

MINUTES OF TEACHERS REFRESHER COURSE COMMITTEE (INC) MEETING

Held on 21 June 2018

at TRCC office, 221 Newlands Road

Commencing at 4pm. Chair: Kathryn Levy

Present: Kathryn Levy (Chair), Serena Lewis, Diane Lawrence,
Danielle Sanders, Monica Mercury, Penny Kinsella, Catha Ritchie
Chris Oaks, Karina Bird, Anthony Neyland, Kirsty Farrant, Chris Mitchell, Eseta Fuli

Apologies: Catherine Ryan

Whakataukī Kaua e rangiruatua te hapai o te hoe
e kore to tatou waka e u ki uta
Do not lift the paddle out of unison
or our canoe will never reach the shore.

This meeting was recorded.

Action Line

1 Minutes of previous meeting- 7 June 2018

1.1 Matters Arising from the minutes

Resolution: Minutes of last meeting accepted
Moved by M.Mercury / seconded by A.Neyland

2 Review of TRCC

2.1 Strategic Plan

2.2.1 Constitution

Amended constitution to be approved and distributed at SGM

2.2.2 SGM

Date confirmed 28 June, 2018. Notice was given in Dominion Post 26 May. Each union has 3 votes. Current TRCC members will become the PLD Committee. The Governance Committee will have the present Chair and Deputy Chair for smooth transition. Each union will nominate 2 members each and together to decide on one independent representative.

Diane is directed by NZEI to exercise the 3 votes.

Agenda and amended constitution will be sent out 22 July, 2018.

Eseta

Resolution: SGM Agenda be approved and distributed
Moved by S.Lewis / Seconded by D.Sanders

2.2 MoE Update – Networks of Expertise

2.2.1. Michael Stevenson (PPTA General Secretary) to be on the appointment committee. Applications will go to Kathryn. Gina to collate and distribute CVs. Catha, Danielle and Penny to assist with short listing within one week. Appointment group to meet Thursday after the SGM. MoE will be invited to sit in on the interview panel. Interview panel are Kathryn, Serena and Michael. Interview day Thursday 5 July (tbc) 10-4pm. To be held at PPTA offices.

Kathryn

Resolution/recommendation: Process is noted.
Moved by S.Lewis / seconded by K.Farrant

2.2.2 Paul Gillingham signalled two options of how the NoE accounts could be managed.

1. Second set of accounts,

2. Use existing set of accounts. Recommendation is the 2nd option, adding additional accounts as required, using a 1 suffix for PLD and a 2 suffix for NoE. For end month reporting, use Excel reports for PLD, NoE and combined.

Kathryn

Resolution: To go with the recommended 2nd option.

Moved C.Ritchie / Seconded A.Neyland

2.3 MoE Update – Review of continuing contract with TRCC.

The purpose of the meeting on Monday 25th June with the Ministry is

1. Hand in the Quarterly Report,

2. Initiate conversation around the offered Variance 3 funding and clarify MoE expectations.

Funding has not changed since 2003. Courses have been filled and successful. Travel subsidies offered to participants have decreased from 100% to 50% and now 30% in response to increased costs. Increased costs have been passed onto participants. There are signs that money needs to be invested into the TRCC infrastructure. The database and I.T functions are no longer reliable and secure. The Goal is to seek an increase in Variance 3 to further support TRCC operations. The participation of teachers over the contract years are on an average of over 600 per year.

Kathryn

3 Courses

3.1 Update of course numbers (participants/ planners/ trcc members)

APR, MAY	JUL	OCT	NOV
SCT: 72+2+1	Actively Engaged as Pasifika Leaders: 29+1	Empowering Health Education: 88+5+1	My Story, Your Story, The Story: 3+2+1
Finding A Place Here: 29+3+2	ILE From the Why to the How: 30+3+1	Finding Spaces Mapping Places: 24+3	
AP DP Training Course: 29	Carrying the Tapa: 37+4	Wellbeing in Schools: 4+2+1	
138	105	128	6

Total= 377

Finding Spaces, Mapping Places course – approved to book travel for participants.

Wellbeing- for deans and pastoral. Need to promote again.

Bulk Emails – people are not getting these (Penny, Kathryn, Danielle) Follow up with Anyware

Chris M

Eseta

3.2 2019 Course dates to confirm

(can confirm at later date)

3.3 2019 Course Liaison members

Pasifika Special Education – Diane

Padding Your Waka – Diane

Culturally Responsive Pedagogy, Unlocking Teachers' Potential – Serena

AP DP Training Course – Catherine

TENZ- Serena

Nurturing Critical Thinking – Kathryn

NAME (media) – Penny

Primary Science – Danielle

Relational Leadership – Serena

MENZA – Catha

DramaNZ – Danielle

Alt Edn -tbc

EONZ- tbc

Chris Mitchell left meeting (5:06pm)

4 Correspondence

Eseta

Correspondence IN -

7 June to 19 June, 2018

DATE	FROM	RE
8 Jun	Arlo – Jason Vincent	Contacted by David that TRCC have chosen a web development supplier. Arlo Accounts team included registration cost into the invoice sent. This have been credited back to TRCC as not yet live.
10 Jun	Sophie Watson	Acceptance to be course director for EOTC course in Oct 2019.
10 Jun	Cathy Sheppard	Thank you for generous gift from TRCC – Gift voucher for Stevens
10 Jun	Sonja Macfarlane	Lyndon wants to buy flights to Chch already booked by TRCC for deferred course
11 Jun	AKO (EA) Debbie Miller	Invitation to advertise to teachers, principals, school administrators, ICT staff, support staff and early childhood centre.
11 Jun	Spark CK	Rang to make appointment for meeting to look at new phone plans
12 Jun	Bunkhouse to Anyware	Cc TRCC, email with some recommendations re styles, themes for website
12 Jun	Auditors	Request from Daniel Rose for copy of MoE contract.
12 Jun	Chris Oaks re NoE	To get Gina to administer/ support the recruitment/ selection process
12 Jun	Caroline Mareko	Requesting course funds for shopping and uniforms
12 Jun	Colleen Douglas	Will complete report over the holidays.
13 Jun	Charles Bisley	Whakamana Mana Reo – Would like to meet 22 Aug at 2pm, Kelburn Normal School
13 Jun	Gina Lockyer	Will send a new invoice with GST number.
13 Jun	Misha Shamdas	Request for blurbs to help complete Course Director Report
13 Jun	Mary Horner	Congratulations to TRCC!
14 Jun	Bunkhouse-Rebecca Wedge	Attached first draft for website concept as applied to the home page only.
14 June	Michael Cabral-Tarry	Applicant for NoE. Interested in role, but asking if job can be done remotely or out of Auckland.
14 Jun	Gina Lockyer	She has also received a query re working remotely, outside of Wellington.
14 Jun	Kathryn Levy	The contract is for the role to be Wellington based. The budget is based on this basis. ‘...has the ability to work in Wellington’
14 Jun	AKO Debbie Miller	Sent confirmation of space reservation and media kit (specs)
14 Jun	Jessie McKenzie	Phone call to reschedule initial meeting to Tue 19 June re Primary Science course 2019.
15 Jun	Angus Macfarlane	Happy with the course name change – clearly declares the kaupapa.
15 Jun	Trevor Jeffries	Acceptance of course director role for Relational Leadership course 2019
16 Jun	Roni Nilsen	Accepted zoom invitation for Fri 22 June, 9:30am
18 Jun	Bronwen Olds	Emailed to cancel planning meeting 18 June due to illness.
18 Jun	Spark CK	Meeting at TRCC office. Look at possible needs. CK will put a proposal together to send to Eseta.
18 Jun	Karyl Puklowski	Alt Edn committee will meet early July to discuss who the course director will be and where the course will be held.
19 Jun	Jessie McKenzie	Rang to cancel planning session Tues 19 Jun.
19 Jun	NAME Naomi Saxton	Naomi will be the course director for the course and requesting a change to the course date to be 8-10 July 2019 in Auckland at St. Cuthbert's.
19 Jun	Arlo- Jason Vincent	Rang re update of where they are with work. TRCC need to set up a payment gateway. Initially thought would be Stripe, but Paul

		preferring to use Payment express. This will take approx. 3 weeks to set up.
--	--	--

Correspondence OUT-

DATE	TO	RE
8 June	David Laing	Called re update of website report
8 Jun	Spark CK	Follow up call (3 months) to look at new phone plans for TRCC
10 June	Paul Gillingham	From Kathryn Levy- Requesting support and advise in setting up accounts for new coordinator roles at TRCC
11 June	Shirley Farquharson	Letter of offer for fixed term employment
11 June	Kiriana McGregor	Letter of offer for fixed term employment
11 June	Anyware	Chris emailed Anyware that registrations are still not going to the database and have to be entered manually.
12 June	Sonja Macfarlane	Lyndon can purchase flights off TRCC. TRCC will invoice for flight costs.
12 June	Eduvac – Richard Hulse	Sent links to the ads: https://mailchi.mp/eduvac/eduvac-the-education-weekly-151-for-31-may https://mailchi.mp/eduvac/eduvac-the-education-weekly-152-for-7-june
12 Jun	Lyndon Greening, Sonja Macfarlane	Responded to request to purchase the airfares. TRCC will invoice Lyndon for the airfares.
12 Jun	Gina Lockyer	Two things: 1.to amend the error in the ad, 2.Need GST no. on invoice.
13 Jun	Lyndon Greening	Chris has sent Lyndon as invoice for the airfares.
14 Jun	Bunkhouse – Rebecca W	Response to the draft website concept. Would like to see another colour scheme, change some wording, add fb link, add comments from course attendees
14 Jun	I.T subcommittee	Bunkhouse -First drafts for website home page
15 Jun	Roni Nilsen	Follow up with what her company can do for TRCC travel.
15 Jun	Trevor Jeffries	Invitation to be course director for Relational Leadership course 2019
18 Jun	Michael Cabral- Tarry	Response re working remotely or out of Auckland. This role is to be based in Wellington.
18 Jun	Alt Edn Karyl, joe	Follow up email re new course director and location of course.
18 Jun	Menza Tim, Celia	Follow up re Course Directors Report for Menza Course 2017
18 Jun	Sophie Watson	Follow up re Dates for the Oct course 2019, and first planning meeting date.
18 Jun	Lesieli Tongati'o	Follow up re combined courses Resilient Critical Thinkers and Literacy centred instruction for resistive and reluctant adolescent learners.
18 Jun	Kerry Lee TENZ	Follow up re course director and planning team for course 2019.
19 Jun	NAME Naomi Saxton	Responded to take course changes to TRCC meeting for approval.

14 June AKO- Karina to negotiate with editor the cost. Looking to reduce/eliminate the cost. Bunkhouse will design the advertisement.

14 June Website- Bunkhouse working with Anyware with design. Committee want to have a separate log in to access agendas, minutes and other information. High resolution photos from the July courses can be used for this.

18 June Spark- offering a cloud-based phone line. The cost of the new system will be cheaper. Present cost of 3 lines will be equal to 5 lines on the new system. There is a one-off fee to set up.

19 June NAME – requested to have course in July instead of April holidays. Committee have accepted the date change. Course to be at St. Cuthbert's School. Eseta and Penny to check venue and accommodation is appropriate at first planning meeting.

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

Danielle left the meeting (5:33pm)

5 Finances

5.1 Profit & Loss Report

Resolution: The finances being presented are accepted.
Moved by C.Ritchie / seconded P.Kinsella

6 Internet, Website

6.1 Update

Work with Arlo and Anyware are on track. All texts from current website will be transferred over to the new website. Courses from July will be loaded onto Arlo. Paul is organising the credit gateway. This will take approx. 3 weeks. In the mean-time work on the website and Arlo will continue.

Eseta

7 General Business

7.1 Update of office set up

Temporary furniture will be used. Furniture will be purchased after the appointment.
Question the need for phone lines if new person/s use their mobile phone.
0800 number will continue. New person could work on a similar system with mobiles as Eseta and Chris. Kathryn to organise this.
Furniture on the assets register. Committee suggested to give to City Mission/ Charity.

Eseta

Kathryn

8 Other

- 8.1** CTT and AEPL: Query re \$800 to buy materials. The planning team buy pasifika merchandise for the participants. The planning teams also have uniforms made for each course.

9 In Committee

9.1 Fixed Term Employees

Kiriana and Shirley have accepted the job offers with salary. Eseta is to write up Employment Agreement letters to be signed.

Eseta

- 9.2** Paul G confirmed Annual Leave is accrued from previous year on anniversary date. Accrued leave can be used if requested formally and accepted by committee. Chris has requested for 21 days paid leave. Paid Leave applied for is accepted by the Committee.

Meeting closed time – 5:55pm

Signed: _____ Date: _____
Kathryn Levy – Chairperson