Minutes of the Ninth Meeting
of The Open Polytechnic of New Zealand Limited Board
held at
The Open Polytechnic of New Zealand Limited
on 19 February 2021 at 11.27am
PUBLIC BUSINESS

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

In Attendance:
Dr Caroline Seelig, Chief Executive
Dr Alison Harrison, Executive Director Strategy
Murray Hill, Executive Director Financial Services
Shelley Fitzpatrick, Board Secretary

The meeting opened with the Polytechnic's karakia.

1.0 Apologies

An apology for absence was received from Murray Strong.

2.0 Directors' Interests Register

The Directors' Interests Register was noted.

V Renner noted he had connected the Manager of Buy NZ Made (owned by BusinessNZ) with OPNZL's Commercial Manager through OPNZL's CE.

V Renner also noted that he knows the valuer on a personal basis, though he was not aware of the work being done prior to receiving the Valuation Report in the meeting pack.

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

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 18 December 2020

Motion **Moved from the Chair:**
That the minutes of the Public Meeting held on 18 December 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 and highlighted:

2021 EFTS and Finances

High volume of enrolment applications is a positive start to the year and brings challenges, e.g. Enrolments team resourcing.

Targeted Training and Apprenticeship Fund (TTAF) has resulted in very high volumes of enrolment applications for construction and other trades. OPNZL is also experiencing growth in non-TTAF areas.

OPNZL has more returning students than in a normal year, which could be a result of OPNZL products better meeting the market (programmes have caught up with MRoQ changes). Many students are enrolling due to change in career. Other ITPs' enrolments are also up given the anticyclical trend with employment (i.e. as employment decreases, ITP enrolments increase).

Achieving OPNZL's extended target of 7,300 EFTS is anticipated. Te Pūkenga has approved OPNZL's revenue budget, however, it is becoming increasingly difficult trying to report on two very different revenue budgets for Te Pūkenga and TEC.

Targeted Evaluation Review (TER) Update

The verbal report back from the TER Evaluators was very positive. It was evident the Evaluators understood OPNZL's business model and they commended OPNZL on its Transformation Programme, learning analytics capability, and noted how OPNZL helped others during the COVID-19 lockdown and is in a position to help others should future crises arise.

Evaluators interviewed OPNZL students and employers and noted that OPNZL students are very dedicated to their studies despite leading busy lives. Evaluators also noted that OPNZL students really value OPNZL and its role in lifelong learning.

The Board noted and passed on their thanks for the incredible amount of work put in by QAD, Strategy and staff.

The written report will be provided to the Board once it's received by the Polytechnic.

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

Agreed

7.0 **Academic Matters**

7.1 **Ōritetanga Plan**

This paper requested Board approval for changes to the Ōritetanga Plan to ensure it aligns to the Te Pae Tawhiti Progress Report.

It was noted that this Plan is an iterative process and represents OPNZL's starting point on its journey to increase cultural competency. Equity in participation and success of ākonga Māori was noted as being the top priority for Te Pūkenga.

Action: March meeting to be a Board workshop with Cultural Upskilling / Te Pae Tawhiti as the main agenda item; Kaiwhakahaere and Executive Director Māori to be invited.

It was suggested that, like Ara, OPNZL Directors complete a governance self-reflection survey. **Action:** T Arseneau to contact Melanie regarding sharing the Ara survey with OPNZL Directors.
It was noted that following on from the self-reflection activities, Ara Directors will participate in cultural upskilling at a marae.

Directors felt that spending time at Te Ātiawa Marae would be a very good way to increase the Board's cultural competency.

Action: Add cultural upskilling activities to Board Workplan 2021.

Motion **Moved from the Chair:**
That the Board approves amendments to the Ōritetanga Plan.

Agreed

7.2 **Academic Committee**

This report updated the Board on the recent Academic Committee meetings and was taken as read.

Motion **Moved from the Chair:**
That the Board notes the report and receives and notes the minutes of the Academic Committee meetings held on 04 December 2020, e-meeting held 15 December 2020 and Approval under Delegation 09 December 2020.

Agreed

7.3 **Review of the Alternative Assessment Results**

This paper updated the Board on the Alternative Assessment approach introduced in 2020 to replace examinations during the COVID-19 lockdown.

There is a need for OPNZL to work on a technology solution for exams, noting that enduring assessments (which focus on the applied nature of the subject) are a good way to assess students' knowledge.

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

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 Report – Public Excluded
PE 15.0	2020: Achievements against strategic performance targets
PE 16.0	2021: Performance & achievement year to date
PE 17.0	Mapping OPNZL's Business Intelligence journey
PE 18.0	Board Committee Updates
PE 18.1	Audit, Finance and Risk Committee
PE 18.1.1	Te Pūkenga Debt Financing
PE 18.1.2	Modern Working Environment – February 2021
PE 18.1.3	Annual Report 2020
PE 18.1.3.1	Annual Financial Statements
PE 18.1.3.2	ESA Goodwill impairment
PE 18.1.4	Governance Statute
PE 18.2	People & Performance Committee
PE 19.0	ESA Publications (NZ) Ltd. Board Update
PE 20.0	General Business
PE 20.1	OPNZL Board Work Plan 2021

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 Report – Public Excluded PE 15.0 2020: Achievements against strategic Performance targets PE 16.0 2021: Performance & achievement year to date PE 17.0 Mapping OPNZL's Business Intelligence journey PE 18.0 Board Committee Updates PE 18.1 Audit, Finance and Risk Committee PE 18.1.1 Te Pūkenga Debt Financing PE 18.1.2 Modern Working Environment – February 2021 PE 18.1.3 Annual Report 2020 PE 18.1.3.1 Annual Financial Statements PE 18.1.3.2 ESA Goodwill impairment PE 18.1.4 Governance Statute PE 18.2 People & Performance Committee PE 19.0 ESA Publications (NZ) Ltd. Board Update PE 20.0 General Business PE 20.1 OPNZL Board Work Plan 2021	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 10-20 after the public has been excluded, because of their specialist knowledge of the subjects:

- Dr Caroline Seelig, Chief Executive
- Dr Alison Harrison, Executive Director Strategy
- Murray Hill, Executive Director Financial Services
- Shelley Fitzpatrick, Board Secretary

Agreed