



Teachers' Refresher Course Committee
Kōmiti Whakahauora Kaiwhakaako

GOVERNANCE COMMITTEE MEETING

Location: TRCC, 221 Newlands Road, Newlands, Wellington 6037
Date: WEDNESDAY, 21 November 2018
Time: 4:30-6:30pm
Chairperson: Kathryn Levy
Attendance: Serena Lewis, Louise Green, Anthony Neyland, Jack Boyle, Nanette Cormack, Jo Young, Rochelle Roddick, Eseta Fuli

Apologies:

Items:

1 Welcome new member

Governance Committee welcomed Rochelle Roddick to TRCC.

Action line

2 Financial – Budgets

2.1 Profit and Loss, month and year to date, for PLD and NoE separately and consolidated. Balance sheet (including bank balances).

Cash flow report. PLD summary sheet and new forecast, against budget course by course.

Discussion of draft letters for Chris- number 3 talks about 2017. Was this for 2017 or 2018? Letter would have been for 2017. Suggested letters look like it should be 2018. Is this a typo? These letters were drafted by Paul for Chris. These were a suggested format for Chris.

It was asked if the deferred and cancelled courses in 2018 a breach to the MoE contract. Chair responded that TRCC were not in breach as the Ministry were signalled that the contract target numbers would not be achieved for 2018.

Serena explained that the accounting year is July 2017 to June 2018. The ministry year is from January to December 2018.

What does the Governance Committee need to do with the documents? Chair suggested that the committee go with what Paul is suggesting until the CA is revamped and looked at by another working group. Next year the GC will work with PSA on CA.

Recommendation: Move to make the following:

- 1. To make amendments to the letter. CA is referred to the same way. Question if clause 7 needs to be in there at all.*
- 2. form remuneration sub-committee*
- 3. make a call on what advice is sent to Chris*

Moved J. Boyle / seconded S. Lewis. All in agreement

A remuneration sub-committee was set up. This could be devolved as the finance sub-committee. Kathryn, Rochelle, Anthony

Moved S. Lewis/ seconded N. Cormack

A summary report will be more useful.

**Rochelle,
Kathryn,
Anthony**

A suggestion that there is a need to have a treasurer in the Governance committee. There needs to be a separation between the treasurer and someone to sign off payments and financials. Costs have been exceeded by income. There needs to be more work around the overhead costs for courses. The GC need to know what the critical number needed for a course to go ahead.

A more strategic approach needs to be made when deciding what courses should run. More analysis is needed around the courses. The ministry funding is not signalled in the reports.

Resolution: Accept financial reports

Moved A. Neyland / seconded R.Roddick

**Rochelle,
Kathryn**

3 Minutes of previous meeting – 24 October 2018

Jan 23- working meeting – apologies Rochelle

Resolution: Accept minutes

Moved R. Roddick / seconded A. Neyland

4 PLD Committee update

Travel Policy recommendation from PLD working group (Serena, Danielle, Catha):

All travel is booked through TRCC.

Zone 1: most of these flights are direct to main centres eg. Auckland, Wtn

Zone 2: regional airports eg. New Plymouth, Rotorua

Zone 3: flights that req 2 flights eg. Invercargill, Dunedin

Participants to make booking and make claim by end of the course.

Land travel subsidies if travelling greater than 80 km from the course. These could also be zoned.

Discussion:

The website says free travel. This would mean there would be no free travel.

Equity piece- will this enable the people who need to be at the course be able to attend? Many teachers would struggle booking their own fares. The travel costs often blow the budget as there has never been a cap on fares and it is based on first come first serve if registration is paid before Early Bird date.

A question was asked if this travel policy would hinder or help participants get to the courses. There must be capped travel subsidies so TRCC can mitigate the equity risks. There cannot be an uncapped liability for everybody to attend courses.

Suggestion that a fee to be included in the registration fee to help with the blow out of travel costs.

The first four 2019 courses have flyers publicised and will not be affected by a new travel policy.

Travel subsidies are a point of difference TRCC have with commercial operators. The ministry priorities are addressed when courses are approved. The values of the unions could influence the travel policy priorities.

More data is needed to help make these decisions. This could come from the last four courses run in 2018.

**Sub-
committee**

What is needed: Job costing reports, numbers and venues

Chris M

There need to be some safety valves for the last three courses eg. Set \$10,000 to cover travel.

Guidelines are needed. This can be looked at further 23 Jan 2019.

Pass on thanks to the PLD subcommittee.

5 MOE contracts

5.1 Sub group - Variation 3 update

Anthony gave a summary of what has happened to date with the MoE PLD contract meetings. PLD funding remains unchanged. Contract funding will be for two years.

Eseta

Eseta will send the variation 3 response from TRCC to Shane Walsh MoE.

Expectation will be for a variation sent back to TRCC to be signed off.

5.2

NoE update

5.2.1 Networks

NoE are pleased with what is happening. Meetings have reduced to 2 monthly. NoE wish to discuss the potential to have their resources and links on the website. Sharing the practice and expertise with teachers. Open to all teachers. Murray will put together a proposal to the ministry for more funding to support this NoE information hub. There is some funding in the current contract for I.T and admin support.

Murray thinks this may require .5 of an admin.

Investigate if Anyware would develop this NoE website. Anyware presently host the new TRCC website.

Moved for Murray to put a business case together.

Kathryn

5.2.2 NoE for Maori Medium

National coordinator contractor is possibly going to be severed.

TRCC is open to look at this opportunity further. MoE need to contact TRCC through the correct process.

6 Website

GC members' area access security code shared with members.

Documents will be held in one place. Filing protocol will be trialled and reviewed in two months.

Eseta

7 Endorsement of union members for PLD and GCs

There presently are no rules around how long members can be on the committees. Historically, this has been reviewed yearly with endorsements made at the AGM. The process of how members are nominated is up to the unions. Names will be given by unions to be endorsed at the AGM.

Kathryn

8 Operational arrangements and any other business.

8.1 AGM

Agenda to be firmed up

Ratify what is being decided around the transition phase.

Rules are still yet to be written.

For the transition period it was agreed that Kathryn and Serena remain as Chair and Deputy Chair of the Governance Committee during the transition phase.

**Eseta,
Kathryn**

8.2 Meeting times 2019
PLD meetings will be on Thursday weeks 2,5,8 each term. **Eseta**
Gov Meetings will be on Wednesday weeks 2,5,8 each term.
Calendar to be put into committee document folder on website.

8.3 NZPT conference- Primary Teachers' Conference
April 15-16, in Wellington
PENZ have several subject associations involved in offering workshop.
Happening same dates as three TRCC courses.

9 Other Business

9.1 TRCC liaison person
Liaisons attending courses during the term may require reliever costs. A new liaison attending a course should have someone tautoko her/him. TRCC members (not the liaison) need to seek approval to attend a course. This will need to be signed off.

Resolution:

a) To move that courses during the term time, where possible, will have a TRCC staff attend. When not possible and an extra liaison is needed, this must be approved and signed off by the two chairs.

b) To move that Diane's reliever will be covered during the November course.

Moved S. Lewis, seconded J. Young

Eseta

9.2 Indemnity Cover **Rochelle**
A document that would protect committee members. Rochelle will find a draft for the committee to look at.

9.3 Conflict Register **Kathryn**
To be discussed at a future meeting.

9.4 Charities Register **Eseta**
Information to be updated.

9.5 Chris Mitchell- requesting leave **Eseta**
Leave for 18 March-22 March (5 days)
Leave approved

9.6 myIR Account **Eseta**
This account needs to be set up online.

10 In committee

Next meeting: 23 January 2019, 9am

Meeting finished: 7:09pm