

Location:	TRCC, 221 Newlands Road, Newlands, Wellington 6037
Date:	THURSDAY, 27 September, 2018
Time:	4:00-5:00pm
Chairperson:	Serena Lewis
Apologies:	
Whakataukī	<p style="text-align: center;">He kai kei aku ringa</p> <p style="text-align: center;"><i>There is food at the end of my hands</i></p> <p style="text-align: center;">(Said by a person who can use his/her basic abilities and resources to create success)</p>

Items:

1	Minutes of the meeting of 13 September 2018	Serena
1.1	Matters arising from the minutes	
2	Review of TRCC - updates	Kathryn
2.1	MoE Update	
3.	Courses	Eseta
3.1	ILE – Course Director's Report, Lex Davis (to be accepted and passed) My Story, Your Story, The Story – 22	
3.2	2019 Networks of Expertise working with TRCC to offer courses. -Expression of interests to MoE -Responses re funding	Serena
3.3	Confirmation needed if Alt Edn and Inquiry Courses to go ahead.	Serena
3.4	TRCC Course Director and Planning Committee Guide Booklet - update	Serena
4	Correspondence	Eseta
5	Internet, Website	Eseta
6	General Business	Serena
7	Other	

Correspondence IN - 12 September-24 September, 2018

DATE	FROM	RE
7 Sept	Gordan Thornton	Audit Report
11 Sep	Ceri de Boo	TENZ response to email re funding courses with NoE. NoE funding was applied for a project. How does this impact on course funding?
12 Sep	Louise Ryan	NAME response to email received 13 Sep re funding courses with NoE
12 Sep	Tim Carson	MENZA response to email re funding courses with NoE
13 Sep	Charles Bisley	DramaNZ response to email re funding courses with NoE
14 Sep	PPTA	Invitation to PPTA Annual Conference Dinner in Wellington 3 Oct.
14 Sep	Alt Ed – Karyl Puklowski	AE has agreement in place for 2 years. Requesting for TRCC PLD course to be in October 2019 in Rotorua. Asking if able to start planning process.
14 Sep	Business Awards	Request confirmation of Above & Beyond points used 2660 Balance-143.15
18 Sep	Sara Freitag	Response to query about the blank date on Representation letter. Date to be the same as the financials when signing.
19 Sep	Sara Freitag	Format when showing amendments to committee members on financials.
20 Sep	Catherine Kappelle	EONZ response to email received 13 Sept re funding courses with NoE
24 Sep	Sara Freitag	Follow up re Audit Report and Representation letters to be signed
24 Sep	Paul Gillingham	Response to what is needed for Audit Report and Representation letters
24 Sep	Lex Davs	ILE Course Director's Report
24 Sep	Paul G to ARLO	Need to book another support session to set up accommodation

Correspondence OUT-

DATE	TO	RE
14 Sept	PPTA Louise Mortland	Declined invitation to PPTA Annual conference Dinner 3 Oct.
19 Sept	Sara Freitag	Response – delay due to amendments to Governance Committee members.
24 Sept	Karyl Puklowski	Email will be shared with PLD committee 27/09. Will respond on 28/09