Minutes of the Third Meeting
of The Open Polytechnic of New Zealand Limited Board
held via Zoom Meeting
on 15 May 2020 at 10.45am
PUBLIC BUSINESS

Present:
Vaughan Renner (Chair)
Dr Therese Arseneau
Jerry He
Breccan McLeod-Lundy
Murray Strong
Sue Sutherland
Dr Karen Vaughan

In Attendance:
Dr Caroline Seelig, Chief Executive
Neil Carroll, Deputy CE & Executive Director Academic Services
Murray Hill, Executive Director, Financial Services
Dr Alison Harrison, Executive Director Strategy
Shelley Fitzpatrick, Board Secretary

The meeting opened with the Polytechnic's karakia.

1.0 Apologies

There were no apologies.

2.0 Directors' Interests Register

The Directors' Interests Register was noted.

Action: Interests Register to be updated to reflect that M Strong's interest as Chairman, Christchurch Multi Use Arena has been confirmed.

Action: K Vaughan's interest for NZACE to be updated to Work Integrated Learning New Zealand.

Moved from the Chair:
That the Board notes the Directors' Interests Register.

Agreed

3.0 Confirmation of the Minutes of the Public Meeting held on 24 April 2020

Motion **Moved from the Chair:**
That the minutes of the Public Meeting held on 24 April 2020 be confirmed as a correct record.

Agreed

4.0 **Matters Arising from the Previous Meeting (and not listed elsewhere)**

4.1 **Action list**

Action items were reviewed; it was noted that all actions are either complete or under action for future meetings.

4.1 **Academic Board / Committee**

The new names and reporting structures for the NZIST Academic Board (Poari Akoranga) and Academic Sub-Committees under NZIST were clarified.

Prior to 1 April 2020, the Open Polytechnic of New Zealand (OPNZ) Academic Board was a committee of the OPNZ Council. From 1 April, the OPNZ Academic Board has been reconstituted as the Academic Committee of the Subsidiary - The Open Polytechnic of New Zealand Ltd. There has been no change in membership of the Subsidiary Academic Committee.

The previous sub-committees of the OPNZ Academic Board (Research Committee, AQAC, Ethics Committee) have been reconstituted as sub-committees of the Subsidiary (OPNZ Ltd.) Academic Committee.

5.0 **Correspondence**

There was no correspondence.

6.0 **Chief Executive's Report**

The Chief Executive's Report was received and taken as read.

The following was highlighted:

Technical Access Fund for Learners

OPNZL did not receive funding from the Technical Access Fund for Learners (TAFL) in the first funding round. OPNZL has submitted an application for approximately $450k for consideration in the second funding round. The NZIST Council felt there would likely will be an increase in learners not attached to any subsidiary, who may be contacting OPNZL and wanting to study online, but without the technology access to do so. This is the rationale for prioritising OPNZL for the second round of TAFL funding.

There was a Director query around whether OPNZL surveyed learners regarding their need for tools to study online. There was not time to survey learners between the original allocation of the TAFL and the deadline for applications for the second funding round. OPNZL has strong analysis on learners and the type of devices being used as well as learner demographics. This information was used to develop the application for funding. OPNZL would like to explore use of this fund in future for its 700–800 prison-based learners that currently don't use technology due to the restriction on digital/online learning in prisons.

It was noted that the TAFL can only be used for assisting with learner access and is not for development.

Safety and Wellbeing
The Board thanked Management for including Safety and Wellbeing stats in the report.

The low uptake in the Wellbeing Induction Module was noted; Management are endeavoring to get all staff through this module.

That 47% of OPNZL staff consider themselves or members of their bubble as meeting the Government's guidelines for being at-risk was noted by the Board as being quite high. Management was also surprised by this result from the self-evaluative staff survey.

Management is working with a small number of staff, who reported it would be better for their safety and wellbeing to work on site, to bring them back to campus.

Management is very aware of the need to look after the health, safety and wellbeing of staff as work from home continues; noting additional equipment is being dispatched for the safety and wellbeing of staff.

Motion **Moved from the Chair:**
That the Board notes the Chief Executive's Report.

Agreed

7.0 **Academic Matters**
7.1 **Academic Board / Committee**
This report provided an update to the Board on issues discussed at recent Academic Board / Committee meetings and was taken as read.

Motion **Moved from the Chair:**
That the Board notes the report and receives the minutes of the Academic Board meeting held on 30 March 2020 and the minutes of the Academic Committee on 03 April 2020.

Agreed

Motion **Moved from the Chair:**
That the Board notes the report.

Agreed

8.0 **General Business**
There was no general business.

9.0 **Strategic Matters: Public Excluded Business**

Motion **Moved from the Chair:**

That the Board:

Excludes the public from the following parts of the proceedings of the meeting, namely:

PE 10.0 Apologies
PE 11.0 Confirmation of Minutes
PE 12.0 Matters Arising
PE 13.0 Correspondence
PE 14.0 Chief Executive's Report
PE 15.0 Financial Performance
PE 16.0 Facilities Update – May 2020
PE 17.0 ESA Publications (NZ) Limited Board Update
PE 18.0 OPNZL Future Contribution to NZIST
PE 19.0 General Business

The subject matter to be considered while the public is excluded; the reason and the specific grounds for the passing of this resolution are as follows: General subject of each matter to be considered	Grounds for passing this resolution in relation to each matter (S48)	Reasons for the passing of this resolution (S72)
PE 10.0 Apologies PE 11.0 Confirmation of Minutes PE 12.0 Matters Arising PE 13.0 Correspondence PE 14.0 Chief Executive's Report PE 15.0 Financial Performance PE 16.0 Facilities Update – May 2020 PE 17.0 ESA Publications Ltd Board Update PE 18.0 OPNZL Future Contribution to NZIST PE 19.0 General Business	That public conduct of these items would be likely to result in the disclosure of information for which good reason for withholding exists	To enable the Polytechnic to carry out, without prejudice or disadvantage, commercial activities (S7)

a) **Permit the following to remain at this meeting for items PE 10-19 after the public has been excluded, because of their specialist knowledge of the subjects:**
   - Dr Caroline Seelig, Chief Executive
   - Neil Carroll, Deputy CE & Executive Director Academic Services
     Murray Hill, Executive Director, Financial Services
   - Dr Alison Harrison, Executive Director Strategy
   - Shelley Fitzpatrick, Board Secretary

Agreed

Vaughan Renner 19 June 2020
Chair **Date**