

MINUTES OF TEACHERS REFRESHER COURSE COMMITTEE (INC) MEETING

Held on 13 September 2018
at TRCC office, 221 Newlands Road
Commencing at 4pm. Chair: Kathryn Levy

Present: Kathryn Levy (Chair), Serena Lewis, Diane Lawrence
Danielle Sanders, Catha Ritchie, Catherine Ryan, Penny Kinsella
Chris Oaks, Karina Bird, Anthony Neyland, Eseta Fuli
Invited: Murray Williams (left 4:50pm)

Apologies: Monica Mercury (late), Pene (late), Kirsty Farrant

Whakataukī **Te anga karaka, te anga koura, kei kitea te Marae**

The shells of the karaka berry, and the shells of the crayfish, should not be seen from the Marae

(Although this clearly has a hygienic undertone, it also refers to discipline. A tribe or war party who disregards organization and has no concern for where they leave their rubbish and gear reflects poor leadership and discipline, thus becoming easy prey for a more regimented force.)

This meeting was recorded.

Action Line

1 Introductions – Welcome to Murray Williams, National Coordinator for NoE

Murray gave an update of what he is doing in his role as National Coordinator for Networks of Expertise.

1. Minutes of previous meeting- 23 August 2018

1.1 Matters Arising from the minutes

Add Catherine Ryan to attendance.

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| Resolution: Minutes of last meeting accepted Moved by K.Levy / seconded by D.Lawrence |
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2 Review of TRCC

2.1 MoE Update

Kathryn

Met with Paul G. Budget is based on 8 courses for 10 courses (school year). Each course costs TRCC \$20,000. This means TRCC will be over budget \$40,000 with the two extra courses. Budget is running on deficit. The model needs to change. Some ideas for change could be: possibly change the travel formula and give travel to identified courses and no travel to others. Look at an equity focus. Have one day courses would help achieve the Ministry objectives. Paul recommended the treasurer to be in the Governance Committee.

3 Courses

3.1 Empowering Health Education – closed 111. There have been phones calls of people still interested in attending. The office will take late registrations.

Eseta

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: 111+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: 38+3+1 | |
| AP DP Training Course: 29 | Carrying the Tapa: 37+4 | Wellbeing in Schools: 6 CANCELLED | |

| | | | |
|---------------------|-------|-------|------|
| 130+8 | 96+12 | 149+8 | 22+3 |
| Total=397 + 31= 428 | | | |

3.2 2019 Networks of Expertise

TRCC need to look at the NoE case by case to investigate if there is any overlap with funding for PLD. MoE has given Murray Williams direction that TRCC should not fund a course with a Network of Expertise.

A question was asked about what happens to groups who applied for NoE and were unsuccessful. Murray responded that unsuccessful associations could possibly join a successful NoE

PLD
Comm.

3.3 TRCC Course Director and Planning Committee Guide Booklet

A PLD sub-committee is set up (Danielle, Catherine, Catha, Karina) to update this document.

4 Correspondence

Correspondence IN - 17 August- 11 September , 2018

| DATE | FROM | RE |
|---------|------------------|--|
| 21 Aug | Anyware | Booking training for Eseta and Kiri |
| 27 Aug | NZEI Karina Bird | Invitation to M.Williams and E.Fuli for a meeting on Nov 22 |
| 28 Aug | Shane Walsh | Will review the 2017-2019 Contract and get back asap |
| 28 Aug | Gazette | Notice has been submitted. |
| 29 Aug | Shane Walsh | Response to month funding shortfall |
| 30 Aug | Shane Walsh | Response to Paul G's sheet and clarifying the monthly funding. |
| 30 Aug | Paul Gillingham | Request for contracts prior to 2013 |
| 1 Sept | Above & Beyond | Points balance: 2248 |
| 2 Sept | Gazette | Notice published – My Story, Your Story, The Story |
| 11 Sept | TENZ Council | Response to the question of TRCC and MoE funding |
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| | | |

Correspondence OUT-

| DATE | TO | RE |
|-----------|-----------------------|--|
| 28 Aug | Shane Walsh | Possible missing month in current contract |
| 29 Aug | Paul Gillingham | Forwarded Shane Walsh's email re month shortfall explanation |
| 29 Aug | Shane Walsh | Sent month payment sheet from Paul Gillingham |
| 30 Aug | Paul Gillingham | EF will search for contracts prior to 2013. |
| 7-11 Sept | NoE with TRCC courses | Possible impact on course TRCC course due to NoE funding. |
| 11 Sept | TENZ Council | Response to TRCC and MoE Funding |
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Resolution: That the inward/ outgoing correspondence be approved
Moved by C.Ritchie / seconded by D.Lawrence

5 Internet, Website

5.1 Update and progress

The website is complete. Arlo are still working with Paul on the invoice platform. Credit card requirements are not met as the bank need to look at the TRCC website, which is currently inactive. Website needs Arlo to link to. As website is not live -this criteria is not met. Once Arlo and website are integrated testing will need to happen.

Eseta

6 General Business

6.1 Report back from Governance Committee –

Kathryn appointed Chair for the transition period until AGM in December.
GC asked Kathryn to approach Chris Winstanley to join the GC as an independent member.
She declined as she felt she didn't have the skill set GC were looking for.

Plan B was to ask Ross Wilson to give a recommendation for an independent member to join the GC. Kathryn shared history. Anthony shared financial reports.
Looking for someone who can give guidance to the GC around what financial reports do they need to look at. Someone to coach the GC to run as an efficient and effective governance body.
GC group are aware of the difference between the role of the GC and the PLD committee. A very positive and enthusiastic group.

Kathryn

6.2 Social Event

After the shortened PLD meeting on 27 September 5-6pm at the TRCC office.

Eseta

6.3 Report back from course liaison members:

6.3.1: Actively Engaged as Pasifika Leader – Monica Mercury

The planning team were amazing. Karl was particularly inspiring. The participants and planning team connected on a personal level and parts of the course were very emotional. Monica endorsed the need for more pasifika courses like this and in the future to consider more than one a year for this interest group.

6.3.2: Moving from the Why to the How – Danielle Sanders, Penny Kinsella

A great course run by teachers from Haeata Community Campus. The course had the strength of pedagogy to support the models of ILE. The school visits were very good. Some groups at this course were keen to put in a proposal for a TRCC course in the next round. TRCC use to invite the Ministry person to the courses. This needs to happen again.

6.3.3 Carrying the Tapa- was run by mostly the same team for Actively Engaged as Pasifika Leaders. This course was received very well. Five teachers from one school in Australia attended. Strength of course is including EC, Primary and secondary teachers.

7 Other

7.1 PLD Chair Resignation

Kathryn gave notice of her resignation as Chair of the PLD Committee. For continuity the role of PLD chair will go to Serena Lewis and Kathryn will be Deputy chair.
It was noted by Diane that Kathryn has worked above and beyond her duties during a very difficult time. Kathryn responded to Diane that it has been a team effort. Everyone has helped. A suggestion was made to possibly share the chairing of the meetings.
Chris Oaks moved for Serena to take over as Chair of PLD Committee and Kathryn becomes the Deputy Chair until the AGM.
Moved C.Oaks / seconded D.Lawrence

Kathryn

Meeting closed time – 5:34 pm

Signed: _____ Date: _____
Kathryn Levy – Chairperson