

MINUTES OF TEACHERS REFRESHER COURSE COMMITTEE (INC) MEETING

Held on 24 May 2018

at TRCC office, 221 Newlands Road

Commencing at 4pm. Chair: Serena Lewis

- Present:** Serena Lewis (Chair), Kathryn Levy, Diane Lawrence, Anthony Neyland, Penny Kinsella, Eseta Fuli, Catherine Ryan, Danielle Sanders, Chris Mitchell, Karina Bird, Kirsty Farrant
- Apologies:** Diane Lawrence (late), Kathryn Levy (leaving early), Catherine Ryan (leaving early), Monica Mercury, Chris Oaks
- Whakataukī** He pokēke uenuku i tū ai.
Against a dark sky a rainbow shines brightly.

Action Line

- 1 Minutes of previous meeting- 10 May 2018**
- 1.1 Matters Arising from the minutes** **Serena**
Karina and Anthony to be added to the group meeting at the MoE.
Moved by S.Lewis/ seconded K.Levy
- 2 Review of TRCC**
- 2.1 Strategic Plan- TRCC Te Tiriti o Waitangi- Statement of Intent** **Serena**
Serena expressed that where ever it states in the constitution the make up of the group, tangata whenua need to be in that group. This shouldn't be in the rules as these are sometimes lost. The committee were in consensus to have tangata whenua on both the Governance and PLD committees. Karina suggested perhaps a tangata whenua representative in each sector. This needs to be made explicit in the 'membership of the governance'- page 4, 5.2 or 5.3 sections will need to be amended to reflect the tangata whenua representation. Anthony will draft up the new wording and send to Eseta. Eseta will contact Chris Winstanley to look over the amendments to the constitution. The constitution needs to be distributed.
NZEITRR
Motion to be moved for the amended constitution to be distributed to the unions. Once Chris Winstanley has checked that it is in accordance with the law.
Special General Meeting
This needs to be advertised publicly at least one month before the SGM. Date has moved from 21st June to 28th June 2018 to fit the timeframe. Kathryn will contact TEU to let them know about the date of the Special General Meeting. Danielle will take the meeting minutes and Eseta will zoom in for this meeting.
- 2.2 MoE Update – Review of continuing contract with TRCC** **Kathryn**
Looks positive and we need to be ready to meet with the ministry. Kathryn shared that TRCC need to think carefully about 2019 courses as the ministry do not want Subject Associations to double dip as some have applied for Networks of Expertise grants. This is contentious as some associations are waiting to find out if they will receive funding. Karina suggested we go back to our contract. MoE is making demands that are not in our contract. Kirsty confirmed that Languages, EOTC and SENCO have received funding. Ministry favour courses that are cross sector. The Committee agreed that the ministry demands make it difficult as not all networks of Expertise have been selected. TRCC will be in a much better position to make these decisions in the next round of course selections.

A meeting with Shane Walsh and Chris Harwood is scheduled for 25 June, at 1pm. To attend are Chris Oaks or Karina, Anthony, Kathryn and Eseta. Chris M confirmed the ministry funding has not changed since 2003, possibly earlier. To prepare a meeting to be set up on Wed 20th June 1:30pm. Eseta to send out invitations for these two meetings.

2.3 Conflict Register

Serena

Cathy is withdrawn from the date of her resignation email.

3 Courses

Eseta

3.1 Update of course numbers

JUL	OCT	NOV
Actively Engaged as PL – 27	Empowering Health – 68	My Story, Your Story, The Story - 1
ILE From the Why to the How- 28	Geography Info Systems-0	
Carrying the Tapa – 35	Wellbeing- 4	

Total= 300

More advertising is needed to promote the courses: Eduvac ads, facebook ads, bulk email out next week. David Laing needs to get this information to us. Committee to receive Resolution: To move a decision on the TRCC website via email. When the email is sent out. If stalemate, Chris and Eseta to include comments.

Moved K.Levy/ Seconded D.Lawrence

3.2 2019 Course Selection

Serena

Ministry have asked TRCC to select courses from groups that currently do not get a ministry grant to avoid groups from double dipping. This will prove to be difficult as some associations funding grants are still pending.

The committee selected the following courses for 2019:

APR	MAY	JULY	OCT
Pasifika Sp Edn	New AP DP Training	TENZ Digital, Coding	Relational Leadership
NAME		Primary Science	MENZA
EOTC		Nur Critical Thinking	Drama NZ
Paddling Your Waka			Alt Education

4 Correspondence

Eseta

Correspondence IN - 10 May to 24 May, 2018

DATE	FROM	RE
11 May	Paul Gillingham	Emailed two workbooks for budget and course cost template
11 May	Jason Vincent ARLO	Set up meeting to discuss the project plan.
11 May	Chris Mitchell	Database access issues. Chris has emailed Sean
16 May	Sean ITNZ	Emailed for help with Database. Contact Nic.
16 May	Cathy Sheppard	Accepted to attend a farewell Dinner
16 May	Paul Caunter	Lanyard costs on FB page
17 May	Charity Services	Lunchtime Webinar series
17 May	Debbie Fox- Lanyards	Quote 2 colour \$1.77+GST+ set up cost \$80+GST
18 May	Chris Mitchell	Database access failed again.
18 May	Rebecca Wedge	Quote for flyers and brand refresh
18 May	Ange Frost: Printed Polyester Lanyards	Quote 20mm polyester lanyard with standard clip, printed 2 colours 500 units \$1.70 each. Includes set up.
18 May	Shane Walsh, Chris Harwood MoE	Responded to invitation to meet by TRCC. They are available 25 June at 1pm.

18 May	ARLO	Terms of Service and Privacy
18 May	Sheridan MacKenzie	Planner from Carrying the Tapa. Notifying TRCC and planning team of her move to Nelson Girls College.
21 May	Shane Walsh MoE	Email re invitation to meet with senior manager early June to review a variation of extending the work of TRCC.
21 May	Ravi Naidu Quality Hotel Elms, Chch	Sent forms to set up an account with Quality Hotel Elms.
21 May	Colleen Douglas	Thank you to Eseta for all her support at the AP DP course to ensure everything ran smoothly.
22 May	Jason Vincent ARLO	Reminder to sign and return Arlo Proposal for TRCC
23 May	YouthLaw presenters	Thank you for opportunity to present at AP DP course
23 May	Eagle Technology Claire Thurlow	To set up an account with company so they can invoice TRCC for 1st meeting catering
23 May	Cathy Sheppard	Chose Indian restaurant for Dinner 7 June 6:30pm Chilis- Newlands
23 May	EONZ Catherine Kappelle	Introducing Course Director, Sophie Watson

Correspondence OUT-

DATE	TO	RE
10 May	Shirley Farquharson	To book a time to meet with Chris and Eseta
15 May	Anyware	Prepare for a bulk email to go out end of May/ first week of June
16 May	Kiriana McGregor	Email to book a time to meet with Chris and Eseta to discuss job description and job specifications.
18 May	Celia Stewart, Tim Carson	MENZA- 4 th reminder to send Directors' Report.
18 May	Shane Walsh, Chris Harwood MoE	TRCC requesting a meeting to hand in progress report due 29 June and talk about some future planning for TRCC
18 May	Shane Walsh, Chris Harwood MoE	TRCC accept date and time given by MoE – 25 June, 1pm
20 May	Kiriana McGregor	Phonecall: to cancel training on 23 May due to database malfunction

Chris O, Kathryn, Karina and Anthony met on 15th May with the ministry. Chris Oaks worked through the contract. Co-constructing on the document. The job description for the role was agreed on. There are over 50 subject associations to coordinate in this role.

Chris is wordsmithing on the document. Job will be advertised with closed date early June with appointment in late June and start in July.

Can this role be seconded to someone? eg. A teacher coming out of a school? Ministry happy for roles to be part-time. They can release information that TRCC approves entering into the agreement in principle. TRCC need to agree to enter the negotiation for the contract.

Moved by K.Bird/ Seconded A. Neyland

Cathy's Farewell Dinner- 7 June. Apologies from Serena and Karina

Resolution: That the inward/ outgoing correspondence be approved

Moved by S.Lewis/ Seconded by P.Kinsella

5 Finances

Chris M

5.1 Profit & Loss Report

Danielle is asking for the job analysis. This needs to be shared with the committee. There is a need to get the finance reports to the committee earlier, so they can read and comment on these. Jobs come in quarterly and after the actual payments have been made.

Move the finances being presented are accepted

Moved by D. Sanders/ P. Kinsella

6 General Business

6.1 Job Descriptions for temp jobs.

Kirsty will enquire at PPTA pay salary rates for the finance and office positions and get back to Eseta.

7 Other

Meeting closed time – 7:25pm

Signed: _____ Date: _____
Kathryn Levy – Chairperson