Minutes of the Thirteenth Meeting

of The Open Polytechnic of New Zealand Limited Board

held at

The Open Polytechnic of New Zealand Limited

on 18 June 2021 at 11.12am

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 absence was received from S Sutherland.

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 M Strong: Trustee - GROW Ōtautahi Trust.

Action: Update the following interest for V Renner: Replace President – Business New Zealand with Board Member – Business New Zealand.

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 21 May 2021

Motion **Moved from the Chair:**
That the minutes of the Public Meeting held on 21 May 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 following correspondence was received for noting:

1. Letter from Murray Strong, Council Chair Te Pūkenga, and Maryann Geddes, Chair – Appointments and Remuneration Committee, to Subsidiary Board Chairs, dated 04 June 2021: Board Review Process

   The Institute of Directors (IoD) will manage the subsidiary board evaluations to give Te Pūkenga Council the assurance that each board subsidiary is discharging its obligations. The letter outlined the process to be completed in four stages from August to October 2021: introduction workshop; information gathering; interviews with board chairs; workshop with board chairs.

   The Board Chairperson updated directors on the process for the board review; online assessment will be emailed to directors in early August as the first step in the board evaluation process.

   Te Pūkenga Council Chairperson reiterated the principles behind the board review noting:
   - There is a higher level of accountability for board performance under the Companies Act, including a requirement to report to the TEC;
   - The review will provide an opportunity to identify any short-term issues requiring assistance; and
   - The review will provide Te Pūkenga with the opportunity to identify talent / capability across Aotearoa that could continue to support the network post-transition from 1 Jan 2023 onwards.

2. 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 08 June 2021: Updated letter of expectations to Te Pūkenga subsidiaries

   The letter of expectations has been updated to align with the five educational priorities. It also introduced Te Pūkenga Work Based Learning Limited and plans for receiving activity from Transitional Industry Training Organisations.

   (The Board discussed this letter under a separate Public agenda item, 6.0).

3. Letter from Stephen Town, Chief Executive Te Pūkenga, to Te Pūkenga Subsidiary Chairs and Chief Executives (cc: Te Marino Lenihan, Chair – Te Tira Manukura), dated 11 June 2021: Te Tiriti partnerships

The letter provided an update on Te Pūkenga intentions regarding existing subsidiary Te Tiriti o Waitangi partnerships and proposed a face to face hui between Te Pūkenga, each subsidiary, and local iwi partnership boards / Tiriti relationship entities for an initial and strategic conversation in July.

It was noted that OPNZL will engage with Te Pūkenga as we progress with local iwi engagement.

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

Agreed

6.0 Updated Letter of Expectations

The Board discussed the updated Letter of Expectations (LoE).

The Board Chairperson identified some key points:

- Many things from the initial LoE, e.g., equity, Te Tiriti partnerships, etc. remain just as strong and relevant;
- The OPNZL Board is here for benefit of Te Pūkenga. With that in mind, the scope of the July Workshop will be expanded to encompass all of Te Pūkenga, rather than just OPNZL.

It was noted that the CE appointment for Te Pūkenga WorkBased subsidiary is underway. Three Te Pūkenga directors have been appointed to the WorkBased subsidiary board. As TITOs transfer into the network, on a one per month basis from August 2021, each incoming TITO will have a director appointed to the WorkBased subsidiary board.

Action: Angela Beaton and Warwick Quinn to be invited to OPNZL Board's July workshop.

7.0 Student Fees

The Board resolved to carry the motion from 18.1.1 Public Excluded meeting agenda into the Public meeting agenda.

At its 15 June 2021 meeting the Audit, Finance and Risk Committee endorsed for Board approval that the Polytechnic's 2022 student fees be set at the 2021 level.

Motion **Moved from the Chair:**
That the Board approves Open Polytechnic's 2022 fees be set at the 2021 level.

Agreed

8.0 **Academic Committee**

This report updated the Board on the recent Academic Committee meeting and was taken as read.

It was noted that assessment is an issue across most courses that are not highly rated; free text commentary from learners and talk channel commentary in iQualify is being worked through to identify issues.

It was also noted that any new learners in iQualify are assigned on-boarding mentors during their first month, which in theory, should improve learner clarity around how to begin study and when assessment will occur. On-boarding mentors work outside of normal working hours to maximise availability for learners and the team continuously looks at how it can best support learners.

It was noted that OPNZL has received NZQA's consultation document, with OPNZL's response likely to be different to the rest of the sector.

Motion **Moved from the Chair:**
That the Board notes the report and receives and notes the minutes of the Academic Committee meeting held on 07 May 2021.

Agreed

9.0 **Board Work Plan 2021**

The Board reviewed and provided feedback on its 2021 work plan.

July workshop context will be broadened to encompass all of Te Pūkenga; sessions will span two days with the Board meeting on the afternoon of Thursday 15 July and Board workshop on Friday 16 July.

10.0 **General Business**
10.1 **Kaiwhakahaere, Māori Office**

The Board noted Wayne Glen's secondment to Te Pūkenga will be initiated in a staggered way; OPNZL will look to reappoint for the 1-year secondment term.

11.0 **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 12.0	Apologies	s9(2)(a)
PE 13.0	Confirmation of Public Excluded Minutes 21 May 2021	s9(2)(a),(b), (g)(i), (i), (j)
PE 14.0	Matters Arising	s9(2)(a),(b), (g)(i), (i), (j)
PE 15.0	Correspondence	s9(2)(a),(b), (g)(i), (i), (j)
PE 16.0	Organisational Dashboard	s9(2)(a),(b), (g)(i), (i), (j)
PE 17.0	Strategic Plan & Business Planning 2022	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 19.0	Subsidiary Collaboration	s9(2)(a),(b), (g)(i), (i), (j)
PE 20.0	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 12-20 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 ____________

Date 16/7/21