Minutes of the Fourth Meeting

of The Open Polytechnic of New Zealand Limited Board Meeting

held at The Open Polytechnic of New Zealand Ltd

on 19 June 2020 at 12.00pm

PUBLIC BUSINESS

Present:	Vaughan Renner (Chair) Dr Therese Arseneau (virtual) 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: Add an interest for V Renner – Multi-pack Limited, Director - to the Interests Register.

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 15 May 2020**

Motion **Moved from the Chair:**
That the minutes of the Public Meeting held on 15 May 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.

4.1 **Action item 3, Public Board meeting 24 April 2020.**
The Board discussed how it will engage with OPNZL staff. It was agreed that teams will be invited to Board meetings to provide a presentation to the Board and also to have an informal 'meet and greet' over morning tea/lunch/afternoon tea.

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:

COVID-19 Alert Level 1
All staff who are returning to campus will be back on-campus by the end of the week. From next week, Management will consider flexible working arrangements, noting that staff were productive over the lockdown.

2020 EFTS & Finances
EFTS have grown and there has been an increase in enrolments. An additional $1m has been received from TEC, which makes for an additional $4.7m since 1 January 2020. At this stage, OPNZL should achieve the 102% enrolment level by mid-September.

OPNZL is engaging with TEC regarding what happens if the funding cap is exceeded. TEC prefers to fund ITPs who have not yet reached their cap, rather than putting new money at ITPs who exceed their cap.

If OPNZL enrolls over 102%, we will get the student fee in areas where there is a student fee. However, there could be implications from TEC due to the impact on student loans, noting that most OPNZL students do not take significant loans. Both the Board and Management agreed that OPNZL should not turn learners away even if the funding cap is exceeded. The priority is catering to learners' needs and the demand for online learning.

If OPNZL reaches 102%, Management were advised to first engage with the TEC Investment Manager, followed by a letter to NZIST. The Board Chair is happy to engage with TEC along with Management.

Academic Services Directorate
The National Student Index (NSI) has helped enrolment significantly during COVID-19 lockdown. It was queried whether there has been an update from TEC about using this process on an ongoing basis. OPNZL has not raised this directly with TEC yet, and until TEC have revoked the process, OPNZL will continue with it, as it's helping students.

It was noted there is big government movement on digital identification; with cost being a real barrier for ITPs.

It was noted that the agile approach to Fire Engineering has resulted in a lesson learned around the need for more staff training, particularly in terms of how projects are monitored and reported.

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

Agreed

7.0 **Academic Matters**

7.1 **Academic Committee**

This report provided an update to the Board on issues discussed at the recent Academic Committee meeting and was taken as read.

It was noted that course and programme closures are primarily related to the Mandatory Review of Qualifications (MRoQ).

Action: Provide more context in terms of relevance to the Board in the headings of the Academic Committee Report, e.g. note that closures are mostly due to MRoQ. The context doesn't need to be lengthy, one sentence is acceptable.

Motion **Moved from the Chair:**
That the Board notes the report and receives the minutes of the Academic Committee meeting held on 01 May 2020.

Agreed

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

Agreed

8.0 **General Business**

8.1 **Next meeting**

The July meeting will be a workshop on the strategic view of OPNZL's role within NZIST over the next 2.5 years.

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 Organisational Performance
PE 16.0 Transformation & Value Streams Update
PE 17.0 Financial Performance to 31 May 2020

PE 18.0 Dashboard Reporting
PE 19.0 ESA Publications (NZ) Limited Board Update
PE 20.0 2021 Student Fees
PE 21.0 People & Capability Report
PE 22.0 Courseware Development Considerations
PE 23.0 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 Organisational Report PE 16.0 Transformation & Value Streams Update PE 17.0 Financial Performance to 31 May 2020 PE 18.0 Dashboard Reporting PE 19.0 ESA Publications (NZ) Limited Board Update PE 20.0 2021 Student Fees PE 21.0 People & Capability Report PE 22.0 Courseware Development Considerations PE 23.0 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 10-23 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

Chair Date