- Digital badge downloadable from Credly.
- Roll out 27 July 2017
- Schedule of assessments and some OERU courses to approve, assigned credits differ from our usual expectation of multiples of five.

Recommendation1: That Academic Board approve the assessment schedule for EduBits as listed in A24/17a.

Agreed *Sue Thompson/Megan Gibbons*

Recommendation 2: That Academic Board approve the course schedule for OERU courses as listed in A24/17b.

Agreed *Sue Thompson/Megan Gibbons*

12. **A29/17 Type 1 Change Approvals, Retrospective Change, Concurrent Enrolment and Certificates of Proficiency enrolments.**

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

Agreed: *Sue Thompson/Doris Lancaster*

Recommendation 2: That Academic Board That Academic Board approves the Retrospective Type 1 Change as listed.

Agreed: *Sue Thompson/Linda Kinniburgh*

Recommendation 3: That Academic Board approves concurrent enrolment programmes as listed.
Agreed: *Sue Thompson/Doris Lancaster*

Recommendation 4: That Academic Board approves the individual Paths of Study for Certificate of Proficiency students.
Agreed: *Sue Thompson/Megan Gibbons*

Quality and Approvals Committee (QAC) Approvals

13. A30/17 Type 2 Change to admission for NZ2863 New Zealand Certificate in Study and Career Preparation (Level 3).

Recommendation Withdrawn: hold pending final changes to NZQA Rule 18 minimum and maximum IELTS and bands and to ensure we don't create unnecessary barriers for general admission and allow for retesting.

14. A31/17 Type 2 Change NZ2678 New Zealand Certificate in Horticulture (Level 3) (Amenity) (Landscape Construction).

Recommendation: That Academic Board approves the programme of study for NZ2678 New Zealand Certificate in Horticulture (Level 3) (Amenity) (Landscape Construction) for approval and accreditation.

Agreed: *Sue Thompson/Chris Morland*

A32/17 Type 2 change NZ2677 New Zealand Certificate in Horticulture (General) (Level 3)

Recommendation: That Academic Board approves the programme of study for NZ2677 New Zealand Certificate in Horticulture (General) (Level 3) for approval and accreditation.

Agreed: *Sue Thompson/Linda Kinniburgh*

15. A33/17 Type 2 Change NZ2630 New Zealand Certificate in Fashion (Level 4) - Ara document

Recommendation: That Academic Board approves the programme of study for NZ2630 New Zealand Certificate in Fashion (Level 4) to Academic Board for approval and accreditation.

Agreed: *Sue Thompson/Linda Kinniburgh*

16. **TANZ e-campus platform accreditations**

A34/17 TANZ NZ2459 NZ Diploma in Business (Level 5) (Accounting) – NMIT's Programme of Study.

Recommendation: That Academic Board approve accreditation for the TANZ NZ2459 NZ Diploma in Business (Level 5) (Accounting) to be delivered on the TANZ e-campus platform.

Agreed: *Linda Kinniburgh/Sue Thompson*

A35/17 TANZ NZ2454 NZ Certificate in Business (Introduction to Small Business) (Level 3) – EIT's Programme of Study.

Recommendation: That Academic Board approve accreditation for the TANZ NZ2454 NZ Certificate in Business (Introduction to Small Business) (Level 3) to be delivered on the TANZ e-campus platform.

Agreed: *Linda Kinniburgh/Mereana Rapata-Hanning*

A36/17 TANZ NZ2457 NZ Certificate in Business (Small Business) (Level 4) – EIT's programme of Study.

Recommendation: That Academic Board approve accreditation for the TANZ NZ2457 NZ Certificate in Business (Small Business) (Level 4) to be delivered on the TANZ e-campus platform.

Agreed: *Linda Kinniburgh/Lesley Smith*

17. A37/17 NZ Diploma in Engineering - submission of new course outline to New Zealand Board of Engineering Diplomas for consideration of inclusion in the National Curriculum Document.

Recommendation: That Academic Board approves submitting DE54XX Computer Aided Electrical Drawing to the New Zealand Board of Engineering Diplomas for consideration of inclusion in the National Curriculum Document.

Agreed: Sue Thompson/Chris Morland

18. A38/17 Academic Harmonisation

Background Paper:

TANZ Accord Programme Sharing has highlighted differences in a number of Academic Regulations across the TANZ ITPs. Some of these are at a Programme of Study (PoS) level, others at Institute level. These have been the subject of ongoing discussions between the TANZ Academic Directors and continues the initial work carried out several years ago under the Academic Harmonisation project.

Many PoS are developed by a Lead ITP (PoS) and then other TANZ ITPs obtain accreditation. Some of the differences in the Academic Regulations are challenging the sharing process and causing re-work of documentation due to programme changes being required. Academic Regulations, at Institute level, are causing confusion for learners who may enrol with more than one TANZ ITP to complete a qualification. With shared PoS this is becoming more common.

For courses delivered online through TANZ eCampus, course Facilitators and Advisors have learners from more than one TANZ ITP within the one course cohort. This makes it complicated to support and guide individual learners where enrolling ITPs have different withdrawal periods and extension processes, for example.

A proposed set of standardised definitions for several Academic Regulations that currently vary across the TANZ ITPs was circulated for discussion.

At a minimum, it is desirable that the alignment occur for TANZ e-campus; however, the TANZ Academic Directors group has asked that each ITP consider whether the alignment of these regulations can be done for all deliveries, not just TANZ e-campus deliveries.

Recommendation: That Academic Board supports the general direction and agrees to the principle of Academic Harmonisation and alignment. However Academic Board requests further clarity around the definitions tagged 'under discussion', clarity around merit and distinction in line with our policy and the educational integrity of 'conceded pass' and restricted pass as an academic result. Academic Board would also like to see stated more clearly that regulations stated in individual programme regulations of each institution are the overarching regulations.

Agreed: Sue Thompson/Linda Kinniburgh

19. A39/17 TEC Audit dates 26 - 30 June 2017 – for discussion and noting

- Visit is routine not 'just cause'.
- Advise teams they will be here but nothing specific or of concern.
- Useful to note where evidence for granting RPL is centrally accessible.

20. General Business for noting

A40/17 QAC mins 30 May 2017 - attached for noting

A41/17 Doctor of Professional Practice – NZQA approval documents attached for noting. Congratulations to be sent to the team of developers and advisors involved in bringing this Doctorate to fruition and special thanks to Sam Mann for leading the last year of the development which resulted in this approval.

Action: Pam will send an email on behalf of AcBd.

A42/17 Monitors reports recently received for noting

- Bachelor of Visual Arts 2016
- Bachelor of Information Technology 2016
- Bachelor and Postgraduate Midwifery programmes 2016

Recommendation: That Academic Board note the attached minutes and reports

Agreed: Sue Thompson/Mereana Rapata-Hanning

Meeting closed 10.55am

Next meeting: 11 July 2017

Action summary

who	what	when
Phil Ker	AP108/16 Policy A0101 Academic Board – membership reduction consideration then back to Council for approval, also feedback on mechanism for providing academic advice	Next OP Council meeting
Chris Morland	A27/17 2018 Calendar – adopted in principal, with some final work around process for exemptions for common start date then circulate via email and Insite	End of June
Chris Morland	Student Council representative to AcBD – agenda item for next student council meeting to request a nominee for attendance at AcBd	Next scheduled meeting of Student Council
Pam	A41/17 Send email to team of developers and advisors involved in bringing this Doctorate to fruition and special thanks to Sam Mann for leading the last year of the development which resulted in this approval.	asap

Minutes of a Meeting of Te Komati Kāwanataka



Held at 8.00am on 15 Pipiri 2017 at Te Punaka Ōwheo Hui Room

PRESENT: Megan Potiki (Chair)
Janine Kapa-Blair
Khyla Russell
Jeanette Wikaira
Sue Thompson
Marshall Hoffman
Rebecca Williams
Richard Kerr Bell
Ron Bull

IN ATTENDANCE: Tessa Thomson (Minutes)

Karakia/Timatanga: Richard Kerr-Bell

1. APOLOGIES

Chris Morland, Eleanor Murphy, Debbie Davie, Kathy Grant, Ron Bull (for lateness), Simon Kaan.

2. MINUTES

The minutes of the meeting held on 17 Haratua 2017 were provided.

Recommendation

Janine Kapa-Blair / Richard Kerr-Bell

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

Agreed.

3. MATTERS ARISING

a. Review of MOA with Ngāti Whātua

A draft proposal for the review of the MoA has been sent to Tame Te Rangi; Janine will follow up for any feedback. Late August/early September has been earmarked for travel to Auckland to re-sign, with at least one representative of Komati to go.

Janine has met with Tuari Potiki to discuss the University of Otago's MoU and consider how they could work together, looking for opportunities to collaborate while maintaining our own autonomy.

b. Campus Redevelopment (Janine) – feedback from Council Meeting in response to rationale around priority building

The one page document Janine, Rebecca, Ron and Simon wrote outlining the importance of prioritising Te Punaka Ōwheo in the campus redevelopment plan went to the Council meeting on June 6 for discussion. This document will be further discussed at the July meeting (June meeting was set for financial discussions).

c. Komati ki Waho membership (Janine)

Discussion around the original rationale for Komiti ki Waho (Terms of Reference were not developed at the time), as well as the process for selecting members. There was recognition that this community voice external to Rūnaka has worked well in the past and been of benefit. The ToR for Komiti Kāwanataka was reviewed at the end of 2015/early 2016; Ki Waho sits under the same umbrella. Janine and Megan will relook at the composition of Ki Waho to determine the skills, knowledge and experience required by the KTO and identify where any gaps might exist.

Trevor Moeke: Janine spent time with Trevor earlier this week while he was in Dunedin on other business. He holds a senior leadership role at The Treasury in Wellington, and alongside his other commitments, is time constrained. It is acknowledged, however, that his expertise would add enormous value to the Polytechnic. We could consider combining his visits to Dunedin with a broader purpose where his expertise and vast experience could be further utilised.

4. MĀORI ANNUAL REPORT (Sue Thompson)

Sue explained the Māori Educational performance and organisational research (satisfaction) and scholarships. Last year was a mixed year with nothing definite standing out; some numbers were up, others were down, but we were slightly down overall.

- Non-Māori EFTS increased at a greater rate
- Māori EFTS increased overall, but the participation rate stayed the same to the corresponding increase in non-Māori EFTS.
- TEC funded courses saw a slight decrease in part rate for Māori EFTS
- Decrease in Kāi Tahu EFTS from previous years, head count down by 26
- Error noted on Page 18 – 2015 is written twice
- Course completion rates: no improvement over three years for Māori or non-Māori. Still shows a gap, but the overall figure did not increase as it has in previous years (L4 and above).
- What does stand out is that seven degree programmes account for 42% of all Māori EFTS; the other 85 programmes are miniscule by comparison (OT, Nursing, Midwifery are the highest, followed by OISA programmes).

Discussion followed regarding the Outdoor Adventure programme and opportunities for scholarships and pathways into businesses across the Ngāi Tahu Tourism portfolio.

KAITOHUTOHU OFFICE REPORT PREPARED FOR KOMITI KĀWANATAKA

MSF Priority 1: Treaty of Waitangi		
<i>Objective: an effective partnership with Kai Tahu/Māori</i>		
What/When	Who	Outcome/Action
Māori Annual Report	KTO Office	Translation completed, currently sourcing an appropriate image for the cover. Following Komiti meeting, any amendment or further suggestions for enhancement will be addressed. We are on track for meeting deadlines.
Te Tapaue o Rēhua	Janine/Ron	Meeting with Kym Hamilton and staff from ABE in July to discuss opportunities for He Toki ki te Rika (Māori Trades Training) at OP.

MSF Priority 2: Kai Tahu/Māori Leadership/Staffing		
<i>Objective: attract, support & retain Kai Tahu/Māori staff at all levels within OP</i>		
What/When	Who	Outcome/Action
Advancement of Māori (AMA) – Māori Workforce Strategy for OP	Janine/Jo/HR Partners/Jan Hudson Marketing	Continue to meet and progress actions outlined in the AMA to fulfil our strategic goals (and Priority 2 in the MSF).

MSF Priority 3: Kai Tahu/Māori Students		
<i>Objective: have Māori participate & succeed at all levels of learning</i>		
What/When	Who	Outcome/Action
Transitioning Foundation Students to other programmes	Chris	A meeting was held to discuss how staff could better support students transitioning into other programmes. As a result, Chris has been inducted into the ABE workshops and will meet regularly with these students.
Manaaki Tapoi – Secondary / Tertiary pilot	Rebecca	Andy Kilsby (Manager Secondary Tertiary) and Rebecca met with Mathew Kioro the Kaiwhakahaere of Arāi te Urū Kokiri Centre to discuss a pilot Cultural Tourism programme for 5 secondary school students for the second half of 2017. Discussions were promising and it is hoped that a programme can be offered in time for the July School holidays.
Olly Ohlson	TPO	Olly Ohlson came and presented to staff and students introducing "The hidden philosophy of the ancient wise elders."
Mātauraka Hui at Puketeraki	Rebecca	Rebecca attended this hui and gave a brief update on Te Punaka Ōwheo.
Poverty issues for taurira Māori	TPO	In addition to the accommodation issues discussed last month, staff are addressing a number of concerns around learners not being able to make ends meet. The Executive Leadership team have asked for a report on this issue so that institutional response can be developed.

At risk students process	Rebecca	Rebecca has been involved in continuing discussions around the development of an ongoing process to identify at risk learners early so that early interventions can take place.
Engineering Visit	Chris and Richard	Chris and Richard were recently hosted by the staff of A Block and given a tour of the facility and an overview on how their staff worked with students.
Cumberland Street	Chris and Richard	Chris and Richard are supporting Māori learners at Cumberland St, and are establishing a regular presence onsite.
Website	TPO	The Te Punaka Ōwheo section of the OP website is nearing completion. It can be found here https://www.op.ac.nz/students/maori-students/
TPO Contact Log Report (refer Appendix 1)		
Meetings with Dunedin Trade Centre (DTC) and Te Wānanga o Aotearoa (TWOA)	Janine	Janine has met with staff from DTC and TWOA to explore synergies and opportunities, e.g. pathways for taurua Māori from L1&2 programmes in particular, into L3&4 programmes at OP.

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
Humber University students –14 in total (including staff)	Ron	The Humber students and staff arrived for their four week stay on 6 June. They were welcomed with a Mihi Whakatau and are now at the end of their 1 st week on Campus.
Certificate in Mata a Ao Māori (level 4)	Ron	Continuing to engage with schools and individual staff members to ensure they are on track for completion.

MSF Priority 5: Incl. Lrng Environment <i>Objective: Kāi Tahu/Te Ao Māori values are understood, recognised & valued within OP's enviro & delivery of progs</i>		
What/When	Who	Outcome/Action
Development of the new Learner Capability Framework (LCF)	Janine/Ron/Barry Law & Kāi Tahu educators and industry experts	Barry Law has asked Janine and Ron to facilitate some sessions with Kāi Tahu educators, industry experts and papatipu rūnaka, seeking input from a kaupapa Kāi Tahu/Māori perspective into the LCF competencies and characteristics.

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
Meeting with Māori academic staff to discuss the Māori Research Plan and what support is required by them as a roopū	Māori Academic Staff, KTO Office	Second meeting being held to discuss research bids, calendar of events and the Māori Research Plan
SCOPE	KTO Office	Received two submissions and have two pending, on track for current deadlines. The artist contributions will come in as part of the exhibition process.
Research Ethic Applications	Richard	A large number of applications have been received this month, with working titles including: <ul style="list-style-type: none"> Laminex NZ using the United Nations Sustainable Development Goals; Following discharge; what systems and personal strategies were helpful for family carers of those with stroke; and Whether worker training delivered is engaging.

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

APPENDIX 1:
Learner Activity Report – Te Punaka Ōwheo

Kōrero (Janine, Rebecca & Richard)

- TPO has added a new graph to their Learner Activity Report, 'Non-Māori Learners by Qualification Level', which will give comparison to the 'Māori Learners by Qualification Level' graph.
- Students are struggling financially and both TPO and OPSA are looking at ways we can help relieve the ongoing pressure for students and whānau.
- Humber College visit
- CMAM cohorts are currently working their way through the qualification before it ceases (as it is currently) at the end of 2018.

5. GENERAL BUSINESS

a. Learner Capability Framework

Meeting held at Te Tapuae o Rehua (Christchurch) where discussion focussed on developing key competencies and the huge potential and interest in developing a "think tank" of Māori education professionals to look into the benefit for Māori outcomes in careers and education.

b. Bachelor of Making a Difference

Briefing from Sam Mann on the proposed Bachelor of Making a Difference (BMaD) was tabled. Compiled questions (below) were asked of Komiti members, who were asked to respond over the next week with any further feedback. The BMaD will be largely self-directed study with individually tailored assessments and will 'credentionalise' any community work carried out by the student.

1. Could you see a marae-based version of the degree?
Response from Komiti – No
2. Does the degree adequately recognise kaupapa Māori principles/mātauranga Māori (i.e. for Māori learners)? If not, how could we achieve this and/or is it achievable?
Response from Komiti – No
3. What are the Māori competencies and capabilities required of all learners? **Response from Komiti – No**
4. Should a marae-based experience be included? If so, should this be voluntary or compulsory?
Response from Komiti – No

Recommendation that BMaD is not a kaupapa Māori course, but that Māori learners will be able to bring their cultural capital to their own learning, supported by the appropriate people. Alternative names for the degree are being sought, which will also avoid the abbreviation of 'BMaD' being used; Richard suggested BPP would be appropriate as it fits well with our other PG offerings (e.g. MPP and DPP).

c. Wildlife Hospital

Briefing from Andy Cunningham regarding a Wildlife Hospital located in Vet Nursing. OP is supporting this initiative. The consideration for Komiti is that the majority of the species will be taonga species. Andy has already been in contact with three of our Papatipu Rūnaka and is yet to contact Hokonui. A Rūnaka appointee will be sought for the Trust in the near future (correspondence to come via the Rūnaka Offices).

d. Time of Komiti meetings

Megan raised a question regarding the timing of future Komiti meetings, as in Semester 2 she is teaching at 10am on Thursdays. There was no opposition to changing the time, so Megan will email members with timing options and ask for feedback before the next meeting.

Whakamutunga/Karakia (Richard)

Closed 10.30am

10. ADDITIONAL AGENDA ITEMS

Council Closed Agenda



Meeting to be held on Friday 4 August 2017

Ōtākou Marae, 45 Tamatea Road, Ōtākou

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 7 July 2017 (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))		
Reporting Timeframes (Reason (i))		
Chair's Report (Reason (i))	(ii) OI Act Section 9 (2) (ba) Protect information which is subject to our obligation of confidence	
Chief Executive's Report (Reason (i))		
Finance and Audit Committee Report (Reason (i))		
Finance Reports (Reason (i))		
Otago Polytechnic Capital Developments Dunedin Sites (Reason (i))		
Appointment of Consultant Services - Capital Development (Reason (i))		
Executive Leadership Team Reports (Reason (i))		
Health and Safety Report (Reason (i))		
Governance Risk Management Framework (Reason (i))		
Matters for Noting (Reason (i))		
Additional Agenda Items (Reason (i))		