Minutes of the Second Meeting
of The Open Polytechnic of New Zealand Limited Board
held via Zoom Meeting
on 24 April 2020 at 2.45pm
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
Paul Fallon, Executive Director, Digital Services & Enterprise Projects
Alan Cadwallader, Executive Director Learning Delivery
Dr Mark Nichols, Executive Director Learning Design & Development
Anne Jackson, Independent Education Consultant
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.

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

Agreed

3.0 **Confirmation of the Minutes of the Public Meetings held on 20 March and 02 April 2020**

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

Agreed

Motion	**That the minutes of the Public Meeting held on 02 April 2020 be confirmed as a correct record.**
	Agreed

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

Action lists from former Public meetings were reviewed, noting that all action items are complete or will be addressed either at this meeting or at future meetings.

The action list from the 2 April Public Board meeting were reviewed, noting that all action items are either complete or will be addressed at a future meeting.

5.0 **Correspondence**

The following correspondence was received:

1. Letter from Mary-Liz Broadley, Branch President, Tertiary Education Union to the OPNZ Ltd Board of Directors, dated 1 April 2020.

   The purpose of the letter was to welcome the incoming Board and provide background on the strategic vision of the TEU, including a link to the "Changing lives" report.

   Staff and student representation at other ITP Board meetings was discussed.

   It was noted that student engagement with the former OPNZ Council occurred via the Student Advisory Group (SAG); SAG engagement with the Board can continue as before.

   Action: Board to discuss at a future meeting, how it will engage with staff.

   The former Executive Director of the Establishment Unit was noted as having met with various OPNZ staff groups and reported that NZIST will continue engaging with staff across the IST network. The next round of staff engagement will be to introduce the new IST Chief Executive prior to his commencement in the role in July 2020.

2. Letter from Caroline Seelig, Chief Executive, The Open Polytechnic of New Zealand Limited, to Vaughan Renner, Board Chairperson, The Open Polytechnic of New Zealand Limited, dated 16 April 2020 - Board Resolutions: existing statutes, regulations, delegations, rules, policies, procedures and other documents of the existing Polytechnic.

   The purpose of the letter was to confirm that the existing statutes, regulations, delegations, rules, policies, procedures and other documents of the Open Polytechnic are consistent with, or will be updated and amended to reflect, the Education Act 1989, the Crown Entities Act 2004, the Companies Act 1993, and The Open Polytechnic of New Zealand Limited Constitution.

Motion	**Moved from the Chair:** **That the Board notes the correspondence.** **Agreed**
6.0	**Chief Executive's Report** The Chief Executive's Report was received and taken as read.
Motion	**Moved from the Chair:** **That the Board notes the Chief Executive's Report.** **Agreed**
7.0 **7.1**	**Academic Matters** **Academic Board** This report provided an update to the Board on issues discussed at recent Academic Board meetings and was taken as read. The former OPNZ Academic Board, is now an Academic Committee, and is a subcommittee of the IST Academic Board, which reports to the IST Council. The OPNZ Ltd Academic Committee will report to the IST Academic Board, not to the Subsidiary Board, though the ongoing reporting relationship between the Academic Committee and the Subsidiary Boards will likely continue as under the former structure. Appointments for the IST Academic Board will be advised shortly to the appointees and the CEs of their respective subsidiary.
Motion	**Moved from the Chair:** **That the Board notes the report and receives the minutes of the Academic Board meeting held on 06 March 2020.** **Agreed**
7.2	**COVID-19 Open Polytechnic Response – Academic Update** This paper updated the Board on Open Polytechnic's COVID-19 response pertaining to academic matters. The 9S learning model was noted as being the online, distance, flexible learning (ODFL) approach to how learning resources are developed. The former OPNZ Council received a paper on the 9S learning model. **Action:** Provide the Board with an information sheet on the 9S learning model. The Board acknowledged and commended Management on the work done in response to COVID-19.

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 COVID-19 Response
PE 15.0 ITP Sector Trend Analysis
PE 16.0 Organisational Performance Update
PE 17.0 Value Stream Update
PE 18.0 2019 Annual Report
PE 19.0 ESA Publications (NZ) Limited Board Update
PE 20.0 People & Capability Update
PE 21.0 Former Council Members' Remuneration
PE 22.0 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 COVID-19 Response PE 15.0 ITP Sector Trend Analysis PE 16.0 Organisational Performance Update PE 17.0 Value Stream Update PE 18.0 2019 Annual Report PE 19.0 ESA Publications (NZ) Limited Board Update PE 20.0 People & Capability Update PE 21.0 Former Council Members' Remuneration PE 22.0 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 10-22 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

- Paul Fallon, Executive Director, Digital Services & Enterprise Projects
- Alan Cadwallader, Executive Director Learning Delivery
- Dr Mark Nichols, Executive Director Learning Design & Development
- Anne Jackson, Independent Education Consultant
- Shelley Fitzpatrick, Board Secretary

Agreed

Vaughan Renner	19 June 2020
Chair	**Date**