

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

Held on 5 April 2018

at TRCC office, 221 Newlands Road

Commencing at 4pm. Chair: Kathryn Levy

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

**Apologies:** Chris Mitchell, Monica Mercury, Cathy Sheppard

**Whakataukī** 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 Welcome and introduce new TEU\_TRCC member Lisa Terenni**
- 1.1 In committee**
- 1.2 Pay Review** Kathryn  
Resolution- Paul Gillingham to conduct a salary audit. Salary changes to be held until salary audit is completed.
- 2 Minutes of previous meeting- 22 March 2018** Kathryn
- 2.1 Matters Arising from the minutes**  
Concern raised around assets insurance. Eseta to look into ensuring mobile assets (more than \$2000) are insured.  
David Laing submitted his Events Management System Report and recommendation to implement Arlo.  
Moved by D.Sanders/ seconded D.Lawrence
- 3 Review of TRCC**
- 3.1 Strategic Plan** Kathryn  
Kathryn presented the Draft Health & Safety Policy and Draft Privacy Policy prepared by Chris Winstanley. Venues for courses operate their own Health & Safety policy while on their premises. This will be looked at more closely by the H&S people at PPTA. The Privacy Policy does not apply to sending out publicly available materials eg. Flyers. Some members feel this is not actually a privacy policy. Anthony to follow up. Can use public information. Paul is working to design a financial input excel sheet that is aligned to the MYOB statements so there is greater transparency when looking at financials.
- 3.2 MoE Update** Kathryn  
TRCC to invite a ministry rep to sit on the panel when TRCC are in committee. The process will include: designing the job, how to recruit, who is on the panel, develop a rating template, needs to have questions developed. There needs to be consistency on both the English Medium and Maori Medium panels.  
TRCC can use union partners to augment the process. A member from Te Huarahi and Te Reo Areare can access iwi networks.  
Pauline at the recent meeting did offer to come back to TRCC to talk when the review is completed. The costs have risen and the grants remain the same.
- 3.3 Conflict Register** Eseta

The register will be updated as changes occur. Judie Alison and Cathy Sheppard have left committee, so their information will be removed from the register.

#### 4 Website and Internet

Eseta

- 4.1 David Laing has submitted his report for a new Event Management System and the recommendation is to implement the Arlo system. Arlo will work with online MYOB. Paul Gillingham would like to discuss the MYOB functionality with the Arlo team.

TRCC will proceed as recommended in David's report.

Moved by Chris O/ seconded K.Levy

#### 5 Correspondence

##### Correspondence IN - 22 Mar- 5 April, 2018

DATE	FROM	RE
26 Mar	Angus Macfarlane	Email of thanks to the committee for budget extension.
26 Mar	Renee David	No longer able to attend SCT Symposium. Sent apologies to team.
27 Mar	Lex Davis	Found a new planning committee member- Karyn Gray
28 Mar	Amanda Beauchamp	Email she will consider and get back re cover for Chris
28 Mar	Sharn Riggs TEU	Introducing new TEU rep Lisa Terreni to TRCC
28 Mar	Sandy Thompson	PLD for Eseta and Chris is cancelled. Collaboration Workshop 6 April.
29 Mar	State Insurance	State Policy for Assets Insurance ref 296803
29 Mar	David Laing	Arlo Demo system/ trial
30 Mar	Above and Beyond	Points balance 4305
2 Apr	Paul Gillingham	Training over the phone re Leave Report
3 Apr	Cathy Sheppard	Email- stepping down from TRCC

##### Correspondence OUT-

DATE	TO	RE
26 Mar	M.Hewlett, A&S Macfarlane	Email to extend course planning budget by \$3500
26 Mar	Amanda Beauchamp	Email if interested in a part time position at TRCC
27 Mar	Renee David	Danielle emailed to thank Renee for her contribution to the symposium.
30 Mar	MoE	Progress Report
2 Apr	Paul Gillingham	Asking Paul for training re StaffLeave Report
3 Apr	Shirley Farquharson	Email if interested in a part time position at TRCC

#### Cathy Sheppard- Playcentre Rep

Cathy has written to the Committee to step down from the Committee. The committee discussed the future of having a playcentre rep on the committee. The problem for NZEI is that most playcentres are run by parents. There are few teachers in playcentres. NZEI would like to maintain a relationship with playcentre. NZEI will contact playcentre to see if they have the capacity to fill this role. This will have implications on the rules.

Moved by K.Levy/ seconded by S.Lewis

#### Farewell for Cathy

Eseta will email Cathy to see what she would like to do for a farewell.

**Resolved:** That the inward / outgoing correspondence be approved

Moved by K.Levy/ Seconded by P.Kinsella

#### 6 Courses

##### 6.1 Update of course numbers

APR/ MAY	JUL	OCT
SCT- 70	Unlocking T/ Potential – 33	Empowering Health – 42
Finding a Place Here- 29	Actively Engaged as PL – 28	Wellbeing- 3
	Innovative Learning Environ- 22	

APDP- 30	Carrying the Tapa – 30	
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**Running total = 287**

## **6.2 Planning meetings – update**

**ILE-** Eseta attended planning meeting with new planning committee. The programme has now changed with venue at Quality Hotel Elms, Christchurch. There will be 3 school visits during the course.

**SCT-** Flyer and website information is updated. Numbers have increased. Renee David (ex-course director) is no longer able to attend the symposium. Eseta and Danielle to attend.

**Geography-** First planning meeting 5 April in Wellington at Eagle Technology. Good planning day with most of programme outlined. Course to be held at Unitec in Mt Albert, Auckland. New Course Director is Sally Brodie.

## **6.3 Need liaison member for:**

Geography- Penny volunteered to attend one day.

**Eseta**

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

Resolution: To be accepted.

**Eseta**

Strengthening Your Mat – moved by K.Bird/ Seconded Chris O

Navigate - Moved by K.Levy/ Seconded by K.Farrant

## **6.5 2019 Course Proposals – Top Priority- deferred to next meeting**

**Eseta**

Eseta to resend email to all subject associations and the 3 unions. Kirsty to send a list of subject associations to Eseta.

## **7 Finances**

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

**Kathryn**

The subcommittee will have a conversation with Chris Winstanley to how to proceed with this.

## **8 General Business**

### **8.1 Temp cover for Chris**

**Eseta**

Shirley Farquharson from PPTA is interested in the part time finance position.

Kiriana McGregor will be picking up the part time work with participants.

There will need to be some training organised with Chris M. This may involve some new learning around the Arlo system.

### **8.2 Constitution review from other unions to be on the next agenda. TEU need a copy**

**Eseta**

## **9 Other**

**Meeting closed time – 6pm**

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

**Kathryn Levy – Chairperson**