

MINUTES OF TEACHERS REFRESHER COURSE COMMITTEE (INC)
PLD COMMITTEE MEETING_4
Held on 27 September 2018
at TRCC office, 221 Newlands Road
Commencing at 4pm. Chair: Serena Lewis

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

Apologies: Catherine Ryan, Penny Kinsella

Whakataukī

He kai kei aku ringa

There is food at the end of my hands

(Said by a person who can use his/her basic abilities and resources to create success)

This meeting was recorded.

Action Line

1. Minutes of previous meeting- 13 Sept 2018

1.1 Matters Arising from the minutes

Resolution: Minutes of previous meeting accepted Moved by A.Neyland / seconded by C.Ritchie
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2 Review of TRCC

2.1 MoE Update

Kathryn

Anthony and Murray are working on a proposal to the MoE re variance 3 in contract Jan 2019 to 2021. Update from Paul G re budget that TRCC has funding for only 8 courses in 2019. Discussion around how this is to be decided. Committee has decided to get proposal to the ministry first, wait for their response and then decide what to do with the courses.

3 Courses

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: 27+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	148+8	27+3
(Sub-total: 374+28=402)			401+31 = 432

3.1 ILE – Course Director's Report, Lex Davis

The report is accepted and received.
Moved by D.Sanders/ seconded D.Lawrence
My Story, Your Story, The Story
Catha is the liaison member.

Eseta

3.2 2019 Networks of Expertise

The Committee have looked at the NoE Expression of Interests and have agreed there are no conflicts of interest with TRCC PLD courses.

**PLD
Comm.**

3.3 Confirmation needed if Alt Edn and Inquiry Courses to go ahead

Nothing can be confirmed until funding is secured. The Committee would like to know if Massey are running the course as teachers, for teachers or as consultants. This needs to be clarified.

Eseta

3.4 TRCC Course Director and Planning Committee Guide Booklet – update

Karina will send the document to the sub-committee for comment. A meeting is booked on Thursday 3 Oct at NZEI

4 Correspondence

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 Daves	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

Resolution: That the inward/ outgoing correspondence be approved
Moved by S.Lewis / seconded by K.Levy

Where there are relationships a quiet word with them, otherwise a letter will need to be sent out.

5 Internet, Website

5.1 Update and progress

Last hold up – waited on credit card. It was decided to leave this until the website is set up then apply for this to be added.

Latest Issue – invoice platform to be created. Paul is working with Arlo to set these up. This is not straight forward as there are several invoice platforms to set up to reflect the registration options available to the participant. Paul has booked a session with an Arlo support person. The timeframe is unknown. Paul wants this part of the process to work correctly and not rush getting the structure correct in the Arlo programme.

6 General Business

7 Other

Meeting closed time – 5:01 pm

Signed: _____ Date: _____
Serena Lewis – Chairperson