

MINUTES OF TEACHERS REFRESHER COURSE COMMITTEE (INC)
PLD COMMITTEE MEETING_5
Held on 25 October 2018
at TRCC office, 221 Newlands Road
Commencing at 4pm. Chair: Serena Lewis

Present: Serena Lewis (Chair),
 Danielle Sanders, Catha Ritchie, Pene Pokoati, Chris Oaks, Karina Bird, (NZEI)
 Catherine Ryan, Penny Kinsella (PPTA)
 Rikki Betts (via zoom) TEU
 Eseta Fuli, Chris Mitchell

Apologies: Anthony Neyland, Kirsty Farrant, Kathryn Levy, Monica Mercury, Diane Lawrence

Whakataukī

Kaua e mate wheke mate ururoa

Don't die like an octopus, die like a hammerhead shark

Octopus are renown for their lack of resistance when being captured, however a hammerhead shark will fight bitterly to the end, to the point that when you fillet it fresh, its meat quivers. Commonly used to encourage someone not to give up, no matter how hard the struggle is.

This meeting was recorded.

Action Line

1. Minutes of previous meeting- 27 Sept 2018

1.1 Matters Arising from the minutes

Resolution: Minutes of previous meeting accepted
 Moved by S. Lewis / seconded by D.Sanders

2 TRCC Policy & Guidelines

2.1 Guidelines for PLD liaison and Role of Liaison on course

Danielle and Serena to send ideas to Karina. Karina to compile a list.

**Serena
Danielle
Karina**

2.2 Feedback – Planning Committee Guidelines

Sub-committee have worked on the Guidelines. The Guidelines are now ready for the Governance Committee to discuss and decide on specifics eg. Travel policy, reimbursements, etc. Thank you to the sub-committee for doing this work. Governance Committee are to contact unions regarding the Independent GC recommendation to be endorsed.

GC

2.3 Submission guidelines/ forms

Sub-committee agreed the forms are to be accessed on-line. Submissions for courses need to be consistent. Forms will be online with guidelines, identified Ministry requirements, identified gaps in the PLD sector, and other required information. Karina will mock up a form for the PLD committee to look at.

Karina

2.4 Review of travel policy

A sub-committee will be set up (1GC, 2-3 PLD members) to come up with 2-3 options/ scenarios for the GC to decide on. Chris M will send some travel information she uses to help gauge costs for participant travel.

**Serena
Danielle
Catha**

Sub-committee: Danielle, Serena and Catha. Meeting 1 Nov 5pm in Lower Hutt.

3 Courses

Budgets for 2019 courses need to be approved so planning teams can make decisions re course organisation. Kathryn, Anthony, Chris O and Eseta are to meet with MoE to discuss a report proposal put to them by TRCC. Budgets can not be approved until this meeting has taken place.

Two courses that have not had any planning meetings are Nurturing Critical Thinking and Alt Education. These are two possible courses that may need to be withdrawn.

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 Programme for AP DP Course 2019

Colleen Douglas has asked for a programme approval. She was asked to reduce the 5-day programme to 4 days. The PLD committee approved the programme with a proposed budget of \$14,000.

Eseta

3.2 Letter of Understanding to Royal Society for Jessie McKenzie

Jessie has asked for a Letter of Understanding to her employer to confirm the partnership between TRCC and The Royal Society. Most of her work is done during work hours. Jessie is not paid an honorarium. Payment is to the Royal Society.
(Danielle left meeting 5pm)

Eseta

4 Finance

4.1 Budget form for planning committee

There is a need to have a formula for the budget form. GC will need to decide on what this formula looks like. It was suggested the GC receive the PLD minutes to help clarify and give more info re discussion and decisions made at PLD meetings. Kathryn will give GC update.

GC
Eseta

5 Correspondence

Correspondence IN - 24 September- 19 October 2018

DATE	FROM	RE
26 Sep	Eve Meyer, Ashleigh Ryan	Emailed Shirley. Withdrawn from course, requested partial or full refunds.
26 Sep	Brenda McKenzie	Unable to present at EHE course due to medical reasons.
29 Sep	Hana Tusa (participant on EHE)	Withdrawn from Health course due to death in family. Asked for consideration for a refund of her registration fee.
1 Oct	MoE Shane Walsh	Feedback to 30 Sept Report
1 Oct	Sara Freitag (auditor)	Received signed letter and audit report. Requesting minutes from September.
1 Oct	Charities Services Info	Reminder to file charity's annual return due 31 December 2018.
2 Oct	Sara Freitag (auditor)	Notification of two amendments needed on financial statements. These need to be signed off again.
5 Oct	Nanette Cormack	Introduced Rikke Betts, delivers ECE teacher training, as TEU rep for PLD Committee.
5 Oct	Charities Services	Thank you for attending the Annual Meeting
5 Oct	Stephen Raynes	Participant at EHE. MoE staff, emailed he would not take part in post course survey.

8 Oct	Charles Bisley (CD DramaNZ)	Request to have planning meeting at TRCC HQ as construction still going on at Kelburn Normal School.
8 Oct	Rachael Dixon (co director EHE)	Thank you for the work done at the Empowering Health Education course. Special thanks to Kiri for her fabulous support on the ground.
11 Oct	Jeremy Kannemeyer	Resilience Programme- request to present to Governance committee.
12 Oct	Natasha Keddle (auditors)	Signed audit report and stamped financial statements. Thank you for help throughout the audit.
17 Oct	Colleen Douglas (CD AP DP course)	Sent in draft programme for course. Reduced to 4 days from 5. Not sure if worthwhile if reduced to 3 days as it will effectively be a 2 day programme.
18 Oct	Jessie McKenzie	Request for a letter from TRCC regarding the work she is doing and honoraria

Correspondence OUT-

DATE	TO	RE
26 Sep	Shirley Farquharson	Refunds – participants need to outline their cases for a refund due to withdrawing from a course.
26 Sep	Brenda McKenzie	Thank you for notification. EF to notify participants
26 Sep	EHE participants	Change of programme due to Brenda McKenzie unable to present her workshop.
29 Sep	Shane Walsh (MoE)	Progress Report due 30 September 2018
2 Oct	Sara Freitag	TRCC minutes for 23 Aug and 13 Sept 2018
5 Oct	Serena Lewis	Forwarded email from Nanette Cormack re PLD committee rep for TEU
5 Oct	Stephen Raynes	Acknowledge his email re not completing post course survey

Resolution: That the inward/ outgoing correspondence be approved

Moved by S.Lewis / seconded by P.Kinsella

6 Internet, Website

6.1 Update and progress

The website will go live 25 October. Anyware had some issues, but these have been addressed. There is still some work to do on the website to update the information on here and set up the secure pages for the Governance and PLD (Planning) Committee. Chris and Eseta are having training sessions with both Anyware and Arlo.

Eseta

6 General Business

6.1 Review of TRCC name

The TRCC name may need to be rebranded so it better reflects what TRCC do. A proposal to the GC as to why there needs to be a name change. The values for TRCC will still remain the same – ‘For Teachers, By Teachers’

Serena

6.2 Refund for Hana Tusa (EHE)

Approved due to bereavement. Refund will be \$568, less \$100 (admin fee).

Chris

6.3 Generic email for admin

This has been set up for some time now. Many of the PLD committee were unaware there was a generic email. It is info@trcc.org.nz. These emails go to Chris to respond to. (Penny and Pene left 5:20pm)

Chris

7 Other

AGM date needs to be confirmed. Chris pencil booked either 4 or 6 December. Most members prefer 6 Dec. Kathryn Levy needs to be asked which day is suitable for her. Once confirmed the deposit will be paid.

Chris

Meeting closed time – 5:30 pm

Signed: _____ Date: _____

Serena Lewis – Chairperson