

MINUTES OF TEACHERS REFRESHER COURSE COMMITTEE (INC)
PROFESSIONAL LEARNING & DEVELOPMENT MEETING_2
Held on 23 August 2018
at TRCC office, 221 Newlands Road
Commencing at 4pm. Chair: Kathryn Levy

Present: Kathryn Levy (Chair), Serena Lewis
Danielle Sanders, Diane Lawrence, Catha Ritchie, Catherine Ryan
Chris Oaks, Karina Bird, Anthony Neyland, Kirsty Farrant, Eseta Fuli

Apologies: Monica Mercury, Penny Kinsella

Whakataukī **Ka pū te ruha, ka hao te rangatahi**
As an old net withers another is remade

This meeting was recorded.

Action Line

1 Minutes of previous meeting- 2 August 2018

1.1 Matters Arising from the minutes

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

2 Review of TRCC

2.1 MoE Update Strategic Plan

Kathryn

On-going implementation.

2.2 Networks of Expertise

2.2.0 -NoE 3 Month workplan.

National coordinator Murray Williams started in August. There are 36 networks. It was asked what happens to the broader networks who have not received funding. Is this work part of what the National Coordinator's role?

Resolution: Move the 3 Month Workplan is endorsed, subject to consideration of what happens to the broader networks without funding (omit the number 36) Moved by C.Oaks/ seconded by S.Lewis
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2.2.1 -Collaboration between NoE and TRCC PLD Course

It was shared that the Ministry use to attend the TRCC courses. Murray is contacting the networks who have received funding.

A letter will be drafted and sent out to NoE with TRCC courses to give them a heads-up regarding potential impact from funding from the Ministry. Run the letter past Murray.

Eseta

Resolution: Move for Murray to attend planning meetings for NoE 2019 courses and for Eseta to manage how this will work. Moved K.Levy / Seconded D.Lawrence
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2.3 MoE and Variation 3

There has been no increase in the funding to TRCC contracts since 2003. TRCC are delivering the same outcomes. The increasing costs have been pushed onto the participants. The Ministry are open to the criteria changing. TRCC need financial information (Paul Gillingham). Paul will do some analysis over costs in previous years and how this has shifted.

A sub-committee will meet with Paul Gillingham to put together a case to the MoE to increase funding.

2.3.1 2016-2019 Contract shortfall.

Grant Thornton auditor queried a shortfall in the current MoE Contract. Paul Gillingham investigated further and believed there is a shortfall of \$33,000- one month's funding. Eseta is to email Shane Walsh at the Ministry for further investigation. Include the information from Paul G in the email.

Eseta

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+4	Empowering Health Education: 110+3+1	My Story, Your Story, The Story: 22+2+1
Finding A Place Here: 29+3+2	ILE: From the Why to the How: 30+3+1	Finding Spaces Mapping Places: 37+3+1	
AP DP Training Course: 29	Carrying the Tapa: 37+4	Wellbeing in Schools: 6 CANCELLED	
130+8	96+12	147+8	21+3

Total= 425

Eseta

181101 The Committee have approved for flight bookings to be made for this course.

190403 Culturally Responsive Pedagogy have a new Course Director: Dr James Graham.

3.2 TRCC Course Director & Planning Committee Guide Booklet

This guide is presently needing updating. This will need to be looked at more closely by the Governance Committee.

4 Correspondence

Correspondence IN -

27 July -17 August , 2018

DATE	FROM	RE
30 Jul	HATA – Melanie Simmons (St. Pauls)	Phone call to ask if any courses have pulled out. Melanie seeking any other possible support from TRCC.
1 Aug	Above & Beyond	Points balance 7216.82
2 Aug	APX report	Report of travel spending compared to this time 2017.
3 Aug	Anyware to ITNZ	Trouble shooting re registrations not showing up on database.
3 Aug	John McEwan	Acknowledged Wellbeing course cancelled, and he is able to use the flight he booked to Wellington.
3 Aug	Fuimaono Karl Pulotu Endermann	Faafetai for letting him know re Wellbeing Course. Best wishes
5 Aug	Mary Pupich	Acknowledged Wellbeing Course being cancelled.
6 Aug	Marcus	Acknowledged Wellbeing Course being cancelled.
8 Aug	Dr James Graham	Introduction and set up to meet (Senior Lecturer School of Teacher Edn, UC
16 Aug	ARLO Jason	Forms still needing to be set up.
17 Aug	Charities Commission	Invitation to the Charities Annual General Meeting- Auckland, Fale O Samoa

Correspondence OUT-

DATE	TO	RE
29 Jul	MrRental	Send invoice for CTT and AEPL
30 Jul	Karyl Puklowski, Joe Graham Alt Edn	Alt Edn update of Course Director, planners, dates, location
	Ceci de Boo	TENZ update of Course Director, planners, dates, location
	Lesieli Togati'o	Tātai Angitu (Massey Uni) update of course progress.
	Trevor Jeffries	Set up planning meeting date
16 Aug	ARLO Jason	Paul Gillingham will contact him re the forms set up on ARLO

17 Aug	Charities Commission	Registered for two people.
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Charity AGM –

An invitation for two people to attend the AGM in Auckland October 3rd 2018. Kathryn volunteered to attend. Accommodation will be organised for after the Empowering Health Education course.

Resolution: That the inward/ outgoing correspondence be approved

Moved by K.Farrant / seconded by C.Ritchie

5 Internet, Website

5.1 Update and progress

The website is nearly complete. The Committee profiles will take up too much room on the website. It is suggested a group photo be taken and used on the website page instead of individual ones.

Any pages not ready will be left tagged as 'draft'. This will not be seen on the website.

There is space for information about the NoE. Eseta will look into including Murray's information on the TRCC staff page and have a tab for NoE information.

There will be separate secured pages for the Governance and PLD Committees. These will have passwords to access. Arlo is waiting for the payment invoice platform to be finalised with Paul Gillingham. This has been scheduled to happen next week.

6 General Business

6.1 Heating in Office-

Parts of the office do not get much heat from the heat fan in the office. More heating is needed, particularly for the smaller offices where Shirley and Murray work.

Eseta

Resolution: That two efficient heaters are to be purchased for the office up to the cost of \$1000.00

Moved by D.Lawrence / seconded by S.Lewis

7 Other

7.1 What do you think the Governance Committee need in terms of the financials?

Year End, Breakdown of courses and the analysis is coming (Paul G).

NoE – is in good financial shape.

Kathryn

Anthony to talk about financials at the GC.

Anthony

7.2 Review of staffing

What staffing will Murray need? Give the Governance Committee a heads up around possible staffing required for the Networks of Expertise. There is a facility in the NoE funding for additional staffing.

Kathryn

7.3 Renewal of Koru Club and use of Air Points

Committee approved Eseta's Koru club membership for renewal. The Committee discussed how these points could be used for members travelling to courses. There are only enough points for two koru memberships- possibly share the Koru Club privilege among the Committee members.

The PLD committee decided that Chris Mitchell would get the koru points this time. A letter will be written and signed by Kathryn with the understanding that the koru club membership is not a given and should not to be expected after this round.

The new Governance Committee will decide how these points will be used in the future.

Eseta

8 In Committee

Review of Eseta's remote working arrangement

Meeting closed time – 5:45 pm

Signed: _____ Date: _____

Kathryn Levy – Chairperson