Minutes of the Nineteenth Meeting

of The Open Polytechnic of New Zealand Limited Board

held at

The Open Polytechnic of New Zealand Limited

on 17 December 2021 at 8.38am

PUBLIC BUSINESS

Present:

Vaughan Renner (Chair)
Dr Thérèse Arseneau
Jerry He
Breccan McLeod-Lundy
Murray Strong
Dr Karen Vaughan

In Attendance:

Dr Caroline Seelig, Chief Executive
Neil Carroll, Deputy CE & Executive Director Academic Services
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 lateness was received from M Strong.

2.0 Directors' Interests Register

The Directors' Interests Register was noted.

Action: Remove the following interests for V Renner: President – Business Central; Board member – Business New Zealand; Director – Wellington Regional Chamber of Commerce.

Action: Remove the following interest for M Strong: Director – National Infrastructure Service, Wellington.

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 19 November 2021

Motion	**Moved from the Chair:** **That the minutes of the Public Meeting held on 19 November 2021 be confirmed as a correct record.** **Agreed**

4.0	**Matters Arising from the Previous Meeting (and not listed elsewhere)** No matters arising. 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	**Academic Matters**
6.1	**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 meeting held on 05 November 2021.** **Agreed**

6.2	**NZQA Targeted Evaluation** The Board received the final report for the Polytechnic's Targeted Evaluation. The Board noted the positive outcome and commended all the teams involved on a job well done.

Motion	**Moved from the Chair:** **That the Board notes the 2021 Targeted Evaluation Report.** **Agreed**

7.0	**Safety and Wellbeing Update** The Board received the update and noted that 13 out of 49 incidents occurred at kaimahi homes. Keeping kaimahi safe while working from home was noted as the organisation's responsibility; OPNZL policies and procedures need to be aligned to looking after kaimahi working from home.

It was noted that the kaimahi work from home (WFH) consultation closes today. Individual kaimahi workstation assessments are not completed where kaimahi choose to WFH or in temporary WFH situations (e.g., due to COVID-19), but are completed where there is a permanent WFH arrangement.

Action: The Board advised that a healthy workstation survey / checklist be provided to all kaimahi and that kaimahi could provide photos of WFH workstations to ensure kaimahi safety and wellbeing.

Action: The Board requested a monthly safety and wellbeing report, particularly with a wellbeing focus.

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

Agreed

8.0 Board Work Plan 2022

The Board reviewed its 2022 work plan.

Action: Chairperson and Board Secretary to have an offline discussion around scheduling OPNZL Board workshops around face to face Te Pūkenga Chairs'/CEs' 2022 meetings.

9.0 General Business

9.1 Te Kura Wānanga Introduction

Te Kura Wānanga joined the Board for a meet and greet over morning tea.

The Board expressed its desire to break down barriers and close the equity gap for Māori ākonga. It noted that the network is losing some Māori ākonga prior to enrolment and this needs to be changed.

The OPNZL/Ara pilot in schools was noted; Ara Chairperson / OPNZL Board Director extended an invitation to Te Kura Wānanga to visit Ara and encouraged collaboration to try to get this right for Māori ākonga.

The Board will look to engage on more regular basis with Te Kura Wānanga noting we are all on a journey with Te Pūkenga and we can go faster together.

There is network of Māori kaimahi, partnerships and an equity team in Te Pūkenga for support.

The Board encouraged Te Kura Wānanga to challenge the Directors; noting the Board should feel uncomfortable with the status quo.

The Board expressed how great it was to meet the members of Te Kura Wānanga and see their enthusiasm; and looks forward to engaging on an ongoing basis.

10.0 Strategic Matters: Public Excluded Business

Motion

Moved from the Chair:
That the Board:
Excludes the public from the remainder of the meeting.

The general subject of the matters to be considered while the public is excluded are:

PE 11.0	Apologies	s9(2)(a)
PE 12.0	Confirmation of PE Minutes 19 Nov 2021	s9(2)(a),(b), (g)(i), (i), (j)
PE 13.0	Matters Arising	
PE 13.1	COVID impact on learners	s9(2)(a),(b), (g)(i), (i), (j)
PE 13.2	Graduate Survey analysis	s9(2)(a),(b), (g)(i), (i), (j)
PE 14.0	Correspondence	s9(2)(a),(b), (g)(i), (i), (j)
PE 15.0	COVID-19 mandatory vaccinations	s9(2)(a),(b), (g)(i), (i), (j)
PE 16.0	Organisational Dashboard	s9(2)(a),(b), (g)(i), (i), (j)
PE 17.0	Board Committee Updates	s9(2)(a),(b), (g)(i), (i), (j)
PE 17.1	AFRC Meeting Update	s9(2)(a),(b), (g)(i), (i), (j)
PE 17.1.1	2022 Budget Proposal	s9(2)(a),(b), (g)(i), (i), (j)
PE 17.1.2	2021 Dividend to Shareholder	s9(2)(a),(b), (g)(i), (i), (j)
PE 18.0	Organisational Business Plan 2022	s9(2)(a),(b), (g)(i), (i), (j)
PE 19.0	Services Initiatives 2022	s9(2)(a),(b), (g)(i), (i), (j)
PE 20.0	eCampus	s9(2)(a),(b), (g)(i), (i), (j)
PE 21.0	Subsidiary Collaboration	s9(2)(a),(b), (g)(i), (i), (j)
PE 22.0	ESA Publications Ltd Update	s9(2)(a),(b), (g)(i), (i), (j)
PE 22.1	ESA & iQualify for Schools brand alignment	s9(2)(a),(b), (g)(i), (i), (j)
PE 23.0	NZCER Draft Report	s9(2)(a),(b), (g)(i), (i), (j)
PE 24.0	General Business	s9(2)(a),(b), (g)(i), (i), (j)

This resolution will be made in reliance on s48(1) of the Local Government Official Information and Meetings Act 1982 and the particular interests protected by s9 of the Official Information Act 1982 which would be prejudiced by holding the proceedings of the meeting in public. The section of the Official Information Act which applies is shown beside each item to be considered while the public is excluded:

s9(2)(a) – To protect the privacy of natural persons, including that of deceased natural persons
s9(2)(b) – To protect information where the making available of the information
(i) would disclose a trade secret; or (ii) would be likely unreasonably to prejudice the commercial position of the person who supplied or who is subject of the information
s9(2)(g)(i) – To maintain the effective conduct of public affairs through the free and frank expression of opinions by or between or to members of an organisation and employees of any department or organisation in the course of their duty
s9(2)(h) – To maintain legal professional privilege
s9(2)(i) – To enable a Minister of the Crown or any department or organisation holding the information to carry out, without prejudice or disadvantage, commercial activities
s9(2)(j) – To enable a Minister of the Crown or any department or organisation holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)

a) Permit the following to remain at this meeting for items PE 11-24 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
- Dr Alison Harrison, Executive Director Strategy
- Murray Hill, Executive Director Financial Services
- Shelley Fitzpatrick, Board Secretary

Agreed

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18 February 2022

Chair **Date**