

MINUTES OF TEACHERS REFRESHER COURSE COMMITTEE (INC)
PLD COMMITTEE MEETING_6
Held on 8 November 2018
at TRCC office, 221 Newlands Road
Commencing at 4pm. Chair: Serena Lewis

Present: Serena Lewis (Chair),
 Danielle Sanders, Chris Oaks, Karina Bird, (NZEI)
 Catherine Ryan, Penny Kinsella, Anthony Neyland (PPTA)
 Eseta Fuli, Chris Mitchell

Apologies: Kirsty Farrant, Monica Mercury, Pene Pokoati, Catha Ritchie

Whakataukī

Ma whero ma pango ka oti ai te mahi

With red and black the work will be complete

This refers to co-operation where if everyone does their part, the work will be complete.
 The colours refer to the traditional kowhaiwhai patterns on the inside of the meeting houses

This meeting was recorded.

Action Line

1. Minutes of previous meeting- 25 October 2018

1.1 Matters Arising from the minutes

Resolution: Minutes of previous meeting accepted Moved by C.Oaks / seconded by D.Sanders

2 Governance Update

Rochelle Roddick has accepted the invitation to be indep. Member of Governance Committee. Unions have endorsed her recommendation.

3 Travel Policy

Sub-committee (Catha, Danielle and Serena) met to discuss possibilities.

Recommendation:

- Participants are to book their own travel. Claim would need to be handed in by the end of course. Subsidies are for return airfares.
- Qualifiers can only claim air flights or land travel, NOT both.
- Recommendation to be implemented 1 June 2019.
- Zone 1- up to \$200 (Wtn, Akl, Chch), Zone 2- up to \$300 (regional airports), Zone 3 – up to \$400 (require 2 flights eg. Invercargill, Dunedin).

Website states 'Free Travel' – committee divided whether to keep this or change to 'Subsidised Travel'. Wording will remain for now.

4 TRCC Forms

Eseta to send out forms to discuss at next meeting.

5 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

5.1 Course Director Report – Exploring Places: Mapping Spaces (Sally Brodie)

Recommendation: Moved for the course director report to be accepted
Moved A.Neyland / seconded P.Kinsella

5.2 TRCC members & courses

5.2.1 Liaison members attending courses –

What is the role of the liaison committee member? This requires more discussion. In the past, liaison members would attend the courses on their own- TRCC staff did not attend courses. Some of the larger courses would have more than one committee members attend. Due to less availability of TRCC members to attend courses, staff started attending the courses.

Expectations of the liaison person for courses have changed. In the draft guide-lines proposal, committee members will be expected to be a liaison person for at least one course.

Guidelines need to be developed to ensure all courses are staffed sufficiently for registrations and the running of the course. If staff are unable to attend it would be useful to have two liaison members. Careful consideration will be made with new committee members acting as the liaison representative. There needs to be strong consideration for costs for Liaison members who attend courses outside of the school holidays.

5.2.2 TRCC members attending courses –

If a committee member is interested in attending a course outside of the liaison role, this attendance needs to be approved. In the past, these attendances were accepted as a bonus for committee members. Due to tight budget constraints these attendances need to be budgeted for as there is no surplus funding to cover these kinds of costs. PLD committee will work to develop the guidelines. The cost per TRCC person attending are approximately \$1000-\$1500.

Recommendation for at least two TRCC people to be budgeted into attending each course, as of next year. Large courses may require an extra TRCC person to support, but this needs to be factored into the budget.
(Chris Oaks left meeting 5pm)

**PLD
sub-
comm.**

6 Correspondence

Correspondence IN - 20 October- 5 November 2018

DATE	FROM	RE
26 Oct	Rochelle Roddick	Good to meet GC. She is available for Indep member position if endorsed by unions.
29 Oct	Tracey Sainsbury	Request re how the travel subsidy for land travel was worked out as differs from what they had expected.
30 Oct	Paul Gillingham	TRCC to set up 'myIR account with IRD as from 1 April 2019 compulsory to lodge all paye returns/ GST online.
30 Oct	Techsoup	Registration for 'wordpress for beginners' webinar -29 Nov, 11am-12pm
30 Oct	Shane Walsh, Chris H	TRCC Funded PD for Teachers Proposal, and request to meet.
31 Oct	Mark Doyle	Thank you to TRCC.
1 Nov	Above & Beyond	Balance 481.57
1 Nov	Spark	Follow up re Cloud Phone Upgrade
2 Nov	Rochelle Roddick	Thank you and looking forward to joining the GC team.

4 Nov	Sally Brodie	Request for letters to their principals outlining the work they did for the course.
4 Nov	Sally Brodie	Course Director Report

Correspondence OUT-

DATE	TO	RE
31 Oct	Mark Doyle	Farewell and Thank you from TRCC for NoE support and guidance.
1 Nov	Shane Walsh	Confirmed meeting date 13 Nov for Contract variation 3
1 Nov	Spark	Look at this early next year in February 2019.
2 Nov	Rochelle Roddick	Three unions have endorsed appointment to the TRCC GC.
2 Nov	Lists	AGM and Christmas Social Function

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

7 Internet, Website

7.1 Update and progress

NoE may have some curriculum-based resources to be hosted on the TRCC website. These will be quality assured. These are just ideas.

The subscription form on the old website had over 130 categories eg. ECE English, ECE Numeracy etc. The committee would like to simplify the categories for teachers. Allow teachers to tick more than one category. Categories on the subscription form to be: Maori Medium, ECE, Primary, and Secondary and Pasifika.

Eseta

7.2 Secure pages for committee members

At the bottom of the website is the tab 'PLD Members'. This is a secure page for PLD committee members to access meeting agendas, minutes and documents. The password was shared with the committee. The Governance members will have their own secure page. PLD minutes will be shared with the GC.

PLD Members website page

-EO to send an email to let members know the agenda is available and what the attachments needed to read are.

-There are 3 tabs on secure page: minutes, agenda, documents

-Committee suggested changing the Agenda tab to – *Latest agenda and readings*. This folder will hold the documents needed for the next meeting. Once meeting has passed documents will either be archived or deleted.

-Documents folder – will hold archived documents and course reports (by years).

-A filing system will need to be developed so files can be stored efficiently.

-Add calendar for TRCC meetings. Calendar 2019 (Weeks 2, 5 and 8 on Thursdays)

Term One x3: 14 Feb, 7 March, 28 March; Term Two x3: 9 May, 30 May, 20 June

Term Three x3: 1 Aug, 22 Aug, 12 Sep; Term Four x3: 24 Oct, 14 Nov, 5 Dec

-Meeting appointments to be sent for all meetings.

The committee will trial using the present folders for a couple of months and then suggest any amendments to improve use of the website.

Eseta

8 General Business

8.1 PENZ have organised a Teacher Primary School Teacher Conference (NZTPC) on 15-16 April 2019. This involves at least 11 NoE and is endorsed by subject associations. It will be like a fair of 1 hour workshops and sessions.

It would be good for the Governance committee to be made aware of the Primary School Teacher Conference.

Serena

9 Other

Meeting closed time – 5:38 pm

Signed: _____ Date: _____
Serena Lewis – Chairperson