



GOVERNANCE COMMITTEE MEETING MINUTES

Location: TRCC, 221 Newlands Road, Newlands, Wellington 6037
Date: Wednesday, 24 October 2018
Time: 4:30-6:30pm
Chairperson: Kathryn Levy
Attendance: Kathryn Levy, Anthony Neyland (PPTA)
Louise Green, Serena Lewis (NZEI)
Invited: Murray Williams, Rochelle Roderick, Paul Gillingham
Apologies: Jack Boyle, Jo Young
Whakataukī:

Kaua e mate wheke mate ururoa

Don't die like an octopus, die like a hammerhead shark

Octopus are renowned for their lack of resistance when being captured, however a hammerhead shark will fight bitterly to the end, to the point that when you fillet it fresh, its meat quivers. Commonly used to encourage someone not to give up, no matter how hard the struggle is.

Items:

1. Independent representative on committee

- **candidate:** Rochelle Roderick

Rochelle introduced herself and talked about her current role as an accountant. She is familiar with how charities work and is interested in being part of a governance committee. Kathryn will write a letter to the 3 unions regarding Rochelle's endorsement.

2. Financial - Budgets

(Paul Gillingham)

Reports

- A reporting programme has been developed, but there are some bugs in it. It loads the budgets for the courses.
 - Spread sheet for each course
 - Columns with key assumptions
 - Feeds down to accommodation costs, catering etc
 - Section at bottom with registration fees
 - Work through the venue costs
 - During the course lead time any variances to costs can be loaded into the forecast
 - The forecast can be used to predict costings for future courses.
- Accounts are set up to run off
- Allocations work for shared (NoE & PLD), NoE and PLD.

Paul recommended to set up a Finance sub-committee to look at reports. Someone on this committee is to sign off transactions. The signatory on accounts does not have to be done by the chair of the sub-committee.

Resolution: To set up a Finance sub-committee (3-4 mix from PLD, GC)

Moved by Kathryn/ seconded by Louise

Course Planning Committees are usually given a set budget to run the actual course ie. Venue, equipment, presenters, etc. This budget is transparent and can be monitored. The travel budget is not monitored as carefully and can blow out due to unpredictability of costs of flights.

Resolution: to set up a sub-committee to look at ideas of how to fund and distribute travel subsidies

Moved Kathryn/ seconded Anthony

Paul suggested for the sub-committee to consider adding the travel cost eg \$100 per person to the registration fee.

3. Minutes of previous meeting

Resolution: The minutes to be accepted as an accurate record of the previous meeting.

Moved Anthony/ seconded Louise

4. PLD Committee Update

Serena gave an update of activity. The focus is the guide booklet

5. MOE contracts

5.1 Sub group - Variation 3

Murray and Anthony have been working on the report. It is in version 4. The financial spreadsheet – non-contingency funded Report is supporting the views of the committee. Options in the report:

1. Reduce courses from 10 to 7
2. Relook at the business model (*strong possibility)
3. If 10-13 courses are to go ahead the ministry

The committee approved the report with some amendments to be made. Monday to go out to GC, Shane Walsh and Chris Harwood (the Ministry). Find a couple of times that suit the ministry and the attending group (Kathryn, Chris Oaks, Anthony, Eseta).

Resolution: For the final version to be sent to the Ministry as an amendment and set up a meeting time.

Moved Anthony /seconded Louise

5.2 MoE PLD Progress Report

The committee acknowledged the Progress Report and MoE response.

6. NoE Update

Kathryn gave an update of the work Murray has been working on. Some of the work has involved lawyers and retrieving NoE intellectual property. Murray is interested in having a conversation with the MoE around hosting resources from the NoE on the TRCC website. Mark Doyle is leaving the MoE and replaced by Connor.

7. Other Business

1. GC are currently operating with no rules. Eseta is to send the past constitution rules to the GC members.
2. Louise suggested a half or full day for the GC to do some work on strategic planning and prioritising. Date is Jan 23, 2019. Time is to be confirmed.

8. In committee

Meeting finished 6:40pm