

MINUTES OF TEACHERS REFRESHER COURSE COMMITTEE (INC) MEETING

Held on 10 May 2018

at TRCC office, 221 Newlands Road

Commencing at 4pm. Chair: Kathryn Levy

Present: Kathryn Levy (Chair), Diane Lawrence, Serena Lewis, Chris Oaks, Anthony Neyland, Penny Kinsella, Eseta Fuli, Catherine Ryan, Danielle Sanders, Chris Mitchell, Monica Mercury

Apologies: Karina Bird, Kirsty Farrant, Monica Mercury (late)

Whakatauki E kore te tangata e pakari i runga i te wai marino
A person who remains in calm waters will never get strong.

Action Line

- 1 In committee**
- 1.1 Pay Review** Kathryn
Resolution to adopt Paul's recommendations with the exception of 14. This will be referred to the remuneration sub-committee.
Moved by C.Oaks/ seconded by C.Ryan
- 2 Minutes of previous meeting- 5 April 2018** Kathryn
- 2.1** Matters Arising from the minutes
Add in attendance: Catherine Ryan and Danielle Sanders
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
The TRCC constitution needs more discussion around how Te Tiriti o Waitangi is to be incorporated. Monica offered to lead this discussion with TRCC at the beginning of the next meeting 24 May 2018. A statement of intent will be developed.
- 3.2 MoE Update** Kathryn, Chris O
TRCC is in the process of articulating what this looks like. Chris and Kathryn are meeting with the ministry on Tuesday 15, 4pm to present the revised budget for the Networks of Expertise role. TRCC have the contract and now need to nail down the details. The figures given will ensure the role is not underfunded.
- 3.3 Conflict Register** Eseta
Nothing recorded here.
- 4 Website and Internet** Eseta
- 4.1** Paul Gillingham had the opportunity to work with Jason from Arlo to investigate further the workings of online MYOB and ARLO. He sent a report in with some concerns. Paul recommended TRCC work with Collin to scope the work that needs to happen to write the interface for MYOB. Get ARLO implemented as soon as possible. Full implementation proposal from ARLO. David recommends TRCC press on. David Laing is to investigate further what is needed for the website component. This is needed for Arlo. What are the costings to set this up? Ask David to seek quotes and comparisons for the committee to consider.
Moved by S.Lewis, seconded D.Sanders

Some thoughts needed as to what the website looks like. To discuss at next meeting.

5 Correspondence

Correspondence IN - 5 Apr to 10 May, 2018

DATE	FROM	RE
6 Apr	MoE Nunia Ngauamo	Shane Walsh will be looking after TRCC now
16 Apr	Makayla Hewlett	Request to defer and relocate the course
17 Apr	Angus Macfarlane	Thanking TRCC for understanding their decision. They will meet within a month with a new date and possibly location.
23 Apr	Karina Bird	Feedback on potential TRCC courses
23 Apr	Kiriana McGregor	Email outlining the project of setting up a business FB page.
24 Apr	Paul Gillingham	Report back re Arlo meeting with Jason
25 Apr	Paul Gillingham	Clarifying Arlo is compatible but does not integrate with Arlo. Recommending to investigate looking at what is needed to write an API interface to integrate with Arlo and MYOB.
25 Apr	Kathryn Levy	Approved Easter payment for EF working Easter Monday
25 Apr	Kathryn Levy	Approved and authorised payment of \$315 to EF for 7 months mobile phone reimbursement.
25 Apr	Kerry Lee- TENZ	Emailed some ideas for courses
26 Apr	Parliamentary Library	No longer require copies of TRCC Annual Report. Request to remove from TRCC mailing list.
26 Apr	Eduvac	Invoice for 2 weeks advertising \$506.00
30 Apr	Chris Oaks	Supports getting some initial investigation done as proposed by Paul.
1 May	David Laing	Summary on Paul's report. Note none of 3 systems reviewed offered direct MYOB integration. Recommends NOT to delay implementation.
1 May	Air NZ Air points	Current balance 5529
2 May	David Laing	Hand over Arlo process to TRCC and Arlo
2 May	Jason Vincent (ARLO)	Emailed invitation to project plan.
2 May	Tim Carson	Notify Menza are submitting a course proposal
3 May	Cathy Sheppard	Course Report Back for 'Finding A Place Here'
3 May	Karl Vasau	Request to receive honoraria payment early
3 May	Jude Morgan – NAME	Plan to submit a course proposal
3 May	Cathy Sheppard	Email outline for a 2019 course He waka eke noa.
4 May	Danielle Sanders	Request to attend Innovative Learning Conference in Chch
4 May	Parliamentary Library	Request to provide copies of Annual report and put on mailing list.
4 May	Suzy Acar-Reynolds	SPANZ- emailed suggestions
7 May	Parliamentary Library	Apology for confusion. Request to remove from mailing list.
7 May	Paul Gillingham	Colin Stuttle (MYOB developer) quote of \$500+GST to investigate feasibility of integrating Arlo & MYOB.
8 May	Chris Oaks	Recast of budget for Hub and proposal for Hub set up work

Correspondence OUT-

DATE	TO	RE
9 Apr	MoE Nunia Ngauamo	Thank you for working with TRCC.
2 May	Mr Rental Karen Ryan	Thank you for hire at Brentwood. Requesting AV support at HQ courses
2 May	I.T sub committee	Shared links from Jason Vincent
3 May	TRCC	Notify committee of Facebook page being developed. Employed Kiriana McGregor to do research and set up.
4 May	Chris M	Authorised payment for honoraria for Karl Vasau for two courses.
7 May	Parliamentary Library	Received two separate emails: one to remove from mailing list and another to add to mailing list. Need confirmation as what is needed.

5.1 Ministry contact has changed

5.2 Unlocking Teachers' Potential course has been deferred due to some inside tribal politics.

The course director Makaela Hewlett will be working with her team to decide on a new date and location for the course. They will be in touch by end of May. Only two airfares have been booked. These can be transferred to a new date if new booking made by 9 July 2018.

Resolved: That the inward / outgoing correspondence be approved. All accept.

Moved by S.Lewis/ D.Sanders

6 Courses

6.1 Update of course numbers

APR/ MAY	JUL	OCT
SCT- 72	Unlocking T/ Potential – 36	Empowering Health – 59
Finding a Place Here- 29	Actively Engaged as PL – 27	Wellbeing- 4
	Innovative Learning Environ- 24	
APDP- 29	Carrying the Tapa – 35	

Running total = 315

6.2 2019 Course Selection

TRCC split into sector groups and looked at the summary of course ideas, recommendations and proposals. The committee were told there was a surplus of money to ensure there is enough to run courses in April. How much is not clear. Eseta is to ask Paul how many courses can be run.

Eseta

6.3 Make travel bookings for ILE and Empowering Health Education

Moved by S. Lewis, seconded D.Sanders

Chris

7 Finances

7.1 Profit and Loss Report

Will need to review the budget. The breakdown has been missed in the last 8 months. Danielle has asked to attend the ILE course in Christchurch. Historically TRCC members have been able to attend courses. Chris M said this comes out of a different budget. This is consumed in the course costs. Forecasts need to be included.

Eseta

Chris

8 General Business

8.1 Training for Temps (cover for 10 weeks)

Job descriptions are needed for both roles. Talk to Sean about possible solutions for a computer for Kiriana to use.

**Eseta,
Chris**

9 Other

9.1 Set date for Special General Meeting - SGM for 21 June 2018, 3:30pm start. General meeting after SGM.

Moved by Anthony/ seconded Danielle

Set up a meeting for Te Tiriti o Waitangi session to then talk about the constitution amendment. This will be at the next meeting 24 May. 4pm start and late finish 7:30-8pm. Dinner provided.

Eseta

*Te Tiriti – first on the agenda. Monnie to lead this work at this meeting.

*Course proposals – next on agenda

9.2 Privacy Act

Anthony shared what is done at PPTA. He will need to work with Chris M and Eseta.

**Eseta,
Anthony**

Meeting closed time – 6pm

Signed: _____ Date: _____

Kathryn Levy – Chairperson