

## MINUTES OF TEACHERS REFRESHER COURSE COMMITTEE (INC) MEETING

Held on 8 February 2018 at TRCC office, 211 Newlands Road

Commencing at 4pm. Chair: Kathryn Levy

**Present:** Kathryn Levy (Chair), Serena Lewis, Diane Lawrence, Cathy Sheppard, Danielle Sanders, Karina Bird, Chris Oaks, Judie Alison, Kirsty Farrant, Anthony Neyland, Eseta Fuli, Chris Mitchell

**Apologies:** Monica Mercury, Penny Kinsella

**Whakatauki:** Kia mau tou hinengaro, ngā whakaaro pai, I ngā wa katoa

Hold in your mind positive thoughts at all times.

### 1. Minutes of previous meeting 7 December, 2017

**Resolved:** This was moved by D.Lawrence/ Seconded D.Sanders

#### 1.1 AGM – debrief

#### Action Line

The committee agreed it was a good venue with good food. Diane thought the speakers were great. Judie thought the seating arrangement needed to be so people are not sitting behind the chairperson. Diane thought it was good to make note of who was attending.

### 2. Review of TRCC

#### 2.1 Strategic Plan

Meeting will be on 22 February at the TRCC office 1:30-4pm. Kathryn to run this meeting. Chris Winstanley will be invited to share the constitution models she sent out earlier. There will be a SWOT analysis of the two proposals.

- Documents to be sent out to new committee members.

**Eseta**

#### 2.2 TRCC sub-groups

Four sub-committees set up to spread the workload and focus on specific aspects of the business.

IT – Serena, Cathy, Chris O, Danielle, Kathryn

Finance – Danielle, Diane

Appraisal – Danielle, Kathryn, Eseta

Funding – Danielle, Kathryn, Chris O, Penny (and possibly Jenny Ang)

#### 2.3 MoE Update

The original proposal was to see a hub that would be ministry funded, but hosted by a different organisation. TRCC tried to position itself to host the hub. Late last year, ministry indicated it wanted to.

What is advertised by the ministry was not aligned with discussions re the hub. Call is for two people to be the national coordinators for the English and Maori medium. Groups like Evaluate Associates or Team Solutions could put forward for someone who is already doing this in their business. This seems to help subject associations.

On 14 Feb 2018- applications for PLD funding from ministry went out for subject association.

Kathryn asked what will happen to TRCC's role in the PLD sector and ministry funding? Judie suggested that these two people could work alongside TRCC. Lynda Stuart has called a meeting on Monday with the other unions to talk through strategic plan.

- Send a request to meet with MoE. To discuss the strategic plan

Eseta, Judie, Kathryn to attend.

**Eseta**

**Resolved:** TRCC not respond to the PRD moved by J.Alison / Seconded D.Sanders

#### 2.4 Conflict Register

This needs to be a record of what the committee do if there is a conflict and what action to be taken by the committee. Send out information to committee members. **I.T sub committee**

### 3. Website and Internet

#### 3.1 Update of expenditure

Purchases of 2 laptops, migrating of emails and files to the cloud. Chris O suggested we talk to Sue Windsor re Arlo. Most of committee want to stay away from a hybrid system (present system).

**I.T sub committee**

### 3.2 David Laing Review

Chris O could look at Event Management Systems. Serena would like to see agents present their EMS on 22 March 2018.

## 4 Correspondence

Correspondence IN -

7 Dec 2017 to 8 Feb, 2018

DATE	FROM	RE
8 Dec	Tandem – Ryan Hallion	Looking at what Tandem have to offer with travel
11 Dec	DIA - Charities Services	Annual Return Tax Invoice/ Receipt
11 Dec	Anyware	Complimentary website review
13 Dec	AirNZ Broker-Roni Nilsen	E-introduced by Ryan to discuss travel requirements
18 Dec	Travel Card 000025	Email -card 108651499000025 will expire in Jan and a new virtual card will be issued.
10 Jan	Travel Card 000017	New card received in post. Exp 12/20
18 Jan	Anyware	Invitation to BBQ
18 Jan	EONZ- Catherine Kappelle	Email to Laura- interested in submitting a proposal to run and Education Outside the Classroom/ Outdoor Education course with
19 Jan	APX- Hannah Lowe	Email re recent EO response to their customer survey.
19 Jan	TRCC website	An Idea for a TRCC Course – email is blank. Will email
21 Jan	Anyware- Jenny	Responding to request to look into why blank emails are coming through from website with course ideas for 2019. Suggested to check with ITNZ if IP address has changed.
23 Jan	PSA – Joseph Bradford	Sent close pay scale comparator for Office Manager's job
24 Jan	MoE – Nunia Ngauamo	Email acknowledgement of receipt of Summary Report due 22 Jan, 2018
26 Jan	HATA- Kerry Allen	Enquiring when to have 2019 course proposal in to TRCC
26 Jan	ITNZ – Sean Gurr	Responding to Anyware that IP address has not changed.
26 Jan	David Laing	Invoice for IT review
29 Jan	Sandy Thompson PLD	PLD course- offer of 50% scholarship for 2 participants.
30 Jan	PSA- J Bradford	Will follow up JD search
01 Feb	Above & Beyond	Statement of travel points = 1868.88
02 Feb	MoE	Email to inform an open tender process is now accessible through GETS
05 Feb	eTaxi- Beverley Fellowes	Update email information
07 Feb	Judie Alison	Email re Request for Proposals for Networks of Expertise National Coordinators
07 Feb	PSA- J Bradford	Emailed JD for admin officer role

Correspondence OUT-

DATE	TO	RE
11 Dec	Tandem- Ryan Hallion	Chris sent a TRCC travel report to Ryan
12 Dec	APX	Customer monitor survey – rated 2/10
17 Jan	AirNZ Broker-Roni Nilsen	Emailed notes from 16 Jan meeting re travel review
17 Jan	PSA – Joseph Bradford	Emailed draft JD for TRCC office manager. Request for assistance to similar job scope
20 Jan	Anyware- Kalpesh	Blank emails coming through with course ideas for 2019. Asked Kalpesh to look into it.
24 Jan	PSA- Joseph Bradford	Request for job description to accompany the pay scale.
2 Feb	PSA- Joseph Bradford	Left phone message for Joseph at PSA
7 Feb	Sandy Thompson	Email with staff details to attend PLD course

**Resolved:** That the inward / outgoing correspondence be approved.

Moved by S.Lewis / D.Sanders

**5. Calendar Planning**

**5.1** Update of course numbers.

Chris M explained how the board works for new committee members. The numbers are low. Serena put forward that SCT should go ahead with present numbers at 40. Judie asked for flyers and programmes to be sent to her to help promote. Kirsty to take flyers. Bulk email it to go out by Anyware.

Database system has been down for some weeks and Chris is manually entering registrants. Suspicion that some registrations have not been received as participant emailed for invoice. Chris M will keep an eye on this.

**5.2** Planning Meeting Update

Wellbeing and Health planning teams have drafts of flyer and programme.

ILE are not responding to requests for update. Eseta to press on with urgency.

**5.3** Liaison members for some courses

Actively Engaged as Pasifika Leaders – Jane

Geography-

Wellbeing – Danielle

SCT- Danielle

**5.4 Bulk emails**

To go out weeks of 12 and 19 February 2018

**6. Grants**

Eseta met with Amanda Beauchamp re Bellevue School's successful streak with receiving grants.

Discuss further at Funding sub-committee meeting.

Chris Winstanley may be of some help in this area of applying for funding.

**7. In Committee**

**8. General Business**

**8.1** Dinner for Avatar – booked for 1 March 6:30pm to 9pm

**8.2** PLD – Eseta and Chris to attend Collaboration – 6 April 2018 in Wellington. Received 50% scholarship to attend.

**Resolved:** Eseta and Chris will attend the course. Moved D.Lawrence / second J. Alison

**8.3** Meeting with APX on Monday to review services. Air NZ consultant Roni Nilsen met with Eseta and Chris 16<sup>th</sup> Jan 2018.

**8.4** Invitation to Anyware BBQ. Eseta and Chris to attend 21 Feb 2018.

**Meeting closed time - 6 pm**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Kathryn – Chairperson**