

# Council Open Agenda



---

Meeting to be held 1pm Friday 4 May 2018  
Puna Kawa, Level 2, Mason Centre, Otago Polytechnic,  
Forth Street, Dunedin


---

<b>CONTENTS</b>	<b>Page</b>
1. Apologies	
2. Conflict of Interest	2
3. Minutes 13 April 2018	6
4. Matters Arising	
5. Chair's Report (Verbal)	
6. Chief Executive's Report	10
7. Matters for Noting	19
7.1. Council Calendar	20
7.2. Executive Leadership Team Conflict of Interest Register	22
7.3. Minutes – Student Council 10 April 2018	24
8. Additional Agenda Items	

**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". The signature is written in a cursive style with a large, looping initial "J".

Jeanette Corson  
Secretary to Council

**OTAGO POLYTECHNIC COUNCIL  
INTERESTS REGISTER**

<b>Council Member</b>	<b>Updated</b>	<b>Interest Disclosed</b>	<b>Nature of Potential Interest with the Otago Polytechnic</b>
<b>Paul ALLISON</b>	20-04-18	<ol style="list-style-type: none"> <li>1. Life Trustee – Halberg Disability Sport Foundation</li> <li>2. Trustee – Winter Games NZ</li> <li>3. Sports Commentator – NZME</li> <li>4. Lion Foundation – South Island Regional Grants Committee</li> <li>5. Independent Director - University Bookshop (Otago) Ltd</li> <li>6. Director - Waitaki District Health Services Ltd</li> <li>7. Trustee – Waitaki District Health Services Trust</li> </ol>	Nil
<b>Neil BARNES</b>	09-07-17	<ol style="list-style-type: none"> <li>1. Board Chair – Otago Polytechnic Auckland International Campus</li> <li>2. Director/Shareholder Neil Barnes Consulting Limited</li>   <li>3. Partner – Barnes-Davis Orchard Partnerships</li> </ol>	<ol style="list-style-type: none"> <li>1. OP is a 50% owner of the limited partnership and is impacted directly by its operations in Auckland</li> <li>2. The Company provides consultancy services mainly to TEOs and government education agencies that OP also has dealings with.</li> <li>3. Joint owner of an avocado orchard. Unlikely to involve OP directly although OP offers horticulture qualifications and training.</li> </ol>
<b>Peter COOLBEAR</b>	16-11-16	<ol style="list-style-type: none"> <li>1. Chair NZCER Board</li>   <li>2. Co-owner and director: Coolbear Ltd - Information Management and Tertiary Education Consulting</li> </ol>	<ol style="list-style-type: none"> <li>1. NZCER manages the TLRI fund that has a tertiary education component</li> </ol>
<b>Darren EVANS</b>	06-08-16	<p>Chief Operating Officer, Calder Stewart Group</p> <p>Spouse: Part time employee of Otago Polytechnic, Project Manager, Business Development</p>	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"> <li>1. Dunedin City Holdings Ltd (Director)</li> <li>2. Trustee of numerous private trusts</li> <li>3. Gallaway Cook Allan (Associate)</li> <li>4. Dunedin Sinfonia Board</li> <li>5. Dunedin City Treasury Limited (Director)</li> <li>6. SDHB (Commissioner)</li> </ol> Spouse: <ol style="list-style-type: none"> <li>1. Gallaway Cook Allan (Consultant)</li> <li>2. Hazlett &amp; Sons Limited (Chair)</li> <li>3. South Link Health Services Limited (Director)</li> <li>4. Warbirds Over Wanaka Community Trust (Board Member)</li> <li>5. Warbirds Over Wanaka Limited (Director)</li> <li>6. Warbirds Over Wanaka (2008) Limited (Director)</li> <li>7. Warbirds Over Wanaka (2010) Limited (Director)</li> <li>8. Leslie Groves Home &amp; Hospital (Board Member)</li> <li>9. Dunedin Diocesan Trust Board (Board Member)</li> <li>10. Nominee Companies associated with Gallaway Cook Allan (Director)</li> <li>11. Trustee of numerous private trusts</li> </ol>	

Council Member	Updated	Interest Disclosed	Nature of Potential Interest with the Otago Polytechnic
<b>Michael HORNE</b>	02-02-18	<ol style="list-style-type: none"> <li>1. Deloitte Limited</li> <li>2. Best View Limited</li> <li>3. City Forests Limited</li> <li>4. Ellis Fibre Global Limited</li> <li>5. Ellis Fibre NZ Limited</li> <li>6. Escea International Limited</li> <li>7. Escea Limited</li> <li>8. Hunterfields Investments Limited</li> <li>9. Greenbriar Limited</li> <li>10. Otago Museum Trust Board (Treasurer)</li> <li>11. Palmer &amp; Son Limited</li> <li>12. Palmer Resources Limited</li> <li>13. Palmer MH Limited</li> <li>14. Palmers Mechanical Limited</li> <li>15. PDS (Computer Services) Limited</li> <li>16. Prospectus Nominees</li> <li>17. Prospectus Nominees Services Limited</li> <li>18. Rawhiti Road Investments Limited</li> <li>19. Viblock Limited</li> <li>20. Ashburn Hall</li> </ol>	<ol style="list-style-type: none"> <li>1. Potential supplier</li> <li>10. Potential customer</li> </ol> <p>Others: Nil</p>
<b>Megan POTIKI</b>	26/06/17	<ol style="list-style-type: none"> <li>1. Member of Te Runanga o Ōtākou</li> <li>2. Employee of the University of Otago</li> <li>3. Director of Arataki Associates Ltd – contracting entity involved in a wide range of Māori education, health and business.</li> </ol>	<ol style="list-style-type: none"> <li>3. Potential supplier</li> </ol>

**3. MINUTES**

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

**RECOMMENDATION**

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

Jeanette Corson  
Secretary to Council

---

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



---

held at 11.20am on Friday 13 April 2018 in Room 700, Otago Polytechnic Auckland International Campus.

**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:** Mr S Alavi (Managing Director, Future Skills)  
Mr J Aldridge (Convenor, Staff Subcommittee)  
Ms J Brady (Deputy Chief Executive, People Performance and Development)  
Mrs J Corson (Secretary to Council)  
Mr J Dargaville (Convenor, Student Council)  
Ms R El Haddad (Executive Assistant, Otago Polytechnic Auckland International Campus)  
Mr P Ker (Chief Executive)  
Ms O McGirr (Deputy Chief Executive, Learning and Teaching Services)  
Mr G Sachdeva (Chief Executive, Otago Polytechnic Auckland International Campus)

**APOLOGIES:** None

**APOLOGIES:** None.

---

## 1. CONFLICT OF INTEREST

A register of Council members' interests was attached.

## 2. MINUTES – 2 MARCH 2018

The minutes of the open section of the meeting held on 2 March 2018 were attached.

**RECOMMENDATION**

**K Grant/P Allison**

**That the minutes be approved as a true and correct record of the open section of the meeting held on 2 March 2018.**

**AGREED.**

**3. MATTERS ARISING**

None.

**4. CHAIR'S REPORT**

Mrs Grant noted the information circulated to members regarding TEC governance sessions and asked that members respond to the Council Secretary if they wished to attend.

**5. CHIEF EXECUTIVE'S REPORT**

**Summarised Finance Report for the period ended 28 February 2018**

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

Key points:

- Net operating deficit of \$2,531k unfavourable to budget by \$4,374k. The majority of this deficit was due to changes in revenue recognition.
- Capex higher than budget to date by a net \$4,125k, with major project works plus computer equipment ahead of budget timing.
- Net monetary assets \$8m higher than budget
- EFTS enrolments at 4,409 exceeding YTD budget of 3,978

**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. POLICY FOR APPROVAL**

As further changes had been proposed to the Treasury Management policy it would be brought to the next meeting.



**7. MATTERS FOR NOTING**

The following items were noted:

- Council Calendar
- Executive Leadership Team Conflict of Interest Register
- Minutes
  - Academic Board 13 February and 13 March 2018  
Mr Ker noted there was a new meeting model to discuss issues of importance and that the first of the issues meetings was to be held in June.
  - Komiti Kawanataka 14 February 2018  
Mrs Potiki advised that the Komiti three new members had been appointed to the Komiti; David Higgins, Matt Matahaere and Hinerangi Ferrall-Heath.

**8. GENERAL BUSINESS**

None.

The meeting closed at 11.30am.

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

.....Chair

.....Date

**ACTION LIST**

<b>Date</b>	<b>Action</b>	<b>To be completed by</b>	<b>By when</b>
03/07/2015	Naming of buildings	Phil Ker	Progressive reporting
27/10/17	Arrange at least two visits annually across the organization (OPAIC April)	Jeanette Corson	1 June

## 6. CHIEF EXECUTIVE'S REPORT

### Official Opening of Te Pā Taurira

There is to be a formal opening of the Student Village and we are currently negotiating for the Minister of Education to do the honours. If that is unsuccessful we are likely to invite another cabinet minister – probably David Clark who has been a strong supporter of the Polytechnic. We are hopeful for a date in June, to which all Council members will be invited.

### Summarised Finance Report for the period ended 31 March 2018

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

March 2018	2018 Year to Date Actual	2018 Year to Date Budget	Variance
	(\$000s)	(\$000s)	(\$000s)
Revenue	\$ 22,173	\$ 23,371	\$ (1,197)
Expenditure	\$ 23,213	\$ 22,482	\$ (730)
Net Surplus	\$ (1,039)	\$ 888	\$ (1,928)
Capital Expenditure	\$ 5,436	\$ 1,137	\$ (4,299)
Employment Cost as a percentage of revenue	54.1%	51.0%	(3.1)%
Student Fees as a % of revenue	37.4%	39.9%	2.5%
Government Funding as a % of revenue	41.0%	40.0%	(1.0)%
Working Capital	41.4%	29.2%	12.2%
Cash In/Cash Out	180.5%	161.8%	18.6%
Net Monetary Assets (000's)	\$ 4,430	\$ (3,731)	\$ 8,161
Debt / Equity Ratio	1.2%	3.3%	2.2%
EFTS	4,674.2	4,169.3	505.0

### Key Points:

- The net operating deficit of \$1,039k is unfavourable to budget by \$1,928k. The majority of this deficit 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.

- Capex is higher than budget to date by a net \$4,299k with the major project works (Student Village & Central Accommodation) plus Computer Equipment ahead of the budget timing.
- Net monetary assets are \$8m higher than budget with continued strong cash inflows mainly from student fee revenue combined with lower outflows and conversion of other working capital items to cash.
- EFTS enrolments at 4,674 exceed the YTD budget of 4,169 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**

- Evening with NASA Astronaut Michael S Hopkins, Otago Museum
- Stefano Parenti, Director: Study Abroad/Exchange Programs, Southern New Hampshire University
- Juanita Theron, Head of Leadership and Culture, NZ Post
- BCITO Diploma whiteboard session, Wellington
- Brewing Programme and Facility Steering Group meeting
- Tim Fowler, Chief Executive, TEC
- TANZ Accord meeting, Wellington
- Sue Bidrose, Chief Executive DCC, Terry Davies, Chief Executive DVML
- Visiting group from Hunan Industry Polytechnic

### **RECOMMENDATION**

**That the Council receives this report.**



Phil Ker  
Chief Executive

## REPORT TO OTAGO POLYTECHNIC COUNCIL

SHANE GILCHRIST - Media Liaison

Prepared 26/4/18

### MEDIA COVERAGE

The number of media articles has been steady this month, with almost 60 articles across print, broadcast and digital news media between March 30-April 26.

#### Highlights:

- **iD Fashion:** the build-up to the week-long event has garnered plenty of interest from local and national media. Dr Margot Barton, Otago Polytechnic Head of Fashion Design, featured in a North and South magazine profile; alumni Darlene Gore and Fiona Clements were the focus of a large ODT feature; and several large articles (ODT and Star) have covered a range of iD-related angles, all of which have been accompanied by vibrant photography.
- **Te Pā Tauria – Otago Polytechnic Student Village:** An 1800-word piece describing the design and construction process of Te Pā Tauria was published in NZ Construction News magazine. The feature has also had strong expressions of interest from other media, including the ODT and architecture/building magazine Trenz.
- **Sector restructuring proposals:** Chief Executive Phil Ker again responded promptly to media requests for comment re Education Minister Chris Hipkin’s “ITP Roadmap 2010”. Phil’s media presence continues to balance a sense of stability (based on Otago Polytechnic’s performance), while also being open to changes, including to sector funding model.
- **Holly Robinson:** Otago Polytechnic graduate Holly Robinson’s silver medal at the Commonwealth Games was a focus of both local and national media reports.

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

	Jun	Jul	Oct	Nov	Dec	Jan	Feb 2018	Mar 2018	April 2018
MELTWATER	70	81					36	65	39
SLICE	85	79	176				37	47	20
TOTAL	155	160	358	90+	90+	90+	73	110	59*

**\*Note:** Given the relatively shorter gap since previous council meeting, this figure is based on a narrower timeframe than typical media report.

## OP WEBSITE (NEWS AND EVENTS SECTION)

There were more than 2.6k page reads in the past month. As has consistently been the case, the overwhelming majority of readers spend between 1'00" and 3'00" on our story pages, indicating the content remains engaging.

Page	Pageviews	Unique Pageviews	Avg. Time on Page	Entrances	Bounce Rate	% Exit	Page
	2,659 % of Total: 0.70% (379,417)	2,241 % of Total: 0.84% (268,162)	00:02:01 Avg for View: 00:01:55 (5.05%)	1,065 % of Total: 0.72% (148,521)	75.68% Avg for View: 43.76% (72.95%)	47.42% Avg for View: 39.14% (21.15%)	
1. /about-us/news-and-events/	379 (14.25%)	256 (11.42%)	00:01:27	56 (5.26%)	30.36%	20.05%	
2. /about-us/news-and-events/item/2587/	354 (13.31%)	334 (14.90%)	00:01:15	323 (30.33%)	91.95%	87.85%	
3. /about-us/news-and-events/item/2003/	231 (8.69%)	194 (8.66%)	00:03:24	22 (2.07%)	77.27%	44.16%	
4. /about-us/news-and-events/item/2590/	120 (4.51%)	98 (4.37%)	00:01:57	42 (3.94%)	80.95%	54.17%	
5. /about-us/news-and-events/item/2589/	69 (2.59%)	49 (2.19%)	00:01:55	26 (2.44%)	65.38%	42.03%	
6. /about-us/news-and-events/item/2552/	60 (2.26%)	44 (1.96%)	00:01:40	13 (1.22%)	84.62%	35.00%	
7. /about-us/news-and-events/item/2566/	60 (2.26%)	53 (2.37%)	00:01:36	31 (2.91%)	61.29%	40.00%	
8. /about-us/news-and-events/item/2650/	46 (1.73%)	41 (1.83%)	00:02:44	9 (0.85%)	44.44%	50.00%	
9. /about-us/news-and-events/item/2507/	37 (1.39%)	37 (1.65%)	00:06:59	12 (1.13%)	66.67%	67.57%	
10. /study/natural-sciences/veterinary-nursing/news-and-events/	32 (1.20%)	23 (1.03%)	00:01:04	2 (0.19%)	100.00%	21.88%	

The top-performing “news and events” item was a research piece on the implications of toilet training (see below).



### Lifting lid on toilet training notions

[Share](#)

Otago Polytechnic Occupational Therapy principal lecturer Rita Robinson hopes her research will lift the lid on societal assumptions and messages about toilet training, and how these affect adult behaviours.

Our society has strong views about toilet training, and Rita was interested in exploring how these views affect children — particularly those with some level of impairment or disability, and those who are subjected to physical abuse.

Other top posts are pasted below in order (including a breakdown of reader locations):













## Dunedin Tertiary Open Day 2018

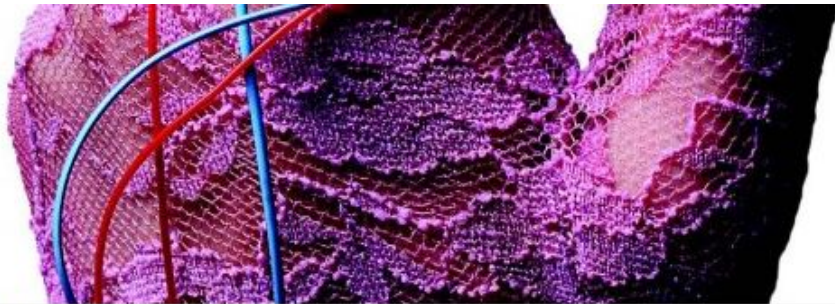
[Share](#)

[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!

		232 % of Total: 0.06% (380,517)	195 % of Total: 0.07% (268,956)	00:03:23 Avg for View: 00:01:55 (76.38%)	22 % of Total: 0.01% (148,938)	77.27% Avg for View: 43.76% (76.60%)	43.97% Avg for View: 39.14% (12.33%)
1.	/about-us/news-and-events/item/2003/  Dunedin	82 (35.34%)	74 (37.95%)	00:04:18	10 (45.45%)	70.00%	37.80%
2.	/about-us/news-and-events/item/2003/  (not set)	36 (15.52%)	27 (13.85%)	00:05:35	1 (4.55%)	0.00%	63.89%
3.	/about-us/news-and-events/item/2003/  Auckland	32 (13.79%)	24 (12.31%)	00:02:06	1 (4.55%)	100.00%	31.25%
4.	/about-us/news-and-events/item/2003/  Christchurch	30 (12.93%)	24 (12.31%)	00:02:35	2 (9.09%)	100.00%	50.00%
5.	/about-us/news-and-events/item/2003/  Queenstown	6 (2.59%)	4 (2.05%)	00:01:23	0 (0.00%)	0.00%	16.67%
6.	/about-us/news-and-events/item/2003/  Palmerston North	5 (2.16%)	4 (2.05%)	00:01:01	0 (0.00%)	0.00%	40.00%
7.	/about-us/news-and-events/item/2003/  Wellington	5 (2.16%)	4 (2.05%)	00:03:00	0 (0.00%)	0.00%	80.00%
8.	/about-us/news-and-events/item/2003/  Levin	4 (1.72%)	4 (2.05%)	00:00:00	3 (13.64%)	100.00%	100.00%
9.	/about-us/news-and-events/item/2003/  Tauranga	4 (1.72%)	3 (1.54%)	00:00:38	0 (0.00%)	0.00%	25.00%
0.	/about-us/news-and-events/item/2003/  Hamilton	2 (0.86%)	2 (1.03%)	00:12:25	0 (0.00%)	0.00%	50.00%













## Exhibition: University of Applied Arts Vienna

 Share

12 APRIL - 11 MAY, DUNEDIN SCHOOL OF ART GALLERY, RIEGO STREET, DUNEDIN

Understanding Art & Research  
University of Applied Arts Vienna

Exhibition dates: 12 April - 11 May, 2018

		122 % of Total: 0.03% (380,517)	99 % of Total: 0.04% (268,956)	00:02:24 Avg for View: 00:01:55 (24.75%)	42 % of Total: 0.03% (148,938)	80.95% Avg for View: 43.76% (85.01%)	53.28% Avg for View: 39.14% (36.12%)	
1.	/about-us/news-and-events/item/2590/ 	Dunedin	45 (36.89%)	33 (33.33%)	00:02:05	8 (19.05%)	87.50%	37.78%
2.	/about-us/news-and-events/item/2590/ 	Christchurch	28 (22.95%)	25 (25.25%)	00:01:45	21 (50.00%)	85.71%	67.86%
3.	/about-us/news-and-events/item/2590/ 	Vienna	14 (11.48%)	10 (10.10%)	00:03:44	1 (2.38%)	0.00%	57.14%
4.	/about-us/news-and-events/item/2590/ 	Canberra	8 (6.56%)	5 (5.05%)	00:03:40	1 (2.38%)	0.00%	37.50%
5.	/about-us/news-and-events/item/2590/ 	Auckland	6 (4.92%)	5 (5.05%)	00:00:16	1 (2.38%)	100.00%	50.00%
6.	/about-us/news-and-events/item/2590/ 	Wellington	5 (4.10%)	5 (5.05%)	00:00:24	3 (7.14%)	66.67%	40.00%
7.	/about-us/news-and-events/item/2590/ 	(not set)	4 (3.28%)	4 (4.04%)	00:00:00	2 (4.76%)	100.00%	100.00%
8.	/about-us/news-and-events/item/2590/ 	New Plymouth	2 (1.64%)	2 (2.02%)	00:01:22	1 (2.38%)	100.00%	50.00%
9.	/about-us/news-and-events/item/2590/ 	Motueka	2 (1.64%)	2 (2.02%)	00:00:00	0 (0.00%)	0.00%	100.00%
0.	/about-us/news-and-events/item/2590/ 	Melbourne	1 (0.82%)	1 (1.01%)	00:00:00	1 (2.38%)	100.00%	100.00%

## 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 (achieved on 18 February), our page has grown by 2%, to 10,222k.

Popular posts included Otago Polytechnic **Sports Turf learner Yannis Warrender** and his current internship with Dunedin Venues Management Ltd; and a video profile of **Midwifery graduate Hannah Wright**. Details of both are included below.




**Otago Polytechnic**  
Published by Jodie Gibson [?] · 13 April at 18:00 · 🌐

“Sports-mad”, Otago Polytechnic student Yannis Warrender is never far from the action.

Yannis is in the last semester of a New Zealand Certificate in Horticulture Services (Sports Turf) programme at our Central campus, and has spent the past six months as an intern with Dunedin Venues Management Limited.

As part of his role, he has helped prepare the indoor surface at Forsyth Barr Stadium for a range of rugby matches, including this weekend’s Super clash between the Pulse Ene... See more



**Performance for your post**

---

**6,276** People Reached

---

**617** Reactions, comments & shares ⓘ

<b>489</b> Like	<b>207</b> On post	<b>282</b> On shares
<b>59</b> Love	<b>30</b> On post	<b>29</b> On shares
<b>13</b> Haha	<b>8</b> On post	<b>5</b> On shares
<b>5</b> Wow	<b>3</b> On post	<b>2</b> On shares
<b>45</b> Comments	<b>33</b> On Post	<b>12</b> On Shares
<b>9</b> Shares	<b>9</b> On Post	<b>0</b> On Shares

---


**2,772** Post Clicks

<b>502</b> Photo views	<b>55</b> Link clicks	<b>2,215</b> Other Clicks ⓘ
---------------------------	--------------------------	--------------------------------

**Otago Polytechnic**  
Published by Jodie Gibson [?] · 2 April at 18:00 · 🌐

New Zealand Midwives provide some of the highest levels of care in the world and Otago Polytechnic School of Midwifery graduate, Hannah Wright is one of our star midwives ensuring both mum and baby are safe and sound!

During her degree, Hannah was fortunate enough to do a four-week placement in Vanuatu. “It was amazing, and really eye-opening to see another country’s perspective on pregnancy and childbirth,” she says. “It makes you really thankful for what we have in New Zeal... See more



**Hannah Wright | Midwifery | Otago Polytechnic**  
01:41

**Performance for your post**

---

**25,268** People Reached

---

**13,091** Video Views

---

**267** Reactions, comments & shares ⓘ

<b>172</b> Like	<b>110</b> On post	<b>62</b> On shares
<b>28</b> Love	<b>17</b> On post	<b>11</b> On shares
<b>3</b> Haha	<b>3</b> On post	<b>0</b> On shares
<b>49</b> Comments	<b>35</b> On Post	<b>14</b> On Shares
<b>17</b> Shares	<b>16</b> On Post	<b>1</b> On Shares

---

**1,455** Post Clicks

<b>191</b> Clicks to Play ⓘ	<b>43</b> Link clicks	<b>1,221</b> Other Clicks ⓘ
--------------------------------	--------------------------	--------------------------------

## INSTAGRAM

- 1910 followers; an increase of 10 on previous month
- Posts featuring younger learners are most popular.

## NOTES

- **EduBits:** a large-scale marketing campaign is underway. Its core aim is to educate and inform employers and employees of the key aspects of the micro-credentials initiative. This involves editorials in KiaOra (Air NZ) magazine, and animated videos for various platforms, and a wide range of digital messaging and advertising.

## **8. MATTERS FOR NOTING**

8.1 Council Calendar

8.2 Executive Leadership Team Conflict of Interest Register

**COUNCIL CALENDAR 2018 - 19**

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

Meeting/Event	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan 2019	Feb	Mar	April
<b>Graduation</b>								14 Dec			8 Mar	
<b>Maori Pre-Grad</b>								13 Dec			7 Mar	
<b>Komiti Kawanataka</b> Thurs at 8am	3 May 31 May		5 July	2 Aug	6 Sept	4 Oct	1 Nov	6 Dec	31 Jan	28 Feb		4 April
<b>Investment Plan</b> Draft												
Approval												
Report												
<b>Risk Management</b> Review Policy						4 Oct						
<b>Strategy</b> Workshop Approval												
<b>OP Events</b>	11 May 6pm Disting. Alumni Awards				3 Sept Spring Breakfast			7 Dec OP Staff Christmas Party				



## 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

<b>Date Updated</b>	<b>Name</b>	<b>Interest Disclosed</b>	<b>Nature of Potential Conflict of Interest with Otago Polytechnic</b>	<b>Pecuniary or non-pecuniary</b>	<b>Agreed approach to manage</b>
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

## Student Council Meeting

Tuesday 10 April 2018

12.00pm to 1.00pm

G205, Forth Street, Dunedin

**Present:**

Zoe Wilson (Cookery)	Jordan Dargaville (BIT & Convenor)
Nathan Laurie (Tourism)	Grayson Orr (BIT)
Megan Woodhead (Social Services)	Olufemi Olusina (BIT)
Prasanth Rao Nilapu (BIT)	Chris Morland (DCE Learner Experience)
Jenny McCoughan (Massage)	Brayden Murray (Director, Learner Services)
Miguel Jose Botardo (Cookery)	Patricia Quensell (Student Success)
Tipene Raukura (Maori Rep)	Ronda McLaren (Minute Secretary)

**Apologies:** Paul Allison (Council Rep)

<b>Overview</b>	Jordan provided an overview of the Student Council role, relationships and projects. Past and ongoing initiatives include car parking, Staff Awards and healthier food options.
<b>Student Wellbeing</b>	<p>Student Council raised need for proactive approach to reach and engage with students who are struggling. Available solutions should be advertised in toilets, student village and lecturers reminding students after each class.</p> <p>Lecturers before or after class best way to reach student, not all log into Facebook – and usually lecturer would know when struggling and refer to appropriate service.</p> <p>Notices need to be 2-3 weeks before exams to be preventative, not when it's crashed.</p> <p>Discussed getting the right support, Counsellor vs Phycologist, referrals and accessible solutions. Can apply to disability allowance to cover over and above sessions.</p> <p>Discussed Silverline, article with links <a href="https://www.otago.ac.nz/geography/news/otago662356.html">https://www.otago.ac.nz/geography/news/otago662356.html</a></p>
<b>Student Evaluations</b>	<p>Stuart Terry and Ruth McGlashan, Organisational Research Office joined to discuss Student Evaluations</p> <ul style="list-style-type: none"> <li>• in total 6-8 evaluations per year which is global standard</li> <li>• student opportunity to voice what's important - here to complete your qualification and we want to ensure you have the best possible experience.</li> <li>• 66% completion for First Impressions Survey is excellent (cut it back, and utilised filtering) - results available in Evaluation Kit dashboard.</li> <li>• Teacher feedback - timing at request of schools, should be completed at a mutually agreeable time between students and lecturer. Discussed that negative can be positive, feedback given in good faith (less than 1% of students provide belligerent feedback). Lecturers looking for themes from feedback</li> <li>• Feedback often benefits the next cohort - students would still like to know changes as a result of previous feedback.</li> <li>• "you said, we did" next phase of Student Evaluations implementation</li> <li>• Chris briefly explained moderation process and external evaluation review</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• <i>Diploma in Tourism</i> - tight timeframe. Nathan trying to engage students in study groups for support and sharing to ease the load.</li> <li>• <i>Cookery</i> - Manaaki elevator landing not large enough for 50 students during 10 min breaks; not allowed in restaurant or student village (need ID), not enough time to get to the Hub and back.</li> </ul>
<b>Next Meeting</b>	<p>Tuesday 1 May 2018 in G205</p> <p>Invite -</p> <ol style="list-style-type: none"> <li>1. Emma Allen, Learning and Teaching Specialist re Student Success Website</li> <li>2. Danni Roberts, Celia Hepburn and Counsellors (Daniel Larson and Charlotte McLaughlan) re Student Health and Wellbeing and services they offer</li> </ol>



# Council Closed Agenda



Meeting to be held: 10.15 am Friday 4 May 2018  
(Council only at 10am)  
Puna Kawa, Level 2, Mason Centre, Otago Polytechnic,  
Forth Street, Dunedin

## 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:-

CONTENTS	Page
1. Conflict of Interest	3
2. Minutes 13 April 2018	4
3. Reporting Timeframes 2018/19	12
4. Chair's Report (Verbal)	
5. Chief Executive's Report	13
6. Finance and Audit Committee Report (Verbal)	
7. Finance Reports	15
8. Executive Leadership Team Report	23
8.1. Corporate Services	
9. Strategic Asset Management Plan	27
10. 2017 Workforce Report	97
11. Monthly Safety and Wellbeing Report	107
12. 2017 Safety and Wellbeing Report	110
13. Governance Risk Management Framework	129
14. Matters for Noting	131
14.1. Council Correspondence	
14.2. Minutes	
14.2.1. Finance and Audit Committee 12 April 2018	132
14.2.2. Safety and Wellbeing 13 April 2018	140
14.3. Contracts signed	
14.4. Use of the Common Seal	
15. Additional Agenda Items	

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
Minutes of the closed section of the Council meeting held on 13 April 2018 (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))	48 (a)
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))		
Executive Leadership Team Report (Reason (i))		
Strategic Asset Management Plan (Reason (i))		
2017 Workforce Report (Reason (i))		
Monthly Safety and Wellbeing Report (Reason (i))		
2017 Safety and Wellbeing Report (Reason (i))		
Governance Risk Management Framework (Reason (i))		
Matters for Noting (Reason (i))		
Additional Agenda Items (Reason (i))		