Minutes of the Twentieth Meeting

of The Open Polytechnic of New Zealand Limited Board

held

on 18 February 2022 at 11.00am

Teams meeting

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**
There were no apologies

2.0 **Directors' Interests Register**
The Directors' Interests Register was noted.

Action: Add the following interest for V Renner: Board member – Business New Zealand.

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 17 December 2021**

Motion **Moved from the Chair:**
That the minutes of the Public Meeting held on 17 December 2021 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**

The Board received and noted the following correspondence:

1. Letter from Murray Strong, Council Chair Te Pūkenga, and Stephen Town, Chief Executive Te Pūkenga, to Board of Directors & Management of Te Pūkenga subsidiaries (cc: T Fowler, CE Tertiary Education Commission), dated 11 February 2022: Supplemental Letter of Expectations (#1)

The purpose of the supplemental Letter of Expectations (LoE) is to expand on the expectations set out in the 8 June 2021 Letter of Expectations and should be read in conjunction with the June 2021 LoE.

The supplemental LoE elaborates on Te Pūkenga current expectations in relation to priority number 5: Transition education services in a smooth and efficient manner.

Te Pūkenga will also adopt national policies that will support functions and process across the network from 1 January 2023.

An updated Te Pūkenga Subsidiaries Governance Framework Summary (February 2022) was attached to the letter.

It was noted that post 2022 all international contracts will be signed by Te Pūkenga, not individual subsidiaries.

Currently Te Pūkenga is seeking risk responses from governance separately for OPNZL and eCampus NZ. **Action:** Board to discuss how it would like to handle risk management moving forward given it is responsible for OPNZL, including the eCampus NZ division.

Motion **Moved from the Chair:**
That the Board notes the receipt of the Supplementary Letter of Expectations and the updated Governance Framework.

Agreed

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 a lot of work, and increasing coordination, across the sector in course closures / development, etc. The curriculum changes will have profound effects for OPNZL as an open, distance provider, as it can take a considerable amount of time (2-3 years) to redevelop courseware.

By the end of 2022, no new enrolments can be taken in lapsing programmes in the sub-degree category, this includes business administration and computing domains. It was noted that WDCs have an integral position with standard setting for courses and programmes.

Motion	**Moved from the Chair:** **That the Board notes the report and receives and notes the minutes of the Academic Committee meeting held on 03 December 2021 and e-meeting held 09 December 2021.**

Agreed

6.2 Ōritetanga Progress Report February 2022

The Board received the report and it was taken as read.

In general things are progressing well, with strong outcomes particularly with equity/success measures.

There has been increased momentum on some of the delayed activities now that the full Te Kura Wānanga team is in place. Items that are not progressing are due to a COVID related or technology related delay. Everything else is progressing well and management is pleased with the impact it’s having.

A director noted that with the COVID restrictions, NCEA results for Māori and Pasifika are lower than expected and impacting UE by about 25% for M&P. It will be interesting to see how this, and the low unemployment rate affects ITPs after Q1.

There are touchpoints in the student journey during a course whereby staff know if an intervention or support is needed. Management spoke to the consolidation of success criteria 4 and 5 which relate to engagement and first assessment. A pilot has been running on 1 or 2 courses with extra intervention focused on Māori and Pasifika learners, which is resource intensive. The auto communications technology is being organised now, which would allow this to be extended wider. The results look good, it’s now a matter of figuring how to do this on a larger scale.

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

Agreed

6.3 Pastoral Care Code Gap Analysis, February 2022

The Board received the analysis and queried how managers record activities that are needed to close the gaps. At this point, teams are in the process of reviewing and checking activities in order to identify gaps. If / when gaps are identified, an action plan will be developed similar to the disability, ’Afa and Ōritetanga plans.

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

6.4 **Interim Staff Advisory Committee Update**

Mary-Liz Broadley was welcomed to the meeting.

Mary-Liz provided an update on her work as an OPNZL Interim Staff Advisory Committee member.

The committee has been working on the strategic plan and developing a work plan to communicate Te Pūkenga Council messages to staff.

Mary-Liz is concerned that staff currently don't have visibility of the committee's work, as the committee has not been communicating with staff whilst the work plan is finalised.

Mary-Liz is advocating to have break out rooms for communication with different staff groups, and not limited to academic staff.

OPNZL CE and Mary-Liz meet fortnightly. Mary-Liz is grateful to the CE and the Board Chairperson as she can call them freely and they have good working relationships. She is excited about, and filled with hope, for the future and keen to work together to create Te Pūkenga into a great place for learners.

The Board felt it was positive that staff from the network are coming together and helping build the future; the Board congratulated Mary-Liz on her appointments and noted that it's not an easy job. The Board thanked Mary-Liz for the positive attitude and approach she brings to the mahi.

The Board noted that the Interim Staff Advisory Committee is a committee of Te Pūkenga Council. The committee's principle work is focussed on what the permanent structure of the committee will look like to give effect to the charter through the input from staff cohorts.

7.0 **Safety and Wellbeing Update – February 2022**

The Board received the update and it was taken as read.

Motion	**Moved from the Chair:** **That the Board notes the Safety and Wellbeing update.** **Agreed**

8.0 **Board Work Plan 2022**

The Board reviewed its 2022 work plan.

9.0 **General Business**

There was no general business.

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 17 December 2021	s9(2)(a),(b), (g)(i), (i), (j)
PE 13.0	Matters Arising	
PE 14.0	Correspondence	s9(2)(a),(b), (g)(i), (i), (j)
PE 15.0	eCampus NZ Board reports	s9(2)(a),(b), (g)(i), (i), (j)
PE 16.0	2021 Achievement of strategy	s9(2)(a),(b), (g)(i), (i), (j)
PE 17.0	2022 Performance year to date	s9(2)(a),(b), (g)(i), (i), (j)
PE 18.0	Board Committee Update	s9(2)(a),(b), (g)(i), (i), (j)
PE 18.1	AFRC Meeting Update	s9(2)(a),(b), (g)(i), (i), (j)
PE 18.1.1	Fair Value Assessment	s9(2)(a),(b), (g)(i), (i), (j)
PE 19.0	Land Management Strategy	s9(2)(a),(b), (g)(i), (i), (j)
PE 20.0	Subsidiary Collaboration	s9(2)(a),(b), (g)(i), (i), (j)
PE 21.0	ESA Publications Ltd Update	s9(2)(a),(b), (g)(i), (i), (j)
PE 22.0	Te Pūkenga ako framework – OPNZL's prototype	s9(2)(a),(b), (g)(i), (i), (j)
PE 23.0	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 11-23 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
   - Dr Alison Harrison, Executive Director Strategy
   - Murray Hill, Executive Director Financial Services
   - Shelley Fitzpatrick, Board Secretary

Agreed

Chair 18 March 2022
Date