**Minutes of the Eleventh Meeting**

**of The Open Polytechnic of New Zealand Limited Board**

**held at**

**The Open Polytechnic of New Zealand Limited**

**on 16 April 2021 at 11.00am**

**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
Neil Carroll, Executive Director Academic Services
Paul Fallon, Executive Director DSEP
Dr Alison Harrison, Executive Director Strategy
Murray Hill, Executive Director Financial Services
Shelley Fitzpatrick, Board Secretary

**Safety & Wellbeing Committee**
The Board welcomed members of the Safety and Wellbeing Committee to meet over morning tea.

The Committee has been helping to drive a shared sense of custody for health, safety and wellbeing across the organisation.

The overarching Safety and Wellbeing Policy has consolidated several other policies and led to the development of useful procedures that staff can incorporate into daily activities. The policy also covers WFH employees and other off campus staff, and reminds staff and the organisation of health, safety and wellbeing obligations, to prevent off campus staff from being "out of sight, out of mind."

There is increased focus on resilience behaviours in the workplace; OPNZL runs a leadership series focused on leadership behaviours that enable resilience as well as individual resiliency sessions.

There has been an increase in mental health case load, which seems to be due to the normalisation of mental health issues and staff feeling more open to accessing services. Engagement scores for staff support there being a trusting environment where staff feel comfortable about coming forward. Staff utilisation of EAP services is variable, with services being used for personal not professional issues; referrals to other services are also made as needed. The Polytechnic is looking into a national based organisation to provide home based support from a

Tikanga Māori perspective.

The capacity of the Safety and Wellbeing Committee in terms of resilience and mental health is challenged, but well supported; there has been a temporary increase in the People and Capability Team to help increase capacity and there are ongoing conversations with the ED P&C and the Chief Executive regarding establishing a framework for professional boundaries when mental health issues arise.

The Board is keen to take a strategic approach to moving OPNZL forward into Te Pūkenga and is assisting and supporting Safety and Wellbeing work.

Te Pūkenga People and Capability Forum is very inclusive and the group is working towards consistency in safety and wellbeing reporting across the network. There will also be a national risk framework that will sit above the safety and wellbeing framework and will support consistency across Te Pūkenga in the identification and mitigation of risks.

Stress (from personal rather than professional sources), workload, workstation set up and subsequent pain / discomfort were noted as being the top safety and wellbeing issues for OPNZL staff. The organisation is working to understand how to best mitigate these issues and improve wellbeing, including the Safety and Wellbeing Committee undertaking environmental observations, which are more inclusive than traditional Health and Safety Audits.

An organisational culture of health and safety where all staff feel an innate role as health and safety officers is considered the best strategy; OPNZL is in the early stages of its journey towards the gold standard with staff having shared intentions and working to increase practice. The Board would like to be informed of how OPNZL is progressing on this journey and also of what the Board can do to help.

It was noted that on the whole, the ITP sector was behind in terms of health and safety and that it is important that accountability is spread throughout the organisation.

The Board queried how health, safety and wellbeing is managed with OPNZL contractors, given H&S responsibilities are the same as for other staff. Academic adjuncts comprise the largest group of contractors and they, along with fixed-term staff, have access to health and safety courses through Whakamana ngā kaimahi. Wellness and Trades contractors are from a pre-qualified environment. Many of the trades contractors have worked for and with the Polytechnic for many years and have been through the Polytechnic's H&S induction. Sub-contractors e.g., School Holiday Programme, are also pre-qualified and receive a H&S briefing. OPNZL can validate that contractors have been through Whakamana ngā kaimahi as a completion score is generated.

The Board queried how contractor-related incidents are reported. Trades contractors have their own registers and when an incident report comes to the Facilities Manager from a contractor, this is logged in OPNZL's system. Trades contractors are required to complete paperwork which provides an assurance to OPNZL that contractors have been inducted; the Facilities Manager monitors this on a regular basis. The Facilities Manager also has fortnightly meetings with trades contractors and inducts any new trades contractors. The School

Holiday Programme uses the same reporting as OPNZL. There is no requirement to report on adjunct contractors as they don't work on campus.

**Action:** The Board would like a quarterly update on safety and wellbeing for WFH/flexible working staff to include information on validation of safety and wellbeing induction, workstations, etc.

**Action:** The Board would like safety and wellbeing to be more thoroughly reported on in the organisational dashboard to include monitoring of safety and wellbeing culture, resourcing, etc. The Safety & Wellbeing Committee workplan can help inform what measures will be reported against.

**Action:** Executive Director People & Capability to share the Safety & Wellbeing Committee's workplan with the Board.

The Committee thanked the Board for the opportunity to meet with them, for the Board's interest, and the Board's acknowledgement of its responsibility for safety and wellbeing at OPNZL.

The Board thanked the Committee members for their time.

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The meeting opened with the Polytechnic's karakia.

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**1.0 Apologies**

There were no apologies.

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**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: Board Advisor – The Good collective, Waikato.

**Action:** Remove the following interest for B McLeod-Lundy: Director – PledgeMe.

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

**Agreed**

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**3.0 Confirmation of the Minutes of the Public Meeting held on 19 March 2021**

**Action:** M Strong to be added as present to the 19 March 2021 meeting minutes.

**Motion** **Moved from the Chair:**
**That the minutes of the Public Meeting held on 19 March 2021 be confirmed as a correct record, with the amendment that M Strong was present.**

**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.

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**5.0** **Correspondence**
There was no correspondence.

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**6.0** **Academic Matters**

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

There is not yet a Te Pūkenga view on how plagiarism will be dealt with across the network. The Board felt that comparison with Europe would be better than the USA, as Europe is more in line with NZ privacy standards.

OPNZL is conscious that it needs to be more responsive to fixing the issues that arise from external moderation. There is a need to move away from achievement standards and OPNZL is not alone in this regard. OPNZL is focusing on improving assessments and has decided to exit moderating school achievement standard assessments and is looking to repackage school materials.

It was noted that according to the OFP, OPNZL is required to go to Te Pūkenga if making a programme change. **Action:** Executive Director Academic Services to investigate what is required by Te Pūkenga for OPNZL to close programmes in order to exit moderation of school achievement standard assessments, i.e., whether OPNZL is required to inform, consult, or get approval from Te Pūkenga. OPNZL will ensure that enrolled learners can complete and that pathways are not cut off.

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**Motion** **Moved from the Chair:**
**That the Board notes the report and receives and notes the minutes of the Academic Committee meeting held on 05 March 2021.**

**Agreed**

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**6.2** **The Board Membership, Meetings, Fees and Committees Statute**
The Board received the Statute which has been updated to incorporate the Board and its Committees' feedback from previous meetings.

The clean and tracked changes versions of The Statute were received by the Board.

It was noted that it is common practice in Te Pūkenga network for the Chief Executive to be the Chair of the Academic Committee.

The Board approved the Statute pending the following changes:

**Action:** 10.2.2: "Advising" to be removed, sentence to read, "Overseeing the Chief Executive on the appointment of new Chief Executive direct reports".

**Action:** Board Chairperson to feedback to Board Secretary with other minor edits.

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**Motion**

**Moved from the Chair:**
**That the Board approves The Board Membership, Meetings, Fees and Committees' Statute.**

**Agreed**

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**7.0 General Business**

**7.1 Capital Expenditure Financial Delegation to Chief Executive**

The Board resolved to carry this item 15.1.1 from the Public Excluded meeting agenda into the Public meeting agenda.

The Audit, Finance and Risk Committee recommended Board approval of the proposed budgeted capital expenditure delegation to the Chief Executive.

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**Motion**

**Moved from the Chair:**
**That the Board approves:**
**Budgeted capital expenditure is delegated by the Board to the Chief Executive as follows:**

| | |
|---|---|
| **Technology** | **Under $3,000,000** |
| **Facilities assets** | **Under $3,000,000** |
| **Courseware & Learning Resources** | **Under $3,000,000** |

**If the budget is likely to be exceeded in any of these categories, or if any investment is outside the approved strategies for Technology, Facilities and Courseware strategic risk then it would also require Board approval.**

**Agreed**

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**7.2 Annual Report 2020**

The Board resolved to carry this item 15.1.2 from the Public Excluded meeting agenda into the Public meeting agenda.

The Audit, Finance and Risk Committee endorsed for transmission of the 2020 Financial Statements and Statement of Service Performance for Board approval; and noted the Audit Close Report.

The Board felt the Annual Report 2020 was impressive and commended Leanne Rate and the Finance team on a job well done.

It was noted that any outstanding audit requirements will be completed by the time the Annual Report is signed off.

**Motion** **Moved from the Chair:**
**That the Board approves:**
**The Final version of the 2020 Financial Statements and Statement of Service Performance.**

**That the Board notes:**
**The Audit Close Report.**

**Agreed**

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**8.0 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 9.0 Apologies
PE 10.0 Confirmation of Minutes
PE 11.0 Matters Arising
PE 12.0 Correspondence
PE 13.0 Organisational Dashboard
PE 14.0 Funding Scenarios / 2021 Funding Update
PE 15.0 Board Committees Updates
PE 15.1 Audit, Finance & Risk Committee Meeting
PE 15.2 People & Performance Committee Meeting
PE 16.0 ESA Publications (NZ) Ltd Board Update
PE 17.0 General Business
PE 17.1 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 9.0 Apologies<br>PE 10.0 Confirmation of Minutes<br>PE 11.0 Matters Arising<br>PE 12.0 Correspondence<br>PE 13.0 Organisational Dashboard<br>PE 14.0 Funding Scenarios / 2021 Funding Update<br>PE 15.0 Board Committees Updates<br>PE 15.1 Audit, Finance & Risk Committee Meeting<br>PE 15.2 People & Performance Committee Meeting<br>PE 16.0 ESA Publications (NZ) Ltd Board Update<br>PE 17.0 General Business<br>PE 17.1 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 9-17 after the public has been excluded, because of their specialist knowledge of the subjects:**
   - Dr Caroline Seelig, Chief Executive
   - Neil Carroll, Executive Director Academic Services
   - Paul Fallon, Executive Director DSEP
   - Dr Alison Harrison, Executive Director Strategy
   - Murray Hill, Executive Director Financial Services
   - Shelley Fitzpatrick, Board Secretary

**Agreed**

**Chair** [signature] **Date** 21/5/21