

Council Open Agenda



**Meeting to be held following a Powhiri at 9.30am on Friday 1 August
2014 at Moeraki Marae, Tenby Street, Moeraki**

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1. APOLOGIES

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.

A handwritten signature in black ink, appearing to read "Jeanette Corson". The signature is written in a cursive style with a large, looped initial "J".

Jeanette Corson
Secretary to Council

**OTAGO POLYTECHNIC COUNCIL
INTERESTS REGISTER**

Council Member	Updated	Interest Disclosed	Nature of Potential Interest with the Otago Polytechnic
Paul ALLISON	07-03-14	<ol style="list-style-type: none"> 1. Chief Executive – Central Lakes Trust 2. Board Member – Sport NZ 3. Regional Chair – Halberg Trust 4. Trustee – Winter Games NZ 5. Sports Commentator – The Radio Network 	<ol style="list-style-type: none"> 1. CLT is a community funder, with the Polytechnic's Cromwell Campus within its beneficiary region. OP may well be an applicant for CLT funding in Central Otago 2 – 5 Nil
Gillian BREMNER	21-06-10	<ol style="list-style-type: none"> 1. Chief Executive Presbyterian Support Otago 2. Director Well Dunedin PHO 	<ol style="list-style-type: none"> 1. Student placements for Nursing, Occupational Therapy and CAPS within PSO Residential facilities 2. Nil
John CHRISTIE	03-08-12	<ol style="list-style-type: none"> 1. Chief Executive Otago Chamber of Commerce 2. Trustee 4 Trades Apprenticeship Trust 3. Chairman and Director BIZ Otago Ltd 4. Director New Zealand Chambers of Commerce 5. Director Biz Networks Ltd 6. Manager – Otago/Southern Manufacturers Trust 7. Deputy Chair Southern Health Services 8. Director Warbirds Over Wanaka Limited 	<ol style="list-style-type: none"> 1. Joint partnerships between OP and OCC. 2. Contractor to OP for apprenticeship services. 3. Joint provider of delivery of training initiatives. 4. Nil 5. Nil 6. Nil 7. Nil 8. Nil
Kathy GRANT	03-08-12	<ol style="list-style-type: none"> 1. Dunedin International Airport Limited (Director) 2. Dunedin City Holdings Ltd (Director) 3. Sport Otago (Trustee) 4. Trustee of numerous private trusts 5. Gallaway Cook Allan (Associate) 6. Dunedin Sinfonia Board 7. Dunedin City Treasury Limited (Director) 	

Council Member	Updated	Interest Disclosed	Nature of Potential Interest with the Otago Polytechnic
Kathy GRANT		<p>Spouse</p> <ol style="list-style-type: none"> 1. Galloway Cook Allan (Partner) 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 (Board Member) 10. Nominee Companies associated with Galloway Cook Allan (Director) <p>Trustee of numerous private trusts</p>	
David HIGGINS	07/03/14	<ol style="list-style-type: none"> 1. Te Runanga o Ngai Tahu (Moeraki Representative) 2. Te Aparangi Committee (Executive Committee of TRoNT) (Member) 3. Ngai Tahu Fund Committee (Member) 4. Otakaroro Investments Ltd (Director and Shareholder) 5. Kaiapoi Pa Trustees (Chair) 6. Moeraki Marae Trustees (Chair) 	
Susan JOHNSTONE	07-03-14	<ol style="list-style-type: none"> 1. Shand Thomson Ltd (Principal) 2. Shand Thomson Nominees Ltd; Shand Thomson Nominees (2005) Ltd; Abacus ST01 Ltd; Abacus ST02 Ltd, Abacus ST03 Ltd; Abacus ST04 Ltd; Abacus ST05 Ltd; Abacus ST06 Ltd; Abacus ST 99 Ltd 3. Johnstone Afforestation Ltd (Director and Shareholder) 4. Member of the Research Education Advanced Network NZ Board 5. Chair, Dunedin City Council Audit and Risk Committee 6. Trustee, Otago Community Trust 	<p>1 – 3 Nil</p> <ol style="list-style-type: none"> 4. REANZ owns/runs the KAREN network, to which Otago Polytechnic subscribes 6. The Polytechnic may make applications to the Trust for funding

Council Member	Updated	Interest Disclosed	Nature of Potential Interest with the Otago Polytechnic
Thomas Kenneth PREBBLE	13-08-12	<ol style="list-style-type: none"> 1. Member, UCOL Council 2. Member, Ako Aotearoa Board 3. Member, Teaching and Learning Research Initiative (TLRI) Advisory Board 4. Honorary Auditor, Tertiary Education Quality and Standards Agency (TEQSA) Australia 5. A contract with ACE Aotearoa to develop a set of professional standards for the Adult and Community Education sector 	<ol style="list-style-type: none"> 1. Competitive or collaborative relationships between the two institutions 2. Policy and funding decisions affecting the other institution or organisation 3. Funding decisions on research applications from across the education sector 4. No known relationship to Otago Polytechnic 5. Otago Polytechnic has some ACE engagement and funding
Christopher John STAYNES	30-03-09	<ol style="list-style-type: none"> 1. Director and shareholder, Scott Technology Limited 2. Chairperson, Cargill Enterprises 3. Director, Otago Chamber of Commerce & Industry 4. Councillor, Dunedin City Council 5. Trustee, Otago Southland Manufacturers Trust 6. Director & shareholder, George Street Wines Limited. (Trading as Munstons Fine Wines) 7. Trustee, Otago Museum 8. Chairman, Digital Community Trust 9. Chairman, Computers in Homes 10. Director, Wine Freedom <p>Spouse Cheryl Ann Staynes</p> <ol style="list-style-type: none"> 1. Deputy Principal Northeast Valley Normal School 	<ol style="list-style-type: none"> 1. Nil 2. Potential supplier 3. Potential customer and or supplier. 4. Nil 5. Nil 6. Potential supplier 7. Potential customer 8. Potential supplier 9. Nil 10. Potential supplier

3. MINUTES 4 JULY 2014

The minutes of the open section of the meeting held on 4 July 2014 are attached.

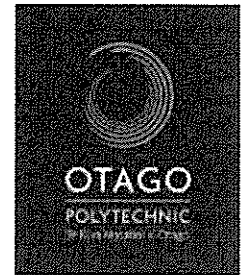
RECOMMENDATION

That the minutes are approved as an accurate record of the open section of the meeting.

A handwritten signature in black ink, appearing to read 'Jeanette Corson', written over a large, irregular, teardrop-shaped scribble.

Jeanette Corson
Secretary to Council

Minutes of the Open Section of a Meeting of the Otago Polytechnic Council



held at 12.45pm on Friday 4 July 2014 in Puna Kawa, The Geoff Mason Administration Building, Otago Polytechnic, Forth Street, Dunedin.

PRESENT:	Mrs K Grant (Chair) Mrs S Johnstone Prof T Prebble Mr C Staynes
IN ATTENDANCE:	Mrs M Barron (Minute Secretary) Mr M Carter (Director: Organisational Development) Mrs J O'Fee (Staff Subcommittee) Mr A Regan (Director: Research and Enterprise) Ms S Thompson (Director: Quality) Mr M Waddell (Director: Communications)
APOLOGY:	Mr P Allison Mrs G Bremner Mr J Christie Mr J Hall Mr D Higgins Mr P Ker Mr C Staynes

1. APOLOGIES

Apologies had been received from Mr Allison, Mrs Bremner, Mr Higgins, Mr Christie, Mr Hall and Mr Ker.

RECOMMENDATION

K Grant/T Prebble

That the apologies be sustained.

AGREED.

2. CONFLICT OF INTEREST

A register of Council members' interests was attached. No further interests were declared.

3. MIHI

Mr Carter will arrange for Mr Ron Bull to forward a recording of the standard mihi to Council members.

4. MINUTES – 6 JUNE 2014

The minutes of the open section of the meeting held on 6 June 2014 were attached.

RECOMMENDATION

K Grant/C Staynes

The minutes be approved as a true and correct record of the meeting.

AGREED.

5. MATTERS ARISING

Mrs Grant advised that a letter of congratulations had been written to Tasi Lemalu.

6. CHAIR'S REPORT (Verbal)

Mrs Grant acknowledged the 7 members of the Polytechnic's teaching staff who had recently received the Tertiary Teaching Excellence Awards, Jude Roddick, Caro McCaw and the Culinary Arts Team comprising of Tony Heptinstall, Adrian Woodhouse, Steve Ellwood, Daniel Pfyl and David Gillespie. Whilst this was a significant achievement for each of the individuals, Mrs Grant also commented on the very positive manner in which this reflected on the Polytechnic and its emphasis on excellent teaching.

The review of the Polytechnic's Annual Report published in ED Insider was tabled. This article was the subject of very positive comment by the Council and is to be made available on Insite.

7. CHIEF EXECUTIVE'S REPORT

Information for Learners

TEC has signaled a major emphasis on providing information to learners to assist in their making more informed enrolment decisions. While this is a good initiative by TEC there will be an initial high compliance cost. The Leadership Team will participate in TEC's consultation.

Update on Naming of Learning Link

A list of proposed names had been circulated to Council members with more suggested names being solicited. Mr Carter will raise the matter at the next meeting of the Student Council.

Investment Plan Update

A meeting was held with our Investment Manager, Stephen Walker to discuss TEC requirements for our next Investment Plan. Mr Ker is confident that we will be able to deliver on the TEC's expectations.

Stephen Walker will be in attendance at the October meeting of Council

ACC Workplace Safety Management Programme Audit

The Polytechnic's tertiary level accreditation has been confirmed following the recent bi-annual audit. Mr Carter acknowledged the work undertaken by staff, and particularly the newly appointed Health and Safety Officer, Mr Andy Westgate, in securing this outcome.

Media Clippings

Noted.

Summarised Finance Report for the period ended 31 May 2014

A table provided an overview of the Polytechnic's 2014 financial performance to date and compared this against the forecast with variances.

Key Points:

- Net operating surplus variance \$1,025k favourable
- EFTS enrolments at 3,925 remain strong
- Capex is \$3.2M favourable
- Current Monetary Assets are \$4.2m higher than budget
- Tracking 10% EFTS up on last year.

Launch of Biomass Ovens, Samoa

Mr Waddell reported to the Council on his recent visit to Samoa and the handing over of three cooking stoves, the construction of which had been funded by the Polytechnic. The stoves were installed in three different church communities. The New Zealand High Commission to Samoa is supporting funding to construct another three stoves.

External Liaison

Mr Ker had met with a number of groups and individuals since the last meeting.

RECOMMENDATION

K Grant/S Johnstone

That the Council receives this report.

AGREED.

8. LEADERSHIP TEAM REPORT

A quarterly report was provided by Chris Morland. Council appreciated the inclusion of "school news" in the Report. Mrs Grant enquired as to whether the City Energy Meter was a unique development.

The report was noted.

9. POLICIES FOR APPROVAL

The Internal Audit Policy is a new policy, developed over a period of months by the Finance and Audit Committee and intended to reflect "best practice". One change to the Policy as circulated was proposed:

"The role of *the* Internal Audit function at Otago Polytechnic is *to* facilitate..."

RECOMMENDATION

S Johnstone/K Grant

Subject to the minor amendment as noted above, the Council approves the Internal Audit Policy.

AGREED.

Policy CP0013.01 Procurement and Purchasing

An amendment to the Procurement and Purchasing Policy was proposed enlarging the membership of the Tender Board in order to allow more flexibility around availability.

RECOMMENDATION

K Grant/C Staynes

That the Council approves the amendment to the Procurement and Purchasing Policy.

10. MATTERS FOR NOTING

The following items were noted:

- Council Calendar
- Minutes
 - Komiti Kawanataka, 17 April 2014
 - Staff Subcommittee, 11 June 2014
 - Student Council, 10 June 2014
 - Academic Board, 20 June 2014

11. ADDITIONAL AGENDA ITEMS

Mrs O’Fee invited the Council to acknowledge the work that has been undertaken to produce an excellent Maori Annual Report.

Moreaki Transport

Transport arrangements to Moeraki – Mrs Corson to arrange

Special Council Meeting

A special Council meeting will need to be scheduled to approve the learning link project. This meeting will either be on 14 August or at the latest 20/21 August. Tenders close 7 August.

12. MATTERS MOVED FROM CLOSED SESSION

None.

The meeting closed at 1.15pm

Signed as a true and correct record of the open section of the meeting.

.....Chair

.....Date

**OPEN SECTION
ACTION LIST**

Date	Action	To be completed by	By when
01/11/13	Naming of the Learning Link	Jeanette Corson	1 August 2014
04/07/14	2012 graduate destination report	Sue Thompson	1 August 2014
	Transport to Moreraki	Jeanette Corson	1 August 2014
	Stephen Walker attending October meeting	Jeanette Corson	3 October 2014
	Acknowledged staff involved in ACC audit	Matt Carter	1 August 2014
	Special Council meeting – Learning Link approval	Philip Cullen	14 or 21/22 August 2014

4. MATTERS ARISING
5. CHAIR'S REPORT (Verbal)
6. ACTING CHIEF EXECUTIVE'S REPORT

Summarised Finance Report for the period ended 30 June 2014

The following table provides an overview of Otago Polytechnic's 2014 financial performance to date and compares this against the forecast with variances.

June 2014	2014 Year to Date Actual	2014 Year to Date Forecast	Variance
	(\$000s)	(\$000s)	(\$000s)
Revenue	\$ 49,105	\$ 48,415	\$ 690
Expenditure	\$ 46,509	\$ 47,053	\$ 544
Net Surplus (000's)	\$ 2,596	\$ 1,362	\$ 1,234
Capital Expenditure	\$ 2,849	\$ 2,922	\$ 73
Employment Cost as a percentage of revenue	39.4%	40.4%	1.0%
Student Fees as a % of revenue	22.3%	21.1%	(1.1)%
Government Funding as a % of revenue	37.0%	37.4%	0.4%
Working Capital	118.7%	110.2%	8.6%
Cash In/Cash Out	142.9%	140.5%	2.4%
Current Monetary Assets (000's)	\$ 13,566	\$ 12,972	\$ 595
Debt / Equity Ratio	0.0%	0.0%	0.0%
EFTS	4,029.5	3,793.5	236.0

Key Points:

- The net operating surplus variance is \$1,234k favourable as a result of additional student fee and expenditure timing issues but is expected to come back into line with the forecast by year end.
- EFTS enrolments at 4,030 remain ahead of forecast (mostly domestic) with only 190 EFTS required to meet overall full year targets.
- Capex is \$73k favourable to forecast YTD with relatively minor timing issues in Vehicles, Computers and Library.
- Current Monetary Assets are \$595k higher than forecast YTD and \$3.5m ahead of the same time last year. Strong operating cashflows remain the key driver of this favourable position.

Media Clippings

Attached as a separate document is a media report for June.

External Liaison

- eCampus Governance Group teleconference
- SPCA, Opoho
- Metro meeting, Wellington
- Otago Chamber of Commerce OBIZ launch
- Industry visit – Calder Stewart Industries
- Malcam Trust Board meeting
- Tertiary Teaching Excellence Awards
- Damien van Brandenburg
- Otago Polytechnic Education Foundation Board meeting
- Study Tour, Vancouver, Seattle and San Francisco

RECOMMENDATION

That the Council receives this report.

A handwritten signature in black ink, appearing to read 'P. Ker', with a long horizontal line extending from the end of the signature.

Phil Ker
Chief Executive

7. MAORI ANNUAL REPORT

The 2013 Maori Annual Report is attached as a separate document.

8. LEADERSHIP TEAM REPORTS

Following are reports from Sally Pairman, Khyla Russell and Mike Waddell.

LEARNING AND TEACHING: SALLY PAIRMAN

1. Portfolio responsibilities

- Learning & Teaching
- Open Learning OP:
 - Peter Harris; Innovation Facilitator
 - Naell Crosby-Roe; Sales & Marketing Manager
 - Doris Lancaster; Learning & Teaching Advisor
 - Wayne Mackintosh; Director OERF/OER Facilitator
 - Cris Antona; E-Learning Project Manager
 - OP Online (4 staff; 3 vacancies)
- Capable NZ
- Midwifery (0.1 HOS)
- Library

2. 2014 priorities; success measures/metrics; progress

LT priorities		Progress
1	Develop and deliver on-line programmes and courses for TANZ eCampus	At least 3 programmes are made available by 30/06/14 for wholly on-line delivery through e-Campus
		Change in e-campus model resulted in delays in decisions about development priorities. OP Online/Synpasys developed L6 leadership course (BApplMgt) as a pilot. Currently developing Grad. Dip. Appl Mgt with majors in Strategic Mgt and Leadership & Change (8 new courses)
2	Implement and evaluate an OER uptake campaign, with a focus on workload reduction	Campaign completed by 31/10/14 resulting in increased staff awareness and uptake
		OER strategy under development. Baseline assessment of OER uptake to be undertaken in August (OP Online; Ed Tech Champions; Programmes. OER week at OP; September
3	Develop and pilot a process for assessment of learner capability including work readiness, future focus and ability to act as sustainable practitioners	Assessment process completed by 30/11/14, for implementation 2015
		First draft of tool completed
4	Evaluate all certificate and diploma programmes against our experiential learning expectations, including action competence (include in-depth self-assessment)	All certificate and diploma programmes evaluated by 30/11/14
		Survey of all certificate & diploma programmes almost completed (reminders to several still to come); analysis underway. Facilitated discussion/survey of students in these programmes to be undertaken July/August

5	Grow programmes and services offered through Capable NZ	Capable NZ revenues increase 20% over 2013 – by 31/12/14	EFTS cap exceeded for second time; demand continues Several initiatives to increase international EFTS – Capable Australia; AIC pilot in MPP; Entrepreneurship specialty in MPP/collaboration with Steve Walker & Positive Velocity Expansion of programme portfolio (vertically) through new online RPL process Establish new business (DoBetter) – brokering education/training for job seekers (led by Peter Harris); Capable will be a supplier.
6	Develop Capable NZ as a bicultural school, including a Maori service for Iwi	Capable NZ model operating effectively by 31/12/14	Capable Iwi under development Workshop with staff re ‘biculturalism’ held in June Expect to launch Capable Iwi in October Ngai Tahu cohort underway
7	Targeted intervention and support for programmes below Otago Polytechnic expectations in 2013 (with Sue Thompson & Chris Morland)	All programmes below Otago Polytechnic targets improve performance in 2014 (targets as agreed) <ul style="list-style-type: none"> • Maori learner success rates improve over 2013 • Pacific Learner success rates improve over 2013 	Stocktake underway Learning & Teaching Advisor working with ABE, Business programmes & Foundation programmes
8	Implement strategies as per business plans for: <ul style="list-style-type: none"> o OP On-Line/TANZ e-Campus o CapableNZ 	Target: at least 10% revenue increase	Underway: Building capacity/capability in OP Online for increase in online development; centralization of activity; LA strategy for OP Online SSS development for e-campus Revised academic and operational processes for Capable NZ; new CRM system being implemented; Capable NZ Leadership Group rather than HOS
Other priorities			
9	Develop Doctorate of Professional Practice programme	Approval and accreditation documentation submitted to NZQA by December 2014	Programme documentation underway Middlesex University Validation process underway Collaboration with Unitec under review
10	Develop and implement Learning Analytics plan for TANZ eCampus and Otago Polytechnic	Strategic plan; implementation plan developed by August 2014	LA plan under development

11	Successfully implement innovative educational projects and build OP's reputation as an innovative educational organization	Promote educational innovation fund to staff; allocate funds and showcase projects by December 2014	Fund promotion underway & some allocated; targeted support to schools/programmes through Peter Harris and Doris Lancaster – identify and support possible innovations Monthly showcases from August
12	Implement the learning and teaching strategic framework to embed a learner-centered and innovative culture of high quality learning and teaching within Otago Polytechnic	Implementation plan finalized by May 2014; identified activities achieved by end 2014	Implementation planning still in progress

3. Other achievements

- Auckland office for Capable NZ (on AIC)
- NZ OERu partners meeting in Wellington 24 July – led by Wayne Mackintosh
- Trial of pilot process for new educational technology software (NUR, MID, VET, SOS re Bracken, ADI, Oceanbrowser platforms)
- Appointment of new Learning and Teaching Advisor, Doris Lancaster
- DoBetter on track for August launch (pilot)

4. Challenges

- Understaffed in OP Online (difficulty attracting people with right quals and experience)
- EFTS cap in Capable NZ

5. Coming up

- Appointment of OP Online Manager and 2 online educational developers
- Development of online strategy for OP
- Instructional design consultant, Carolyn Levy, from Canada – for 6 – 8 weeks in August/October –to work with schools and OP Online re 'design thinking' approach to course design
- Ascilite conference, November, co-hosting with Otago University

6. Good News

- Capable NZ EFTS achieved for 2014 (second allocation) - implications of 'student fee-only' or fee for service income for rest of 2014

Sally Pairman
Director: Learning and Teaching

KAITOHUTOHU: KHYLA RUSSELL

2. 2014 priorities

- Achieve Educational Excellence. Improve student success rates for Māori learners by supporting Kaiarahi role. Continue to liaise with key schools and departments in how they implement the MSF into day-to-day teaching and in how Te Ao Māori/Kai Tahu values are recognized within delivery of programmes (as well as within the OP environment)
- Be a resilient organization. Build institutional and staff capability to encourage dialogue and correspondence between all staff and Kaitohutohu e.g. development of Wiki page, Moodle page for students consulting about research, Awhina me te Muru re-development

- Make a difference to our environment. Help to assist the development of 'Hui' component so it aligns with sustainability goals for OP. Help assist development of 'Ceremonial Bookings' component so it aligns with sustainability goals for OP
- Collaborate with our communities and actively support HR processes and therefore work environment to make a difference, prioritizing Kai Tahu. Strengthen OP as a place where Māori can work and learn as Māori by supporting HR, HODs and HOSs in the proactive recruitment of Māori staff across OP
- To actively support the Memorandum of Understanding between Rūnaka and OP and to fully realise the reciprocal nature of the MOU across OP. Help schools to integrate the MSF into their TPP by providing feedback and by overseeing and supporting the existing relationships with Rūnaka

3. Success measures for portfolio

- **Earn the confidence of communities by anticipating and exceeding Kai Tahu/ Māori educational aspirations.**
 - Khyla's publication in Emerald press book – Diversity in Higher Education Volume 5. Māori and Pasifika higher Education Horizons (Research and Enterprise Strategy, Priority 1)
 - Research of and paper presentation at the NZ Studies Association Conference: *Across the Pacific* in Oslo, Denmark. Paper entitled "Ocean and Coastal Cultures: Kai Tahu Connections to Sea, Voyaging and Navigation", Co-presenter on 'Cultural constructs and biobanking', share the Māori cultural constructs that have been used by participants to inform their views on human tissue collection and its use in future biomedical research. Facilitator for a panel presentation (Rangimahora Reddy, Beau Haereroa & Katy Berryman) Optimising the palliative care pathway: Kaumātua and whānau communication aspirations. Impromptu workshop with local people about First nation to First nation thinking regarding waka unua, associated tikaka and karakia and prior requirements to being on the traditional boats of Denmark. (Research & Enterprise Strategy & Priorities 1 & 4)
 - Te Mata Ira research continues with a hui in Murihuku at the start of June. Many groups are now taking sufficient interest to be leading other Iwi through the ordinary membership and nearing the writing of a policy for engaging in this research (needed by non-Māori). There is a wish to have agency in the recommendation of an Iwi Māori bio bank, it's ethical processes and storage or destruction using tikaka and kawa to protect the rights of after use by donors. (Research and Enterprise Strategy, Priority 4)
 - Khyla has commented on the potential new Māori CoRE and it's composition as well as capacity to produce robust research. This is a confidential report. (Research and Enterprise Strategy, Priority 4)
 - On-going discussions with the Marketing Team around planning for the Māori Annual Report, (timeline/layout/content (text & imagery)/translation), ensuring that the proof is available to Komiti for suggestions/amendments and proofing prior to the final print. (Priorities 1 & 5)
 - Kōrero with Catherine Robinson, Phil Edwards Justine and Richard looking at the 12 OISA staff and their APLs with Capable NZ (Priorities 1 & 2)
 - Attended Komiti Kaupapa Taiao mai i Puketeraki for a korero around Oil and Gas. We continue to have to meet with and fight and object to some not tika actions undertaken by gas and oil practices. NS Oil and gas are good though and report regularly. (Priority 3 & 4)
 - AKO Aotearoa National Project Fund – Justine attended hui and has applied to AKO for funding. Proposed research is to test how the new major (Māori Organisation Leadership) coupled with a Māori facilitation approach will significantly increase the number of Māori learners who successfully gain degree level qualifications, thus achieving our vision of safe, effective and accessible education a success for Māori at tertiary level. (Research & Enterprise Strategy & Priority 4)

- Hui Whakapiripiri HRC conference in Auckland – Co-presenter of Cultural constructs and biobanking with Moe Milne under the Promoting Ethical Processes stream. (Research & Enterprise & Priority 4)
 - Hui Whakapiripiri – Justine also represented the OP/KTO Office with facilitating in two conference sessions on consecutive days in the stream around Māori Methodologies (Research & Enterprise Strategy & Priority 4)
 - Arai Te Uru Kaitiaki/tangata tiaki meeting. Chaired this immediately following last Komiti. David Higgins also attended. There have been more meetings semi-related to this as I (Khyla) am alternative rep on the Arai-te Uru Marine Protection Advisory panel (Priority 4 and 5)
 - Justine continues to attend monthly hui as a Moeraki Rūnaka representative of the Ngai Tahu Research Consultation Committee at the Otago University. (Research & Enterprise strategy & Priority 4)
 - Kōrero with OISA around this year's student hui (Priority 3)
 - Kōrero with Mike Waddell (Director: Communications) looking at the 'Description of Role' for the position previously held by Tama; these are ongoing (priority 2 and 4)
- **Ensure robust MSF Evaluation**
 - Have had on-going discussions with Komiti & Leadership team around responses to recommendations
 - Have been in contact and had agreement from School of Art, OISA, Vet Nursing for the KTO team to look at and comment on their Schools Team Performance Plans (TPP). (Priorities 1, 3 & 4). Review plan put in place.
 - Attend Research & Enterprise Committee Workshop – clarifying expectations around Research & Enterprise activities supporting teaching on degree and postgraduate degree programs; shifting ground and the scenario for the external review in 2015 etc.
 - Continue to respond to ethics requests from students and staff, we have built a 'Consultation – Research, Funding and Ethic Applications' page on our Kaitohutohu Insite team page to try and streamline the process. Continuing to up-date the spread sheet and have contacted the OT School around the on-going problems they are having with their Postgraduate Applications. (Priorities 1 & 2)
 - Review of current OP Policies 'Harassment and Bullying Prevention & Management' and 'Resolution of Student Complaints' in line with Recommendation 20 (as per the Response to 2013 External MSF Evaluation) refer to briefing paper tabled at Komiti Kawanataka 15 May hui. (Priorities 1 & 4)
 - Kōrero with OISA HOS regarding the Certificate in Mata a Ao Māori and the steps 12 of their staff members need to take to achieve this award via the CAPL APEL process. (Priority 1)
 - Kōrero with the Director of Centre for Sustainability: Agriculture, Food, Energy, Environment (CSAFE) regarding a potential researcher for a cockle project. (Research & Enterprise Strategy & Priority 4)
 - Two new rūnaka reps on the Komiti have requested monthly meetings with schools and service areas to increase their own knowledge of OP and its systems. The first was just with our team as a sounding board, the second last week for succession plans for KTO and two invitations for them and me to visit have gone out to teams; one for August with 2 combined Komiti & ki Waho and a second in September. (have emailed David for wording) (Priority 4 and 5)
 - Kōrero with Michaela (EA Organisation Development Office) around the Welcome and Farewell to Staff policy – if appropriate to make the policy align with KTO processes. (Priority 2)
 - **To achieve different results for Kai Tahu/Māori learners so they remember us regardless of age.**
 - On-going support for student success with the student breakfast and Wednesday lunches. We now have around 30 coming for lunch on a Wednesday – building supportive relationships with the students, each other and with other Māori staff, wonderful occasions at which to be present (Priority 1)
 - Continue to support the CAPL panel with their candidates (Priorities 1 & 4)

- **Develop new and active partnerships with Māori to support our new business direction**
 - Kōrero with Lesley Gill (Centre of Training & Development) who has met with Probation and has an idea for a training opportunity that involves Ngai Tahu. (Priorities 1 & 4)
 - (Justine) While in Christchurch met with Te Tapuae and whānau maintaining/building of relationships in support of the Kai Tahu capable cohort. (Priority 4)
- 4. Other achievements (since last report)**
- Mihi Whakatau for Asian Artist, Kanazawa students & teacher, Shanghai University of International Business and Economics (Priority 4)
 - Ongoing - We are developing processes/task sheets to ensure a smoother more productive and timely delivery of service we are mindful in trying to meet the service excellence aspirations. (Priority 2)
 - Mihi haere for MLOs (Priority 4)
 - Mihi Whakatau for visiting Viennese Academic – at the Art School
 - Attend Te Ropu hui – Zoology (Priority 4)
 - 2 days of preparations at Puketeraki for Haunui arrival – Powhiri for Haunui (Friday 25th April)
 - Attended Blessing of the bi-lingual pre-school centre at Otago University – asked to represent Puketeraki , as well as the personal and KTO/OP invitation (Priority 4)
 - Scope on-going reformatting and uploading of articles onto our newly modified webpage <http://thescope.org/> Khyla edited and submitted a better piece than the hard copy has. (Priority 2)
 - Mihi whakatau for Dr Jon Landis from Apple (Priority 1, 4, 5)
 - Mihi whakatau at opening of Food Design Conference (Priority 4,5)
- 5. Challenges**
- A number of processes are not being followed regarding timely ethics consultation for research/paper content around Treaty. Also the kaupapa surrounding the reason for having hui as a training/leadership building experience rather than a chance to relax.
- 6. Coming up**
- On-going preparation for the 2014 Ta Moko symposium (proposed date 9 October), working with School of Design students with filling the 'goodie' bags with giveaways. This project will be run as part of a 3 week design elective 'Small Biz/Pop up Factory'. Trip to Christchurch regarding pataka – Ngai Tahu have offered their support (Priorities 2 & 4)
 - Sponsor for Creative Studies 2 day hui (Priority 3)
 - Rūnaka request to hui with DOC (Priority 4)
- 7. Good news**
- Impromptu workshop in Oslo with local people about First nation to First nation thinking regarding waka unua, associated tikaka and karaka and prior requirements to being on the traditional boats of Denmark.
 - Khyla's publication in Emerald press book – Diversity in Higher Education Volume 5. Māori and Pasifika higher Education Horizons (Research and Enterprise Strategy, Priority 1)
 - Increasing numbers of Māori students attending the Wednesday lunch at Poho

Khyla Russell
Kaitohutohu

COMMUNICATIONS: MIKE WADDELL

1. 2014 Priorities

Export Education

Export Education Uplift strategy implementation plan developed and implemented

Measure/target: Implementation commenced by 31/03/14

Comment: Implementation is now well advanced with the following five key projects underway

- Study Dunedin: Brand development and marketing collateral
- Study Dunedin – offshore
- Project Stay-encouraging international students to pathway from high school to tertiary, and to consider internships
- Project Care –Improving the international student experience in the city
- Project Engage-Connecting education with business in the city
- Project Host: To leverage off incoming delegations so as to raise awareness of Educational opportunities in the city

Otago Polytechnic Education Foundation

Implement fundraising strategy, including effective communication to staff

Measure/Target: Fundraising and sponsorship objectives for 2014 are met; as per fundraising plan: 31/12/14

Comment: The full advisory board has now been established and the implementation plan has been approved. While much is still to be done a frame work has been developed which will guide the direction into the future.

Ideas are currently being sought from staff on suitable fundraising goals that meet the overarching vision

Increase International Revenue

Implement strategies as per business plans for:

- Auckland International Campus
- International Recruitment – Dunedin and Cromwell

Measure/targets: Profitable revenue from international students, knowledge transfer services and fee for service training grow in 2014. Target: at least 10% increase

12% of revenue not derived from domestic SAC funded students by 31/12/16

Comment: A 10% increase in the international revenue growth derived from international students has been met for the year. This is a very pleasing result and verifies the investment in the Auckland market.

Note: International revenue growth forms one of the pillars of knowledge transfer and fee for service.

2. Challenges

Secondary School partnerships: Vocational Pathways

Work is continuing with secondary schools, the Ministry of Education and schools within OP with the development of a series of programmes which meet the Vocational Pathways framework that is being introduced to secondary schools.

The outcome will ensure that secondary school students who engage with OP will, while still at school, receive academic recognition that goes towards their NCEA credits.

While it is new, and secondary schools are still in the development stage, it will offer an alignment between secondary and tertiary education which will benefit the student.

Maintaining High Application Demand and Student Placement

Applications continue to remain strong for second semester and there will be some programmes that will be oversubscribed.

Staff are working hard to place students in their areas of interest where they possible can. Over time this may well have a negative effect which will require monitoring to ensure that demand for places does not drop off.

3. Coming up/ongoing

Export Education:

The City-wide Export Education project is going from strength to strength with increased funding from Education NZ, and excellent support from the City Council.

Several offshore delegations are being planned into China, Thailand, and South America.

This activity combined with Project Shanghai lead by the Chamber of Commerce bodes well to increase our exposure to a range of markets within China and outside of China.

Charity House Auction

The 2014 Charity House auction has again been well supported by our sponsors. The auction is planned for Saturday 22 November.

2015 Golf Tournament

Planning has commenced for the 2015 Otago Polytechnic Education Foundation event which is to be held on Friday 27th February 2015.

We are delighted to advise that Michael Hendry, New Zealand's leading male golf professional, has agreed to participate in the event again. Michael willingly gave of his time for the 2014 event, which was well received by all who participated.

4. Good news

Engineering Bridging programmes

It is pleasing to report that the Level 3 Engineering Bridging programme which was introduced in February has been very successful. Twenty two of the thirty students who commenced have now transferred into the New Zealand Diploma of Engineering for second semester.

The next intake of bridging students remains strong and bodes well for pathwaying into the Engineering Diplomas for 2015.

Architecture van Brandenburg Unfurling Exhibition - Venice

Excellent feedback has been received from the Unfurling exhibition which is currently being held in Venice. Otago Polytechnic has partnered with Architecture van Brandenburg in supporting the exhibition which is being held in a Venice monastery.

The exhibition is showcasing the design and expertise of Architecture van Brandenburg, especially in relationship to the building design for Marisfrolg Fashion House, China.

Otago Polytechnic Design graduates are employed by van Brandenburg, and it was these graduates that helped produced the many models for the exhibition.

This connectivity has resulted in an interest in Dunedin and Otago Polytechnic

Food design conference

It was pleasing to see the many positive stories that were published far and wide as a result of the Food Design conference. Staff and students worked long and hard and are to be congratulated on the event which was a truly international experience.

Our sponsors too, are to be sincerely thanked for their support. Their support allowed the conference to lift the bar to a truly specular event that all could be proud of.

International

International EFTS continue to grow both in Auckland, and Dunedin. Several schools have exceeded their full year budget, and we see no reason why all schools will not meet their budgeted target.

Samoa

I had the privilege of representing Otago Polytechnic, along with Anna Seiuli and John Eteuati for the handing over of three Biomass cooking stoves to three communities in Apia. The stoves were designed and built by John Eteuati who built a prototype here in Dunedin as part of his third year project for the Bachelor of Engineering Technology. Given the success of the prototype, Otago Polytechnic provided funding to build three stoves in Samoa. The stoves use 75% less fuel and produce little or no smoke making them very user friendly compared to the traditional umo. The handing over of the stoves was a humbling experience indeed, and the communities were clearly moved by the generosity of Otago Polytechnic.

The New Zealand high Commissioner attended the opening and has since advised that she is looking at other funding opportunities to build more stoves in Samoa

China

- **Shanghai Dianji University**
Shanghai Relationships continue to grow. Doug Rogers, Academic Leader in the School of Architecture, Building and Engineering and myself visited Shanghai Dianji University on the 24th July to continue discussions re collaborative programmes. The discussions proved to be positive and while more is to be developed there is a willingness to work together.

As part of the visit we visited an industry partner of Shanghai Dianji University, the Shanghai Electric Company. The focus was to look at the talent training programme and consider internship opportunities, and further training opportunities here in NZ

- **Shanghai University of International Business and Economics**
Six students attended a summer school hosted by the Shanghai University of International Business and Economics during July. The summer school is a four week programme that provides an overview of how to do business in China, an introduction to Mandarin, and an introduction to Chinese culture. We are grateful for the generosity shown to our students, and highlights the strength of the Sister City relationship between Dunedin and Shanghai.
- **Donghua University, Shanghai**
Three design students are currently attending a four week summer school at Donghua University. The programme theme is "Implementing Chinese Traditional Costume Elements in Modern Design". Donghua is a new relationship which has developed out of the International Design network that many design schools belong to.


Mike Waddell
Director: Communications

9. DESIGN OF THE COMMON SEAL

During a review of the process for printing certificates for the qualifications awarded by Otago Polytechnic, one of the items signalled as requiring change was the common seal. The current common seal is still the Polytechnic's original logo, which changed seven years ago after extensive consultation. One of our designers has developed a draft for a new common seal incorporating the current logo. The artwork will be customised by the manufacturer to achieve a 3D effect and the image will imprint the paper as well, if not better, than our existing seal. This is presented for Council's consideration (see attached).

RECOMMENDATION:

That the Council approves the change of the Common Seal as presented.

A handwritten signature in black ink that reads "Sue Thompson". The signature is written in a cursive, flowing style.

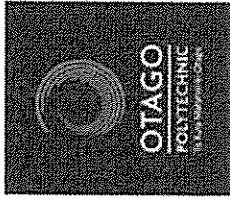
Sue Thompson
Director: Quality



DRAFT

DEGREE: LONG TITLE

Page 1 of 6

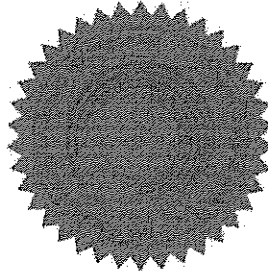


Full Legal Name of Graduate

HAVING IN THE YEAR 2014 SATISFIED THE REQUIREMENTS OF THE ACADEMIC BOARD HAS BEEN ADMITTED TO THE DEGREE OF

Bachelor of Applied Management (Human Resource Management, and Business Transformation and Change) With Distinction

[Signature]
CHIEF EXECUTIVE



[Signature]
CHAIR OF COUNCIL

OTAGO POLYTECHNIC IS ACCREDITED TO PROVIDE THE NUCLEUS OF APPLIED MANAGEMENT (BUSINESS TRANSFORMATION AND CHANGE)
BY THE NEW ZEALAND QUALIFICATIONS AUTHORITY UNDER SECTION 129 OF THE EDUCATION ACT 1989
NO. 133487 30 MARCH 2014 DUNEDIN NEW ZEALAND

10. MATTERS FOR NOTING

The following documents are attached:

- Council Calendar (Appendix 1)
- Minutes
 - Komiti Kawanataka 15 May 2014 (Appendix 2)
- The Staff and Student Subcommittees did not meet during July.

APPENDIX 1

Council Calendar 2014

Meeting/Event	Aug	Sept	Oct	Nov	Dec	Jan 2015	Feb	March	April	May	June	July
Audit Process												
Interim				7 Nov								
Signoff												
Forecast												
Budget				7 Nov								
Workshop												
Draft												
Signoff												
Council Meeting Fridays	1 Aug Moeraki	5 Sept	3 Oct	7 Nov	12 Dec if required		13 Feb	6 March	3 April	1 May	5 June	3 July
Evaluations - Reviews - Report												
Function					12 Dec							
Photo												
Fees Set												
International	29 Aug											

Meeting/Event	Aug	Sept	Oct	Nov	Dec	Jan 2015	Feb	March	April	May	June	July
Komiti Kawanataka Thurs at 8am	21 Aug	18 Sept	16 Oct	20 Nov			19 Feb	19 Mar	16 April	21 May	18 June	16 July
Investment Plan Draft												
Approval												
Report												
Risk Management Review Policy												
Strategy Workshop Approval												
Dept Showcases				Nov								



Te Kōmiti Kāwanataka

Minutes

Held at 8.00am on 15 May 2014 in Poho, Otago Polytechnic, Dunedin

PRESENT: David Higgins (Chair)
Huata Holmes
Khyla Russell
Eleanor Murphy
Mike Collins
Justine Camp
Richard Kerr Bell
Alistair Regan
Phil Ker
Sue Thompson

IN ATTENDANCE: Debbie Davie (Minutes)

Karakia: Huata Holmes

Apologies: Kathy Grant

David welcomed Kōmiti members and acknowledged both Phil and Sue thanking them for their attendance.

1. Minutes

Minutes of the previous meeting held on 17 April 2014 were approved as a true and correct record of the meeting.

Moved – Eleanor
Seconded – Huata
All in agreement

2. Matters Arising

External Review Recommendations:

Komiti unanimously endorsed that discussions regarding the recommendations detailed in the final Response to the 2013 External MSF Evaluation have been completed.

Moved – Khyla
Seconded - Huata
All in agreement

Briefing Paper – Student Complaint Process

Analysis and recommendations of current processes outlined in the briefing paper were helpful and subject to feedback from Matt Carter (Director: Organisational Development) can proceed to implementation.

Notes from discussion:

- Providing practical support for Māori students when they are have issues

- Policies that impact on students – a version written in language easily understood by students (less academic) referencing back to the policy
- Student Rights and Responsibility policy is to be reviewed shortly and will be sent through to the KTO Office for comment
- Under 'Where to from here': Gathering feedback from students (point 4), Tama is planning to meet with OISA Māori students to find out how they find studying at OP in reality and will include a question around student complaints.
- Canterbury University complaints policy – David will endeavour to source

Māori Annual Report (of Māori Student statistics: Sue)

Sue spoke to report.

Notes from Discussion:

- Education Participation – big improvement not only in EFTS but also in headcount (further changes required to percentages)
- Student Retention – suggest breaking down further, grouping by programme level e.g. Postgraduate / Degree / Certificate (higher level) / Certificate (lower level) programmes
- Expecting further changes around qualification completions.
- 129 OP Programmes – some double ups where programmes are being delivered over 2 campuses
- Making this report easier for Rūnaka to read – on-going process with improvement each year
- Suggestion that the TEC data be included in the appendices rather than in the report

Māori Annual Report Justine

- Profiles have been organised
- Timeline has had to be pushed out a week
- Expecting draft to be sent through to Phil and Khyla for approval today (15 May)
- Cover suggestion – photo of Moeraki, hosts for this year's Council Hui where the Māori Annual Report will be formally handed over.

3. Update on Capable Iwi (Richard Kerr-Bell)

- Two day Retreat looking at priorities and challenges – a lot of work still to do before launching Capable Iwi
- Priority: further discussions around structure, combining Māori services & Capable Iwi or Dual leadership. Another ½ day has been planned focussing on preparing Capable staff.
- Justine & Richard are flying to Christchurch on Friday (16 May) to meet with a cohort of 8 Kai Tahu learners
- Working on building relationships with a cohort down in Invercargill and with Arowhenua Marae Timaru

4. Ta Moko Symposium (Justine Camp)

- Registration is now going through Newsplash – maximum of 100 people
- On-going issues with the Ministry of Fisheries – which is holding up permits allowing us to start gathering kaimoana
- 3 keynote speakers have been finalised
- Student volunteers to help on the day of the symposium have been organised
- Hospitality have agreed to include in their teaching a session on shucking oysters (opening the oysters gathered for the symposium)
- Posters still to be designed and printed
- School of Design will include in their teaching the opportunity for students to design and produce products for the 'conference goodie bags'

5. Kaiarahi Report (Tama Tuirirangi)

- Is currently following up on 19 students that have missed the withdrawal refund date and who are not showing up for classes – consulting with team, using the relationships formed to reach out to whānau. Talking to schools about how to manage the lost time in class.

6. Kaitohutohu Report Progress on 2014 priorities

The priorities for Kaitohutohu in 2014 are:

1. Achieve Educational Excellence (Main Goal) Improve student success rates for Māori learners by supporting Kaiarahi role. Continue to liaise with key schools and departments in how they implement the MSF into day-to-day teaching.
2. Be a resilient organization – Build institutional and staff capability to manage change for Kaitohutohu e.g. developing a Wiki page, Moodle page for students consulting about research, Awhina me te muru re-development
3. Make a difference to our environment, help assist development of 'Hui' component so it aligns with sustainability goals for OP. Help assist development of 'Ceremonial Bookings' component so it aligns with sustainability goals for OP
4. Collaborate with our communities to make a difference, prioritizing Kai Tahu. Strengthen OP as a place where Māori can work and learn as Māori

Earn the confidence of communities by anticipating and exceeding Kai Tahu/ Māori educational aspirations.

- Oslo conference planning in process – interviews with navigators underway and I have taken annual leave from post Easter until 4 May to interview and discuss the navigation skills learned and applied by the crew of Haunui which arrives here to Puketeraki on Anzac day. Gina will work with me to transcribe the tapes, search for themes and co-write the Oslo presentation based on these interviews and my own whānau knowledge. (Research & Enterprise strategy & Priority 4) Made an official ethics permission to be fast tracked today. Can proceed without but not with the personal stories
- On-going discussions with the Marketing Team around planning for the Māori Annual Report, timeline, layout, content (Gina/Tessa/Debbie). (Priorities 1 & 4)
- Kōrero with Lesley Gill (Centre of Training & Development) who has met with Probation and has an idea for a training opportunity that involves Ngai Tahu. (Priorities 1 & 4)
- Two student appointments; one 2nd year design student (Kai Tahu but not enrolled so suggested he do so asap) expected was on a commissioned piece of work he has begun. Good korero; 2nd very unexpected, arrived whilst I was having lunch with a staff member so had to stop kai to offer advice (including how to make an appointment; to read enrolment pack and other aspects like declaring he is Māori and being enrolled on all of his iwi registers (including he says, Kai Tahu) . Said this is essential if he wants special considerations for potential funding. Meeting with Tama and not coming in my lunch hours for money he is too late to secure.
- Kōrero with Natalie Karaitiana (Ōtākou Rūnaka office) pātai re running a wānaka for wāhine on tikaka, karaka and other wāhine roles and could they get recognition. (Priority 4)

Ensure robust MSF Evaluation

- On-going discussions with Komiti & Leadership team around responses to recommendations and Gina and Debbie are assigned aspects of the recommendations where the CE has made specific of KT or KTO requests
- On-going discussions & collation of information in regard to Recommendation 20 (disputes resolution process), looking at our current policy in comparison to the Canterbury University who have recently reviewed their policy. (Priorities 1 & 4)
- Have been in contact and had agreement from School of Art, School of Nursing, Vet Nursing for the KTO team to look at and comment on their SchoolsTeam Performance Plans (TPP). (Priorities 1, 3 & 4)

To achieve different results for Kai Tahu/Māori learners so they remember us regardless of age.

- Attend Research & Enterprise Committee Workshop – clarifying expectations around Research & Enterprise activities supporting teaching on degree and postgraduate degree programs; shifting ground and the scenario for the external review in 2015 etc.
- On-going preparation for the 2014 Ta Moko symposium (proposed date 9 October) (Priorities 2 & 4)
- Continue to respond to ethics requests from students and staff, we have built a 'Consultation – Research, Funding and Ethic Applications' page on our Kaitohutohu Insite team page to try and streamline the process. Continuing to up-date the spread sheet and have contacted the OT School around the on-going problems they are having with their Postgraduate Applications. (Priorities 1 & 2)
- On-going support for student success with the student breakfast and Wednesday lunches. We now have around 30 coming for lunch on a Wednesday – building supportive relationships with each other and with Māori staff and are wonderful occasions at which to be present (Priority 1)
- Review of current OP Policies 'Harassment and Bullying Prevention & Management' and 'Resolution of Student Complaints' in line with Recommendation 20 (as per the Response to 2013 External MSF Evaluation) refer to briefing paper tabled at Komiti Kawanataka 15 May hui. (Priorities 1 & 4)
- Kōrero with OISA HOS regarding the Certificate in Mata a Ao Māori and the steps 12 of their staff members need to take to achieve this award via the CAPL APEL process. (Priority 1)
- Development of an online eversion of Scope – hoping to go 'live' shortly (Priority 2)

Develop new and active partnerships with Māori to support our new business direction

- Kōrero with the Director of Centre for Sustainability: Agriculture, Food, Energy, Environment (CSAFE) regarding a potential researcher for a cockle project. (Research & Enterprise Strategy & Priority 4)

Other achievements (since last report) and Good news (not previously reported)

- Mihi Whakatau for Asian Artist, Kanazawa students & teacher, Shanghai University of International Business and Economics (Priority 4)
- On-going - We are developing processes/task sheets to ensure a smoother more productive and timely delivery of service we are mindful in trying to meet the service excellence aspirations. (Priority 2)
- Mihi haere for MLOs (Priority 4)
- Mihi Whakatau for visiting Viennese Academic – at the Art School
- Attend Te Ropu hui – Zoology (Priority 4)
- 2 days of preparations at Puketeraki for Haunui arrival – Powhiri for Haunui (Friday 25th April)
- Attended Blessing of the bi-lingual pre-school centre at Otago University – asked to represent Puketeraki, as well as the personal and KTO/OP invitation (Priority 4)
- Confirmation of a publication (Khyla) – chapter published in the Māori and Pasifika Higher Education Horizons, Diversity in Higher Education Volume 15

Challenges

To meet the many requests if they don't come to us using the processes that we have set in place when competing priorities arrive and they remain as timely consultation around ethics.

Coming up

- (Justine) to attend monthly hui as a Moeraki Rūnaka representative of the Ngai Tahu Research Consultation Committee at the Otago University (Research & Enterprise strategy & Priority 4)
- AKO Aotearoa Funding Hui
- (Justine) 1 day flight to Christchurch to accompany Richard Kerr-Bell (CAPL) for hui with Ngai Tahu, attending on behalf of the KTO office to support the development of the relationship (Priority 4)

7. General Business - None

Huata Holmes closed the meeting at 9:50a.m.

Signed as a true and correct record of the meeting

.....Chair
David Higgins

.....Date

11. ADDITIONAL AGENDA ITEMS



Council Closed Agenda



**Meeting to be held at 12.30pm on Friday 1 August 2014
at Moeraki Marae, Tenby Street, Moeraki**

RESOLUTION TO EXCLUDE THE PUBLIC

Section 48, Local government Official Information and Meetings Act 1987

Move that the public be excluded from the following parts of the proceedings of this meeting, namely.-

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General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48 for the passing of this resolution 48 (a)
Minutes of the closed section of the Council meeting held on 4 July 2014 (Reason (i))	(i) OI Act Section 9(2) 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 9(2)(j))	
Matters arising (Reason (i))		
Chair's Report (Reason (i))		
Chief Executive's Report (Reason (i))	(ii) OI Act Section 9 (2) (ba) Protect information which is subject to our obligation of confidence	
Health and Safety Report – June 2014 (Reason (i))		
Health and Safety Quarterly Report to 30 June (Reason (i))		
Finance and Audit Committee Chair's Report (Reason (i))		
Finance Reports (Reason (i))		
Risk Management (Reason (i))		
Matters for Noting (Reason (i))		
Additional Agenda Items (Reason (i))		