Minutes of the Sixteenth Meeting
of The Open Polytechnic of New Zealand Limited Board
held at
Rydges Wellington Airport
17 September 2021 at 9.30am
PUBLIC BUSINESS

Present:
Vaughan Renner (Chair)
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 absence, due to late flight arrival, was received for T Arseneau.

2.0 Directors' Interests Register

The Directors' Interests Register was noted.

Action: Remove the following interest for V Renner: Chair/Director – Westlake Governance Ltd.

Action: Remove the following interest for K Vaughan: Contractor (short-term) – Tertiary Education Commission.

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 20 August 2021

Motion

Moved from the Chair:
That the minutes of the Public Meeting held on 20 August 2021 be confirmed as a correct record.

Agreed

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

4.1 **Safety & Wellbeing Induction Update**
The Board noted the slight increase in kaimahi course completion numbers for September when compared to August 2021 completions.

It was noted that kaimahi are being encouraged to complete a lot of courses including privacy, cyber security, wellness, and cultural competency.

Action: For future reporting, add the total staff number and the date of reporting.

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

It was noted that OPNZL's action plan in response to poor National External Moderation results was accepted by NZQA and the actions are nearly complete. The work has been delayed and complicated by the work shifting to WDCs. Work that has been underway over the past year to fix assessments is nearing completion. It was noted that the timeframe to make changes and communicate to learners has been challenging given that learners are spread across a range of courses.

Motion **Moved from the Chair:**
That the Board notes the report and receives and notes the minutes of the Academic Committee meeting held on 06 August 2021.

Agreed

7.0 **Board Work Plan 2021**
The Board reviewed its 2021 work plan.

It was agreed to follow the same Board meeting schedule for 2022, with Board meetings held on the third Friday of every month February – December.

The Board will hopefully have two new directors in 2022, representing Te Āti Awa and Ngāti Toa iwi, noting that Board dates may need to be adjusted to accommodate incoming directors.

T Ngatai, Executive Director Māori has been well engaged with Te Āti Awa and Ngāti Toa; V Renner and M Strong will liaise offline with T Ngatai to progress OPNZL's engagement with iwi.

Action: 2022 AFRC meetings to be scheduled to align with internal / external audits and Te Pūkenga requirements.

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 remainder of the meeting.

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

Item	Subject	OIA section(s)
PE 10.0	Apologies	s9(2)(a)
PE 11.0	Confirmation of Public Excluded Minutes 20 August 2021	s9(2)(a),(b), (g)(i), (i), (j)
PE 12.0	Matters Arising	s9(2)(a),(b), (g)(i), (i), (j)
PE 13.0	Correspondence	s9(2)(a),(b), (g)(i), (i), (j)
PE 14.0	Organisational Dashboard	s9(2)(a),(b), (g)(i), (i), (j)
PE 15.0	Māori learner attrition	s9(2)(a),(b), (g)(i), (i), (j)
PE 16.0	Board Committee Updates	s9(2)(a),(b), (g)(i), (i), (j)
PE 16.1	Audit, Finance & Risk Committee Update	s9(2)(a),(b), (g)(i), (i), (j)
PE 16.1.1	2022 Budget Proposal – for approval	s9(2)(a),(b), (g)(i), (i), (j)
PE 16.1.2	2021 Audit Plan – for approval	s9(2)(a),(b), (g)(i), (i), (j)
PE 17.0	Subsidiary Collaboration	s9(2)(a),(b), (g)(i), (i), (j)
PE 18.0	ESA Publications Ltd Update	s9(2)(a),(b), (g)(i), (i), (j)
PE 19.0	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 10-19 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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15 October 2021

Chair **Date**