

MINUTES OF TEACHERS REFRESHER COURSE COMMITTEE (INC) MEETING

Held on 7 June 2018

at TRCC office, 221 Newlands Road

Commencing at 4pm. Chair: Serena Lewis

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

Apologies: Diane Lawrence (late), Catherine Ryan (leaving early), Kirsty Farrant

Whakatauki E kore te matau e rawe ki te moana taka ai, engari anō a uta.
It is useless fastening a fish hook at sea;
that is better done ashore.
So is with any endeavour, prepare early.

This meeting was recorded.

Action Line

1 Minutes of previous meeting- 24 May 2018

1.1 Matters Arising from the minutes

2019 Courses

The list of networks of expertise have been released by the MoE. Danielle has pointed out that there are networks on the list that have been granted courses by TRCC: Digital, Menza, Name. These groups will be double dipping with ministry funding. Karina reminded the committee that this information was not available when the committee needed to make decisions about the 2019 courses.

Serena said that most of the associations tailor for the secondary sector, this is where TRCC can step in to help tailor for the primary sector. The courses we have are cross sector.

Danielle raised the possible issue of associations offering PLD similar to TRCC and that would affect the uptake of registrations.

Kathryn pressed on to keep the courses selected by the Committee and deal with them case by case.

Promoting of courses

Anthony asked about promoting the courses in the Gazette. Eseta responded that post surveys indicated that Gazette and Eduvac are not the preferred means of finding out about courses. Approximately 2 participants from five courses preferred to find out about courses through Gazette and Eduvac. At present the courses are promoted with bulk emails, Eduvac, website, through the subject associations, and facebook. Anthony asked to continue to use Gazette as he believes there are a substantial number that read the Gazette.

Serena suggested with the new facebook page live this is an opportunity to take photos at the courses to post. There is the issue of getting consent from participants. This can be covered in the liaison speech at the beginning of the course that photos will be taken and anyone wanting to opt out to see the liaison member or TRCC staff. It has been discussed in the past to include an opt out clause in the registration. This to date has not happened.

-Serena left the meeting early.

Moved by K.Levy/ seconded by D.Sanders

Eseta

2 Review of TRCC

2.1 Strategic Plan- Te Tiriti o Waitangi- Statement of Intent, Special General Meeting

Anthony sent out a draft to the Committee with 3 versions:

A. Original

Membership of the Governance Committee

The Governance Committee shall comprise up to seven (7) persons selected by the three education unions as follows: two TEU representatives, three PPTA representatives, three NZEI representatives, one independent member jointly endorsed by the three sector unions; plus two representatives from the PLD Committee. The Executive Officer of TRCC shall be a non-voting member of the Committee. In keeping with the commitment to te Tiriti o Waitangi one of the representatives from each of TEU, PPTA and NZEI will be tangata whenua.

Membership of the PLD Committee

The PLD Committee shall comprise of up to twelve (12) persons representative of working teachers in the early childhood, primary, secondary and tertiary sectors of education nominated by the three education unions, TEU (3 representatives), PPTA (3 representatives) and NZEI (6 representatives of which one shall be an early childhood representative nominated by the New Zealand Play Centre Association). The Executive Officer of TRCC shall be a non-voting member of the Committee. In keeping with the commitment to te Tiriti o Waitangi one of the representatives from each of TEU, PPTA and NZEI will be tangata whenua.

B. Chris Winstanley comments - may struggle for availability

Membership of the Governance Committee

The Governance Committee shall comprise up to eleven (11) persons selected by the three education unions as follows: two TEU representatives, three PPTA representatives, three NZEI representatives, one independent member jointly endorsed by the three sector unions plus two representatives from the PLD Committee. The Executive Officer of TRCC shall be a non-voting member of the Committee. In keeping with the commitment to te Tiriti o Waitangi each union will strive to have one tangata whenua representative.

Membership of the PLD Committee

The PLD Committee shall comprise of up to twelve (12) persons representative of working teachers in the early childhood, primary, secondary and tertiary sectors of education nominated by the three education unions, TEU (3 representatives), PPTA (3 representatives) and NZEI (6 representatives of which one shall be an early childhood representative nominated by the New Zealand Play Centre Association). The Executive Officer of TRCC shall be a non-voting member of the Committee. In keeping with the commitment to te Tiriti o Waitangi each union will strive to have one tangata whenua representative.

C. Chris Oaks and Chris Winstanley – numbers for Governance Committee – too big, and change wording to ‘strive’

Membership of the Governance Committee

The Governance Committee shall comprise up to nine (9) persons selected by the three education unions as follows: two TEU representatives, two PPTA representatives, two NZEI representatives, one independent member jointly endorsed by the three sector unions plus two representatives from the PLD Committee. The Executive Officer of TRCC shall be a non-voting member of the Committee. In keeping with the commitment to te Tiriti o Waitangi each union will strive to have one tangata whenua representative.

Membership of the PLD Committee

The PLD Committee shall comprise of up to twelve (12) persons representative of working teachers in the early childhood, primary, secondary and tertiary sectors of education nominated by the three education unions, TEU (3 representatives), PPTA (3 representatives) and NZEI (6 representatives of which one shall be an early childhood representative nominated by the New Zealand Play Centre Association). The Executive Officer of TRCC shall be a non-voting member of the Committee. In keeping with the commitment to te Tiriti o Waitangi each union will strive to have one tangata whenua representative.

Majority of committee agree version C fits best with what would function well for TRCC. The wording '*will strive to have one tangata whenua representative*' is accepted to show that this is a goal and rather than a 'must'.

Chris Oaks reinforced the need to include the PLD chair or delegate to ensure there is always representation from the PLD committee. Serena has concerns the chair of the PLD committee will have an unreasonable workload. Kathryn thinks that with the two committees operating there will be a reduced number of meetings.

Catherine asked why was there an increase of governance meetings? Serena said this was due to the changeover of personnel. When this happened, it was discovered there were a few gaps in the constitution and rules. PLD committee will be talking to the unions.

Karina

There is no representative from the playcentre. Maybe Cathy can give some light on this.

There is an opportunity to change/ fix things in 6 months at the AGM if we don't quite get the rules right at the first Special General Meeting. The unions will decide who gets onto the governance committee. Chris O suggested for the Governance Committee will be moved at the Special General Meeting.

Motion to change wording on version c, reducing the Governance Committee from nine (9) to seven (7) persons and putting a semi colon between 'unions' and 'plus two representatives...'

Moved Anthony / seconded Danielle

2.2 MoE Update – Networks of Expertise

TRCC are on the verge of getting the contract. It has been signed 21 months, commence 1 June 2018. Value of it is \$534,000. Karina, Kathryn, Anthony and Chris Oaks have been talking to the ministry. Chris Oaks handed out a brief from a meeting he had with Kathryn and Eseta. Chris O talked about how does TRCC evolve? Some principles can evolve. This makes things feel more sustainable. Looking at efficiency and logical grouping of functions. Administrative support has been allowed. Most immediate need is to get some HR work done. Gina Lockyer is doing some work in this space to set up the roles. This new role should report to the governance board. Chris and Eseta need to focus on the delivery of the programme/ courses. There will be some synergies, but the roles will not work together all the time. The brief had some detail of what still needs to be done and how to get there. Chris O suggested Karina, Anthony, Kathryn and himself to continue with the work to get it up and running. Anyone else interested is most welcome to join in with this group. The question was posed- Who might be the selection panel? Kathryn mentioned that the Ministry wish to be on the panel. TRCC will notify the Ministry when the panel will meet and leave it to them whether they attend or not. Chris Oaks outlined that it might not look like an employee; it might look like a secondment; a job-share; two people on a signed contract; TRCC need to be open to all these possibilities. Serena suggested the panel be made up of the four members who have been involved with the proposal. They will have a good understanding of what the job will entail. Gina is working on the recruitment. It would be ideal for the committee to look at the candidates. The short list needs to be decided by the

Kathryn

committee not Gina. The time line is tight. A sub-committee will be established to look at shortlisting the candidates.

Recommendation to have a small committee.

Moved unanimously.

Nominations: Penny Kinsella, Danielle Sanders, Catha, Karina Bird and Anthony Neyland. Serena thanked the people who had done the work into getting the Networks of Expertise. Acknowledgement was made of Judie's work in writing the proposal.

2.3 MoE Update – Review of continuing contract with TRCC.

Serena

Meetings:

- 20 June 1:30pm at TRCC, to discuss the present contract, the variation and how to respond to the ministry regarding this contract.
- 21 June NZEI meetings, TRCC at 4pm.
- 25 June 1pm at MoE to respond to the TRCC variance contract on offer
- 27 June 3:45pm - Chris H has asked for a meeting re the NoE.
- 28 June 4pm - Special General Meeting is at 4pm. Eseta will be zoomed in for the SGM. Danielle will take the minutes and set up her computer for zooming.

Serena has put in her apologies for 20 Jun, 25 Jun, 28 Jun meetings. Karina put in apology for SGM.

Chris Oaks suggested that a line up of who can be nominated for the new governance committee. The meeting confirms the new constitution and it here it would be moved that the governance committee could start operating. There are some thoughts of possibly appointing an independent to chair and Chris Winstanley could possibly do this. The auditors are coming in July and Kathryn will be the chairperson to sign this off (2017-2018 Audit). Anthony clarified that the independent was a governance committee member that the unions agreed on- not an independent to be the chairperson. This will be on the agenda for the SGM.

3 Courses

Eseta

3.1 Update of course numbers

JUL	OCT	NOV
Actively Engaged as PL – 28	Empowering Health – 76	My Story, Your Story, The Story - 1
ILE From the Why to the How- 28	Geography Info Systems-0	
Carrying the Tapa – 37	Wellbeing- 4	
(72, 29, 29=130)		

Total= 304

The numbers have not moved much since the last meeting. There is a real concern about meeting the target of 600 participants. One course has been deferred and this will affect the ministry target. The committee have asked what advertising has happened. Eseta listed: Eduvac, Facebook, Bulk email to subscribers (6400 teachers), links to Network associations. The Geography numbers are a worry. Eseta expressed that the GIS planners are confident the numbers rise through their networks. More advertising through the Gazette. Chris O asked if teachers are not signing up due to the travel subsidy numbers being lower. The planners of *Unlocking Teachers' Potential* are not able to defer the course to October 2019. They are looking at April 2019 in Auckland. This will take the 2019 courses to 13. TRCC need to alert the ministry that school budgets are very tight and the total participant numbers are down compared to this time of year 2017. Schools are over-loaded, and resources are stretched. The Contract budget and ministry targets have been the same since 2003. Meanwhile, costs continue to rise. TRCC will note that 795 attendee teachers last year were over 11 courses; this year there are only 10 courses.

Eseta

3.2 2019 Course Selection

Eseta sent emails to all groups who submitted ideas and proposals. All successful applicants have responded. There were some disappointed responses from unsuccessful groups. HATA applicant rang Eseta and was very upset as this will mean their conference would not go ahead. HATA asked to be considered if any 2019 courses pull out.

There were some courses the committee wanted to see offered in 2019:

Primary Science – Jessie McKenzie has accepted to organise this course.

AP DP Training – Colleen Douglas has accepted to organise this course.

Alt Ed – AENZ are pleased and thankful to be asked to run this conference again.

Relational Leadership – Eseta is to make contact with Trevor Jeffries.

Serena suggested that if TRCC work with an association with a ministry grant, TRCC could consider reducing the funding eg. No honoraria or ask association to pay for half the course.

3.3 Course Director's Report for 'Finding A Place Here'

Diane Lawrence and Serena Lewis attended this course. The report statistics show positive shifts.

Resolution: Director's Report is accepted

Moved by S.Lewis/ seconded by D.Sanders

3.4 Graphic Designer for flyers

Course flyers have historically been created by TRCC staff or course planners. There have been some comments that the flyers need to have a professional look. Eseta has Bunkhouse graphic designers to do this work. The first flyer made is for the Geography course in October. The committee like the flyer saying it looked fresh and professional.

Kathryn talked about the TRCC logo needing to be looked at again. The present TRCC logo doesn't reflect what TRCC do/ represent.

Serena suggested this could be a competition for schools/ centres. Maybe with the Hub (NoE) this may be the time to get a new brand, especially with the new website.

Catha shared that He Whānau Manaaki have recently rebranded. Glass Tower Graphic Designers helped to support He Whānau Manaaki with this process. The rebrand included signs, flyers, letter heads, etc.

Chris O reminded the members that this presently is not part of the workplan for 2018. The branding can be looked at after the website and Arlo are set up. Chris Winstanley knows of other means to get money. We can ask for her help with this.

The initial cost for the flyer template was \$950.00 excl. GST. Each new flyer per A4 double sided (flyer+programme) will cost \$380.00 excl. GST.

Penny asked when did the bulk email go out. Eseta responded it should have been gone out yesterday. Anyware send out bulk emails for TRCC.

4 Correspondence

Eseta

Correspondence IN - 24 May to 7 June, 2018

DATE	FROM	RE
24 May	Angus Macfarlane	The planning team will meet and contact TRCC within 2 wks
25 May	Karl Vasau	Excited to work on this new venture with Matt, Caroline & TRCC
25 May	Caroline Mareko	Very pleased with TRCC's support. Will be Course Director for the Pasifika Special Ed course 2019.
25 May	Les Black - Cauty Uni and Polytech	Responded disappointment with unsuccessful proposal for a 2019 course on the teaching of electrical concepts.
25 May	David Laing	Phonecall: David rang to let TRCC know his company website people would like to put forward a quote as there is a conflict of interest. He has one more quote to get and will be in touch as soon as he's ready to recommend.
28 May	HATA Melanie Simmons	Responded very disappointed as this means they will not be able to run their 2019 conference. Please reconsider them if any proposals drop out.
28 May	NAME Jude Morgan	Thank you for showing confidence in their association.

28 May	Anthony Neyland	Te Tiriti Membership draft statements
28 May	Chris Oaks	Response to draft statements: Gov committee reduce nos to 2 each PPTA, NZEI, 1 TEU. PLD committee Playcentre rep indep from NZEI. They are still to confirm future involvement with TRCC.
28 May	Kiriana McGregor	Facebook going LIVE to set up the ads and event pages. Ads running up to close dates \$1 per day, per ad.
28 May	Bunkhouse Graphics	Rebecca Wedge -First versions of TRCC course flyer
29 May	Bronwen Olds	Great to hear the course is happening again. Planning meeting 18Jun
29 May	Charities Services	Webinar registrations for Eseta and Chris M 'Becoming a registered Charity – the benefits and obligations' & 'Good Practice in Grant Management and Reporting'
29 May	Nick Page	Pleased with flyer and will send to regional contacts
29 May	Bunkhouse Graphics	Criteria for pics when receiving for flyers- go for largest file in jpeg. Do not embed image into a word file.
29 May	Chris Oaks	Final draft contract for services- National Coordinators 210518 v2
29 May	Eduvac – Richard Hulse	Promotions for all courses for two weeks
30 May	Shirley Farquharson	Response to pay offer from TRCC. Wishes to negotiate.
30 May	Paul Gillingham	New Course Cost Templates v2
30 May	ARLO - Jason Vincent	Contacting Sean from ITNZ to assist with setting up the platform.
30 May	Anyware	Setting up bulk email out to subscribers.
30 May	Dynamic Promotions	Angela Frost- designs for Lanyards- mock images (attached)
30 May	Massey University - Lesieli Tongati'o	Thank you to TRCC for the opportunity to offer a course. They will work on this and get back to TRCC.
30 May	Eduvac- Richard Hulse	Publishing 7 items takes up two paid spaces. Appreciate repeat custom and no other PD bookings, no charge for extra space.
31 May	Jessie McKenzie	Very pleased to do this course again. Will meet with EF 6 Jun 2:30pm
1 June	Roni Nilsen (AirNZ broker)	Email to set up a conference call to discuss what they have
1 June	Above& Beyond	Monthly statement Points 6221.93
2 June	Cathy Sheppard	Course Director Report for 'Finding A Home Here'
3 June	Colleen Douglas	Accepted to be course director for AP DP Training course 2019
5 June	Chris Winstanley	Response to amendments to the constitution

Correspondence OUT-

DATE	TO	RE
24 May	Sean ITNZ	Unable to access files on Sharepoint.
24 May	Shane Walsh	Thank you for earlier meeting time. TRCC will meet 25 June at MoE
25 May	Amy-Jo	Dom Post 2018 confirmed public notice for SGM
25 May	David Laing	Rang to ask for an update re website – left message
29 May	Jessie McKenzie	Offer to deliver a Primary Science Course for 2019
30 May	Kathryn Levy	Advice of revised salary for Chris Mitchel
1 June	Roni Nilsen	Air NZ broker – follow up if they have any services they can offer TRCC
3 June	Colleen Douglas	Offer to deliver an AP DP training course 2019

Shirley's hourly rate

Shirley was offered \$30 an hour. She has come back with wanting \$40 an hour. Karina asked how the rates were decided? Anthony and Kirsty discussed this and agreed that this was reasonable as she would be giving up work at PPTA to work for TRCC. Karina suggested that this topic needs to be discussed in-committee. Chris M said that she knows this information as she has been involved with the conversation with Shirley. Chris O agrees that TRCC need to make it worth her while to work for TRCC. Karina asked if it was possible to have a secondment or pay Shirley as a contractor. Paul recommended the best fit would be as a fixed- term employee. Payment would include ACC, holiday pay and kiwisaver if requested.

Resolution: That Shirley be paid \$40 plus the cost of employment for the ten weeks.

Committee agreed unanimously.

Chris' Leave

Chris will take 4 weeks paid leave during her 10 week leave.

Her anniversary date 17 May gives her 25 days leave. Karina has asked if it is accrued leave or leave owing. Anthony wanted more understanding around what kind of leave will Chris be using while away. Paul suggested Chris M take 21 out of 25 days for her holiday and use the rest of leave days for her Christmas break. Some of the committee don't understand how the annual leave is given all at once on the anniversary. The committee want to check how this leave is made up. (Catherine leaves the meeting 5:30pm)

5 Internet, Website

5.1 Arlo

Arlo will need the website set up in order to complete their work. Paul Gillingham, Sean Gurr and Phil Donaldson are working with Arlo to help with the set up.

5.2 Website – David Laing report

David Laing has contacted TRCC to let us know his company will possibly put in a quote for the website. He is still trying to get the 3 quotes the committee have asked for. Karina asked why it has taken so long. The website work is urgent. This is a real concern.

Serena suggested TRCC contact the guy from Christchurch to get a quote to do the website. Danielle said that we want someone who comes recommended. Eseta is to contact David again and express the committee's concern with the delay in getting the website development started. He is to give whatever quotes he has. Diane has offered support if Eseta needs help with some of this work. Eseta will make it a priority to contact him by any means possible.

Eseta

Serena asked about Arlo doing the website development. David has spoken to Arlo about this. Jason did not have the answers as this is a separate company from them.

6 General Business

6.1 Purchasing of new TRCC merchandise

TRCC have enough conference bags for the July courses, but will need to make an order for the October courses. The bags cost about \$8 per bag. Eseta shared a range of bags with quotes for the committee to consider. Bags ordered in 2017 cost \$11,000. Funds used for bags could be used for the courses.

Karina asked the question: Do we need bags? What is their purpose? We need to be seen as sustainable. Having bags that are not reused is not sustainable.

There was a mixed response from members with their purpose. To have bags to carry a few items is not a good enough reason to keep buying them. Some members admitted they didn't reuse bags they received from courses they'd attended. The TRCC bags are strong and a good size for teachers to use. Is this a good enough reason to keep buying them?

Are lanyards actually useful? Danielle and Kathryn shared they don't keep these.

Serena and Diane like the lanyards for the committee as the pins from the name tags ruin their clothing. The lanyards would be better. Eseta thought these could be for participants too. Karina suggested stickers could be used instead. It was put to the committee again if merchandise is needed? Eseta will order a small number of lanyards for the committee.

(Monnie leaves the meeting 5:50pm)

Instead of having printed copies of workbooks and resources, these course materials could be sent out digitally to participants. There can be a way to identify those who wish to have a hard copy of the resources. Diane expressed the need to remember there are a lot of ECE teachers who do not have access to these digital devices.

Eseta

The committee agreed to use up the remaining merchandise and phase out the bags.

7 Other

Meeting closed time – 6:05pm

Signed: _____ Date: _____

Kathryn Levy – Chairperson

