



Otago Polytechnic Council

BOARD PACK

for

Otago Polytechnic Council - Open

01 Feb 2019 12:30 PM

Held at:

Puna Kawa

Level 2, Mason Centre
Otago Polytechnic
Forth Street
Dunedin

Version 1

Generated: 25 Jan 2019 03:48 PM

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AGENDA



OTAGO POLYTECHNIC COUNCIL - OPEN

Name:	Otago Polytechnic Council
Date:	Friday, February 1, 2019
Time:	12:30 PM to 1:30 PM
Location:	Puna Kawa, Level 2, Mason Centre Otago Polytechnic Forth Street Dunedin
Board Members:	Kathy Grant (Chair), Bill Moran, Megan Potiki, Mike Horne, Neil Barns, Paul Allison, Peter Coolbear, Jamie Adamson
Guests/Notes:	In Attendance: Jono Aldridge (Convenor, Staff Subcommittee), Jo Brady (Deputy Chief Executive People, Performance and Development), Jeanette Corson (Secretary to Council), Philip Cullen (Deputy Chief Executive Corporate Services), Jordan Dargaville (Convenor, Student Council), Megan Gibbons (Acting Deputy Chief Executive Learner Experience), Janine Kapa (Deputy Chief Executive Māori Development/Kaitohutohu, Phil Ker (Chief Executive), Oonagh McGirr (Deputy Chief Executive Learning and Teaching Services)

1. PROCEDURAL

1.1 Apologies

1.2 Conflict of interest

Council members should declare any potential conflict (pecuniary or non-pecuniary) they may have regarding any item on the agenda, or in relation to any discussion during the meeting. These declarations will be recorded on a separate register as well as in the minutes.

Attached is a register of Council members' interests. Any changes must be advised to the Secretary to Council.

Supporting Documents:

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1.3 Confirm Minutes

RECOMMENDATION

That the minutes of the open section of the meeting held on 2 November 2018 be approved as a true and correct record.

Supporting Documents:

1.3.a	Minutes : Otago Polytechnic Council - Open - 02 Nov, 2018	8
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1.4 Matters Arising

1.5 Action Sheet

Date	Action	To be completed by	By when
03/07/2015	Naming of buildings	Phil Ker	Progressive reporting

2. REPORTS

2.1 Chair (verbal)

2.2 Chief Executive

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3. POLICIES FOR APPROVAL

4. MATTERS FOR NOTING

4.1 Council Calendar

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4.2 Executive Leadership Team Interests Register

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4.3 Academic Board Minutes

- 9 October 2018

Supporting Documents:

4.3.a	AB minutes_9 October2018.docx	17
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5. CLOSE MEETING

5.1 Meeting Closed

Next meeting: Otago Polytechnic Council - Open - Friday, 1 March 2019, 12:30 PM

INTERESTS REGISTER

Council Member	Updated	Interest Disclosed	Nature of Potential Interest with the Otago Polytechnic
Jamie ADAMSON		1.	
Paul ALLISON	20-04-18	2. Life Trustee – Halberg Disability Sport Foundation 3. Trustee – Winter Games NZ 4. Sports Commentator – NZME 5. Lion Foundation – South Island Regional Grants Committee 6. Independent Director - University Bookshop (Otago) Ltd 7. Director - Waitaki District Health Services Ltd 8. Trustee – Waitaki District Health Services Trust 9. Infinite Energy (design and installation of quality solar power Potential supplier 10. Lion Foundation - Independent contractor	1 – 7 Nil 8 – potential supplier 9 – potential funder
Neil BARNES	17-01-19	1. Board Chair – Otago Polytechnic Auckland International Campus 2. Director/Shareholder Neil Barnes Consulting Limited 3. Partner – Barnes-Davis Orchard Partnerships 4. Commissioner, Whitireia and Weltec Polytechnics 5. Director - WelTec Enterprises Ltd 6. Director - LCB Management NZ Ltd 7. Director - IEM Ltd	1. OP is a 50% owner of the limited partnership and is impacted directly by its operations in Auckland 2. The Company provides consultancy services mainly to TEOs and government education agencies that OP also has dealings with. 3. Joint owner of an avocado orchard. Unlikely to involve OP directly although OP offers horticulture qualifications and training.
Peter COOLBEAR	16-11-16	1. Co-owner and director: Coolbear Ltd - Information Management and Tertiary Education Consulting 2. Member, NZQA Consistency Review Panel	

Kathy GRANT	04-09-18	<ol style="list-style-type: none"> 1. Dunedin City Holdings Ltd (Director) 2. Trustee of numerous private trusts 3. Gallaway Cook Allan (Associate) 4. Dunedin City Treasury Limited (Director) 5. SDHB (Commissioner) 6. Dunedin Stadium Property Limited <p>Spouse:</p> <ol style="list-style-type: none"> 1. Gallaway Cook Allan (Consultant) 2. Hazlett & Sons Limited (Chair) 3. South Link Health Services Limited (Director) 4. Warbirds Over Wanaka Community Trust (Board Member) 5. Warbirds Over Wanaka Limited (Director) 6. Warbirds Over Wanaka (2008) Limited (Director) 7. Warbirds Over Wanaka (2010) Limited (Director) 8. Leslie Groves Home & Hospital (Board Member) 9. Dunedin Diocesan Trust Board (Chair) 10. Trustee of numerous private trusts 	
Michael HORNE	02-02-18	<ol style="list-style-type: none"> 1. Deloitte Limited 2. Best View Limited 3. City Forests Limited 4. Ellis Fibre Global Limited 5. Ellis Fibre NZ Limited 6. Escea International Limited 7. Escea Limited 8. Hunterfields Investments Limited 9. Greenbriar Limited 10. Otago Museum Trust Board (Treasurer) 11. Palmer & Son Limited 12. Palmer Resources Limited 13. Palmer MH Limited 14. Palmers Mechanical Limited 15. PDS (Computer Services) Limited 16. Prospectus Nominees 17. Prospectus Nominees Services Limited 18. Rawhiti Road Investments Limited 19. Viblock Limited 20. Ashburn Hall 	<ol style="list-style-type: none"> 1. Potential supplier 10. Potential customer <p>Others: Nil</p>

			Polytechnic
Bill MORAN	02/07/18	<ol style="list-style-type: none"> 1. Director, Pioneer Energy 2. Chair and Director, Sport and Recreation New Zealand 3. Chair and Director, High Performance Sport New Zealand 4. Director, Youthtown 5. Trustee, New Zealand Dementia Prevention Trust 6. Trustee, New Zealand Football Foundation 7. Trustee, Olive Leaf Centre Trust 8. Advisory Trustee, School of Government, Victoria University of Wellington 9. Advisory Trustee, Play It Strange Trust 10. Director, Aspen Initiative New Zealand <p>Other</p> <ol style="list-style-type: none"> 1. Independent Chair, Parliamentary Appropriations Review Committee (Mar-Aug 2018) 2. Independent adviser, Crest Hotel, Queenstown 	Nil
Megan POTIKI	26/06/17	<ol style="list-style-type: none"> 1. Member of Te Runanga o Ōtākou 2. Employee of the University of Otago 3. Director of Arataki Associates Ltd – contracting entity involved in a wide range of Māori education, health and business. 	3. Potential supplier

MINUTES (in Review)

OTAGO POLYTECHNIC COUNCIL - OPEN



Name:	Otago Polytechnic Council
Date:	Friday, November 2, 2018
Time:	12:30 PM to 1:00 PM
Location:	Puna Kawa, Level 2, Mason Centre Otago Polytechnic Forth Street Dunedin
Board Members:	Kathy Grant (Chair), Bill Moran, Neil Barns, Peter Coolbear
Apologies:	Darren Evans, Megan Potiki, Mike Horne, Paul Allison
Guests/Notes:	In attendance: Jono Aldridge (Convenor, Staff Subcommittee), Jo Brady (Deputy Chief Executive, People, Performance and Development), Jeanette Corson (Secretary to Council), Philip Cullen (Deputy Chief Executive Corporate Services), Jordan Dargaville (Convenor, Student Council), Megan Gibbons (Acting Deputy Chief Executive Learner Experience), Janine Kapa (Deputy Chief Executive, Māori Development/Kaitohutohu, Phil Ker (Chief Executive), Oonagh McGirr (Deputy Chief Executive, Learning and Teaching Services)

1. PROCEDURAL

1.1 Apologies

Apologies had been received from Paul Allison, Darren Evans, Mike Horne and Megan Potiki.

RECOMMENDATION

That the apologies be accepted.

AGREED.

1.2 Conflict of interest

Dr Barns had been appointed Commissioner of Whitereia and Weltec Polytechnics.

No further interests were disclosed.

1.3 Confirm Minutes

Otago Polytechnic Council - Open Friday, October 5, 2018, the minutes were confirmed as presented.

RECOMMENDATION

That the minutes of the open section of the meeting held on 5 October 2018 be approved as a true and correct record.

AGREED.

1.4 Matters Arising

There were no matters arising.

2. REPORTS

2.1 Chair (verbal)

Events

Mrs Grant reported that she had attended the unveiling of Nga Kete on 15 October, which she described as a very appropriate and distinctive acknowledgement of the artwork.

She also commented on the Mana Pounamu and Pasifika Awards evenings, which she said were very positive engagements with our students and our communities.

Governance Workshop

TEC will be running another governance session on 22 November. Mr Barns noted that he had been invited to speak at the session.

2.2 Chief Executive

Global Polytechnic Alliance

Otago Polytechnic, Humber College (Canada) and VIA University College (Denmark) had recently signed a three-way agreement establishing the Global Polytechnic Alliance (GPA).

The GPA would provide new learning and collaborative opportunities for students and staff while strengthening the understanding of the benefits of polytechnic education across the globe.

Shanghai University of Engineering Science

Mr Ker reported on his recent visit to the Shanghai University of Engineering Science. He had also visited four other institutions and advised that Mike Waddell was now working on three requests for year long programmes as part of a two plus one arrangement. Two of these requests were related to Fashion. Mr Ker noted that Shanghai had changed dramatically, particularly around the adoption of technology. He spoke of the rich and affordable experience for NZ students who wished to study in Shanghai, which links into the Polytechnic's global engagement strategy.

3. POLICIES FOR APPROVAL

3.1 Policies for Approval

The following policies had been reviewed by the Finance and Audit Committee

- CP0014.02 Internal Audit
- CP0010.04 Fraud Prevention and Response
- Fraud Control Plan
- CP0015.01 Risk Management

RECOMMENDATION

That the Council approves the revision of the above policies.

AGREED.

4. MATTERS FOR NOTING

4.1 Council Calendar

Mrs Grant noted the Council meeting to be held on 7 December, and the Maori pre-graduation and Town Hall graduation ceremonies to be held on 13 and 14 December.

4.2 Executive Leadership Team Interests Register

The Executive Leadership Team interests register was noted.

4.3 Academic Board Minutes

The Academic Board minutes of meetings held on 11 and 19 September were noted.

4.4 Student Council Minutes

Jordan Dargaville reported that the Student Council had discussed the development of an app for communications/connection such as surveys and timetables as many students do not check emails.

He also noted Camp Inspire, an initiative for Year 9 and 10 secondary school students to enjoy a hands on experience at OP, to be held at the end of November. Mrs Brady is to report back on the initiative in the new year.



Report back on Camp Inspire

Report back on Camp Inspire, held at the end of November/start of December 2018.

Due Date: 01 Feb 2019

Owner: Jo Brady

5. MEETING CLOSED

5.1 Meeting Closed

Next meeting: Otago Polytechnic Council - Open - Friday, 1 February 2019, 12:30 PM

Signature: _____

Date: _____

CHIEF EXECUTIVE'S REPORT

Applications Update

To date total domestic applications are sitting at 3126 which is 15% ahead when compared to the same time last year, and acceptances are 13% ahead. International applications are also performing well being 29% ahead.

It is pleasing to note the increasing trend of applications in multi-year programmes as opposed to short duration programmes. For example degree applications are up by 13% on the same time last year.

Summarised Finance Report for the period ended 30 November 2018

The following table provides an overview of Otago Polytechnic's 2018 financial performance to date and compares this against the forecast with variances.

November 2018	2018 Year to Date Actual	2018 Year to Date Forecast	Variance
	(\$000s)	(\$000s)	(\$000s)
Revenue	\$ 103,824	\$ 102,543	\$ 1,282
Expenditure	\$ 96,564	\$ 95,834	\$ (731)
Net Surplus	\$ 7,260	\$ 6,709	\$ 551
Capital Expenditure	\$ 14,424	\$ 15,428	\$ 1,004
Employment Cost as a percentage of revenue	45.5%	46.0%	0.5%
Student Fees as a % of revenue	45.2%	44.7%	(0.5)%
Government Funding as a % of revenue	41.1%	41.8%	0.7%
Working Capital	42.7%	42.3%	0.4%
Cash In/Cash Out	114.8%	117.5%	(2.7)%
Net Monetary Assets (000's)	\$ (2,764)	\$ 850	\$ (3,615)
Debt / Equity Ratio	2.1%	0.0%	(2.1)%
EFTS	5,535.7	5,529.3	6.4

Key Points:

- The net operating profit of \$7,260k is favourable to forecast by \$551k. Some of this variance is due to the share of OPAIC profit being higher than YTD forecast.
- Capex is lower than forecast to date by a net \$1,004k with the majority of categories behind on spend compared with YTD forecast
- EFTS enrolments at 5,536 exceed the YTD forecast of 5,529 with continued strong international enrolments as well as strong second semester domestic enrolments. We are currently sitting at 106.5% of our original Mix of Provision Cap in the SAC3+ pool. We have had confirmation from TEC that all EFTS will be funded up to 109.5%

Media Report

Attached is a report from Shane Gilchrist, Media Liaison.

External Liaison (November – January)

- Challenger Series celebration night
- Building Surveyors governance group x 2
- OERu meeting, Port McQuarrie
- iamCapable Board meeting, Auckland x 2
- OPAIC Board meeting, Auckland x 2
- Paul Le Blanc, President, Southern New Hampshire University
- Tribal meeting (Skype)
- NZ Police re Capable NZ training
- Ako Aotearoa Conference, Christchurch
- Gillian Dudgeon, Deputy Chief Executive, TEC
- Westpac Otago Business Awards dinner
- Central Campus open day
- Richard Whitney, Chief Executive, Mercy Hospital
- Mark Sampson, IEA Technologies
- TANZ CEO meeting, Wellington (December)
- TANZ eCampus meeting, Wellington
- World Federation of Colleges and Polytechnics Board meeting x 2 (Zoom)
- Polytechnics International Network (Zoom)
- Economic Development NZ meeting
- OPAIC Board retreat, Queenstown

RECOMMENDATION

That the Council receives this report.



Phil Ker
Chief Executive

COUNCIL CALENDAR 2019

Meeting/Event	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Audit Process											
Interim											
Signoff											
Forecast											
Budget											
Council Meeting Fridays	1 Feb	1 Mar	5 April	3 May	7 June Placeholder	5 July	2 Aug	6 Sept Placeholder	4 Oct	1 Nov	6 Dec Placeholder
Departmental Visits											
Evaluation - Review - Report											
Function											
Photo		1 Mar									
Fees Set											
International						5 July					
Domestic									4 Oct		
Finance and Audit Ctee	28 Feb		4 April	2 May	6 June	4 July	1 Aug	5 Sept	3 Oct 31 Oct		5 Dec
Graduation		8 Mar									13 Dec
Maori Pre-Grad		7 Mar									12 Dec
Komiti Kawanataka Thurs at 8am	28 Feb		4 April	2 May	6 June	4 July	1 Aug	5 Sept	3 Oct 31 Oct		5 Dec

Meeting/Event	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Investment Plan Draft											
Approval											
Report											
Risk Management Review Policy									Oct		
Strategy Workshop Approval											
OP Events								2 Sept OP Spring Breakfast			



OTAGO POLYTECHNIC INTERESTS REGISTER – EXECUTIVE LEADERSHIP TEAM

Register to be maintained for the Executive Leadership Team and kept by the Chief Executive's office as per policy CP0012.02 Conflict of Interest.

Date Updated	Name	Interest Disclosed	Nature of Potential Conflict of Interest with Otago Polytechnic	Pecuniary or non-pecuniary	Agreed approach to manage
15 January 2019	Jo Brady	<ul style="list-style-type: none"> – Board Member, Te Au Turoa Dunedin Wildlife Hospital – Member, High Performance Sport NZ Advisory Group 	None		
7 March 2016	Philip Cullen	City College Trustee Cliffs Road Trading Board Member: <ul style="list-style-type: none"> – OP Auckland International Campus Ltd 	OP is 1/3 shareholder Potential only		
2 February 2018	Janine Kapa	Board Member: <ul style="list-style-type: none"> – Otago Boys' High School – Otago Youth Wellness Trust – A3 Kaitiaki Ltd – KUMA (Southern Māori Business Network) Member, Kāti Huirapa Rūnaka ki Puketeraki (whānau)	Feeder school/possible competitor Potential only Potential for similar clientele Potential for bias	Pecuniary Non-pecuniary Pecuniary Non-pecuniary	Proceed with: <ul style="list-style-type: none"> • caution & sensitivity • honesty & integrity

Date Updated	Name	Interest Disclosed	Nature of Potential Conflict of Interest with Otago Polytechnic	Pecuniary or non-pecuniary	Agreed approach to manage
26 February 2018	Phil Ker	<p>Board Member:</p> <ul style="list-style-type: none"> - Malcam Trust - TANZ - TANZ eCampus Limited - OP Auckland International Campus Ltd - Postsecondary International Network - World Federation of Colleges and Polytechnics - JBA Limited <p>OPAIC Limited Partnership (Chief Executive of OP as Partner)</p> <p>Convenor – selection panel for National Tertiary teaching Excellence Awards</p> <p>Glenys Ker, Programme Leader Capable NZ - spouse</p>	<p>Possible subcontractor</p> <p>Possible competitor</p> <p>Potential supplier and competitor to OP</p> <p>Possible bias</p> <p>Personal interests</p>	<p>Pecuniary</p> <p>Non-pecuniary</p> <p>Both</p>	<p>Transparency</p> <p>Non participation re OP candidates</p> <p>OP Policy</p>
13 June 2017	Oonagh McGirr	None			
2 February 2018	Chris Morland	<p>SIGNAL ICT Grad School</p> <p>Ellen Morland, OP staff member spouse</p>	<p>Possible competitor</p> <p>Personal interest</p>	<p>Pecuniary</p> <p>Both</p>	<p>Transparency</p> <p>OP Policy</p>



Academic Board

Minutes of the *electronic* Academic Board meeting held on 9 October 2018

Responses from

- | | |
|-----------------------------|-----------------------------|
| 1. Oonagh McGirr(moved) | Approve 09/10/2018 10.31am |
| 2. Megan Gibbons (seconded) | Approve 09/10/2018 10.50am |
| 3. Linda Kinniburgh | Approve 09/10/2018 10.54am |
| 4. Ian Crabtree | Approve 09/10/2018 10.58am |
| 5. Janine Kapa | Approve 09/10/2018 11.18.am |
| 6. Sally Baddock | Approve 09/10/2018 11.44am |
| 7. Lesley Smith | Approve 09/10/2018 11.56am |
| 8. Sue Thompson | Approve 09/10/2018 12.14pm |
| 9. Marc Doesburg | Approve 09/10/2018 12.20pm |
| 10. Chris Morland | Approve 09/10/2018 1.01pm |
| 11. David McMaster | Approve 09/10/2018 1.20pm |
| 12. Phil Ker | Approve 09/10/2018 2.50pm |

Quorum (10) achieved 09/10/2018

1. [A84.18](#) eAB minutes 11 September 2018 – as circulated.

Recommendation A84.18: That Academic Board approve the minutes of the e-meeting of 11 September 2018 as a true and correct record.

Agreed: Oonagh McGirr / Megan Gibbons

[A87.18](#) eAB minutes 19 September 2018 – as circulated.

Recommendation A87.18: That Academic Board approve the minutes of the e-meeting of 19 September 2018 as a true and correct record.

Agreed: Oonagh McGirr / Megan Gibbons

2. [A88.18](#) Type 1 changes, Retrospective Changes, and Certificate of Proficiency enrolments – as circulated.

Recommendation A88.18a: That Academic Board approves the Type 1 Changes as listed.

Agreed: Oonagh McGirr / Megan Gibbons

Recommendation A88.18b: That Academic Board approves the Retrospective Type 1 Changes as listed.

Agreed: Oonagh McGirr / Megan Gibbons

Recommendation A88.18c: That Academic Board approves the individual Paths of Study for **Certificate of Proficiency** enrolments as listed.

Agreed: Oonagh McGirr / Megan Gibbons

3. [A89.18](#) (PAC31/18) EduBits for approval

- EBT400090 Micro-credential Assessment Writer
- EBT500160 SMS Administration Lifecycle
- EBT600111 Civil Engineering Community Project

Recommendation A89.18: That Academic Board approve the Edubits for approval as listed.

Agreed: Oonagh McGirr / Megan Gibbons

4. **A90.18** In 2019 we will potentially graduate the first TANZ eCampus Bachelor of Applied Management student. The student will have completed the majority of their Otago Polytechnic programme through TANZ eCampus. This will require a new award certificate that includes both TANZ and OP logos.

Choose landscape or portrait direction logo for application of OP logo when positioned with TANZ eCampus logo on shared delivery certificates.

PDF document attached for review with two options (choose preferred option and respond by email)–

- Option 1: dual logo with a portrait OP logo
- Option 2: dual logo with a landscape OP logo.

Resounding agreement for option 2 (landscape logo)

Recommendation A90.18: That Academic Board approves the use of Otago Polytechnic landscape logo when dual placement required with TANZ eCampus logo on certificate.

Agreed: Oonagh McGirr / Megan Gibbons

5. **A91.18** - Learner Rights and Responsibilities - Kia hiwa rā! Kia hiwa rā!

The online information for learners has had its annual update - please

see <https://www.op.ac.nz/students/important-information/learner-rights-and-responsibilities/>

The attached documents indicates the changes made. Please note that the terminology changes from student to learner across the organisation and web have begun, but in some cases such as Student Success Team and OPSA the change will take longer or not change. The associated policy *AP0508 Student Rights and Responsibilities* has been rescinded as all information is online and the policy only pointed to the site.

The online information is on an annual updated schedule, tracked through other policy and associated document updates.

Action from feedback: Pam - amendments to terminology and clarification for distance learners
Student health levy exempt health services will incur a charge.

Recommendation A91.18: That Academic Board note the update to Learner Rights and Responsibilities on the website.

Agreed: Oonagh McGirr / Megan Gibbons

6. **A92.18** email of thanks has been received from Jeanette O'Fee around EduBits – as circulated

Recommendation A92.18: That Academic Board notes the correspondence received

Agreed: Oonagh McGirr / Megan Gibbons

7. **A93.18** Feedback from email of 6 September to Academic Board members rethinking options for meetings.

Feedback is attached for reading and reference before 1 November 2018 face to face meeting where it will be discussed - additional feedback obtained and decision/recommendation as appropriate

Action: All - for reading and reference for 1 November 2018 face to face meeting.

Next scheduled meeting:

- 1 November 2018 - Face to face issues discussion, G106, 2.30pm
- 13 November 2018 – e-meeting.



Otago Polytechnic Council

BOARD PACK

for

Otago Polytechnic Council - Closed

01 Feb 2019 09:00 AM

Held at:

Puna Kawa

Level 2, Mason Centre
Otago Polytechnic
Forth Street
Dunedin

Version 1

Generated: 25 Jan 2019 03:48 PM

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AGENDA



OTAGO POLYTECHNIC COUNCIL - CLOSED

Name:	Otago Polytechnic Council
Date:	Friday, February 1, 2019
Time:	9:00 AM to 12:00 PM
Location:	Puna Kawa, Level 2, Mason Centre Otago Polytechnic Forth Street Dunedin
Board Members:	Kathy Grant (Chair), Jamie Adamson, Paul Allison, Neil Barns, Peter Coolbear, Mike Horne, Bill Moran, Megan Potiki
Guests:	In Attendance: Jono Aldridge (Convenor, Staff Subcommittee), Jo Brady (Deputy Chief Executive People, Performance and Development), Jeanette Corson (Secretary to Council), Philip Cullen (Deputy Chief Executive Corporate Services), Jordan Dargaville (Convenor, Student Council), Megan Gibbons (Acting Deputy Chief Executive Learner Experience), Janine Kapa (Deputy Chief Executive Māori Development/Kaitohutohu, Phil Ker (Chief Executive), Oonagh McGirr (Deputy Chief Executive Learning and Teaching Services)
Notes:	Council only at 8am

1. PROCEDURAL

1.1 Resolution to Exclude the Public

Under Section 48, Local Government Official Information and Meetings Act 1987, move that with the exception of the Executive Leadership Team members and the convenors of the Student Council and the Staff Subcommittee, the public be excluded from the meeting.

1.2 Conflict of Interest

Members are asked to declare any potential conflict of interest.

1.3 Confirm Minutes

7RECOMMENDATION

That the minutes of the closed section of the meeting held on 7 December 2018 be approved as a true and correct record.

Supporting Documents:

1.3.a	Minutes : Otago Polytechnic Council - Closed - 07 Dec, 2018	6
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1.4 Matters arising

Updates:

- Camp Inspire
- Project Accelerate

Supporting Documents:

1.4.a	Camp Inspire 2018.docx	12
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Supporting Documents:

1.4.b	Project Accelerate Update.docx	14
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1.5 Action Item List**Supporting Documents:**

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1.6 Reporting Timeframes**Supporting Documents:**

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2. REPORTS**2.1 Chair (verbal)****2.2 Chief Executive****Supporting Documents:**

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2.3 Finance and Audit Committee (verbal)**2.4 Finance Reports**

- Variance Summary and Timing Difference Schedule
- EFTS Reports
- Rolling Cash Flow

Supporting Documents:

2.4.a	Variance Summary.pdf	26
2.4.b	Timing Difference Schedule.pdf	27
2.4.c	EFTS.pdf	28
2.4.d	Statement of Cashflows.pdf	34

2.5 Executive Leadership Team

- Jo Brady, Deputy Chief Executive People, Performance and Development
- Oonagh McGirr, Deputy Chief Executive Learning and Teaching Services

Supporting Documents:

2.5.a	PP&D.docx	35
2.5.b	PP&D Appendix A Definition of Critical Risks.docx	40
2.5.c	PP&D Appendix B Education Foundation.docx	42
2.5.d	LTS.docx	45

2.6 Safety and Wellbeing

- Quarterly Report to 31 December 2018

Supporting Documents:

2.6.a	Safety and Wellbeing final quarter 2018.docx	51
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3. FOR APPROVAL

4. FOR DISCUSSION

5. RISK

5.1 Governance Risk Management Framework

Supporting Documents:

5.1.a	Risk Matrix Revised Updated Jan 2019.pdf	54
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6. MATTERS FOR NOTING

6.1 Council Correspondence

Outwards

- New Year Honours
 - Emeritus Professor Tom Prebble
 - Bill Moran
- Inwards
 - Response from Tom Prebble

6.2 Finance and Audit Committee Minutes

- 6 December 2018

Supporting Documents:

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6.3 Contracts Signed

No relevant contracts have been signed since the last meeting.

6.4 Use of the Common Seal

The Common Seal has not been used since the last meeting.

7. CLOSE MEETING

7.1 Close Meeting

Next meeting: Otago Polytechnic Council - Closed - Friday, 1 March 2019, 9:00 AM

Owner: Phil Ker
Meeting: 06 Jul 2018 Otago Polytechnic Council - Closed, 1.4 Action Item List

Update on triage service for students **In Progress**

Provide update on triage service for students requiring counselling and well being support.

Due Date: 01 Mar 2019
Owner: Megan Gibbons
Meeting: 02 Nov 2018 Otago Polytechnic Council Closed, 1.4 Matters Arising

Update on actions from the WES **In Progress**

Update on actions from the WES

Due Date: 01 Mar 2019
Owner: Phil Ker
Meeting: 02 Nov 2018 Otago Polytechnic Council Closed, 2.2 Chief Executive

External Audit of Health, Safety and Wellbeing **In Progress**

Update on the recommendations made by Crowe Horwarth, in particular the identification and prioritisation of critical risks across the Polytechnic and completion of the Health, Safety and Wellbeing Strategic Plan.

Due Date: 01 Mar 2019
Owner: Jo Brady
Meeting: 02 Nov 2018 Otago Polytechnic Council Closed, 2.7 External Audit of Health, Safety and Wellbeing

Confirm August meeting at Puketeraki **Not Started**

Confirm August meeting at Puketeraki.

Due Date: 01 Mar 2019
Owner: Janine Kapa
Meeting: 07 Dec 2018 Otago Polytechnic Council - Closed, 1.6 Matters arising

Council meeting - Auckland **Not Started**

Confirm date for Council meeting to be held in Auckland

Due Date: 01 Mar 2019
Owner: Jeanette Corson
Meeting: 07 Dec 2018 Otago Polytechnic Council - Closed, 1.6 Matters arising

Council Self Assessment **Not Started**

Arrange for Council self assessment in the New Year.

Due Date: 01 Mar 2019
Owner: Jeanette Corson
Meeting: 07 Dec 2018 Otago Polytechnic Council - Closed, 2.1 Chair (verbal)

Governance Risk Matrix Framework **Not Started**

Update Risk Matrix with mitigating factors.

Due Date: 01 Mar 2019
Owner: Phil Ker
Meeting: 07 Dec 2018 Otago Polytechnic Council - Closed, 4.1 Governance Risk Management Framework (revised)