

Planning meeting TRCC Governance Committee

23 January 2019,

9am-3pm, at TRCC Offices Newlands Road

Attendance: Kathryn Levy (chair), Serena Tahu, Louise Green, Nanette Cormack, Anthony Neyland, Jo Young, Eseta Fuli (left 12:30), Murray Williams (12pm onwards).

Apologies: Jack Boyle, Rochelle Roddick

NOTES

ACTION LINE

Welcome and apologies.

Brief update since our last meeting

1. Update of courses

- Subscription function on website is not working. Anyware have been contacted to get this working.
 - Work on courses were delayed in 2018 due to 2019 calendar's late confirmation.
 - Advertising in Te Ako has been confirmed and will be published shortly.
 - Four April/May courses are online with registrations open.
 - The three July/Oct courses are still needing flyers (costs to be confirmed) before registrations are open.
 - Primary Science Course consists of 4 one-day courses in different locations. Delays due to fee confirmation. Will have same registration fee for each location.
 - Budgets still need to be confirmed for most of the courses. Planning committees are aware of this. They understand their budgets could be between 14-17,000.
- Two courses had budgets confirmed in 2018:
- Culturally Responsive Pedagogy \$20,600
 - New AP/ DP training course \$14,000

2. Policies

A general list of policies was distributed for the committee to consider and identify what policies will be required for TRCC to develop and what already exists.

Some of the list already exist.

TRCC have the new constitution and new rules will need to be written up.

Conflict Register was set up in 2018. The conflict register will need to be added to as they come up or can be presented at the GC meetings to be updated. This is not urgent so can be revisited.

Te Tiriti o Waitangi

There is a policy, but this needs to be reviewed. Each of the unions will have a policy on this. It would be helpful to review and compare it to existing union policies.

Risk Management

There are two types of risk that need to be reviewed: Committee members and staff members (business continuation).

A risk register – Rochelle raised that this may be needed. The financial sub-committee may be in the best position to identify what these are. This could be labelled Audited Risk or Risk Management. This may require external support to do this. Union Aide may have information TRCC can use. **Nanette**

Subcommittees to be established as needed. A statement will be written later when this is more established.

Protection of Intellectual Property

Who owns the programmes? Does it belong to TRCC or to the planning committee? This needs to be clarified in the Planning Committee Booklet. There have been different scenarios of where the planning committees design and run the programme. TRCC enable the programme to be delivered.

There is no policy for resources placed on the website. This needs to include how long they will be on the website.

The Networks of Expertise will have resources they will want to share.

PLD Committee input may be required to look at this first.

Serena

Treatment of staff

TRCC is guided by the policies of the NZEI, PPTA and TEU unions. When looking to employ a national coordinator for NoE advice was sought from NZEI and PPTA.

Monitoring of Organisation

This is covered in the contract with the Ministry. Every course gives feedback from the course director and from participants. A set of criteria could be developed for reporting back to the GC. These criteria are already in the MoE contract. These can also be assessed against the TRCC Strategic Plan. An annual plan will drop down from the Strategic Plan.

The Strategic and Annual plans will need to be visited *regularly on the GC agenda*.

Kathryn

Privacy and confidential

Anthony present a draft to the committee and bring to the next GC meeting.

Anthony

Internet, email, phone policy

This is usually a staffing matter. Unions have these types of policies. PPTA have a staff hand book that has this type of information. This can be part of a staff induction pack. Use of mobile phones will need to be included. Instead of formal policies a staff handbook (possibly one liners) could be used alongside the collective agreement.

Induction packs: staff, TRCC, planning committee

Complaints

There are very few complaints. These are looked at case by case by the committee.

Child Protection

There is an existing policy that was recently written.

Health & Safety

PPTA handbook may have a policy TRCC can look at.

Anthony

Guide for course planners. TRCC need to still have their own policy that covers staff and planners. It could be simply a guide to ensure the safety of everyone at the course. Planners need to be aware of the evacuation procedures, etc.

A template may be needed for this.

Furniture, posture and similar things could be on a check list. A professional could be used to assess these things.

An overarching policy would be needed.

-planning handbook

-staff handbook

Find some examples of what this may look like for the next meeting.

Eseta

Smoke Free

Have a line in the handbook.

Financial

Who approves payments, etc? The sub-committee are best to decide what will be needed for this policy.

Next GC meeting: (13 Feb, 6 Mar, 27 Apr)

1. Strategic Plan 2018 and Beyond (13 Feb) – on website - Eseta
2. Te Tiriti o Waitangi -bring all documents together (13 Feb) and develop a working document for TRCC (6 Mar)
3. Health & Safety (13 Feb) online examples - Eseta
4. Privacy (13 Feb)

3.Finance (from financial sub-committee)

Kathryn shared notes from Rochelle with working team. Work on financial years. Identified what reports are needed by the GC. Reports should be able to be downloaded inhouse- Chris needs training in this. Analysis reporting needs to be in plain English. This analysis may need to be out-sourced.

Sub-committee to work with Paul in the interim for the long-term goal to have reports done in-house and an analysis (commentary) provided. If he is unable to provide this analysis, out-sourcing elsewhere will be investigated further.

Sub-committee

Need a policy for how many committee people can go to courses. There needs to be a budget for this. Travel, accommodation, TRD will need to be in the budget.

Due to gaps in the budgets it was difficult for the finance sub-committee to come up with the general cost for a course. Rochelle looked for trends. There were few patterns. There needs to be commentary with the budgets to understand the context in which the courses were run.

PLD can make recommendations to the GC, but it needs to be checked TRCC can afford it.

A risk register needs to be set up.

Delegations, Authorities, Risks and Procedures need to be looked at further by the sub-committee.

4.Equity Policy

Equity is priority. Definition in guidebook is not clear as to how this is achieved.

Targeting people who need this the most. Criteria needs to be developed eg. Geographic, ability to pay, priority groups, number per person, available for early bird paid registrations.

The EQUITY Policy can be addressed in the TRAVEL Policy.

Travel should be a subsidy NOT full travel. Cap on mileage and airfares. Participant to possibly book own flights.

A work party will develop a draft travel policy for the PLD committee to discuss.

Work- party

12.45 -

1. NoE website proposal (Murray Williams)

2. Staffing Review

I. Update of Staff Review

II. Next steps

Next Committee Meeting; 13 February, 2019