

MINUTES OF TEACHERS REFRESHER COURSE COMMITTEE (INC) MEETING

Held on 2 August 2018

at TRCC office, 221 Newlands Road

Commencing at 4pm. Chair: Kathryn Levy

Present: Kathryn Levy (Chair), Danielle Sanders, Chris Oaks, Karina Bird, Anthony Neyland, Kirsty Farrant, Chris Mitchell, Eseta Fuli

Apologies: Catha Ritchie, Diane Lawrence, Serena Lewis, Catherine Ryan, Penny Kinsella, Monica Mercury

Whakataukī

**Tūngia te ururua, kia tupu whakaritorito te tupu o te harakeke.
Clear the undergrowth, so that the new shoots of flax will grow.**

This meeting was recorded.

Action Line

1 Minutes of previous meeting- 21 June 2018

1.1 Matters Arising from the minutes

Resolution: Minutes of last meeting accepted
Moved by K.Levy / seconded by D.Sanders

2 Review of TRCC

2.1 Strategic Plan

2.2 Networks of Expertise

Murray Williams has been appointed to the Networks of Expertise National Coordinator. Kathryn,
TRCC will be meeting with the ministry Thursday 9th August 1pm with Murray.

2.3 MoE Courses contract

Ministry are offering the same funding for the number of courses TRCC is running. A sub-committee will meet with the ministry with a case to ask for more funding. This will need to include some data ie. the costs per person over the last few years. Kathryn
Anthony
There are other questions that need to be asked of the planning committees. Who takes the risk if the budget goes over? How are the budgets set? This is not clear.

Resolution/recommendation: Anthony, Kathryn (or rep), Karina/Chris and one Governance Committee member will form a contract negotiation sub-committee.
Moved by K.Farrant / seconded by D.Sanders

3 Courses

3.1 Update of course numbers (participants/ planners/ trcc members)

APR, MAY	JUL	OCT	NOV
SCT: 72+2+1	Actively Engaged as Pasifika Leaders: 29+1	Empowering Health Education: 106+5+1	My Story, Your Story, The Story: 19+2+1
Finding A Place Here: 29+3+2	ILE From the Why to the How: 30+3+1	Finding Spaces Mapping Places: 36+3	
AP DP Training Course: 29	Carrying the Tapa: 37+4	Wellbeing in Schools: 5+2+1	
130+8	96+9	147+12	19+3

Total= 424

3.1.1

181002 Wellbeing Course – low registrations (5 of which only 1 has paid) Committee agreed a decision needs to be made 2 months out whether to risk the costs of having a very small conference or face being charged for venue and equipment costs due to late cancellation.

Resolution/recommendation: Move to cancel the Wellbeing in Schools course due to low registration numbers

Moved by A.Neyland / seconded by C.Oaks

3.1.2

AP DP Course Director Report – Colleen Douglas

Resolution/ recommendation: Move to accept the Course Director's Report

Moved by K.Farrant / seconded by C.Oaks

3.2 2019 Course liaison members

Paddling Your Waka, Alt Edn, EONZ (30 Sept-2 Oct). TRCC members will make a decision once dates and locations are given.

3.3 2019 Course Developments

Pasifika Special Education-CD Caroline Mareko, Karl Vasau, Matthew Tofia to meet 20 /8 wtn
Paddling Your Waka- 1st planning meeting completed

Culturally Responsive Pedagogy- Quality Hotel Parnell. Programme being amended. Planners increased to 7 people.

Nurturing Thinking- CD Ken Kiplin, Planners Dianne Legget, Lesieli Tongati'o

Primary Science- 2 short meetings. 4x one day courses in Wtn, Hmtn, Alexandra, Greymouth

Relational Leadership- CD Trevor Jeffries, CQ Hotel, 9-11 Oct.

DramaNZ- initial meeting 22 Aug 2-4pm. CD and planners confirmed.

4 Correspondence

Eseta

Correspondence IN -

19 JUNE - 27 JULY, 2018

DATE	FROM	RE
20 Jun	Jessie McKenzie	Invitation to meet re Primary Science Course Programme
20 Jun	Angus Macfarlane	Confirmation of dates 15-17 April 2019 Culturally Responsive Pedagogy
	Jenny – Anyware	Link to new home page : https://gen.anyware.co.nz/trcc/
21 Jun	CK – Spark	Proposal for new cloud phone and mobiles
21 Jun	Rebecca – Bunkhouse	Recommendations for website page
21 Jun	Red Bus, Kala Shaw Chch for ILE course	Requirement for prepayment 5 working days before departure.
21 Jun	Selena Bercic – MENZA	Shared Course Director's Report for MENZA 2017
23 Jun	Misha Shamdass – SCTs	Course Director's Report
24 Jun	Phil- Anyware	Response re some TRCC members not receiving the bulk email sent out by Anyware (Penny, Kathryn and Danielle). Anyware will follow up.
25 Jun	Lex – ILE	Requesting a zoom meeting Wed 27 June to discuss possible follow up meetings with schools after the course.
26 Jun	Phil – Anyware	Penny and Kathryn have both unsubscribed. They have been re-subscribed. Danielle was on the mailing list and should have received the email.
26 Jun	CK – Spark	Following up re cloud and phone upgrade. Any queries to contact.
27 Jun	Karina Bird	Confirming specs for AKO advertisement ¼ page.
27 Jun	Karl Vasau, Caroline Mareko, Matthew Tofia	Send description for course
27 Jun	PPTA News – Anna Kirtlan	Will run a regular half page advertisement for TRCC courses. Email newsletters are already promoting TRCC courses.
28 Jun	CK- Spark	Follow up of new cloud phone and mobiles
28 Jun	Paul G – Colin's quote	Investigating integration with Arlo and MYOB. Recommended by Paul G.
28 Jun	Ceri de Boo – TENZ	Seeking further info re planning process. To advise expectations for course location, travel, course director credentials
29 Jun	TRCC appt committee	Short list applicants.

30 Jun	Shirley Farquharson	Request to change time period to commence earlier – 7:30am.
2 Jul	Arlo – Jason	Follow up re application process for Payment Express.
2 Jul	Danielle Sanders	SGM minutes and letter from PPTA
3 Jul	Robin Page	Sound equipment support person. Available if needed.
3 Jul	Yellow Pages	Advertising Renewal due 17 Aug \$300
5 Jul	Bronwen Olds	Concerned about programme and budget. Working off same course programme from last time. Course went over budget.
5 Jul	MrRental – Carole Williams	Confirmation of equipment hire for AEPL and CTT courses.
5 Jul	ITNZ	Invoice for setting up new emails etc for Shirley and Kiri
5 Jul	Chrissy Lepper	Email with ideas for reducing course costs ie. Use own projectors, presenters twin share, no bags.
6 July	Janice Shramka, KWNS	Email to request permission to attend CTT to support Winona and Lynda's presentations.
6 July	Jenny – Anyware	Need committee emails to set up secure log ins for website.
8 July	Angus Macfarlane	Meeting 9-12pm. EF to ring in 11am, 12 July. New planner added – James Graham
10 Jul	Christine Pattison	Eseta sought to attend the Women's Network Conference. PSA have not received any fees, instead a resignation.
10 Jul	Rachael Dixon	Request to limit the course to 115. Plus the 5 planners and five presenters still yet to register.
11 Jul	Ceri de Boo – TENZ	Follow up of earlier email. Awaiting response.
11 Jul	AKO- Debbie Miller	Notification that ¼ advertisement has been moved to be half page at no extra charge due to a logistical problem.
16 Jul	Melini Fasavalu	Thank you for opportunity to share at AEPL and for mea alofa.
16 Jul	CQ Hotel – Pippa	Room and breakfast prices for 2019 (Comfort and Quality rooms)
17 Jul	West Plaza – Rebecca	Two booking options for 2019 courses in April and May. May course note Room 1 is pencil booked by different group on Tuesday only.
19 Jul	Paul Gillingham	TRCC Engagement Letter - Response and recommendation TRCC to decline the increase in fee and ask GT for an amended letter.
19 Jul	Colleen Douglas	Course Director's Report for AP DP Training Course.
20 Jul	Anyware - Balazs	Zoom invitation for website training with Eseta and Chris. Paul asked to attend the session.
20 Jul	Grand Mercure Hotel – Karen Bengosi	Follow up of any upcoming TRCC events suitable for Grand Mercure Wellington.
23 Jul	Sophie Watson – EONZ	Update with planning team. Two to confirm, then will give names. Location Wellington, Dates 30 Sept to 2 Oct.
24 Jul	Paul Gillingham	Requested copies of Leave Record and Eseta's Time sheet
24 Jul	Andrew – Geraldine School	Query – is Wellbeing course suitable for a primary school.
26 Jul	Sarah Boyd – Youth Law	Thank you email. Leaving Youth Law.
26 Jul	ITNZ – Darren	Quote for new laptop
27 Jul	Rebecca – West Plaza Hotel	Thank you email. Leaving West Plaza Hotel.
27 July	David Laing	Requesting permission for Eseta to use as a referee.
27 July	Sarah Freitag – Grant Thornton	Response to request to amend TRCC Engagement Letter 2018 fee. Outlined the heavily discounted fees TRCC are currently receiving. No change to fee.
27 Jul	Avatar – Otaki College	Pulled out of presenting at Wellbeing course.

Correspondence OUT-

DATE	TO	RE
20 June	MoE – Chris Harwood, Shane Walsh	Email thanking MoE for variation 3 to funding agreement for in-service professional development services agreement. Look forward to meeting on 25 June.
21 June	181002 planners	Confirmation that course will be going ahead in Oct.
22 Jun	Roni – Air NZ agent	Zoom invitation
22 Jun	Jessie McKenzie	TRCC interested response to Jessie's proposal for Primary Science to be four one day courses.
22 Jun	Phil – Anyware	Concern that bulk emails are not reaching everyone it's supposed to reach. Attached flyers for remaining courses for bulk email.

24 Jun	Paul Gillingham	Forwarded 'key settings and payment settings' for Arlo for Paul to look at and recommend settings.
24 Jun	TRCC	SGM Agenda and revised constitution
25 Jun	Shane Walsh – MoE	Electronic copy of TRCC Progress Report due 29 June 2018.
25 Jun	Rebecca – Bunkhouse	Information for AKO advertisement.
27 Jun	Shane Walsh, Chris Harwood MoE	Electronic copy of TRCC Progress Report and 2019 Contract Course Calendar with course summaries.
28 Jun	Shirley Farquharson	TRCC letter of employment offered
28 Jun	Kiriana McGregor	TRCC letter of employment offered
28 Jun	CK – Spark	TRCC are needing more time to consider the proposals.
30 Jun	NZEI, PPTA, TEU	Kathryn requesting unions to confirm their reps for the Governance committee and indep rep. Try and meet within 4 weeks.
2 Jul	Shirley Farquharson	Sent amended letter of employment with earlier start time of 7:30am.
3 July	Chrissy Lepper, Bronwen Olds	Updated programme and flyer. Planners working on programme delivered 2016, which actually went over budget (\$18,048.02)
6 July	180704 planners	ILE course organisation outline. Checklist.
9 July	Janice Shramka -KWNS	Accepted attendance at CTT. Invitation to stay for afternoon tea.
10 July	181001, 181002, 181003, 181101	Update of registration numbers, travel subsidies left, other relevant information for each course.
10 Jul	Rachael Dixon	Course can go up to 120. Looking at 4 workshop lines with approx. 30 in each.
11 Jul	Ceri de Boo – TENZ	Response to email re planning process and expectations for TRCC.
19 Jul	CQ Hotel -Pippa	Participant email – CQ to send Juanita a gift for inconvenience of moving her from her room without her knowledge.
19 Jul	Te Papa- Nicole B	Request for quotes to host a course in 2019
24 July	Sarah Freitag- Grant Thornton	Email to question the increased audit fee at \$6600+ GST. TRCC and GT agreed in 2017 to a fixed fee of \$6000.
25 Jul	Andrew Leverton – Geraldine School	Responded that course focussed on Y7 to Y13. There are aspects of course that will be useful to a primary school staff.
26 Jul	ITNZ – Sean Gurr	IT set up for new staff member. Purchase of and set up of laptop. Book training session for emails, share-point, laptop.
26 Jul	Sophie Watson – EONZ	Set up dates for planning meeting (Aug 24,26,27,28 Sept 3,4)

Grant Thornton – TRCC Engagement Letter. Received 19 July. Paul G recommended to go back to them as the fee quote is above the agreed amount of \$6000 (2017). Sara from GT responded that this fee does include a substantial discount of over 40% to TRCC. There is no agreement to a set price for the 2018 audit. TRCC can go back to the market for a 2019 auditor.

Resolution/recommendation: Move to accept the Engagement Letter from Grant Thornton.
Moved by C.Oaks / seconded by A.Neyland

Resolution/recommendation: That the inward/ outgoing correspondence be approved
Moved by K.Levy / seconded by D.Sanders

5 Finances

5.1 Profit & Loss Report

Large costs are due to the increase of TRCC meetings for members and the costs of relievers, catering and transport.

5.2 Jobs Reports

It takes approximately 2-3months for all the expenses for a course to come in. How the budgets are going to be managed will be decided by the Governance Committee. These reports can be helpful for recurring courses to reflect and respond to course costs. Particularly if the budget went over.

Paul Gillingham has added some new NoE codes.

Committee members discussed the honoraria paid to teachers and contractors and how the disparity is concerning. Who is responsible for these decisions? There is a need for this to be considered and included in the Course Booklet.

Resolution: The finances being presented are accepted.

Moved by **K.Bird** / seconded **A.Neyland**

6 Internet, Website

6.1 Update

Paul Gillingham is to work with Arlo to set up the invoice platform. The website is close to completion.

Eseta

Danielle left 5:20pm

7 TRCC Cover

7.1 Chris Mitchell will have 50 work days leave. Paul has organised the leave without pay.

7.2 Kiriana and Shirley will have to communicate regularly to ensure registrations and invoices are processed properly. They have supports in place.

Eseta

8 General Business

8.1 A suggestion of having a social event for the two committees to come together. Will a powhiri/whakatau be required to welcome the new governance committee members and Murray Williams? Could this be the Treaty workshop?

8.2 The first Governance Committee will have much to cover in it's first meeting to get some understanding of TRCC history and workings. The social event will be separate from this. Kathryn will chair the first meeting. A suggestion that Murray meeting the GC on their second meeting.

8.3 The Information Booklet for Course Director's and Planning Committees needs to be updated. There is an amended draft version that is being sent to planning committees to use as a guidance.

8.4 Chris is to book the AGM venue before she goes on leave. Two dates will be booked – Tuesday 4th and Thursday 6th December. Members need to go away and check dates for end of school dates.

Anthony left 5:27pm

Meeting closed time – 5:34pm

Signed: _____ Date: _____
Kathryn Levy – Chairperson