Council
Open Agenda

**Meeting to be held: 12.30pm Friday 7 April 2017
Puna Kawa, Level 2, Mason Centre, Otago Polytechnic,
Forth Street, Dunedin**

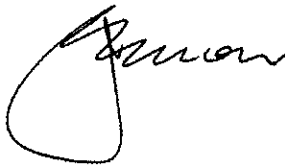## Contents

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.

   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
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
John CHRISTIE	02-10-15	1. Director: Enterprise Dunedin - Dunedin City Council 2. Board Member - WellSouth Primary Health Network 3. Board Member - South Canterbury District Health Board Audit and Assurance Committee. 4. Trustee – Knox College Trust 5. Trustee – Salmond Hall	
Peter COOLBEAR	16-11-16	1. Chair NZCER Board 2. Council Member Tai Poutini Polytechnic	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, working in the Research & Enterprise Team (both R&E and Innovation Workspace) as a Project Manager	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	1. Dunedin City Holdings Ltd (Director) 2. Trustee of numerous private trusts 3. Gallaway Cook Allan (Associate) 4. Dunedin Sinfonia Board 5. Dunedin City Treasury Limited (Director) 6. SDHB (Commissioner) Spouse: 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	
David HIGGINS	07-03-14	1. Te Runanga o Ngai Tahu (Moeraki Representative) 2. Te Aparangi Committee (Executive Committee of TRoNT) (Member) 3. Ngai Tahu Fund Committee (Member) 4. Otakaroro Investments Ltd (Director and Shareholder) 5. Kaiapoi Pa Trustees (Chair) 6. Moeraki Marae Trustees (Chair)	

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Council Member	Updated	Interest Disclosed	Nature of Potential Interest with the Otago Polytechnic
Michael HORNE	06-11-15	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	1. Potential supplier 11. Potential customer Others: Nil

3. MINUTES 3 MARCH 2017

The minutes of the open section of the meeting held on 3 March 2017 are attached.

RECOMMENDATION

That the minutes be approved as a true and correct record of the open section of the meeting held 2 March 2017.

Jeanette Corson
Secretary to Council

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

held at 12.30pm on Friday 3 March 2017 in Puna Kawa, the Mason Centre, Otago Polytechnic, Forth Street, Dunedin.

PRESENT:	Mrs K Grant (Chair) Mr P Allison Dr P Coolbear Mr D Evans Mr D Higgins
IN ATTENDANCE:	Mr J Aldridge (Convenor, Staff Subcommittee) Mr Luke Baines (Convenor, Student Council) Mr M Carter (Director: People and Performance) 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)
APOLOGIES:	Mrs G Bremner Mr J Christie Mr M Horne

1. APOLOGIES

Apologies had been received from Mrs Bremner, Mr Christie and Mr Horne.

RECOMMENDATION

That the apologies be accepted.

AGREED.

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 – 4 NOVEMBER 2016

The minutes of the open section of the meeting held on 4 November 2016 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 4 November 2016.

AGREED.

4. MATTERS ARISING

- Naming of Student Village
  Mr Higgins advised that the naming of the Student Village was to be discussed by Komiti Kawanataka, who will then make a recommendation to the Chief Executive and Council.
- Proposed restructuring of Academic Board - deferred until April
- Productivity Commission
  Mr Ker had spent an hour and a half with the Productivity Commission in Wellington, at the Commission's invitation.

5. CHAIR'S REPORT

Mrs Grant had recently attended the Education Foundation Golf Tournament dinner.

She reminded members of the Maori pre-graduation ceremony to be held on Thursday 9 March and the Town Hall graduation on Friday 10 March and advised that Gillian Bremner will be attending the OPAIC graduation on 28 April in her absence.

6. CHIEF EXECUTIVE'S REPORT

Enrolments

At the time of writing, overall enrolments were at 3,995 EFTS, which was 107 EFTS up on the February budget and 2.3% ahead of 2016. International EFTS were 26% ahead of budget and 44% up when compared to the same time last year.

Rainbow Tick

The Polytechnic had recently celebrated receiving the Rainbow Tick, independent acknowledgement that Otago Polytechnic is an inclusive organization embracing gender and sexual diversity.

Sector Issues

Mr Ker reported that the re-established NZITP (NZ Institutes of Technology and Polytechnics) met in late February, well attended by the membership which now comprises the whole sector. Discussion focused on sector issues plus updates from TEC, NZQA and MoE and the new Minister for Tertiary Education.

Student Accommodation

The initial set-out of the timber on the slab had taken slightly longer than originally planned. However, a second crane and additional team were being brought onto the site and the contractor would be working longer days and weekends to make up lost time.

External Liaison

Mr Ker had met with a number of groups and individuals since last reported in November.

Media Report

A Media Report had been provided by Megan Martin, Media Liaison including reports from Meltwater and Splice Media. There was discussion around the value of the latter two reports and it was agreed that a written report on stories relating directly to OP would be preferable.

Luke Baines joined the meeting at 1.05pm.

RECOMMENDATION

That the Council receives this report.

AGREED.

7. **POLICIES FOR APPROVAL**

The following policies had been reviewed by the Finance and Audit Committee and were recommended for Council approval.

- CP003.02 Management Reporting of Contracts to Council
- CP007.03 Legislative Compliance
- CP008.01 Sensitive Expenditure

RECOMMENDATION

That the Council approves the revision of CP003.02 Management Reporting of Contracts to Council, CP007.03 Legislative Compliance and CP008.01 Sensitive Expenditure

AGREED.

8. **MATTERS FOR NOTING**

The following items were noted:
- Council Calendar
  It was noted that a strategy meeting will be held in May, with a discussion of agenda items at the April meeting.
- Strategic Leadership Team Conflict of Interest Register
- Minutes
    - Academic Board 28 October, 21 November, 8 December 2016
    - Student Council 20 October 2016
    - Staff Subcommittee 3 November and 1 December 2016

9. **GENERAL BUSINESS**

None.

The meeting closed at 1.20pm.

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

....Chair

....Date

ACTION LIST

Date	Action	To be completed by	By when
03/07/2015	Naming of buildings	Phil Ker	Progressive reporting
05/08/16	Naming of student village	Phil Ker	June 2017
04/11/16	Proposed restructuring of Academic Board	Phil Ker	7 April 2017

4. **MATTERS ARISING**

5. **CHAIR'S REPORT (Verbal)**

6. **CHIEF EXECUTIVE'S REPORT**

Summarised Finance Report for the period ended 28 February 2017

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

February 2017	2017 Year to Date Actual	2017 Year to Date Forecast	Variance
	($000s)	($000s)	($000s)
Revenue	$15,072	$15,281	$(210)
Expenditure	$12,405	$12,597	$192
Net Surplus	$2,667	$2,685	$(18)
Capital Expenditure	$2,504	$4,830	$2,326
Employment Cost as a percentage of revenue	45.4%	45.2%	(0.3)%
Student Fees as a % of revenue	34.9%	36.8%	1.8%
Government Funding as a % of revenue	45.9%	45.7%	(0.2)%
Working Capital	88.1%	68.3%	19.8%
Cash In/Cash Out	234.6%	209.1%	25.5%
Current Monetary Assets (000's)	$15,521	$2,173	$13,348
Debt / Equity Ratio	0.0%	0.0%	0.0%
EFTS	4,094.5	3,888.0	206.5

Key Points:

- The net operating surplus of $2,667k is close to budget at just $18k unfavourable, with compensating revenue and expenditure timing issues.
- Capex is $2,326k underspent to date with the majority due to major project works budget timing (Buildings, Student Village).
- Current monetary assets are $13.4m higher than expected as a result of a higher 2017 opening position, opex and capex timing plus a change in treatment of working capital items.
- EFTS enrolments at 4,095 are well ahead of the YTD budget at this early stage with continued strong international enrolments (140 higher) while domestic enrolments are circa 70 up.

Academic Board Policy

Separate on the agenda under Policies for Approval is AP0101.10 Academic Board for the Council's approval. This is primarily a revision to reflect the new leadership structures.

External Liaison

- Signal ICT Grad School Opening
- Grow Dunedin Partnership Steering Group
- Signing of MoU with Orokonui Ecosanctuary
- DCC Business and Civic Leaders Breakfast with Ravi Zacharias
- TANZ CEO meeting, Auckland
- TANZ eCampus meeting, Auckland
- Primary ITO meeting, Wellington
- TEC Investment Approach – Capability Framework Workshop, Wellington
- Sara Williams, TEC Investment Manager, Wellington
- Signing of MoU – Predator Free Dunedin, Orokonui Ecosanctuary
- OPAIC Board meeting, Dunedin
- Emerging Designer Awards (welcome)
- PIN Conference, Auckland

Media Report

A report from Megan Martin, Media Liaison, is attached.

RECOMMENDATION

That the Council receives this report.

Phil Ker
Chief Executive

MEDIA REPORT

MEGAN MARTIN – Media Liaison
Prepared 31/3/17

TRADITIONAL MEDIA COVERAGE

- Media articles have tracked very well this month. Of the 202 published items, 178 were positive and only 24 neutral – with no negative sentiments.
- The iD Dunedin Fashion show was covered widely and comprehensively throughout all media (25 reports). TVNZ, Radio NZ, the Dominion Post, The Press, Fashion Quarterly and of course the ODT all involved Otago Polytechnic in their reports in a favourable way.
- The closing of the Pop Up Penguin Hospital again gained a lot of media attention (24 stories). Both national TV stations, the NZ Herald, Newstalk ZB and Mediaworks news all included Otago Polytechnic in a good light.
- Other stories which have tracked well are 'Girls in Tech' promoted at OP, GPSports partnering with OISA to provide world leading technology, and nursing student, Anna Watkins travels to Nepal to raise awareness of Leprosy. Otago Polytechnic's rising international student numbers were also referred to several times in print media.
- Website analytics have demonstrated that social media posting is imperative for website viewing. Those stories posted in Facebook, particularly about students, rate well on the website pages. Those clicking through to our website News page are spending an average of 2:23 per page which indicates they are reading the articles.

DATA TO DATE – Number of stories per month

	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb22	Mar31
MELTWATER	63	62	83	66	57	90	66	77	54+	115
SLICE				48	82	64	55	58	56+	87
TOTAL	63	62	83	114	139	154	121	135	110+	202

SOCIAL MEDIA REPORT

- **Facebook** - 8118 followers. The Otago Polytechnic Facebook page is tracking incredibly well.
  - Our 'LikeRank' (how likeable a brand is based on more than 40 signals from FB) is the highest of all the major institutions in New Zealand with a score of 77. This emphasises the importance of quality content and quality followers (vs quantity followers that don't engage).
  - Perhaps the most impressive statistic though is our engagement rate (number of likes ÷ PTAT - Number of People Talking about This). We sit at 39%. No other company we could find sits even close to this (Coke, Air NZ, Harvard, All Blacks don't even come close).
  - Boosted video posts (pay FB to have posts prioritised) have done exceptionally well. Hayden Parson's expertise behind the camera saw nearly 7500 views of the Penguin Hospital video, and 11,316 views of the 'World Happiness Day' video (where Hayden, Erin Marlow and myself organised for students to give away free ice creams).
  - We have enjoyed 47,386 post engagements in the past month with 128,028 people reached.
  - The OP call centre is now answering Facebook queries, and is doing an excellent job. Our average response to queries is within a day.
- **LinkedIn** - 9742 followers. The impressions have risen this month, with Start Up weekend drawing 3339, and our Rainbow Building drawing 3,601. However, engagement is more difficult to analyse, as LinkedIn users are less likely to interact. Saying that, posts on the Student Village are trending well, as is the post on the Education Open golf day.

- **Instagram** 1413 followers. Instagram is still building steadily. Hayden Parson's beautiful photography continues to create strong brand recognition on a platform that is favoured by <u>18-29 year olds</u>.

ACHIEVED

- Google analytics is now set up and monitoring has started for News & Events page.
- Video content:
  - iD International Emerging Designers
  - Hannah Kidd's sculptures in CHCH
  - World Happiness Day (free ice cream)
  - Veterinary Nurse graduands vox pops
  - OT graduands vox pops
  - Politicians on campus
  - OP fashion at Airport
  - Penguin Hospital
  - OWeek
  - Kaz's NZ walk
  - Buster the Penguin
  - Rainbow Tick.

FUTURE PLANS

- Write Media Strategy
- Create Media Training.

Unfortunately, daily operations have continued to push out my work on these projects. My goal is to have Media Training prepared and a Media Strategy started by the next council meaning.

7. MATURE AGED WORKFORCE

Presentation by Geoff Pearman, Partners in Change.

MATURE AGED WORKFORCE ACTION PLAN

OTAGO POLYTECHNIC
Te Kura Matatini ki Otago

WHAT WE KNOW

- We have over 180 staff aged 55 and over
- Over half of our academic workforce are aged 50+ and this is increasing
- People are staying on at work longer
- Many of our people policies are "best practice", but there are some gaps
- People told us that they would like to be able to talk about the challenges as they age and explore options.

Staff Aged 50 plus
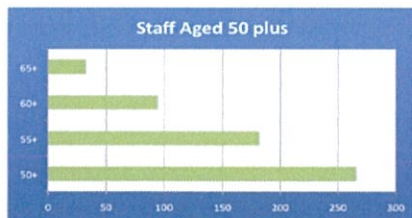
A RISK OR AN OPPORTUNITY?

Do nothing and we potentially compromise our ability to deliver our current programmes and realise our future strategy

OR

We value, harness and build on the rich diversity of knowledge, experience and skill we have and secure our reputation and future.

We affirm our commitment to be an inclusive employer of choice and be recognised as an employer who values its mature aged workforce.

ASPIRING TO BE AGE FRIENDLY

WHAT WE PLAN TO DO

√ Build awareness of life stage factors, challenge the myths and stereotypes around age and work and provide information and resources
√ Provide leaders with training to build their skills and confidence to lead an ageing workforce
√ Build team capability to discuss and work with life stage factors that impact the team and workplace
√ Offer access to independent mid and later career rethinking services
√ Run workshops for staff who want to explore a future beyond work
√ Develop a retirement transition pathway
√ Accelerate the development of our staff alumni programme
√ Identify vulnerable programmes that could be placed at risk and implement customised solutions
√ Expand the options available through our wellbeing programme
√ Review our people policies and procedures to ensure best practice
√ Expand the current mentoring programme to support knowledge continuity and transfer.

Our Action Plan

	Objectives		Actions
1	Improve our communication	1.1	Use our current internal communications to
			• Build awareness of life stage factors and to challenge some of the myths and stereotypes around age and work
			• Disseminate information about current policies that can assist people to think and plan for their future
			• Highlight examples and tell stories of people who are working flexibly, remaining engaged and effectively negotiating this life stage.
		1.2	Provide leaders with training to build their awareness, skills and confidence to lead an ageing workforce and to be able to support employees through having effective life stage conversations.
		1.3	Build team capability to be able to discuss and work with life stage factors that may impact the team and the workplace.
2	Implement transition options and programmes	2.1	Offer access to independent career rethinking advice/ workshops for staff that may want to consider alternative options while still remaining in work as they age.
		2.2	Run workshops for staff that want to explore a future beyond work, what it might mean for them, things they need to think about etc.
		2.3	Develop a retirement transition pathway
		2.4	Accelerate the development of a staff alumni programme.
3	Strengthen knowledge and skill sharing and ensure continuity	3.1	Identify key areas of vulnerability where programmes could be placed at risk and implement customised solutions
		3.2	Expand the current mentoring programme to support knowledge transfer and intergenerational mentoring.
4	Enhance our wellbeing programme	4.1	As part of the wellbeing framework consultation, expand the options available to recognise the needs of people as they age at work.
5	Strengthen our people policies and procedures	5.1	Review all people policies and procedures to ensure best practice. By June 2017
		5.2	As part of the current rewards and recognition project review employee benefits through the lenses of age/ life stage. By June 2017

ASPIRING TO BE AGE FRIENDLY

8. POLICIES FOR APPROVAL

The following policies are recommended for Council approval:

- CP0009.01 Protected Disclosure of Serious Wrongdoing (Whistleblowing)
  - reviewed by the Finance and Audit Committee
- AP0101.10 Academic Board
  - a revision to reflect the new leadership structures.

OTAGO POLYTECHNIC COUNCIL POLICY			Number: CP0009.01	
Title:	**Protected Disclosure of Serious Wrongdoing (Whistleblowing)**			
ITPNZ Standard:	**4 Staff Selection, Appraisal and Development**			
Council Approval:	Approval Date: **10 April 2015**		Effective Date: **10 April 2015**	
Previous Policy Number:	**MP0442**		Review Date:	**1 0 April 2016**
Contact Authority:	**Secretary to Council**		Status:	**Current**

Background

The Protected Disclosures Act 2000 aims to promote the public interest:

(a) by facilitating the disclosure and investigation of matters of serious wrongdoing in or by an organisation; and

(b) by protecting employees who, in accordance with the Act, make disclosures of information about serious wrongdoing in or by an organisation.

Under the Protected Disclosures Act Otago Polytechnic is required to have in operation appropriate internal procedures for receiving and dealing with information about serious wrongdoing in or by Otago Polytechnic. This policy sets out those procedures.

Purposes

1. To identify the procedures for making, receiving, dealing with and investigating information about Serious Wrongdoing in or by Otago Polytechnic.

2. To facilitate the disclosure and investigation of Serious Wrongdoing in or by Otago Polytechnic in line with the Protected Disclosures Act.

3. To identify protections available to employees who, in accordance with the Protected Disclosures Act, make disclosures of information about Serious Wrongdoing.

4. The policy is for the specific purposes listed in paragraphs 1–3. It is not intended to replace existing policies and procedures for dealing with employee relations, discipline or staffing issues.

Definitions

In this policy:

"Employee"   includes:

    a) current and former employees

    b) a person seconded to Otago Polytechnic

    c) an individual who is engaged or contracted under a contract for services to do work for Otago Polytechnic

    d) a person concerned in the management or governance of Otago Polytechnic

    e) a person who works for Otago Polytechnic as a volunteer without reward or expectation of reward

CP0009.01 Protected Disclosure of Serious Wrongdoing (Whistleblowing).docCP0009.01 Protected Disclosure of Serious Wrongdoing (Whistleblowing)
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| | "Serious Wrongdoing" | includes any serious wrongdoing of any of the following types: |

"Serious Wrongdoing"   includes any serious wrongdoing of any of the following types:

    a)   an unlawful, corrupt, or irregular use of funds or resources of Otago Polytechnic; or

    b)   an act, omission, or course of conduct that constitutes a serious risk to public health or public safety or the environment; or

    c)   an act, omission, or course of conduct that constitutes a serious risk to the maintenance of law, including the prevention, investigation, and detection of offences and the right to a fair trial; or

    d)   an act, omission, or course of conduct that constitutes an offence; or

    e)   an act, omission, or course of conduct by a public official that is oppressive, improperly discriminatory, or grossly negligent, or that constitutes gross mismanagement,

whether the wrongdoing occurs before or after the commencement of the Protected Disclosures Act.

Statutory Compliance

Protected Disclosures Act 2000

Protected Disclosures Amendment Act 2009

Policy

These Procedures must be adhered to when receiving and dealing with information about Serious Wrongdoing in or by Otago Polytechnic.

Procedure

1   Protected Disclosures

If an employee of Otago Polytechnic discloses information in the manner provided for in this policy and:

1.1   the information is about Serious Wrongdoing in or by Otago Polytechnic; and

1.2   the employee believes on reasonable grounds that the information is true or likely to be true; and

1.3   the employee wishes to disclose the information so that the Serious Wrongdoing can be investigated; and

1.4   the employee wishes the disclosure to be protected,

the disclosure will be a protected disclosure of information for the purposes of the Protected Disclosures Act.

2   Making The Disclosure

2.1   A disclosure of information about Serious Wrongdoing in or by Otago Polytechnic ~~should be made in writing, by letter or email, to Otago Polytechnic's Director: Organisational Development~~DCE, People,

2.2 If you believe on reasonable grounds that Otago Polytechnic's DCE, People, Performance and Development~~Director: Organisational Development~~:

    (i)   is or may be involved in the Serious Wrongdoing alleged in the disclosure; or

    (ii)   is, by reason of any relationship or association with a person who is or may be involved in the Serious Wrongdoing alleged in the disclosure, not a person to whom it is appropriate to make the disclosure,

then disclosure may instead be made to Otago Polytechnic's Chief Executive or the Chief Operating Officer.

2.3 If you believe on reasonable grounds that:

    (i)   Otago Polytechnic's Chief Executive is or may be involved in the Serious Wrongdoing alleged in the disclosure; or

    (ii)   Otago Polytechnic's Chief Executive is, by reason of any relationship or association with a person who is or may be involved in the Serious Wrongdoing alleged in the disclosure, not a person to whom it is appropriate to make the disclosure,

    (iii)   immediate reference to an Appropriate Authority is justified by reason of the urgency of the matter to which the disclosure relates, or some other exceptional circumstances,

then disclosure may instead be made to an **Appropriate Authority**.

"Appropriate Authority" without limiting the meaning of that term:

    (a)   includes in the first instance the Council Chair followed by :

        (i)   the Chair of Finance and Audit Committee

        (ii)   the Commissioner of Police:

        (iii)   the Controller and Auditor-General:

        (iv)   the Director of the Serious Fraud Office:

        (v)   the Inspector-General of Intelligence and Security:

        (vi)   an Ombudsman:

        (vii)   the Parliamentary Commissioner for the Environment:

        (viii)   the Police Complaints Authority:

        (ix)   the Solicitor-General:

        (x)   the State Services Commissioner:

        (xi)   the Health and Disability Commissioner; and

(b) includes the head of every public sector organisation, whether or not mentioned in paragraph (a); and

(c) includes a private sector body which comprises members of a particular profession or calling and which has power to discipline its members; but

(d) does not include -

    (i) a Minister of the Crown; or

    (ii) a member of Parliament.

3 Information to be provided at time of Disclosure ("The Disclosure Statement")

In disclosing information about Serious Wrongdoing in or by Otago Polytechnic, you must:

3.1 Identify yourself;

3.2 Identify the person or persons you believe are involved in the Serious Wrongdoing;

3.3 Specify the nature of the Serious Wrongdoing;

3.4 Provide a return address; and

3.5 Sign and date your Disclosure Statement. Any anonymous disclosure received by Otago Polytechnic will be handled using the Otago Polytechnic processes for an anonymous complaint.

4 Manner of Investigation

On receipt of a Disclosure Statement the Director: Organisational Development, Chief Executive or the Chief Operating Officer (or an alternate investigator appointed by them) will,

4.1 in writing, acknowledge receipt of the Disclosure Statement;

4.2 in compliance with the principles of natural justice, take whatever actions he or she deems appropriate to provide a fair, unbiased and impartial investigation;

4.3 within 20 working days after the date on which the disclosure was made, provide a written report to the employee setting out:

    (i) The nature of the allegation; and

    (ii) Any responses to the allegation; and

    (iii) What action, if any, has been taken; and / or

    (iv) What recommendations have or will be made.

4.4 Every person to whom a protected disclosure is made or referred must use their best endeavours not to disclose information that might identify the employee, unless:

    (i) the employee consents in writing to the disclosure of that information; or

    (ii) the person who has acquired knowledge of the protected disclosure reasonably believes that disclosure of identifying information:

        ▪ is essential to the effective investigation of the allegations in the protected disclosure; or

        ▪ is essential to prevent serious risk to public health or public safety or the environment; or

        ▪ is essential having regard to the principles of natural justice.

5 Additional Disclosures

5.1 Appropriate Authority

If you make a disclosure of information about Serious Wrongdoing in or by Otago Polytechnic and believe on reasonable grounds that there has been no action or recommended action on the matter to which the disclosure relates within 20 working days after the date on which the disclosure was made, you may make a disclosure of information to an Appropriate Authority.

5.2 Minister of the Crown or Ombudsman

5.2.1 A disclosure of information about Serious Wrongdoing in or by Otago Polytechnic may be made to a Minister of the Crown or an Ombudsman if you:

1. have already made substantially the same disclosure according to these Procedures; and

2. believe on reasonable grounds that the person or Appropriate Authority to whom the disclosure was made:

    i. has decided not to investigate the matter; or

    ii. has decided to investigate the matter but has not made progress with the investigation within a reasonable time after the date on which the disclosure was made to the person or Appropriate Authority; or

    iii. has investigated the matter but has not taken any action in respect of the matter nor recommended the taking of action in respect of the matter, as the case may require; and

3. continue to believe on reasonable grounds that the information disclosed is true or is likely to be true.

5.2.2 A Disclosure under section 5.2.1 of these Procedures may be made to an Ombudsman only if it has not already been made to an Ombudsman under section 2.3 of these Procedures.

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CP0009.01 Protected Disclosure of Serious Wrongdoing (Whistleblowing).doc~~CP0009.01 Protected Disclosure of Serious Wrongdoing (Whistleblowing)~~

6 Protection Of Employees Making Disclosures

The Protected Disclosures Act offers the following protections to an employee who makes a protected disclosure of information about Serious Wrongdoing in accordance with the Act:

a) The employee may have a personal grievance and may be able to access the anti-discrimination provisions of the Human Rights Act in respect of any retaliatory action from their employer or former employer;

b) The employee has immunity from any civil or criminal proceedings, or disciplinary hearing, by reason of having made or referred that disclosure of information;

c) Best endeavours will be made not to disclose information that might identify the employee, unless:

    i. the employee consents in writing to the disclosure of that information; or

    ii. a person who has acquired knowledge of the protected disclosure reasonably believes that disclosure of identifying information:

        ▪ is essential to the effective investigation of the allegations in the protected disclosure; or

        ▪ is essential to prevent serious risk to public health or public safety or the environment; or

        ▪ is essential having regard to the principles of natural justice.

d) A request for information under the Official Information Act 1982 may be refused, as contrary to the Protected Disclosures Act, if it might identify the employee.

The protections provided in the Protected Disclosures Act will not be available to an employee who:

a) makes an allegation known to that person to be false; or

b) otherwise acts in bad faith; or

c) does not disclose information in the manner provided in these Procedures, provided that protections are still available if there is only a technical failure to comply with the Procedures. For example, if the protected disclosure is made to the Chief Executive rather than the Director: Organisational Development but the employee has followed these Procedures in all other ways then that disclosure would be protected (ref section 6A of the Act).

7 Protection of Persons volunteering supporting information

7.1 A person who volunteers supporting information in relation to any protected disclosure of serious wrongdoing will enjoy the same protections concerning their disclosure.

7.2 A person has not volunteered information if they give the supporting information only after being required to do so because of an investigation or only after they have been approached during the course of an

investigation.

Approved by Council
Date: 10 April 2015

OTAGO POLYTECHNIC ACADEMIC POLICY		Number: AP0101.10	
Title:	**Academic Board**		
Baldrige Criteria:	**1 Leadership**		
Chief Executive Approval:	Date:	Effective Date:	
Previous Policy No:	**AP0102, AP0103, AP0106, AP0107, AP1101**	Review Date:	**as required**
Contact Authority:	**Director: Quality Services**	Status:	**review**

Purpose
To set out the constitution, terms of reference, membership and operational procedures of Academic Board and its Standing Committees.

Compliance
The Education Act 1989 and all subsequent amendments

Section 182 of the Education Act 1989, "Determination of Policy", vests Councils of tertiary institutions with a statutory requirement to establish an Academic Board.

Policy

1. **Role of Academic Board**

1.1. The main roles and functions of Academic Board are to:

1.1.1. Provide Council with independent advice on academic matters, which shall include but not be limited to any matters pertaining to teaching, learning and research as it affects Otago Polytechnic, for example:

- The teaching, learning, research and knowledge transfer strategies and activities of the Polytechnic
- The Polytechnic's quality systems and processes
- Academic, Management, and Council policies
- The educational performance of the Polytechnic, and of the programmes offered by the Polytechnic

1.1.2. Approve programmes of study offered by Otago Polytechnic, including changes to such programmes, pursuant to and consistent with the requirements of NZQA and delegations for approval by NZQA to Otago Polytechnic.

1.1.3. Advise the Chief Executive on academic matters of a management nature which shall include but not be limited to:

- The teaching, learning and research and knowledge transfer strategies and activities of the Polytechnic
- The Polytechnic's quality systems and processes
- Academic and Management policies
- The educational performance of the Polytechnic, and of the programmes offered by the Polytechnic.

2. **Powers of Academic Board**

2.1. No powers have been delegated to Academic Board by the Otago Polytechnic Council.

2.2. The Chief Executive has delegated authority to Academic Board to approve new and revised courses and programmes.

AP0101.10Academic Board_track changes

3. Membership of Academic Board

3.1. That Academic Board shall comprise up to 20 members as follows:

- Chief Executive (ex officio)
- Deputy Chief Executive Learner Experience (ex officio)
- Deputy Chief Executive Learning and Teaching Services (ex officio)
- Deputy Chief Executive Maori Development/Kaitohutohu (ex officio)
- Director Learning and Teaching Development (ex officio)
- Director Quality Services (ex officio)
- Director Learner Services (ex officio)
- Director Internationalisation (ex officio)
- Director Research and Postgraduate Studies (ex officio)
- Tumaki Te Punaka Owheo (ex officio)
- Chair Research and Postgraduate Committee (ex officio)
- Chair Programme Approvals Committee (ex officio)
- Two student representatives
  > the Convenor of the Student Sub Committee (positional appointment)
  > the President of OPSA (positional appointment)
- Two full professors   *Note 1* (elected)
- Two Heads of School/College   *Note 1* (elected)
- Up to three co-opted members   (co-opted)

Note 1 *Elected members shall be for an initial term of 2 years, with a right to serve additional terms following re-election.*

3.1.1. The election process will be managed by the Chair of the respective committee as per Procedures, Clause 1

3.1.2. Appropriate staff may be in attendance as necessary and shall have speaking rights only

3.1.3. Academic Board may establish working parties/ad hoc sub committees of members or other staff for specific purposes.

3.2. When the appointed Chair of a Standing Committee should be an ex officio member of Academic Board or any of its standing committees because of their role they will only be listed in the membership once.

3.3. Academic Board may co-opt up to three additional members from time to time. Co-opted members have the same rights as full members. Any person requested to attend an Academic Board meeting who is neither a Board member nor a co-opted Board member is 'in attendance' and as such has speaking rights, but no voting rights.

3.4. Academic Board is an open meeting enabling any person who wishes to attend to do so. They have no speaking or voting rights, but may be granted speaking rights by the Chair.

3.5. Members of Academic Board and its standing committees are expected to prioritise meetings and attend regularly. Absence from more than two meetings in succession, or from more than 20% of the meetings in any academic year without due cause may result in forfeiture of membership, at the discretion of the CE.

4. Chair

4.1. Academic Board will be chaired by the Chief Executive or his/her nominee.

4.2. The Chair of Academic Board has a deliberative vote, and in the case of an equality of votes, also has a casting vote.

5. Length of Service

5.1. Elected members of Academic Board serve a two-year term but may be re-elected for additional terms.

5.2. Elected members filling casual vacancies will continue for the balance of the original term of office.

5.3. The President of the Otago Polytechnic Students' Association and the Convenor of the Student Sub Committee will serve annually, for a calendar year.

6. Meetings

6.1. Academic Board will meet monthly from February to November each year. Meetings will alternate between face to face and electronic meetings to maintain approval demands.

    6.1.1. Where a member identifies that an electronic meeting item requires discussion the item will be referred to the next meeting or if urgent a special meeting will be called.

6.2. A meeting quorum is defined as one more than half of the total actual membership and must include the Chair or nominee.

6.3. An annual work plan will be established for Academic Board and meetings will be scheduled to meet the demand in the work plan.

6.4. Academic Board will on an annual basis review educational performance including progress against all four strategic frameworks:

    6.4.1. Learning and Teaching Strategic Framework

    6.4.2. Research and Postgraduate Strategic Framework

    6.4.3. Sustainability Strategic Framework

    6.4.4. Maori Strategic Framework.

6.5. The Chair or the Chair's nominee may convene an extraordinary meeting of Academic Board as necessary. This may occur through face to face or electronic means.

6.6. The Chief Executive or the Chair of Academic Board may determine that a paper or papers will be discussed in closed session for reasons of privacy or commercial sensitivity. These papers and their minutes will not be distributed outside of Academic Board without the written permission of the Chief Executive or the Chair of Academic Board.

6.7. Board Secretary: The Director: Quality Services Office will ensure full secretarial services for the Board.

7. Standing Committees

Academic Board shall have three standing committees, each with its own terms of reference:

- Research and Postgraduate Committee (incorporates Research Ethics Committee)
- Programme Approvals Committee
- Otago Polytechnic Auckland International Campus (OPAIC) Academic Committee.

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7.1. Research and Postgraduate Committee (incorporating the Research Ethics Committee)

7.1.1. As a reporting committee to Academic Board the Research and Postgraduate Committee will provide a summary report on committee activities pertinent to research (including Research Ethics Committee approvals), knowledge creation and knowledge transfer, and postgraduate programmes at Otago Polytechnic.

7.1.2. The Research and Postgraduate Committee will also provide advice to Academic Board as required.

7.1.3. Any and all research conducted by Otago Polytechnic staff and students must be notified to Research Ethics Committee for documentation and approval.

7.1.4. The **Research Ethics Committee** is an institutional (i.e. not an accredited) committee and as such does not approve any invasive research on humans, or research on animals.

    a.   Approval for research on animals is, by arrangement, the responsibility of the University of Otago Animal Ethics Committee. Before applications for animal research are referred to UoO, the researcher will first consult with the Otago Polytechnic School of Veterinary Nursing.

    b.   The decision of the University of Otago Animal Ethics Committee is deemed to be the decision of the Research Ethics Committee and documented accordingly.

7.1.5. The terms of reference of these committees are attached in **Appendix 1a and 1b.**

7.1.6. Complaints regarding Research and Postgraduate Committee and Research Ethics Committee.

The Committee shall:

    a.   Receive complaints about research undertaken within the Polytechnic. (It is expected that complaints should be dealt with at the lowest level possible and that resolution between the parties should be sought.) Complaints may come from researchers, participants, colleagues or any other involved or concerned person

    b.   Draw the complaint to the attention of the researcher, supervisor, and/or manager

    c.   Advise on actions to be taken to resolve the complaint

    d.   The supervisor and/or manager shall advise Research Ethics Committee of the outcome.

    e.   After each complaint, the Research Ethics Committee shall review its processes and documentation and identify whether there is an opportunity for amendments to process or policy.

    f.   The Research Ethics Committee shall report the outcome of all

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7.1. Research and Postgraduate Committee (incorporating the Research Ethics Committee)

7.1.1. As a reporting committee to Academic Board the Research and Postgraduate Committee will provide a summary report on committee activities pertinent to research (including Research Ethics Committee approvals), knowledge creation and knowledge transfer, and postgraduate programmes at Otago Polytechnic.

7.1.2. The Research and Postgraduate Committee will also provide advice to Academic Board as required.

7.1.3. Any and all research conducted by Otago Polytechnic staff and students must be notified to Research Ethics Committee for documentation and approval.

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    a. Approval for research on animals is, by arrangement, the responsibility of the University of Otago Animal Ethics Committee. Before applications for animal research are referred to UoO, the researcher will first consult with the Otago Polytechnic School of Veterinary Nursing.

    b. The decision of the University of Otago Animal Ethics Committee is deemed to be the decision of the Research Ethics Committee and documented accordingly.

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    b. Draw the complaint to the attention of the researcher, supervisor, and/or manager

    c. Advise on actions to be taken to resolve the complaint

    d. The supervisor and/or manager shall advise Research Ethics Committee of the outcome.

    e. After each complaint, the Research Ethics Committee shall review its processes and documentation and identify whether there is an opportunity for amendments to process or policy.

    f. The Research Ethics Committee shall report the outcome of all

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complaints through the Research and Postgraduate Committee on an annual basis.

Note: The Committee is a peer review process and, as such, has no structural authority related to a staff member's employment, performance, or remuneration. It is appropriate for any such aspects to be dealt with through the staff member's own manager.

g. Complaints about research which are unresolved at Research Ethics Committee level and complaints about the Committee's decisions or processes shall be made in the first instance to the Committee with a request for the issue to be reconsidered. Dissatisfaction with such a second review, outcome or response should be then referred to the Director Quality Services and arrangements be made to resolve the complaint following the guidelines in AP0603 Resolution of Student Complaints.

7.2. Programme Approvals Committee

7.2.1. As a reporting committee to Academic Board the Programme Approvals Committee will report on committee activities pertinent to new and changed programme applications and approvals, from which advice will be released to Council, Leadership Team or other parties as appropriate.

7.2.2. The Programme and Approvals Committee will also provide advice to Academic Board as required.

7.2.3. The terms of reference of this committee are attached in **Appendix 2.**

7.3. Otago Polytechnic Auckland International Campus (OPAIC) Academic Committee

7.3.1. As a reporting committee to Academic Board the Otago Polytechnic Auckland International Campus (OPAIC) Academic Committee will report on committee activities pertinent to quality processes including self assessment, programme review, programme monitoring and moderation, and research.

7.3.2. The Academic Committee will also provide advice to Academic Board as required.

7.3.3. The terms of reference of this committee is attached in **Appendix 3.**

Procedures

1. **Election of Academic Staff Representatives**

Academic staff representatives for Academic Board and its Standing Committees will be elected by the relevant groups.

Note: Academic Board and its Standing Committees will endeavour to ensure that there is continuity of expertise as part of the nomination and election processes to manage the risk with all elections falling due at the same time.

1.1 Nominations to replace current elected academic staff representatives on Academic Board and its Standing Committees will be called for on 1 October of the year prior to completion of the two-year term of office.

1.2 The call for nominations will be advertised by appropriate means such as postings on staff noticeboards and e-mail.

1.3 Nominations are to be made on the standard form (**Appendix 4**); and signed and dated by both the nominator and the nominee. Nominations should be accompanied by a statement of up to 200 words from the nominee, explaining his or her interest in serving on Academic Board, together with the skills he or she would bring to the role.

1.4 Nominations close with the Secretary to Academic Board or Secretary to

the Standing Committee on 20 October in any year.

1.5 Nominees' statements are to be included in the voting papers made available to staff.

1.6 Voting papers for the academic staff representatives will be distributed at the end of October to all eligible academic staff. Electronic voting will be made available. Voting papers to be returned to the Secretary, Academic Board, or the Standing Committee, by 30 November.

1.7 Each academic staff member is able to vote for one candidate only. The highest polling candidates will be elected.

1.8 Eligibility is defined as all permanent full time and proportional academic staff.

    1.8.1 "permanent", in relation to the academic or general staff of an institution, means a member of that staff

        a. who is employed, either on a full-time or part-time basis:
- For a period ending, unless sooner terminated, on his or her reaching a specified age; or
- Until he or she retires or resigns; or

        b. who has been employed, whether under a contract for a specified period or otherwise, and either on a full-time or part-time basis, for at least 3 months; or

        c. who has been employed, whether under a contract for a specified period or otherwise, and either on a full-time or part-time basis, for less than 3 months and whose employment is, in the opinion of the chief executive of the institution, likely to continue for at least 3 months from the date of commencement of that employment.

Note: If insufficient candidates stand for election, the Chief Executive shall appoint a member from the relevant constituency.

2. Format for Submission of Papers

2.1 Academic Board papers must be lodged with the Minute Secretary not less than five working days prior to the meeting. Standing Committees will determine timelines for their papers.

2.2 The Chair determines the agenda for Academic Board meetings. The Chair of each Standing Committee determines the agenda for Standing Committee meetings.

2.3 Academic Board papers must be received by members at least *two full days* prior to the meeting date to allow reading time. Any variation such as electronic meetings or extraordinary meeting may be approved by the Chair.

2.4 Papers must be signed by the person making the recommendation.

2.5 Careful wording of recommendations on Academic Board papers is required to ensure that the record of the meeting accurately reflects the decision intended. The following guidelines and clarification of terminology apply to all papers submitted to Academic Board.

    2.5.1 The word "recommend" should only be included in the actual motion when the decision the meeting will take is to recommend action by another group. For example, the recommendation could be that "Academic Board recommends that the Otago Polytechnic Council establish a ... ... Standing Committee".

    2.5.2 Recommendations may be for information only, in which case the recommendation is likely to begin with the word "note". For example ... recommends that Academic Board "notes that the Chair of Quality and Approvals Committee will forward an

application for accreditation". This recommendation, if passed, will record quite clearly in the minutes that Board members have not seen the application, but accept that the appropriate person will forward it in due course.

2.5.3 "Approve" should be used when the Committee has the authority to give permission for the action to occur. For example … recommends that "Academic Board approve the submission of an accreditation application to NZQA". "Approve" should *not* be used when the authority to make the decision lies with another body. If Academic Board supports the decision, then it should recommend the action to Council or to the body with the authority to make the decision.

2.5.4 All decisions will be made on the understanding that sufficient information is available to justify the particular action or decision taken. For example:

　　a. "To approve" implies that the alternatives of seeking further information or not approving the item have been explored, and that sufficient information is believed to be at hand to justify approval.

　　b. "To note" implies receipt of information. Because no action is required, little background information is necessary.

　　c. "To recommend" is to advise another body or committee, or implies that in weighing up information both for and against the recommendation, Academic Board members believe a decision in favour should be made.

2.5.5 Recommendations should make a distinction between definite and indefinite articles. "The" refers to a specific person, committee or agency; "a" refers to any person, committee or agency.

2.5.6 Each recommendation should, in itself, contain all necessary information for implementation. For example, a recommendation should state: "That the plan to move the Tennyson Street campus be approved", rather than "That the removal be approved".

3. Action Sheets

3.1 Action Sheets are to form part of the minutes of Academic Board meetings.

3.2 Items from Action Sheets will be discussed under "Matters Arising" on the agenda. This discussion will be recorded in the minutes and carried forward on the Action Sheet arising from the meeting.

3.3 The Action Sheet will not duplicate material from Academic Board Standing Committees' compliance papers.

4. Confirmation of Minutes

4.1 Academic Board meeting minutes will be confirmed as a true and accurate record, at the next meeting.

5. Availability of papers and Minutes

5.1 The minutes and papers of Academic Board will be available to staff on the Otago Polytechnic intranet.

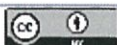5.2 Papers and minutes of any closed sessions will not be so available and copies should be kept confidential.

Approved by Chief Executive
Date

Research and Postgraduate Committee
Terms of Reference

Purpose	To provide leadership and advice in relation to research, knowledge creation, knowledge transfer, and postgraduate programmes at Otago Polytechnic. The Committee's leadership will be instrumental in positioning Otago Polytechnic as a credible and leading research polytechnic, and will promote strong interfaces between research and teaching, especially for staff teaching on degrees.
Membership	• Chairperson (appointed by CE) • Chief Executive (ex officio) • Deputy Chief Executive Learning and Teaching Services (ex officio) • Deputy Chief Executive Learner Experience (ex officio) • Director Quality Services (ex officio) • Director Research and Postgraduate Studies (ex officio) • Deputy Chief Executive Maori Development/Kaitohutohu (ex officio) • One member of the professoriate (elected by the professoriate) • Two researchers (elected by those staff who are research active and eligible for PBRF) • Up to four (4) coordinators of recognised research centres within OP • 3 – 4 co-opted members, at the Committee's discretion, provided that the total membership of the Committee, inclusive of the ex-officio members, may not exceed 16 members. Co-opted members will usually be active and successful researchers or research leaders in their own right. **In attendance** • The Chair of the Research Ethics Committee may be present at Research and Postgraduate Committee meetings and shall have full speaking rights • Research Office staff to be in attendance at all meetings with speaking rights only to report as required. • Any member of Academic Board may attend meetings of the Committee with full speaking rights.
Roles and Functions	• Lead the development of the strategic focus and direction for applied research and knowledge creation and knowledge transfer, and for postgraduate study at Otago Polytechnic • Maintain the Polytechnic's 'Research Strategic Framework' (RSF), which will include strategic goals, priorities, KPIs, with regard to building a research culture, supporting established and emerging researchers and those undertaking postgraduate supervision • Ensure that processes exist within Otago Polytechnic to maintain the quality provision of postgraduate programmes including issues of intellectual property, research proposal, approval, supervision, learning and teaching, examination and thesis requirements • Develop, provide oversight and manage the assessment process for the doctoral degree • Advise on policy relating to research, postgraduate study and intellectual property • Establish and maintain guidelines for the allocation of central funds for research support, publications and conference attendance • Review annually the effectiveness of research throughout the Polytechnic • Oversee the Research Ethics Committee, which is a subcommittee of the Research and Postgraduate Committee • Review annually the effectiveness of the committee. Note: The members of the Committee are expected to be conversant with the broader

	educational context, both nationally and internationally, and to bring these understandings to bear when advising the Polytechnic.
Committee Secretary	The Office of the Director Research and Postgraduate Studies will provide full secretarial services for the Committee.
Meetings	Meetings will be held bi-monthly, to synchronise with the Academic Board meeting cycle, and may include electronic meetings and additional workshops.
Reporting	The Committee has a key initiating role in relation to research and postgraduate studies, as well as responding to matters that may be referred from Academic Board. The Committee will report to Academic Board from which advice will be released to Council, Leadership Team or other parties as appropriate.

Research Ethics Committee
Terms of Reference

Purpose	To provide: • Assurance of safety to participants in research projects that their rights have been considered and respected, including establishing informed consent, confidentiality and the storage and use of data. • To advise and protect researchers regarding their rights and duties. • To protect those who may be affected by research results or outcomes. • Ensure methodologies are appropriate. • Ensure ethics approval is obtained from all institutions before commencing the project, when joint research is being undertaken between two or more institutions.

Membership	• Chairperson (appointed by CE)
	• An academic staff member/researcher from each Academic group
	• Two members representing local iwi (nominated by Ngai Tahu through the Arai-Te-Uru Papatipu Runaka)
	• Student representative (nominated by the Student Sub Committee of Council)
	• Two persons not involved in research on human or animal subjects and who are not members of the Otago Polytechnic academic staff
	• Up to three co-opted members, at the Committee's discretion
	• Invite expressions of interest from appropriately qualified people according to vacancies.
	
	Notes:
	The Chair will be appointed by the Chief Executive and may attend the Research and Postgraduate Committee with full speaking rights. If the Chair is absent, the Chair may delegate all authorities that the Chair holds to another Committee member for a period. The Chair will notify the CE, the Research Ethics Committee members, and the Chair of the Research and Postgraduate Committee of any such delegations
	
	With exception of the Chair, the Research and Postgraduate Committee will appoint members, following recommendation from the Research Ethics Committee.
	
	In making these appointments, the Research and Postgraduate Committee should consider:
	    • Committee expertise in ethics and law
	    • Gender balance and cultural representation
	    Range of research conventions in different disciplines

Roles and Functions	• Ensure that all research within the Polytechnic, or under the auspices of the Polytechnic, which involves human participants or the use of personal information is carried out in accordance with this policy and ethics guidelines.
	• Review and update Otago Polytechnic Ethics Guidelines yearly
	    a. Foster an awareness of those procedures and of ethical principles in general within the Polytechnic
	    b. Ensure practices are consistent with national tertiary research ethics standards and guidelines
	• Ensure researchers have written approval from the Research Ethics Committee before commencing activities as required by Otago Polytechnic Guidelines on Ethical Practices in Research
	• Enable and facilitate best practice by providing detailed instructions and suggested processes for meeting ethics approval. The Committee should provide constructive feedback to staff within four weeks of receiving their application
	• Withdraw approval for any research project that does not comply with guidelines, and notify the project leader and Academic Board in writing.

	• Consider any matter of ethical concern relating to the involvement of human participants in research which any student or member of staff of the Polytechnic raises with the Committee • Refer any research involving animals to Head of School Veterinary Nursing as this is covered by a contractual agreement with the University of Otago. Refer point 7.1.7.3 above. • Ensure that research proposals are carried out in accordance with the principles of the Treaty of Waitangi, with the currently applicable National Standard for Ethics Committees, and other relevant professional codes relating to research • Ensure systems are in place that ensure best practice is addressed for the purposes of self assessment and external evaluation and review of ethical processes • Recommend and review policy and procedures and advise Academic Board through the Research and Postgraduate Committee on issues relating to ethics in research • From time to time, in cases where it is not possible to convene the Committee and such requests are reasonable, the Chair may make decisions on ethical matters. In these cases, the Chair will advise the Committee at its next meeting. The Chair may seek advice on such decisions as is deemed necessary • Review annually the effectiveness of the committee.
Committee Secretary	The Research Office will provide full secretarial services for the Committee.
Meetings	Meetings will be held at least eight times per year and may include electronic meetings. Meeting dates will be included in the Schedule of Meeting Dates.
Reporting	The Research Ethics Committee reports to Academic Board through the Research and Postgraduate Committee.

Programme Approvals Committee
Terms of Reference

Purpose	To provide leadership and advice in relation to all aspects of programme approvals and accreditation to ensure that Otago Polytechnic qualifications, programmes and accreditations are current and educationally sound, are aligned to the Polytechnic's strategies and requirements, and meet external quality requirements.
Membership	• Chairperson (appointed by CE) • Chief Executive (ex officio) • Deputy Chief Executive Learning and Teaching Services (ex officio) • Deputy Chief Executive Learner Experience (ex officio) • Director: Quality Services (ex officio) • Director: Learning and Teaching Services (ex officio) • Deputy Chief Executive Maori Development/Kaitohutohu (ex officio) • Manager Quality Enhancement Centre (ex officio) • Two Heads of School/College (elected by the Heads of School) • Two Principal Lecturers who have a successful track record in programme and curriculum development (elected by Principal Lecturers) • Co-opted members, at the Committee's discretion, provided that the total membership of the Committee, inclusive of ex officio members, may not exceed 15 members. Co-opted members must be experienced curriculum developers or leaders in their own right. Note: Any member of Academic Board may attend meetings of the Committee with full speaking rights.
Roles and Functions	• Evaluate qualifications and new and revised programmes prior to recommending to Academic Board for approval • Provide advice on programme development • Review annually the effectiveness of the committee. Note: The members of the Committee are expected to be conversant with the broader educational context, both nationally and internationally, and to bring these understandings to bear when advising the Polytechnic.
Committee Secretary	The Quality Enhancement Centre will provide full secretarial services for the Programme Approvals Committee.
Meetings	Meetings will be held monthly, to synchronise with the Academic Board meeting cycle, and may include electronic meetings.
Reporting	The Committee has a key role in relation to programme approvals and accreditation processes, as well as responding to matters that may be referred from Academic Board. The Committee will report to Academic Board from which advice will be released to Council, Leadership Team or other parties as appropriate.

Otago Polytechnic Auckland International Campus (OPAIC)
Academic Committee Terms of Reference

Purpose	To provide the Board of AIC and the OP Academic Board with independent advice on academic matters and new initiatives relating to the delivery of quality education to international students in the areas of teaching, learning, assessment and research as it affects Otago Polytechnic and the Auckland International Campus. To lead and support the harmonization of academic standards, facilitate communication and working relationships between campuses and stimulate the sharing of new ideas in a time-effective manner. To ensure that all aspects of institutional quality are maintained, aligned to Otago Polytechnic's strategies and requirements and to external quality requirements.
Membership	• Chair – Leader: Quality AIC • Director: Quality Services • Director: Learning and Teaching, AIC • Associate Director: Learning and Teaching, AIC • Director: Learning and Curriculum Innovation • One Head of School/Centre, OP – appointed by Board of AIC on recommendation of OP Chief Executive • Two AIC academic staff* –for a minimum of two years and can be re-elected. To be elected by AIC academic staff once 10 full-time academic staff have been appointed to the campus. **Co-opted Members** – Academic Committee may co-opt up to two additional members from time to time for specific purposes. Co-opted members have the same rights as full members. **In attendance** Academic Committee is an open meeting enabling any person who wishes to attend to do so. They have no speaking or voting rights, but may be granted speaking rights by the Chair. **Working parties/ad hoc sub-committees** The Academic Committee may, when considered necessary, establish working parties and/or ad hoc sub-committees comprising committee members or other staff for specific purposes.

Roles and Functions	• To enhance educational innovation, rigour and excellence in such a manner as to support the evolution of the campus as New Zealand's premier destination for international students and the development of globally capable graduates who are in demand by employers.
	• Evaluate and endorse/approve new and revised programmes of study offered at AIC, including changes to such programmes, consistent with the requirements of Otago Polytechnic and the NZ Qualifications Authority.
	• Advise the AIC Board on academic matters of a management nature including
	  - *the teaching, learning, research and knowledge transfer strategies and activities of Otago Polytechnic and AIC*
	  - *the AIC quality systems and processes*
	  - *academic and management policies*
	  - *educational performance of AIC and of the programmes offered*
	  - *harmonization of academic policies and practices with those of OP*
	• Evaluate the effectiveness of quality processes, including self-assessment and

	programme review
	• Ensure that learning and teaching activity reflects innovation, latest international practice and effectiveness, and highest educational standards.
	• Undertake the role and functions of an assessment committee to monitor and implement Otago Polytechnic assessment policies including primarily
	- *AP0910 Assessment Committee*
	- *AP0900 Assessment*
	- *AP0908 Moderation of Assessment*
	- *AP0501 Recognition of Prior Learning*
	- *AP0607 Cheating*
	• - *AP1008 Student Results*Monitor the quality and congruence of assessment processes within courses to ensure
	- *validity, reliability and usability of assessments*
	- *assessments enable learners to meet the learning outcomes*
	- *range of assessment minimizes opportunities for cheating*
	• Take overall responsibility for academic quality processes at Auckland International Campus.
Committee Secretary	A member of the AIC administration team will provide full secretarial services for the Committee.
Meetings	Meetings will be held six-weekly and may include face-to-face, online and/or electronic attendance.
Reporting	The Academic Committee will report to the Board of AIC and the Academic Board of Otago Polytechnic – through the Chief Executive. Collaborate with the AIC Research Committee with reporting between the two committees.
Referral Documents	AP0910 Assessment Committee Policy to be read in conjunction with these Terms of Reference.

Nomination Form for Academic Board and its Standing Committees

OTAGO
POLYTECHNIC
Te Kura Matatini ki Otago

I, ...,...........................wish to nominate

....for the position of

Professorial ☐
Principal Lecturer ☐
Postgraduate Research Leader ☐
PBRF ranked Research Leader ☐
(Please select one)

representative on

Academic Board ☐
Research and Postgraduate Committee ☐
Programme Approvals Committee ☐
(Please select one)

....
Signature of Nominator   *Date*

I, ...,............. accept the above nomination.

....
Signature of Nominee   *Date*

Note: Nominations should be accompanied by a statement to a maximum of 200 words from nominees explaining their interest in serving on the Academic Board, together with the skills they would bring to the role.

Please return to: Secretary, Academic Board / Standing Committee
Otago Polytechnic
Private Bag 1910
Dunedin 9054

To be received by this office on or before: 20 October [Year]

AP0101.10Academic Board track changes

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 14 February 2017 (Appendix 3)
    - Student Council 7 March (Appendix 4).
    - Komiti Kawanataka 22 September, 20 October, 17 November, 15 December 2016, 19 January and 17 February 2017) (Appendices 5 – 10).

COUNCIL CALENDAR 2017-18

Meeting/Event	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan 2018	Feb	Mar
Audit Process												
Interim												
Signoff												
Forecast												
Budget								3 Nov				
Workshop/Draft												
Signoff												
Council Meeting Fridays	7 Apr	5 May Strategy Mtg	3 June	7 July Placeholder	4 Aug Otakou	1 Sept Strategy Mtg	6 Oct	3 Nov	1 Dec Placeholder		2 Feb	2 Mar
Evaluations - Reviews - Report												
Function									8 Dec			
Photo											2 Feb	
Fees Set												
International												
Domestic												
Finance and Audit Ctee	28 Apr	26 May	30 June	28 July	25 Aug	29 Sept	27 Oct	24 Nov		26 Jan	23 Feb	30 Mar

Meeting/Event	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan 2018	Feb	Mar
Graduation									8 Dec			9 Mar
Maori Pre-Grad									7 Dec			8 Mar
Komiti Kawanataka Thurs at 8am	20 Apr	18 May	15 June	20 July	17 Aug	21 Sept	19 Oct	16 Nov	21 Dec	18 Jan	15 Feb	15 Mar
Investment Plan Draft												
Approval												
Report												
Risk Management Review Policy												
Strategy Workshop Approval												
OP Events		5 May Distinguished Alumni Awards				1 Sept Spring Breakfast		Student Showcases	1 Dec Staff party			

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.

OTAGO
POLYTECHNIC
Te Kura Matatini ki Otago

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	None			
7 March 2016	Philip Cullen	City College Trustee	OP is 1/3 shareholder		
		Cliffs Road Trading	Potential only		
		Board Member: – OP Auckland International Campus Ltd			
14 February 2017	Janine Kapa	Board Member: – Otago Boys' High School	Feeder school/possible competitor	Pecuniary	Proceed with: • caution & sensitivity • honesty & integrity
		– Otago Youth Wellness Trust	Potential only	Non-pecuniary	
		– A3 Kaitiaki Ltd	Potential for similar clientele	Pecuniary	
		Member, Kāti Huirapa ki Puketeraki (whānau)	Potential for bias	Non-pecuniary	
		Matt Blair, Lecturer, OISA (spouse)	Potential for bias	Non-pecuniary	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
11 Mar 2016	Chris Morland	Ellen Morland, OP staff member	None		

Academic Board

Minutes of the *electronic* Academic Board meeting held on 14 February 2017
(final approval gained 16 February 2017)

Responses from

1.	Phil Ker (move)	Approve	13/02/2017	5.13pm
2.	Sam Mann (seconded)	Approve	13/02/2017	5.18pm
3.	Alistair Regan	Approve	13/02/2017	6.04pm
4.	Megan Gibbons	Approve	13/02/2017	6.48pm
5.	Chris Morland	Approve	14/02/2017	9.48am
6.	Linda Kinniburgh	Approve	16/02/2017	2.32pm
7.	Leoni Schmidt	Approve	16/02/2017	3.52pm
8.	Sue Thompson	Approve	16/02/2017	4.11pm
9.	Sally Baddock	Approve	16/02/2017	7.23am
10.	Mereana Rapata-Hanning	Approve	16/02/2017	8.00pm
11.	Lesley Smith	Approve	16/02/2017	9.16pm
12.	Matt King	Approve	17/02/2017	9.55am

Quorum (10) achieved 16/02/2017

A01/17 Type 1 Changes/Concurrent Enrolments/Certificate of Proficiency (paper attached)

- Type 1 changes
- Retrospective Type 1 Changes
- Retraction of previously approved Type 1 Change
- Concurrent enrolment
- Certificate of Proficiency

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

Recommendation 2: That Academic Board approved the Retrospective Type 1 Changes as listed.

Recommendation 3: That Academic Board approves the retraction of the type 1 change for OT4960 Certificate in Automotive Engineering (Level 3) from paper A102/16, 17 October 2016.

Recommendation 4: That Academic Board approves concurrent enrolment programmes as listed.

Recommendation 5: That Academic Board approves the individual paths of study for Certificate of Proficiency students as listed.

A02/17 Closure of programme - NC5212 National Certificate in Computing (Level 2).

The National Certificate in Computing(Level 2) expires on 31 December 2017, with a discontinue date of 31 December 2018. OP Online wishes to stop offering this qualification at Otago Polytechnic with immediate effect, the rationale is below. The discontinue date, which is set nationally, cannot change. Any students who come forward wishing to be assessed may do so before 31 December 2018.

The rationale for no longer offering this qualification is:

- There is negligible demand (two unit standard assessments in two years).
- The learning resources need improvement, the process for assessment is unclear, costly and a more difficult IT task than the assessments themselves.
- The above issues impact on our NZQA assessment plan and moderation results.
- There are issues with EAD having it on their part of the website, but having no responsibility for it.
- There is confusion in the call centre as to who is responsible for it.

As this is a national certificate, the expiration date cannot be changed, however Otago Polytechnic wishes to cease its delivery of this qualification sooner than the expiration date.

Recommendation 6: That Academic Board endorses the decision to no longer offer NC5212 National Certificate in Computing (Level 2).

A03/17 Applications for exemption of Merit and Distinction
As per policy AP0911 Honours, Distinction and Merit, programmes were offered the opportunity to submit to Academic Board to be excluded from awarding Merit and Distinction.

The following applications for exemption of awarding Merit and Distinction status have been received:

- **OT4688 Bachelor of Midwifery** (submission attached)
- **OT4728 Bachelor of Nursing** (submission attached)
- **OT5066 Bachelor of Engineering Technology** (submission attached)

and

- **OT5101 Graduate Diploma in Tertiary Education** - The GDTE has been designed to meet the needs of a wide range of teaching staff, and has the flexibility to be relevant to those who have not taught before as well as those with considerable experience. The learning journeys undertaken are highly personalised and challenging in their own way for each learner. There is not a single conception of merit and distinction that makes sense for the diversity of learners, and for that reason we are proposing not to award merit and distinction.

Recommendation 7: That Academic Board approve the OT4688 Bachelor of Midwifery be exempt from the application of merit and distinction criteria as detailed in Otago Polytechnic policy AP0911 Honours, Distinction and Merit.

Recommendation 8: That Academic Board approve the OT4728 Bachelor of Nursing be exempt from the application of merit and distinction criteria as detailed in Otago Polytechnic policy AP0911 Honours, Distinction and Merit.

Recommendation 9: Academic Board DO NOT approve the OT5066 Bachelor of Engineering Technology exemption from the application of merit and distinction criteria and refer the previous submission back to the School of Architecture Building and Engineering for additional rationale.

Recommendation 10: That Academic Board approve the OT5101 Graduate Diploma in Tertiary Education be exempt from the application of merit and distinction criteria as detailed in Otago Polytechnic policy AP0911 Honours, Distinction and Merit.

Next scheduled meeting: March 2017

Student Council Meeting
Tuesday 7 March 2017
12.00pm to 1.00pm
Student Success – The Hub
Otago Polytechnic

Present: Luke Baines (Convener)   Matt Carter (Senior Rep)
                    Jordan Dargaville (BC4-CIT)   Michaela Fleury (Minute Secretary)
                    Brayden Murray (Senior Rep)   15 Students

Apologies: Gillian Bremner (Council Rep)
                    Chris Morland (DCE)

First 2017 Meeting	
Welcome	Recruitment for new 2017 Student Council members was done via Digital Screens, visits to Schools and raising awareness at Student Success. Lunch was provided and 15 perspective members came to take part. Current members and Senior Leaders mingled and outlined the expectation and role of Student Council.
Handover	Matt Carter, Acting Director People & Culture officially handed over his representation on the Student Council to Brayden Murray, Director Learner Services. Members thanked Matt Carter and Michaela Fleury for all the work they have done with the Student Council and welcomed Brayden Murray to the role.
Meetings	It was agreed to hold meetings on the first Tuesday of each month except July from 12.00pm to 1.00pm.

Minutes of a Meeting of
Te Kōmiti Kāwanataka

OTAGO
POLYTECHNIC
Te Kura Matatini ki Otago

Held at 8.00am on 22 September 2016 in Te Punaka Owheo, Otago Polytechnic, Dunedin

PRESENT:	David Higgins (Chair)
	Eleanor Murphy
	Khyla Russell
	Justine Camp
	Ron Bull
	Richard Kerr Bell
	Jeanette Wikaira
	Rebecca Swindells
	Rebecca Williams
	Shaun Tahau
	Marshall Hoffman
IN ATTENDANCE:	Debbie Davie (Minutes)

Karakia:	Richard Kerr Bell

1. **Apologies**   Chris Morland, Kathy Grant, Simon Kaan, Jeanette Wikaira (lateness)

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

   RECOMMENDATION   **Khyla Russell/Eleanor Murphy**
   that the minutes be approved as a true and correct record of the meeting.

   AGREED.

3. **Matters Arising**
   - Following on from conversation around fieldwork placements at previous meetings.
     Ron apologised for taking conversation out of context and for following up with the school concerned, he will in the future check back with Komiti on what action they think is required.

     Discussion followed around the process:
     - It was deemed appropriate that operational issues where kawa and tikanga is not being upheld and when not being addressed through normal channels be raised with Komiti.
     - That with the Kaitohutohu and a member of the Deputy Chief Executive on komiti we can advise and/or address issues as applicable.

   - Capable NZ (Richard)
     - Richard continues to work in part with the Capable team assessing and facilitating Māori candidates.
     - Is meeting with Eru Tarena (Te Tapaue) next week to finalise expected assessment candidates coming through in 2017 (5 or 6).

4. **Māori Annual Report (MAR) (Justine)**
   - Kathy has read and made comment to it being an 'awesome read', acknowledged the different feel it has – lighter, had some minor amendments and queries to be considered.

- Query re Satisfaction of Māori staff (page 12) – data sourced from the Work Environment Survey (WES)
- Pg 12 Māori Staff turnover rate, stocktake clearly showcased retention of Māori staff. Next Steps (page 13) highlights a goal around recruitment for 2016.
- Acknowledgement of the inclusion of the photo of the Kāhui – makes our roles within OP more transparent.
- Mihi to Gianna Leoni for her translation of the report

Komiti agreed that we are ready to go to the next step:
- Council approval at the 29 September meeting
- Presentation to Rūnaka at the following Council meeting held at Hokonui Marae 7 October 2016.

5. Kaitohutohu Team Report (Ron)

The priorities for Kaitohutohu Team in 2016 are:

1. Achieve Educational Excellence (Main Goal). To have Māori participate and succeed in all aspects of learning.
   Target Result: To actively support Māori Centre to achieve the aspirations set out in Priority 3 of the MSF.

2. Be a resilient organization – To create a plan to develop a vibrant Māori research culture. To realize the aspirations as set out in Priority 6.
   Target Result: There is a notable increase in Māori research activity at Otago Polytechnic.

3. Collaborate with our communities – To have an effective partnership with Kai Tahu Māori. Strengthen OP as a place where Māori can work and learn as Māori by engaging with 6 Schools and Service areas.

Events	Action	Comment	Priority
Earn the confidence of communities by anticipating and exceeding Kai- Tahu/Māori educational aspirations			
Capable (Justine/Richard)	• Read through final drafts for Candidates ready for Capable assessments		1
	• Assessments	Deacon Manu, Kara Edwards, Paulette Tamati-Elliffe	1
Research & Ethics Consultation (Justine/Richard)	Meeting & ongoing ethics approvals		1, 2 & Research & Enterprise
Internal committees (Leadership Team) • Strategy Meeting (Ron) • D4SE Governance Meeting (Ron)			
Internal meetings (Business as Usual) • Teaching & Learning (Ron) • 2017 Budget meeting (Team)			1 & 3
• Andrea Hessian (Communications Grp)(Ron)	• Met to discuss Mihi Whakatau processes	Discussed some organisational tweaks to ensure a smoother more tika process	3

• Lesley Gill (Enterprise & Development) (Ron) • Academic Board (Ron) • KTO Meetings (Team) • Megan Gibbons (Te Ohu Ora) (Ron)	• Met to discuss Mihi Whakatau/Maioha processes when opening a Symposium • Hei Toko Project Fund	Discussed in length why the suggested time restriction and placement of the Whakatau/Maioha on the programme was not appropriate Looking at creating a multimedia clip on the history and stories of the places our students travel to or use. Starting with the Hawea River and the Port Chalmers Quarry.	
Research • Ta Moko Presentation • Ta Moko Workshop (Justine, Tessa, Debbie)	• Attended, organised & facilitated • Attended, organized & facilitated	Stuart McDonald and Karam Hood presentation at the Art School on Ta Moko. 55 attended. Held in School of Design in H Block around 25 – 30 attended off and on throughout the day. Highlight – Indian student that attended the presentation and workshop then booked in to get his own ta moko	1,2 & Research & Enterprise
Ensure robust MSF Evaluation			
Internal Meeting Michael Simmons (Training Facilitator) (Ron)	• Met to discuss cultural consultation		
To achieve different results for Kai Tahu/Māori learners so they remember us regardless of age			
OT Student Hui (Justine)	• Attended 1 day of 2 day Occupational Therapy student hui		1

Kōrero Notes
- Acknowledgment of the work Richard and Justine are undertaking with Capable NZ
- Still some issues with the Ethics process and approval – propose that all ethics comes through the office as has happened in the past (suggest discussion with Director of Research and Enterprise).
- Discussion around leadership structure
  - Design for Service Excellence (D4SE) Governance meeting – one of the six teams listed in the new structure (refer to the Who's on what Team information). Design for Service Excellence (D4SE) and Design for Learner Success (D4LS) are also included in the new list of teams.
    - D4SE – query re Cultural Director Matt Carter?
    Following discussion Kaitohutohu is now included in both the D4SE and D4LS teams (concern voiced with the initial exclusion of the Kaitohutohu in teams (rectified when highlighted).
  - Implementation Team – refers to Leadership Council (model is changing), 31 members inclusive of Kaitohutohu (+ Tumuaki of Te Punaka Owheo as representation of students) (Likens to different levels of mana)
  - Kaitohutohu Job Description title has changed – has there been consultation with rūnaka?

Changes to the title or job description should revert to Komiti and then to rūnaka (if Komiti felt necessary) for consultation as Treaty Partners (David will email Phil asking that Komiti be kept informed of changes so they can be discussed).

- o Deputy Chief Executor roles are being advertised this week and Directors next week.
- Whakatau for Symposium – suggestion that programmes list of events start with Whakatau followed by Registration (to be trialled) rather than the other way around.
- Academic Board meeting – discussion in regard to an approach made from an independent tertiary provider around a tourism course with Māori and the inclusion of the principles of the MSF (developing their own version) and going through OP processes.
- Hei Toko Project Fund – discussion with Megan Gibbons (TOO – Sports) around resolving previous issues before continuing on.
- Research – Stu McDonald presention 'Ta Moko Art of Facial Moko' high-lighted the process and the depth of stories behind the moko. Karam Hood drew a Ta Moko on the whiteboard in line with the kōrero.
- Furthering our relationship with Humber University in Toronto Canada for students coming over for 3 weeks. They will be enrolling into a short course with content including Business, Sport, Sustainability and Culture (both Kiwi and Iwi). Conversation to date suggests they look at the treaty from their area and compare to ours.
  Suggestions:
  - o Marae visit – Include all content i.e. Sport – Waka experience
- Development of 15 credit courses & 60 credit qualification as part of the Certificate in a Ao Māori (level 4) but developed to a higher Grad Cert level (7).
  - o Suggestion that external recruiting could be difficult and that this would be more suited to staff.
  - o That the development go through the D4LS process (concerned voiced at the lack of MSF visibility in the process currently)
  - o Queries around – who will do the work, how may papers it will include (45 hrs per paper), levels of assessment and achievable scaffolding.
- Mana Pounamu – Moeraki turn to open (Friday 28th October @ 4.30pm)

TPO Report (Rebecca W)
Kōrero Notes:
- Whakamahana was a highlight
- This week an email went out to all students advising of:
  - o Student Survey (survey monkey 30 replies to date – will give overview at next meeting).
  - o Setting up a lunch time meeting for them to met with Phil K
  - o Activity happening later in the year

6. General Business
- Check with Simon where Moana Tipa Exhibition is being held
- Campus Redevelopment
  - o TPO was in the original plan, the plan has been amended and it is now not explicit in the new plan – it hasn't been drawn up.
  - o Simon attends most meetings.
  - o We need to be kept updated on the plans.
  - o David to follow-up with Kathy re Ōtākou naming the student accommodation

Meeting closed 10.36am

Minutes of a Meeting of
Te Kōmiti Kāwanataka

OTAGO
POLYTECHNIC
Te Kura Matatini ki Otago

Held at 8.00am on 20 October 2016 in Te Punaka Owheo, Otago Polytechnic, Dunedin

PRESENT:	Eleanor Murphy (Acting Chair)
	Kathy Grant
	Jeanette Wikaira
	Khyla Russell
	Ron Bull
	Richard Kerr Bell
	Rebecca Swindells
	Rebecca Williams
	Tessa Thomson
	Marshall Hoffman
	Simon Kaan

IN ATTENDANCE:	Debbie Davie (Minutes)

Karakia:

7. Apologies

Chris Morland, Nola Tipa, Justine Camp, Jeanette Wikaira (lateness), Richard Kerr Bell (lateness), Ron Bull (lateness), David Higgins

8. Minutes

The minutes of the meeting held on 18 August 2016 were provided.

Recommendation   **Khyla Russell/Marshall Hoffman**
that the minutes be approved as a true and correct record of the meeting.

Agreed.

9. Maters Arising
Campus Redevelopment (Simon)
Four options for re-location of Te Punaka Owheo were outlined

Kōreo Notes:
- Preferred option where it is relocated to become a more integral part of the campus
- Importance of having the building facing in the right direction
- G Block carpark – close proximity (not connected) to G Block gives weather cover through to Geoff Mason building.
  (If was joined up to G Block would change specifications considerably)
- If elevate to keep parking underneath will need to consider the proximity of dining area
- Suggestion that Khyla write a 'this is why' guidelines for Architects to explain the kawa/tapu for restrictions.
- Being aware of effects to G Block building and classrooms when considering the example using the G block carpark.
- Elevated – could have two entry points outside H Block and G Block carpark side
- G Block becoming a pedestrian only area in the future – consider parking for kaumātua.

All agreed that example 2C G Block carpark was preferable

- Timeframe – development to follow completion of the Student Accommodation building.

Naming of the new student accommodation
- Ōtākou have asked to take the lead on naming (currently referred to as Student Village by default). Timeframe – to be decided by the opening.
- Process – Rūnaka have their way of engaging and a process where a consensus will be reached.

Narrative around stories (Simon)
Still working on narrative has been in contact with Ōtākou, Puketeraki and Moeraki still to have contact with Hokonui. Would appreciate more contact with Komiti.

Eleanor thanked Simon for coming along to this meeting.

Moana Tipa Exhibition (Tuesday 25th Nov, School of Art 5 – 7pm)

10. **Reports**
    KTO Report (Ron)

Kaitohutohu Team Report
October 2016

The priorities for Kaitohutohu Team in 2016 are:

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

Events	Action	Comment	Priority
Earn the confidence of communities by anticipating and exceeding Kai- Tahu/Māori educational aspirations			
Council meeting at Hokonui, presentation of Māori Annual Report (Justine, Debbie, Tessa, Richard)	Justine presented 2015 Māori Annual Report to council	Well received. Some questions from rūnaka reps to Phil Ker. Also questions raised as to whether rūnaka were given sufficient notice of dates, request to go into diaries earlier next year	1, 3
Capable (Justine/Richard)	• Read through final drafts for Candidates ready for Capable assessments • Assessments	Gail Thompson, Susan Wallace	1
Research & Ethics Consultation (Justine/Richard)	Meeting & on-going ethics approvals		1, 2 & Research & Enterprise
Internal committees (LT) • D4LS Governance Meeting (Ron)		Ron absent for others during this time – apologies sent	

Organising for Ihi Heke presentation at OISA Symposium – flights and accommodation, registering at Symposium (Justine, Debbie, Richard)	High Performance Sport Symposium - Māori Health Stream 20/10/16		1,2 & Research & Enterprise
Organisation of presentations by Stu McDonald (31/10/16) (Justine, Tessa, Debbie)	Two presentations to occur - one public presentation and one at OISA	Flights and kai sorted. Notice about talk to go on Insite	1, 2
Ensure robust MSF Evaluation			
SOS training day (Ron)	Ron attended a training day with SOS		3
To achieve different results for Kai Tahu/Māori learners so they remember us regardless of age			
OISA Student Hui (Justine)	• Attended 2 day OISA student hui		1
Develop new and active partnerships with Māori to support our new KTO and Māori Centre direction			
Te Tapuae meeting (Richard and Justine)	Relationship building		1, 2, 3
Internal Meetings (Business as Usual) • KTO &TPO combined meeting (Ron, Justine, Debbie) • KTO meeting	• Meeting at Puketeraki marae	• Maintaining community relationships, team planning	3
Other Achievements (since last report) and Good News (not previously reported)			
Canada trip (Ron)	• Various visits and meetings in Canada	• BCC University in Vancouver, Vancouver Island University, Medicine Hat College, Humber University	
Whakahaerenga	• Mihi Whakatau (Ron, Tessa, Debbie) • Mihi Whakatau (Ron, Tessa, Debbie) • Symposium Openings – Art and Future, Education, OISA High Performance Sport (team) (Justine, Debbie, Tess)	• To welcome President Li Jin and entourage from Sanda University, China • To welcome the President and 2 staff from Huangshan University • Three symposiums opening and welcoming local and international guests	
Tauranga students visiting	3 tauira from Tauranga kura coming as prospective students	Shaun Tahau showing them around, hospitality and support from KTO	1,3

Wātea OPSV – new student accommodation site (Richard, Debbie)			
Challenges (current, since last report)			
Coming up (what is next on your agenda)			
• Mana Pounamu • Ihi Heke presentation at OISA Symposium • Stu McDonald public presentation			1,3

Kōrero
- School of Social Services – most staff have now gone through the Certificate in Mata a Ao Māori (level 4).
  Suggestion that this level 4 qualification staircase into a level 7 qualification that will focus on implementation into courses, programmes and reflection. Students showcasing their learning, identifying gaps looking at a plan going forward that is inclusive of the MSF.
- Te Tapaue meeting with Eruera Tarena
  Currently around 8 – 10 people interested in enrolling into Capable with the potential of another 30. Graduating 18 or 19 people this year.
  Discussion around how we could operate in a different way, provide opportunities – two 3 day workshops to support writing?
  Five learners have required extensions
- Report from Canada
  Attended various meetings with partner institutions plus other institutions where we don't have a partnership.
  - Toronto – are designing a short course (4 weeks) for Humber students along the lines of global citizenship, sustainability and 1st nation's engagement or involvement. Good opportunity for the students to do a wānanga on marae. Ron will send a report to rūnaka to see what they think.
    - Encourage preparation work before they come – designed as part of the programme so they come with some knowledge and understanding of their own relationships before they get here
  - Talked with BCC campus – organisation that spans across a number of providers – was asked to speak about indigenous curriculum.
  - Vancouver Island University – did a couple of presentations and spent a day talking to students.
- Wāeta – Huata Holmes came to clear the ground for the student accommodation before construction began.
- Mana Pounamu 28th October

Te Punaka Owheo Report (Rebecca W)
- Survey – have had 70 responses back with support around Essay writing being one of the highest suggestions
- Lunch for students to meet with Phil Ker – well attended and informative
  - approval for funding for another two hangi
  - Poho currently has key access – approval for swipe card entry to allow after-hours access for students.
- Midwifery – distance students, funding being made available for both Richard and Rebecca W to visit Paraparaumu intending to also visit Whitireia Polytechnic while there to see what they offer for their Māori students.
  - Some have arrangements to get support from local iwi – the visit needs to be seen as a curtesy visit
- Māori Pregrad – Preparation has begun, exploring the possibility of holding it in the Hub/Atrium

- Rebecca S – has started working on updating the Mataawaka forms and process map.
- Marcia Cassidy company WhaiAIO two day study camp using Poho in school holidays
  - Good collaboration with other tertiary providers. Taking students around OP starts the thinking and helps to make their transition from high school a smoother process.
- Cover for Rebecca S replacement while on maternity leave – currently working through processes. Position will be advertised in two parts administration role (10 hrs) advertising internally and Student Support advertised externally (30 hrs a week).
- TPO is now the holder of Scholarship processes and will provide support, Customer Services holds the budget
  - Pamphlet is being developed advising of key websites

11. General Business
Council Meeting on Marae
- Suggestion that advising Rūnaka of meeting details earlier would be helpful to encourage interest and attendance.
  - Some confusion around kawa
    Rūnaka theoretically know the system; that every 4 years each marae get a turn to host. Meeting information comes out from the directorate (CE Office)
    2017 Ōtākou marae – suggestion that booking is made earlier
- MAR Report –congratulations to those that put it together.

Kaitohutohu
Email from Phil yesterday (17th Oct) advising that the position is still being advertised there is no closing date.

Significant Events
- New Head of School Nursing Mihi Whakatau
- Teaching Excellence Awards – Hub Wednesday the 2nd Nov at 5.30pm to go out to Rūnaka for support.

Meeting closed by Richard at 10.00am.

Minutes of a Meeting of
Te Kōmiti Kāwanataka

OTAGO
POLYTECHNIC
Te Kura Matatini ki Otago

Held at 8.00am on 17 November 2016 in Te Punaka Owheo, Otago Polytechnic, Dunedin

PRESENT:	David Higgins (Chair)
	Eleanor Murphy
	Khyla Russell
	Ron Bull
	Claire Aitken
	Chris Morland
	Richard Kerr Bell
	Rebecca Williams
	Tessa Thomson
	Simon Kaan
	Justine Camp
	Shaun Tahau

IN ATTENDANCE: Debbie Davie (Minutes)

Karakia: David Higgins

1. Apologies Jeanette Wikaira, Kathy Grant, Odele Stehlin,
Richard Kerr Bell (lateness), Ron Bull (lateness)

2. Minutes

The minutes of the meeting held on 20 October 2016 were provided.

Recommendation   **Eleanor Murphy/Khyla Russell**
that the minutes be approved as a true and correct record of the meeting.

Agreed.

3. Maters Arising

Moana Tipa Exhibition (Tuesday 25th Nov, School of Art 5 – 7pm)
Very impressive exhibition

4. Reports
KTO Report (Ron)

Kaitohutohu Team Report
November 2016

The priorities for Kaitohutohu Team in 2016 are:
7. Achieve Educational Excellence (Main Goal). To have Māori participate and succeed in all aspects of learning.
   Target Result: To actively support Māori Centre to achieve the aspirations set out in Priority 3 of the MSF.
8. Be a resilient organization – To create a plan to develop a vibrant Māori research culture. To realize the aspirations as set out in Priority 6.

Target Result: There is a notable increase in Māori research activity at Otago Polytechnic.			
9. Collaborate with our communities – To have an effective partnership with Kai Tahu Māori. Strengthen OP as a place where Māori can work and learn as Māori by engaging with 6 Schools and Service areas.			

Events	Action	Comment	Priority
Earn the confidence of communities by anticipating and exceeding Kai- Tahu/Māori educational aspirations			
Research & Ethics Consultation (Richard)	• Meeting & on-going ethics approvals		1, 2 & Research & Enterprise
Ngāi Tahu Hauora Summit at Ōtākou	• Attended all day hui (Justine)		3
Stu McDonald and 3 tauira from Tauranga kura coming as prospective students (31/10/16)	• Ongoing organisation of visit & presentations for Stu McDonald and tauira (Justine, Tessa, Debbie) • Attended 'Engaging Māori Learners presentation (Justine, Tessa, Richard, Debbie)	Team (including Shaun Tahau) finalise timetable for the 3 visiting tauira, shown around by Shaun and Justine with support from KTO Office. Presentation to OISA Staff – 'Integrating Māori Schooled Children'	1, 2
OISA Symposium Dr Justin Irirangi Heke presentation	• Attended – Justine, Tessa, Debbie	Presentation well attended, positive feedback received	1, 3
Ensure robust MSF Evaluation			
To achieve different results for Kai Tahu/Māori learners so they remember us regardless of age			
Develop new and active partnerships with Māori to support our new KTO and Māori Centre direction			
Internal Meetings (Business as Usual) • KTO &TPO combined meeting • KTO meeting • Leadership Council Monthly Meeting • Leadership Development at OP • D4LS & D4SE Governance Meeting • Meeting around OP Values	• Attended – Ron, Justine, Richard, Debbie • Attended – Ron, Justine, Richard, Debbie • Attended – Ron • Attended – Ron • Attended – Ron • Attended – Ron		
Other Achievements (since last report) and Good News (not previously reported)			

Ongoing business resulting from Canada trip	• Humber University students visiting NZ (Ron)	Met with Michael Simmons to discuss the Humber course design	1
OP Pacific Island Student Scholarship Awards	• Attended (Justine)		
Mana Pounamu Awards	• Attended (Justine)		
Rebecca Swindells farewell lunch	• Attended (Justine, Ron, Richard, Debbie)		
TEU Conference	• Two day conference (Tessa, Justine)		
Whakahaerenga	• Mihi Whakatau (Ron, Debbie) • Mihi Whakatau (Ron, Debbie) • Symposium Openings – OISA Māori Health Stream (Justine, Debbie, Tess) • Opening Moana Tipa Exhibition (Justine) • Mihi Whakatau (Ron)	To welcome Syrian guest to School of Design To welcome the new Head of School of Nursing – Ian Crabtree Opening and welcoming local and international guests Ako Aotearoa hosting 7 Dunedin based winners of 2016 Tertiary Teaching Excellence Awards into the Academy event in the Hub (Opened by Ron).	
Tauranga students visiting	• 3 tauira from Tauranga kura coming as prospective students	Shaun Tahau showing them around, hospitality and support from KTO	1,3
Challenges (current, since last report)			
Coming up (what is next on your agenda)			
• Mihi Whakatau • Leadership Council Retreat • Mihi Whakatau • Mihi Whakatau	• USA delegates • QEC panel members • National Institute of KOSENS Japan	Delegates from various colleges and universities interested in studying abroad – ABE, Culinary Arts, Business & IT, Massage Therapy, Sustainability & Indigenous studies KOSENS – 51 Technical Colleges. Potential for growth of short courses both on shore and off shore will be the main area of discussion. They are also looking at bigger projects like we have with Kanazawa	

Kōrero

- We have had significant visitors over the last month – Dr Justin Irirangi Heke who presented at the OISA Symposium and Stu McDonald with his three tauria. Stu's presentation 'Engaging Māori

Learners' had only a small number attending. Positive feedback received. We are hoping that those relationships can continue.

- Mana Pounamu – acknowledgment to those students that have done so well
- Humber Canadian students – In preparation for their visit the suggestion of students spending time on the marae has met with considerable interest. A course outline will be written and brought to this Komiti for comment prior to going out.
  - o Sustainability – Puketeraki Marae a number of rūnaka are on hand with the necessary knowledge to be able to present on this topic.
  - o Suggest that consider outcomes rather than content – there are rūnaka on hand already nationally certified to train.

Te Punaka Owheo Report (Rebecca W)
Highlights – Kōrero

- Advertising for Rebecca Swindells position while off on maternity leave. There has been a number of applications – will be interviewing next week with expected start date in January.
- Following on from the meeting between Phil Ker and Māori tauira – after hour access has been sorted and is being well utilised.
  - o Swipe card access includes all students – very difficult to confine access to only Māori tauira. Is being monitored.
  - o Nearest access to whare kaukau is in the Hub (sign to be put up).
- Has now finished up with visiting the schools – the last areas being SOS and ABE
- Attended a networking hui
- Kylie Hohaia has taken over the administration side of Rebecca Swindells position – 10 hrs a week. Kylie also works for OPSA. (Kylie was introduced to Komiti).
- Pre grad – we are expecting around 175 to attend.
  - o Event has been moved to the Atrium to better accommodate numbers
  - o MC's for the event – Ron and Shaun
- Graduation – seating arrangements for Rūnaka to be advised (4 seats on stage required).

5. **Campus Redevelopment (Simon)**
   This is an opportunity to have a building of significance for us that can showcase Māori in the middle of campus. How prominent do we see this building being?

   Concepts:
   - Sustainability key part to the building – when looking at other Māori Centres that have been build sustainability has played a significant part in their design.
     OP has a strong sustainability team on campus who are wanting to drive this and work with us matching up our values.
   - Concepts that will dictate the shape/look of the building
     - o Front of the building being in the shape of a waka, protection, provides a pathway, the mouth of the river. Giving the feel of being wrapped around likened to korowai.

     Potential also for the building and surrounds (specific team working on the surrounding ground).
     - o Reference to the wharerau – bindings overarching structures
     - o Korowai, modern style posts (contemporary style – not carved), giving the feel of being wrapped around
     - o Māori kai gardens at the front
     - o Consider what was on the site originally
     - o Water – as a welcoming aspect whether physical or not
     - o Consider how it faces, the purpose, the kawa
     - o Touch Stone more appropriate rather than a pou (pou is for rūnaka not for the institution).
     - o Being the petal (centre) of the poly is a good concept, a departure point, it's the point that you pass whether it be coming in or going out.
   - Long term plans?
     Plans between OP and University of Otago to eventually extend as far down as the stadium.

   Simon will pass ideas on at the architects meeting tomorrow and will feedback at our next meeting.

Simon – concept from the hub, artery down through the courtyard acknowledging those things that were here before physically manifested or acknowledged i.e. patterning with stones, planting (dependant on budget).

6. **Haere rā** – Komiti acknowledged the valuable contributions Justine has made over the years.

7. **General Business**

Ki Waho membership
Both Vicki Ratana and Odele Stehlin have resigned.
Suggestion that there be a focus next year around Komiti (Kawanataka and Ki Waho), maintaining our relationships. Filling vacant positions. They are the backbone to the Kaitohutohu Office.

TEU Māori Conference
A paper will be presented around whitestreaming and how mainstreaming starts taking over again. Co-hosting this event next year will hopefully help to bring this issue to the forefront for further discussions.

Māori Annual Report (MAR)
Who is to now drive this report in the absence of Justine?

Acknowledgment that within the Komiti and in the absence of Justine the Kaitohutohu Office Team continue to have the means to drive the MAR report.

- The report is to be ready for the August 2017 Council meeting. Providing we can get the statistic information in time. We foresee no issues with bringing this forward to the August (rather than October) Council meeting.
- Draft to be on the Komiti June Agenda
- Emma (Marketing) is working on the timeline

All Agreed.

Moana House Diploma in counselling training – level 7(Claire)
In the past this qualification has not had TEC funding. With the support of Sue Thompson and OP TEC have now approved funding. Moana house will retain the programme and training rights. Currently in the process of signing a MOU and accreditation. Have been classed as a category 1 provider. Expecting to enrol (through OP enrolment system) around 30 tauira next year. They have a no fail policy and work in ways to assure everyone passes.
   o As Komiti we now have a greater interest in this qualification as it falls under the umbrella of OP. Can this be included as part of the terms of reference? Should this be reported on as KTO and TPO reports?

Values and Behaviours (Ron)
Currently being worked on within a focus group
- Māori translations - direct translations often lose their mana. Would like to see more te reo used within the text.
   o Translations already exist suggest not changing
   o Being careful to not have them lose their meanings
- Behaviours – would Komiti like to articulate?
   o When considering behaviours as mana they revert back to values. Suggest that by expanding the values too wide there is confusion as to what they mean.
   o Māori values apply to Māori. Other values apply to others.

Meeting Dates for 2017
To start with February meeting (to go into diaries).

Meeting closed.by Richard at 10.29am

Minutes of a Meeting of
Te Kōmiti Kāwanataka

OTAGO
POLYTECHNIC
Te Kura Matatini ki Otago

Held at 8.00am on 15 December 2016 at Nichols Garden Centre Café

PRESENT: David Higgins (Chair)
Eleanor Murphy
Jeanette Wikaira
Ron Bull
Chris Morland
Richard Kerr Bell
Rebecca Williams
Simon Kaan
Shaun Tahau

IN ATTENDANCE: Debbie Davie (Minutes)

Karakia: David Higgins

8. Apologies   Kathy Grant, Tessa Thomson

9. Minutes

The minutes of the meeting held on 20 October 2016 were provided.

Recommendation   **Ron Bull/Eleanor Murphy**
that the minutes be approved as a true and correct record of the meeting.

Agreed.

10. Maters Arising – None

11. Reports
KTO Report (Ron) – Not discussed

Kaitohutohu Team Report December 2016			
The priorities for Kaitohutohu Team in 2016 are:			
10. Achieve Educational Excellence (Main Goal). To have Māori participate and succeed in all aspects of learning. Target Result: To actively support Māori Centre to achieve the aspirations set out in Priority 3 of the MSF.			
11. Be a resilient organization – To create a plan to develop a vibrant Māori research culture. To realize the aspirations as set out in Priority 6. Target Result: There is a notable increase in Māori research activity at Otago Polytechnic.			
12. Collaborate with our communities – To have an effective partnership with Kai Tahu Māori. Strengthen OP as a place where Māori can work and learn as Māori by engaging with 6 Schools and Service areas.			
Events	**Action**	**Comment**	**Priority**
Earn the confidence of communities by anticipating and exceeding Kai- Tahu/Māori educational aspirations			

Research & Ethics Consultation (Richard)	• Meeting & on-going ethics approvals		1, 2 & Research & Enterprise
Ensure robust MSF Evaluation			
To achieve different results for Kai Tahu/Māori learners so they remember us regardless of age			
Develop new and active partnerships with Māori to support our new KTO and Māori Centre direction			
• New Kaitohutohu	• Preparation (Ron, Tessa, Richard, Debbie)	Mihi Whakatau planned for 8am 7th February	
Internal Meetings (Business as Usual) • KTO meeting • Leadership Council Retreat • D4LS & D4SE Governance Meeting • Humber University • Recruit & Retain clinic • Council Meeting • Learning and Teaching Booklet initial discussions • Learner capability workshop • Programme Managers Meeting	• Attended – Ron, Tessa, Richard, Debbie • Attended – Ron • Attended – Ron • Attended – Ron • Attended – Ron • Attended – Ron • Attended – Ron • Attended – Ron • Attended – Ron	• Met with Michael Simmons to further discuss course outline design	
Other Achievements (since last report) and Good News (not previously reported)			
• Ongoing business resulting from Canada trip • Māori Pre grad • Graduation • Kaitohutohu Interview	• Humber University students visiting NZ (Ron) • MC – Ron • Attended – Ron • Attended (Ron, Richard, Tessa, Debbie)	• Met with Michael Simmons to further discuss the Humber course outline design • Māori staff who were able also attended	1
Whakahaerenga	• Mihi Whakatau (Ron, Tessa, Richard, Debbie) • Mihi Whakatau (Ron, Tessa, Richard, Debbie) • Mihi Whakatau (one full day) 13 February 2017 (Tessa)	• To welcome National Institute of KOSENS Japan KOSENS – 51 Technical Colleges. Potential for growth of short courses both on shore and off shore will be the main area of discussion. They are also looking at bigger projects like we have with Kanazawa • QEC panel members • Organisation underway, communication has gone out to schools and discussions around the use of the hub. We have 6 bookings to date and would welcome any rūnaka attendance	

		(appointment will be sent out).	
Challenges (current, since last report)			
Coming up (what is next on your agenda) • Initial planning for Ron to attend WIPCE (World Indigenous Peoples Conference in Education) in Toronto July 2017			

Te Punaka Owheo Report (Rebecca W)
Emailed to Komiti prior to meeting – not discussed

12. Campus Redevelopment (Simon)
Latest set of plans tabled

Kōrero
• Main aspect considering how it will take shape, it's significance and sustainability – 'living building'

What are our aspirations/considerations for the building?
• Collecting our own water
• Solar energy
• Light
• Air circulation
• Waste disposal for toilets (water system that flows through with a pond system that would go into a small wetlands)

Budget - $50 million set for all three projects, $2 million ring-fenced for this building (budget still under discussion)

What are our aspirations as Māori as Rūnaka – do we see this as a positive step and what is its value to us?
• Could be of national significance
• Keeping in mind it's going to be a Māori building and the mana it will carry
• Having a lighting soft footprint
• How this will fit with future OP projects – transparency between designs
• Sound proofing – silent rain concept

Have received some feedback around privacy
Internal courtyards, grass roof, zero ratings is an option – what do we think about that or would we like to look at other options?
• Three distinct areas with a pathway weaving through

  To elevate separation bringing areas together under one roof, three entrance ways which can be closed off dependent on the weather and seasons.

• Grass roof are heavy and detract from the idea of using the roof as a source to collect water

Positives
• Sustainability
• Roof covering the whole (all three different areas)
• Doors able to be opened up to the pathways in the summer and able to be closed off in the winter

Pg 44 Three options – multiple configurations
1st option architects design

2nd option Simon designed taking feedback into account
• three areas whare kai, whanau space, working space

- Concept of trees in the interior design (taking us back to the way things would have been built in the past).
- Suggest having some sort of partitioning (not solid) separating the study spaces from other areas
- staff area will be joint but semi separate

3rd option another concept as an example

Kōrero
- Consider the noise level with wooden flooring
- Use of natural products, concept of three pods with overarching connection
- Significance of the building to Dunedin - leading the way for tertiary institutions
- Huge statement to the Māori community
- Would give Māori students a sense of pride
- A building that is inclusive not exclusive
- How we can incorporate Māori artists in the interior design of the whare

Simon will take our feedback to the meeting on Monday.

What is the timeline, this build in comparison to the other two? Is this at the start or the finish of the builds – potentially it would be good to be the first building.

13. General Business

New Kaitohutohu – Janine Kapa Blair
Intending to stagger her start with us, will be working Monday and Tuesdays through February. Official start date 13 March. Mihi Whakatau 7th February appointment to go into diaries when finalised.

Meeting closed by Shaun Tahau at 9.38am

Minutes of a Meeting of
Te Kōmiti Kāwanataka

OTAGO
POLYTECHNIC
Te Kura Matatini ki Otago

Held at 8.00am on 19 January 2017 at Te Punaka Owheo Hui Room

PRESENT:	David Higgins (Chair)
	Eleanor Murphy
	Janine Kapa-Blair
	Ron Bull
	Chris Morland
	Rebecca Williams
	Marshall Hoffman
	Shaun Tahau

IN ATTENDANCE: Debbie Davie (Minutes)

Karakia: David Higgins

14. Apologies   Kathy Grant, Tessa Thomson   , Jeanette Wikaira, Richard Kerr Bell, Khyla Russell

15. Minutes

The minutes of the meeting held on 15 December 2016 were provided.

Recommendation   **Eleanor Murphy/Ron Bull**
that the minutes be approved as a true and correct record of the meeting.

Agreed.

16. Maters Arising – None
- Mihi Whakatau for new Kaitohutohu – Janine Kapa-Blair
  Janine confirmed her availability for the of 7th February
- Campus Redevelopment
  Janine and Chris attended the meeting with Architects
  o Will be pressure around budget and stretching it around all 3 projects
  o Simon's feedback from Komiti to the team seemed to get an initial positive response providing it fits within the $50 million budget put aside for all three projects.

  This is a significant building for Otago Polytechnic and with it being the smaller of the three projects ensuring that the important elements of this build do not get lost is key.

17. Reports
KTO Report (Ron) – None (over the Xmas break)

Te Punaka Owheo Report (Rebecca W)
Emailed to Komiti prior to meeting

Kōrero Notes
- Planning for next Pre Grad started (9 March)
- Big focus on new students, Richard has been contacting all new Māori students (90 to date) to offer assistance. When enrolled will be sending out a welcome email.
  o 15% / 500 students registered as Māori

- o Small percentage not identifying as Māori on enrolment
- o TPO offers help in connecting students with their iwi
- Exploring the Schools and courses where our Māori students are enrolling
  2013 – 2016 Capable had the biggest increase in numbers (21%).
- Late November 2016 Richard and Rebecca met with cohort of Midwifery students – years 1 and 2 in Paraparaumu to find out how they were finding things and if there were any issues with being distance based students.
  - o What is the proportion of distance students?
    15 – 20% are distance students (can be dependent on the breakdown of information you request).
  - o One issue in particular around allowances – the allocation and timespan. When a tauira starts at Foundation level continuing on to complete a degree current rules around allowance do not stretch to include the 4th year of study.
    (Rebecca has had one meeting with study link and is intending to further advocate for some flexibility around exception to the rules for these tauira).
- Scholarships
  Friday 27th January the Mātauraka team will be visiting Puketeraki Marae this will be an opportune time to discuss scholarships.
  - o Interested to see how they will prioritise.
  - o When speaking to Māori tauira money is brought up consistently as a barrier. Ideally OP having the provision to provide further financial assistance could only be beneficial for encouraging enrolment.
  - o For trades exploring opportunities for future employment (suggestion that a conversation with Khyla would be useful).
- Cromwell Campus
  Has TPO been in contact/visited?
  - o Not at this stage but would be beneficial to visit with a plan similar to the Wellington trip.
  - o Shaun (Liaison Advisor) touches base with Cromwell campus as frequently as possible when passing through.
  - o Mihi Whakatau – does Cromwell get invited?
    Mihi Whakatau are done at the request of the schools, Cromwell would need to request.

    Suggestion that Janine Kapa-Blair as the new Kaitohutohu and David arrange a trip to Cromwell Campus.
- There seems to be a significant difference in Māori tauira enrolling compared to the number completing. Currently trying to unpack as to why this is happening
  (Suggestion – to have a conversation with Sue Thompson prior to going to Schools).
- Chris Roy has been appointed as new Kaitautoko.

18. Māori Annual Report (Ron)
- Started conversations with marketing team, timeline is being put together, currently looking at profiles (to come to February meeting for comment).
- Acknowledgment of Justine Camp and the wealth of knowledge and capability she brought to the office.
- Distribution – Rūnaka, Stakeholders, other institutions where we have relationships, Council.
  - o This report is Bi-lingual, easy to read and not available from other institutions we should consider other opportunities where we can expand distribution.
- Translation will be contracted out to either Shaun Tahau or Gianna Leoni.

19. Hosting TEU Conference (Ron)
Justine has previously had a conversation with Lee Cooper. The conference topic is around issues with white streaming.
- o We have lost a number of Māori staff in the last few years, ideally the aim is to double the number we currently have.
- o Consider how we recruit and systematically grow that – we need to be strategic.

20. General Business

Ki Waho membership (Advisory)
Trevor Moeke was interested, would readily accept an invitation if he was down here.
- What representations are within Komiti Kawanataka?
- Is the Terms of Reference still current?
  (copy to be emailed out with minutes)

Mana Pounamu Recipient (Ron)
Midwifery tauira failed a year of her studies, she is now enrolled in her final year (4th year) which will complete her qualification. Staff are confident in her ability to succeed. Is there some flexibility allowing for the scholarship to be extended to include this year (the 4th year)?

Would like support from Komiti to take this case to Philip Cullen for consideration (currently there doesn't seem to be a policy around scholarships).

Recommendation from Komiti (in line with Priority 3 of the MSF)
that this student be supported and her scholarship be extended to cover her fourth year.
All Agreed.

Suggestion that the School also go to the meeting in support of this recommendation.
- What happens when scholarship recipients don't complete?
  We need to ensure that students recommended by rūnaka are committed to complete the qualification.
- How do we track our recipients, is there a system?
  Not currently but would be a valuable new initiative to consider.

Meeting closed by David 9.45

Minutes of a Meeting of
Te Kōmiti Kāwanataka

OTAGO
POLYTECHNIC
Te Kura Matatini ki Otago

Held at 8.00am on 17 February 2017 at Te Punaka Owheo Hui Room

PRESENT:	David Higgins (Chair)
	Eleanor Murphy
	Janine Kapa-Blair
	Khyla Russell
	Chris Morland
	Tessa Thomson
	Marshall Hoffman
	Richard Kerr Bell
	Shaun Tahau
	Ron Bull

IN ATTENDANCE:	Debbie Davie (Minutes)

Karakia:	Shaun Tahau
21. Apologies	Kathy Grant, Rebecca Williams, Jeanette Wikaira

David acknowledged the team for their work on organising a successful Powhiri, an enjoyable event.

22. Minutes

The minutes of the meeting held on 19 January 2017 were provided

Recommendation   **Marshall Hoffman/Eleanor Murphy**
that the minutes be approved as a true and correct record of the meeting.

Agreed.

23. Maters Arising
Terms of Reference
Currently includes three rūnaka representatives nominated by rūnaka using their process. To change this process we would need to go back to rūnaka for consultation.

Position of Komiti Chair - Kathy will send a letter on behalf of Council to rūnaka advising that David's term as Komiti Chair is due for reappointment.

In anticipation of Kathy's letter (and because of timing of AGM's) rūnaka are to be consulted about continuing with current rūnaka representatives and on the number of representatives (3) on Komiti.

(David is happy to continue in the role of Chair of Komiti providing he has rūnaka backing)
Kōrero
Maximising our impact, extending our influence – to what degree is this Komiti able to influence.
Broaden our thoughts to encourage attendance.

Process for hosting Student Hui / Council meeting on Marae
Student Hui are booked through the KTO Office.

Council meeting on Marae is booked through CE's Office (Jeanette Corson). The location changes each year rotating between the four Papatipu Rūnaka (last year hosted by Hokonui Rūnanga).

24. Reports
KTO Report (Janine)
- Mihi Whakatau & Powhiri – The team and in particular Khyla were acknowledged for their mahi and for holding the mana of manawhenua and OP.
- MAR – profiles, process and templates underway
- Ethics – (Richard) Steady flow, every ethics application comes through the office including external students. The quality of the applications continue to improve. (Process on Moodle).

Kōrero
Is this the best way to do it as it comes in or should it be monthly/fortnightly?
Applications need to be processed as they come in otherwise they build up quickly. Does require a person dedicated to this task.

- Attended first leadership team meeting and D4LS and D4SE meeting
    - Focus on growing our Māori staff and developing a strategy to ensure that happens.
    - Changing the definition would be helpful (not splitting general and academic staff).
    - Consider Māori Researcher as a definition with a designated time to produce a portfolio (re PBRF)

    Definition is important, policies reflect what academic and general staff do and if it doesn't fit then we need to know and make changes to make it fit.

- Mihi Whakatau 3rd March @ 8.30 at the Art School (P152)for Rachel Rakena Artist in residence mihi (Art School) P152 (put on timeline)

Te Punaka Owheo Report (Richard)
Emailed to Komiti prior to meeting

Kōrero Notes – Highlights
- Preparation for students – different to previous years this year we attempted to contact all those students that had applied (pre enrolment) to help through the process. Those that had enrolled were also contacted to check if needed any help with study link, accommodation etc. This process also helped to highlight issues.

    By mid-February 140 tauira had been contacted – found to be a valuable process.

    Many students are shy, have little knowledge of their whakapapa, and want to know more.

    How do we keep track of tauira? How do we know that referrals are being followed through?
    - *Staff seem to be more proactive in following up*
    - *Keeping a database*
    - *Following up and making sure the paper trail is current can be at times be difficult*
    - *Tracking out students would be beneficial to this komiti and getting feedback from schools would be beneficial.*
- Scholarships – recipients are required to pass 50% of the programme they have enrolled into; scholarships are not transferable to other programmes part way through.
    - Do we track scholarship recipients?
    Information is available through customer services or we can track through the student management system EBS.
    - Do we get the scholarship students together?
    - Have only had two Mana Pounamu recipients that have not achieved.
    - Questions around scholarship rules and guidelines – may need tightened up.
    - Feedback from tauira on processes that did work and didn't work – valuable information when meeting with the schools

- Capable – Planning for a cohort of 30 this year
- Query re "Opportunities in Adversity – a collaborative response to an adverse weather event" – How does this relate to OP?
  Floods last year and how it affected staff and students
  Flooding and the new building – key when considering elevation

25. Staff Awards (focus on MSF)
System for assessing recipients not used. Ongoing work in ensuring the process is followed in the future.

26. Campus Redevelopment (Simon)
Kōrero
- Decamping from current TPO location, shifting once would be an advantage to ensure as little disruption to taiura as possible.
- Ongoing work around schedules and funding. Would be ideal to have the smaller project built first rather than last
  (Janine to meet with Philip Cullen to discuss)
- Project has been approved in principal. Ongoing discussions around logistics, configurations and how they might work continue.
- Student village – Outside cladding has been signed off. Building to have a 'light touch from manawhenua'. Next phase is designing the inside.

  Is Ōtākou naming the building and what is the kaupapa around the name?
  - *Ōtākou currently have the lead, there needs to be consultation on whether they would like to continue (email from KTO Office).*
  - *The name may inform the interior design*
  - *How we influence the manaaki (has been raised with mike Waddell) will be formalised.*
  - *The narrative – not to have direct tupuna reference on site but whether there can be elements within the designs that still tell our stories that will interrelate with TPO – linking the sites together.*
  - *Importance of building position – how it sits for accessing, continuity, pathways through the campus.*
  - *Different layers of pathways, local and lengthened pathways encompassing where our students come from.*

Simon will create a graphic design for discussion at our next meeting.
(Ongoing agenda item around campus redevelopment).

27. Māori Annual Report (Ron/Tessa)
Approval of profiles:
- Cruze Kapa – Designs on the catwalk
- Priority One – TPO, mention Janine's appointment, new MSF Staff Award, Christchurch cohort, Justine
- Priority Two – Brayden's new position, Megan Gibbons teaching award, Gina Huakau, Nolan's promotion, acknowledgment of Ron
- Priority Three – Cruze Kapa, Kinder Kara, Georgia-Rae Flack, Pari Harrison- Hunt, Heath Te Au, Zoe Hayes
- Priority Four – Akoraka Mahi Tini , Certificate Mata a Ao Māori (School of Nursing)

- 2017 Ideas – D4LS/D4SE, Dr Justin Ihirangi Heke, Janine's appointment

28. Council Appointee to Komiti
Kathy is no longer able to fulfil this role, council have been informed

29. General Business
Panel for Mataawaka Scholarships
Suggestion that 2016 panel members be re contacted to check on availability

Speaker for March Māori Pre Grad
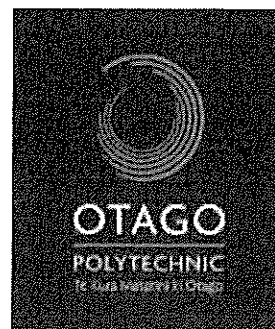
David will be available and will fill this role

Whakatau
Kawa around when rūnaka are required

Meeting closed by Shaun 10.23 am.

10. ADDITIONAL AGENDA ITEMS

Council
Closed Agenda

Meeting to be held: 9.15am 7 April 2017
(Council only at 9.00am)
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

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 3 March 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))		
Educational Performance Indicators (Reason (i))		
Student Satisfaction Report (Reason (i)		
Safety and Wellbeing Report (Reason (i)		
Governance Risk Management Framework (Reason (i))		
Matters for Noting (Reason (i))		
Use of the Common Seal (Reason (i)		
Additional Agenda Items (Reason (i))		