

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

Held on 1 March 2018

at TRCC office, 221 Newlands Road

Commencing at 4pm. Chair: Kathryn Levy

- Present:** Kathryn Levy (Chair), Serena Lewis, Monica Mercury, Karina Bird, Chris Oaks, Kirsty Farrant, Anthony Neyland, Eseta Fuli, Chris Mitchell
- Apologies:** Judie Alison, Penny Kinsella, Catherine Ryan, Diane Lawrence, Cathy Sheppard, Danielle Sanders, (late) Serena Lewis.
- Whakataukī** Tungia te ururua kia tupu  
Whakaritorito te tupu o te harakeke.  
Dispose of whatever hinders progress in order that  
what is desirable will grow and bear fruit

**Note:** TRCC did not have a quorum to pass decisions at this meeting.

*Absent committee members are required to confirm recommendations made by the committee attendees.*

### Action Line

#### 1 Minutes of previous meeting- 8 February 2018

**Resolved:** to be an accurate account of the minutes from the previous meeting.

- deferred to 22 March meeting.

#### 2 Review of TRCC

##### 2.1 Strategic Plan

-item deferred to 22 March meeting.

##### 2.2 MoE Update

The three unions and TRCC put together a letter that was sent to Pauline Cleaver. There was a quick response from Pauline to organise a meeting with the unions. Her availability is for Tuesday 6 March 8:30am, Wednesday 7 March 9:30am and Thursday 8 March 2:30pm. Kathryn and Serena (TRCC), Judie Alison and Jack Boyle (PPTA), Chris Oaks and Lynda Stuart (NZEI) have signalled to attend. Eseta Fuli could be zoomed in.

Confirmation of meeting date will be sent out by NZEI

**NZEI**

##### 2.3 Conflict Register

-Item deferred to 22 March meeting.

#### 3 Website and Internet

- 3.1** Serena (I.T Sub-Committee), Chris M and Eseta met with David Laing. He is happy to see TRCC through this process. He knows TRCC, so it would make sense to continue to work with him. He would work with Chris M and Eseta to compile a list of what TRCC need and would like in an Event Management System. He would then make an initial contact with the 3 EMS companies. References would be sought. He will write a report of the 3 systems. David will deliver this service at \$1200+GST. Chris Oaks would like to see David continue this work. Jenny Ang offered to look to her networks to find support. Kathryn agreed with Chris O that there needs to be a formal inquiry into this. Set a meeting with David Laing-

**Eseta**

**Recommendation:** to go ahead with David. Moved S. Lewis / seconded K.Levy

*Require absent committee members to confirm recommendation*

#### 4 Correspondence

**IN - 8 Feb to 1 Mar, 2018**

DATE	FROM	RE
9 Feb	Eduvac	Advertising costs – first placement \$295+GST, second \$145+GST

9 Feb	Lead.org	Confirmation of registration for 'Collaboration in Action' workshop
11 Feb	SCT Marc Clarke	Requesting another planning meeting 9 March and inform TRCC of Renee's resignation as NZSCT Association President and from the planning team.
15 Feb	SCT Marc Clarke	Email both Marc and Misha would like to continue with symposium and hope numbers exceed 50.
15 Feb	APX	New proposal with reduced fees.
16 Feb	Lesieli Tongati'o	Email from TRCC to Tatai Angitu, Institute of Education, Massey University asking for possible course proposals.
17 Feb	Rachael Dixon	Posting flyer and programme on the NZHEA website
20 Feb	SCT Marc Clarke	Request for formal letters to schools for planning release
20 Feb	Jane Horrax	Email to withdraw from TRCC. Catha Ritchie would like to be considered.
21 Feb	Eduvac Richard Hulse	Advertise April courses for two weeks
21 Feb	Caroline Mareko	Director's Report for Strengthening Your Mat
21 Feb	SCT Marc Clarke	Course numbers at 70 to go ahead with course.
23 Feb	David Laing	Email outlining main points from meeting 22 Feb. and costs for next step.
25 Feb	Caroline Mareko	Request to withdraw programme from circulation. Too many not confirmed.
28 Feb	CQ Cat Bedford	Farewell from Cat, the conference manager. Leaving CQ
28 Feb	Angus Macfarlane	Rang to clarify budget. Is worried there is not enough money to cover honoraria for speakers. Two elders wish to attend two days to support the kaupapa. Angus and Sonja have asked if there is any other funding they can use. They are thinking if not they might have to cancel course.
1 Mar	Above & Beyond	Points balance 2273.56

## OUT-

DATE	TO	RE
9 Feb	Caroline Mareko	Wellbeing in Schools- seeking speakers for Pasifika & Maori. Introducing Nicole to Caroline.
16 Feb	APX Hannah Lowe	Thank you for meeting with TRCC (Chris). APX offering a new plan that does has reduced fees. TRCC will accept the new proposal.
16 Feb	Anyware	Bulk email to go out
20 Feb	Marc	Introducing Kirsty F to make contact re PPTA panel and Health & Wellbeing session
20 Feb	ILE Lex	Rang for follow up re course ILE
20 Feb	SCT Renee David	Rang Renee re her resignation from SCT Association and confirm her CD role in the planning team. Asked her to consider staying on as course director
27 Feb	SCT Renee David	Requesting all emails and symposium information to be forwarded to me.
1 Mar	Pauline Cleaver	Letter from 3 unions and TRCC re Hub

**Resolved:** That the inward / outgoing correspondence be approved  
- to be resolved at next meeting.

## 5 Courses

### 5.1 Update of course numbers

Formal request to confirm courses going ahead, so flights and accommodation can be booked:

SCT 57 – to go ahead

Finding a place 24- to go ahead

**Recommendation:** For the above-named courses to go ahead and flight and accommodation bookings be made. Moved S.Lewis / Seconded K.Levy

*Require absent committee members to confirm recommendation*

## 5.2 Planning meetings – update

5.2.1 Wellbeing and Health courses have flyers, programmes and are the website open for registrations.

5.2.2 ILE planning team have not had 2<sup>nd</sup> meeting. Eseta may need to attend the second meeting. Team looking at week of 5 March to meet.

5.2.3 SCT Course Director has resigned from NZSCT Association. Unclear as to her role in the planning team. She has not sent a formal resignation from her role as Course Director. She told her team they were to continue with the planning of the symposium. Marc contacted TRCC with the request for another planning meeting and of Renee David's resignation. Eseta contacted Renee and asked her to continue as course director. Marc was surprised that Renee was still interested in being involved with the symposium. This has caused some tension within the team. Eseta and Danielle will meet with Marc and Misha on 9 March 2018 in Auckland. Renee is unable to make this meeting. Renee will be attending the symposium.

Serena suggested an email to Marc to thank him for stepping in when Renee left NZSCT.

**Eseta**

Contact Renee to forward any emails and information re presenters to her.

**Eseta**

## 5.3 Need liaison member for:

Actively Engaged as Pasifika Leaders- Monnie

Geography- tbc

## 5.4 Course Director's Report for Strengthening Your Mat.

Resolution: To be accepted.

-deferred to meeting 22 March 2018

## 5.5 Unlocking Teachers' Potential – looking for more funding

Committee cannot make any decisions on this – no quorum

Planning team need to try and boost the numbers presently at 19.

## 5.6 SCT Planning team – Course Director has resigned from NZSCT Association

TRCC has not received a formal resignation from Renee and therefore recognise her as the course director if she wishes to remain in the role.

## 6 Finances

Latest MYOB reports

Looking at honoraria- \$7000 over budget. This has an impact on decisions. Karina would like to see projected numbers and actual numbers on the reports.

Subsidy travel allocation for early bird registrations are high for the present number. Some numbers of subsidised travel may have to be reduced to ensure they reflect the 50% ratio in other courses.

Serena suggested there needs to be a lower threshold for travel (maybe 30%). Once registrations reach this then another 10% could be offered. Chris O asked if it was possible to put the annual budget as another column on the P&L report, so there is a sense of where the finances are at.

### Recommendations:

reduce subsidised travel to 30%, then add on 10% if registration numbers are looking good

**Eseta**

Add annual budget column to P&L report and include actual numbers next to projections.

**Chris**

*Require absent committee members to confirm recommendation*

## 6.1 Grants - Funding committee (Danielle, Kathryn, Chris O, Penny)

-deferred to meeting 22 March

## 7 General Business

### 7.1 Phone Contract

Chris M and Eseta met with rep from Spark to discuss the office phone contracts. There is a third land line that was used for fax and kept as a landline as part of the 'Hub' expansion (\$53 per month). This line is not needed and will be disconnected. 0800 is used by teachers and should remain. New centrix phones will be ordered for two landlines.

Rep suggested to consider moving to a VOIP (Voice Over Internet Protocol) connection. This is moving phone calls to the cloud- future proof. Advantage of this system is that it doesn't rely on physical wiring. The monthly costs would be reduced.

For this to happen TRCC would require permission from the landlord as instalment would affect the security system. The cost for this is about \$600 and TRCC may be able to share the cost with the landlord.

TRCC approves to have the conversation with the landlord.

**Chris**

## **7.2 Finding temp for Chris when she is on leave. Aug 9 – 16 Oct (10 weeks leave)**

Eseta suggested that two people are needed to cover for Chris – finance and registrations. Chris has moved the audit to be in July (instead of October) before she goes on leave. Chris M is concerned about the training required for the roles before she leaves.

Options:

-Ask Paul if he knows anyone that could do the role part-time.

-Eseta suggested approaching Amanda (Bellevue School). She is the finance person and works part time there.

-Another possibility is Toni (Chris M's daughter) to do the registration work. She's familiar with TRCC and has done work for TRCC over the years.

-Chris M rang an agency and they could supply someone for \$28+ an hour. They would not be able to supply someone who could do both roles.

Eseta and Chris will search further and report back at 22 March meeting.

**Eseta, Chris**

## **8 In Committee**

### **8.1 Collective Agreement Pay Scale**

-deferred to 22 March meeting. It will be first item on next meeting agenda.

**Meeting closed time – 5pm**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
**Kathryn Levy – Chairperson**