

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

Held on 22 March 2018

at TRCC office, 221 Newlands Road

Commencing at 4pm. Chair: Kathryn Levy

- Present:** Kathryn Levy (Chair), Diane Lawrence, Karina Bird, Chris Oaks, Kirsty Farrant, Anthony Neyland, Judie Alison, Cathy Sheppard, Penny Kinsella, Eseta Fuli, Chris Mitchell
- Apologies:** Serena Lewis, Monica Mercury
- Whakatauki** Ka to he ra, Ka rere he ra.  
A sun sets, a day is born  
No sooner is one day over, than another day begins.

### Action Line

- 1 In committee**
- 1.1 Pay Review (deferred from 1 March)**  
The TRCC will offer a double increment to step 12 effective 1 January 2018. Annual increments will operate after that. **Kathryn**
- 2 Minutes of previous meeting- 1 March 2018**
- 2.1 Matters Arising from the minutes**  
Applying for the Networks of Expertise RTP highlighted the need to update/ write Privacy Act, Health and Safety Policy and to check Business Assets Insurance. The Business Assets are covered if on site (221 Newlands Road). **Eseta**  
Need insurance to cover assets that are used off-site. Eseta to look into insurance details.  
Moved by J.Alison/ seconded C.Sheppard
- 3 Review of TRCC**
- 3.1 Strategic Plan**  
The new constitution needs to be discussed with unions and committee, then recommended at a special AGM (eg. July). Put in motion- with effect date. **Kathryn**  
Chris Winstanley will amend the changes. Judie asked why do the bylaws not contain details about the PLD committee? Once the constitution is updated, it needs to be sent to the unions. Process will take its course (maybe a month).
- 3.2 MoE Update**  
Thank you to Judie, Kirsty and Karina for the work that went into the proposal. TRCC have submitted their proposal (RFP) to the ministry and are waiting for their response. **Kathryn**  
TRCC will host both Maori and English Medium. TRCC will be open to split the English role between Primary and Secondary. The budget has been put in. This is quite big and has lots of implications for TRCC.  
Approval of the HuB Moved K.Levy/ seconded K.Farrant
- 3.3 Conflict Register** **Eseta**  
Eseta to send out an email to TRCC members to disclose any organisations they are associated with. A list will be compiled and looked at next meeting. PLD committee will make decisions re planner, course director.
- 4 Website and Internet** **Eseta**
- 4.1 I.T sub committee recommendation to go ahead with David Laing to investigate a new Event Management System.** David Laing is setting up meetings with 3 Event Management systems: Arlo, EventsAir and Grenadine. Eseta and Chris to attend meetings with David. Team will look to trial the EMS after the initial meetings with the various sales managers. David to report back to TRCC.

## 5 Correspondence

### Correspondence IN - 1 Mar to 22 Mar, 2018

DATE	FROM	RE
1 Mar	Pauline	Invitation to meet 6,7,or 8 March
2 Mar	Phi Donaldson	Confirmation email went out to 7215 recipients
5 Mar	Brentwood Hotel	Rachel Johnson- 50 rooms were guaranteed. They were unhappy with the lost business they have had to deal with. They will accept number of rooms is reduced to 30 and two breakout rooms are released.
5 Mar	PSA Christine Pattison	Accepted invitation to meet 19 March 2pm.
6 Mar	Brentwood Hotel	New accommodation agreement with reduced number of rooms.
6 Mar	Red Nicholson	Request for sponsorship to attend a TRCC course.
6 Mar	Tim Carson	Email- Course Director Report -tabled on MENZA Board Meeting agenda
7 Mar	Kathryn Levy	Summary of meeting with MoE re Hub. TRCC will now put in a proposal for the RFP. Judie will start the process.
8 Mar	Judie Alison	First Draft of Proposal
9 Mar	State Insurance	Letter of Currency
14 Mar	Institute of Education, Massey University	Lesieli Tongati'o introducing herself as the new Leader, Professional Learning and Development- Kaihautū Ngaio. They are interested in putting in a 2019 course proposal.
14 Mar	National Library	Receiving two different annual reports. Asking if part one and part two.
15 Mar	National Library	Need to confirm- need two copies of Annual Report if more than 100 printed copies are made. If less, then one copy is accepted.
15 Mar	Nick Page	Confirm 3 of planning committee, date and venue for planning meeting -5 April at Eagle Technology House, Wellington
19 Mar	Angus Macfarlane	Email planning committee will wait for the committee's decision re extra course funding.
21 Mar	Karyl Puklowski	Received Course Director report
21 Mar	Lex Davis	(Phone call) ILE – 2 planners have withdrawn from committee. Need to design new programme.

### Correspondence OUT-

DATE	TO	RE
2 Mar	PSA Christine Pattison	Request to meet new PSA Wellington Rep
5 Mar	Brentwood Hotel	Contacted Brentwood re the need to reduce number of rooms for breakout sessions and accommodation being held.
6 Mar	Whitebait Restaurant	Voucher for Avatar not received. Following up when it was sent.
6 Mar	Karyl Puklowski	Reminder of Course Director report
6 Mar	Tim Carson	Reminder of Course Directors' Report
8 Mar	PSA	Request to meet new Wellington rep. Christine Patterson
13 Mar	Macfarlane, M.Hewlett	An update of what happened at 1 Mar TRCC meeting. Request for extra funding deferred to 22 March meeting.
13 Mar	Nick Page	Follow up with Geography Info Systems course
14 Mar	National Library	Clarified that the green cover report was part 2 of the annual report.
14 Mar	CTT, AEPL planning teams	Email to planning team to meet for 2 <sup>nd</sup> meeting to firm up the programme and budget
15 Mar	National Library	Confirmed that less than 100 printed copies were made, so one copy of the Annual Report is required.

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

defer

## 6 Courses

### 6.1 Update of course numbers

APR/ MAY	JUL	OCT
SCT- 69	Unlocking T/ Potential – 33	Empowering Health – 31
Finding a Place Here- 29	Actively Engaged as PL – 24	Wellbeing- 2
	Innovative Learning Environ- 22	
APDP- 30	Carrying the Tapa – 30	

Running total = 270

### 6.2 Planning meetings – update

ILE- 2 planners have withdrawn. CD wants to continue with course. Eseta to attend a planning meeting in Christchurch with Lex. Judie suggested for Lex to look at Wakatipu High School. She can put him in touch with someone she knows there.

SCT- TRCC now recognise Marc and Misha as the course directors for the symposium and should be paid as such. Renee is no longer on the planning committee.

Geography- First planning meeting 5 April in Wellington. Eseta to attend. No TRCC liaison appointed.

### 6.3 Need liaison member for:

Geography--deferred to meeting 5 April 2018 defer

### 6.4 Course Director's Report for: Strengthening Your Mat and Navigate

Resolution: To be accepted. defer

-deferred to meeting 5 April 2018

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

Committee have granted up to \$4000 to cover course costs. Eseta

## 7 Finances

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

-deferred to meeting 5 March 2018

## 8 General Business

### 8.1 Finding a Temp for Chris

Continue the search for possible staff to cover this leave period (Aug 9 to Oct 16)

Kirsty will send Eseta details for Shirley Farquharson (finance person at PPTA)

Eseta/Chris to contact agencies to find two part-time staff.

Move for authorisation to find temps to cover Chris' role

Moved K.Levy / seconded Chris O

Eseta &  
Chris

### 8.2 Ordering new merchandise for courses

New merchandise needs to be ordered for courses eg. Bags. Chris M needs to make an order for bags as it takes 10-12 weeks for overseas order. There are enough bags up to the July courses. These bags are currently about \$12 each. This may be an opportunity to look for a new supplier (preferably local) for bags and other merchandise. Look at marketing. Cheaper bag.

Eseta &  
Chris

### 8.3 Mobile Phones

Both Chris and Eseta use personal phones for TRCC business. Seeking reimbursements for plans used. Show Kathryn costings and look at reimbursements.

Eseta

## 9 Other

Meeting closed time – 6pm

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

Kathryn Levy – Chairperson