Minutes of the Eighth Meeting
of The Open Polytechnic of New Zealand Limited Board
held at
Rydges Wellington Airport
on 18 December 2020 at 9.00am
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
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.

There were no conflicts of interest received for today's meeting.

Action: Remove the following interest for J He: Director – Kanda International Limited.

Motion **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 20 November 2020

Motion **Moved from the Chair:**
That the minutes of the Public Meeting held on 20 November 2020 be confirmed as a correct record.

Agreed

4.0	**Matters Arising from the Previous Meeting (and not listed elsewhere)** Action items were reviewed; it was noted that all actions are either complete or under action for future meetings.	

5.0 **Correspondence**

There was no correspondence.

6.0 **Chief Executive's Report**

This report provided an update to the Board on:

2020 EFTS and Finances

OPNZL achieved TEC funded EFTS and then some. OPNZL appears to be in a healthy position for 2021, with enrolled students up 45% on the same time last year. The December block was cancelled and enrolments have been shifted into January 2021. There were a few disappointed students, which is a direct effect of no additional funding from TEC. It was noted that Ara has also had to cut off enrolments due to no additional TEC funding.

Safety and Wellbeing

It was noted that there is variability in ITP health, safety and wellbeing risk across the network, depending on course offerings and delivery modes; OPNZL has reduced its safety and wellbeing risk due to no longer providing face to face delivery in prisons.

Subsidiary Boards have direct oversight of Health, Safety and Wellbeing for their respective organisations; significant issues should be elevated to Te Pūkenga Council. As part of the work in progress with the Te Pūkenga operating model, the Council will be looking to have consistency across Subsidiaries with respect to health, safety and wellbeing. South Island Board Chairs are collaborating to achieve consistent health, safety and wellbeing standards across their organisations.

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

Agreed

7.0 **Academic Committee**

This report updated the Board on the recent Academic Committee meeting.

Academic misconduct

The removal of multi-choice assessment from courses at Level 4 and above has resulted in increased plagiarism issues in Real Estate, Construction and Financial Services. OPNZL is exploring different types of real time automated assessment via iQualify, which would provide students with immediate feedback and guide them through remedial strategies. The shift back to automated assessment should go a long way towards reducing academic misconduct.

Motion	**Moved from the Chair:** **That the Board notes the report and receives and notes the minutes of the Academic Committee meeting held on 06 November 2020.** **Agreed**

8.0 **Safety and Wellbeing Policy**

This paper sought Board approval of the new Safety and Wellbeing Policy which consolidates 12 separate policies relating to health, safety and wellbeing into one umbrella policy.

The Board supports the decision to consolidate separate policies relating to health, safety and wellbeing into one umbrella policy.

Action: The Board requested the following changes to the draft policy:

- Under Roles and Responsibilities – Kaimahi: Management to look up wording in the updated Act and incorporate a piece around workers taking reasonable care of their own health and safety and that others are not harmed by something done/not done;
- Add a piece on Work from Home (WFH), including the differences between optional WFH and WFH requested by the organisation, so that health, safety and wellbeing for WFH can be carefully manage within the policy framework. It was noted that both the employee and employer are responsible for health, safety and wellbeing in a WFH situation and that the policy can reference ways of monitoring WFH health, safety and wellbeing e.g., employee photos of workspace to be evaluated for suitability; with more details provided in the procedures documents.

Action: The final Safety and Wellbeing Policy, incorporating the above changes, is to be provided to the Board in the Public Information Section.

It was noted that since the accountability for the organisation's Safety and Wellbeing sits with the Board, it's important for the Board to take a more active role in promoting the organisation's health, safety and wellbeing culture. The Board also requested increased visibility around Safety and Wellbeing implementation and actions.

Action: Safety & Wellbeing Committee to meet with the Board early in 2021, noting that the Board will also do a walk around during their campus tour in February 2021.

Motion	**Moved from the Chair:** **That the Board approves the Safety and Wellbeing Policy subject to the above changes.** **Agreed**

9.0 **General Business**

9.1 **Strategic Plan 2020-2022**

The Board noted the final version of the Strategic Plan 2020-22 was provided in Public Information Section.

9.2 **Te Pae Tawhiti Update**

OPNZL's Te Pae Tawhiti document is in its second iteration and awaiting feedback from the organisation's contact.

OPNZL self-evaluated at a level 2, where the organisation is progressing, learning and developing with respect to Te Tiriti o Waitangi.

The Board is committed to Te Tiriti o Waitangi and will provide email feedback on the draft document prior to it being submitted to Te Pūkenga by the end of January deadline.

Action: Chief Executive to circulate the draft Te Pae Tawhiti document to the Board for feedback.

10.0 **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 11.0	Apologies
PE 12.0	Confirmation of Minutes
PE 13.0	Matters Arising
PE 14.0	Correspondence
PE 15.0	OPNZL Performance Dashboard
PE 16.0	Organisational Business Plan 2021
PE 17.0	Services Value Streams (2020) & Services-Related Strategic Initiatives (2021)
PE 18.0	Board Committee Updates
PE 18.1	Audit, Finance and Risk Committee
PE 18.1.1	2021 Budget Amendment
PE 18.1.2	Services-related Strategic Initiatives 2021, Q1 Funding Request
PE 18.1.3	iQualify Capital Expenditure 2021 Request
PE 18.1.4	DAR Value Stream Change Request
PE 18.2	People & Performance Committee
PE 19.0	ESA Publications (NZ) Ltd. Board Update
PE 20.0	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 11.0 Apologies PE 12.0 Confirmation of Minutes PE 13.0 Matters Arising PE 14.0 Correspondence PE 15.0 OPNZL Performance Dashboard PE 16.0 Organisational Business Plan 2021 PE 17.0 Services Value Streams (2020) & Services-Related Strategic Initiatives (2021) PE 18.0 Board Committee Updates PE 18.1 Audit, Finance and Risk Committee PE 18.1.1 2021 Budget Amendment PE 18.1.2 Services-related Strategic Initiatives 2021, Q1 Funding Request PE 18.1.3 iQualify Capital Expenditure 2021 Request PE 18.1.4 DAR Value Stream Change Request PE 18.2 People & Performance Committee PE 19.0 ESA Publications (NZ) Ltd. Board Update PE 20.0 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 11-20 after the public has been excluded, because of their specialist knowledge of the subjects:**
- Dr Caroline Seelig, Chief Executive
- Shelley Fitzpatrick, Board Secretary

Agreed