

MEETING SUBJECT:	Minutes from the Governing Council Hui Teaching Council Matatū Aotearoa
DATE OF MEETING:	30 March 2023
TIME OF MEETING:	09.40 to 15.28
VENUE:	Teaching Council Office – Wellington and Microsoft Teams
ATTENDEES:	<p>Robyn Baker (Tiamana Chair), Ripeka Lessels (Tiamana Tuarua Deputy Chair; 09.00-11.25), Dagmar Dyck (left at 13.47), Elg Anderson (left at 15.22), Hongyu (Carol) Cheng, John Tait (left at 14.26), Lorraine Carr, Melody Stuckey, Mike Connor, Pat Newman (left at 14.25), Patrick Walsh</p> <p>Lesley Hoskin (Tāhūhū CE), Clive Jones (Tātai Heke Ratonga Mahi DCE Operational Services; 09.40-10.35), Pauline Barnes (Tātai Heke Ngaio DCE Professional Services), Tamahau Rowe (Tātai Heke Māori DCE Māori; 09.40-11.25), Craig Hoskin (Acting DCE Operational Services) and Sanja Antonijevec (Governance Advisor)</p>
PRESENTERS:	<p>██████████ (Managing Partner, The Research Agency; 09.50-10.34), Ian McEwan (CFO; 11.56-12.40), ██████████ (CE, FrankAdvice; 13.54-15.01), ██████████ (Senior Policy Consultant, FrankAdvice; 13.54-15.01), ██████████ (Policy Analyst; 13.54-15.01)</p>
APOLOGIES:	Fiona Ell, Karen Coutts, Ripeka Lessels (from 11.25), Clive Jones (DCE OS; from 10.35) and Tamahau Rowe (Tātai Heke Māori DCE Māori; from 11.25)

3. Meeting Opening

Following karakia and an in-committee session, the Chair opened the meeting at 09.40 welcoming the Executive and the Governance Advisor.

3.1 The Council noted the apologies from Fiona Ell and Karen Coutts. The Chair informed the Council that Ripeka Lessels, Dagmar Dyck, John Tait, Pat Newman and Clive Jones will leave the meeting at different times. The Council noted that some of the members who are an apology, have provided their feedback on the meeting papers to the Chair.

The Chair welcomed Craig Hoskin as Acting DCE Operational Services.

3.2 The Council noted that any updates to the Interest Register will be sent to the Governance Advisor. ██████████

3.3 Minutes from the hui on 23 February 2023 were taken as read; the Council thanked the Governance Advisor and approved the minutes as a true and accurate record of the meeting.

Lorraine MOVED
Mike SECONDED
CARRIED

3.4 The Council noted the Action List and updated actions as follows:

Actions GC20220929/6e, GC20221124/3a, GC20230223/4a, GC20230223/6b were closed.

Actions GC20230223/4c, GC20230223/6d, GC20230223/6e, GC20230223/5a, GC20221124/8a and GC20220825/8a remain open. Mike Connor provided an update on

action GC20230223/6e and advised that has not spoken to [REDACTED] about Rauhuia funding yet; meeting is scheduled for next month, after which he will come back to the Council.

4. Strategy and Evaluation

[REDACTED] joined the hui at 09.50.

4.1. Engagement Action Plan: presentation of qualitative research insights on perceptions of the Teaching Council

The Council members and staff welcomed [REDACTED] and introduced themselves.

The Council noted the progress on insights research, one of the key pillars of the Engagement Action Plan.

DCE Operational Services provided an overview of The Research Agency's (TRA) work and the importance of understanding the key issues in teachers' perception of the Teaching Council.

[REDACTED] provided a summary of key themes that have emerged during the qualitative phase of research.

The Council discussed experiences and perceptions in their respective sectors, which aligned with the TRA findings and noted the three focus areas emerging to increase engagement and perception of value:

- a. Promoting a clearer mission and vision
- b. Building back trust
- c. Tactical comms and engagement.

The Council noted the importance of clear communication of the organisational mission and vision, and a public validation of the profession, especially as teachers' work is not as visible to the public as some other professional work is. The Council discussed how nuanced each sector is noting that tactical communications will differ when focused on the ECE from the secondary teachers.

The Council noted the next (quantitative) phase of the research:

- Continuing work to identify the best approach for raising awareness with teachers of who we are and what we do. This will involve getting external strategic communications advice and will incorporate key findings from the insights research.
- Securing external strategic communications advice by going through a formal procurement process, which has progressed to the point where we recently shortlisted three of the nine suppliers who responded to the RFP.
- Taking the research insights and develop a communications strategy and tactics in conjunction with Strategic Stakeholder Engagement Committee (SSEC) and the Governing Council to address the key issues identified in the research.
- Progress other elements of the Engagement Action Plan once the communications strategy has been developed and agreed by the Governing Council.

The Council thanked [REDACTED] and she left the hui at 10.34. DCE Operational Services left at 10.35.

The hui resumed at 10.40.

5. Organisational performance

5.1. Chief Executive's Report

The report was taken as read.

The Council complimented the content and layout of the report and noted that some sections, like Rauhiuia, would be discussed in more detail later on the agenda.

The CE provided an overview of the report, highlighting the work on a review of language competency requirements to consider amendments that would support speakers of Pacific languages seeking to enter Initial Education or become registered as a teacher, which aligns with the Strategic Plan priorities. The Council noted that the Teaching Council is looking at building capability to understand different Pacific nations priorities to better understand ITE opportunities.

The Council noted that the CE had meetings with different political parties, a common practice especially in an election year, which is beneficial to the Teaching Council as an independent professional body. Any meetings with the parties in opposition are informed to the Minister of Education. The Council discussed recently announced policies and any potential implications on the teaching profession.

The Council noted high engagement from the profession on the Conduct and Competence rule change consultation, and the upcoming meeting with key stakeholders on Monday 3 April, both of which should affirm and/or expand understanding on what the Teaching Council does and prepare people to make submissions. In addition to clarifying their roles, the Council noted that separate Complaints Assessment Committee (CAC) and Disciplinary Tribunal (DT) websites with own visual identities will have had a soft launch on Friday 31 March. The Council discussed what information will be provided about the panel members to ensure their protection.

Action GC20230330/5a: Governance Advisor to send links to the CAC and DT websites to the Council members on 31 March.

Action GC20230330/5b: CE to discuss triage process with Mike Connor.

The Council discussed an opportunity to join up the Rauhiuia story when discussing the Professional Growth Cycle.

Action GC20230330/5c: CE to ensure presentations about Rauhiuia and Professional Growth Cycle show the connections between the two initiatives.

Action GC20230330/5d: Add an introduction about what is front and centre on the CE's mind to future reports.

5.2. Health, Safety and Wellbeing Report

The Council noted the Health, Safety and Wellbeing update for March and noted that additional 11 staff have completed the Mental Health First Responder training on 29 March.

The Council requested reporting on near misses to ensure they fulfil their responsibilities in overseeing the health and safety of staff. The CE advised that training in [REDACTED] system is underway for HR staff and additional reporting will be provided as soon as possible.

5.3. Performance Dashboard

The Council noted that Performance dashboard was not provided in March due to additional work required to ensure provided data is accurate, which will also align with the incoming Salesforce rollout.

The Council noted that per action GC20220825/8a, data provided on the dashboard is scheduled to be reviewed by the Council in May. Any significant information will be reported in the interim.

5.4. Issues Register – February

The Council received the Issues Register for February and noted the importance of maintaining the register. It was noted that the CE Report informed the update on Issue 1 and that Ombudsman's investigations are well managed.

The CE highlighted that a couple of Ombudsman's staff are involved with the Rule change, noting learning together about change of policies and practices in a complex conduct and competence space.

5.5. Policy Dashboard

The Council noted the Policy dashboard for March, which has some movement from last month.

5.6. Communications

5.6.1 Communications Dashboard

The Council noted the Communications dashboard for February. Acting DCE OS provided a verbal update on the current website review (to ensure user experience is enhanced), improved content and planned targeted newsletters. The Council noted that language towards staff has improved and that sentiment is tracking well. The Council noted work on integrating Miromiro chatbot with ChatGTP to enhance the capabilities and efficiency of the chatbot system by generating human-like responses using information sourced direct from the Teaching Council. This has the potential to provide a better user experience and improved overall efficiency in handling teacher support requests.

5.6.2 Media report

The Council noted the Media Report for February.

Ripeka Lessels and DCE Māori left the hui at 11.25. The hui adjourned for lunch 11.25–11.56. The CFO joined at 11.56.

6. Finance, Audit and Risk

The Chair opened the item noting that the second forecast, based on the actual results for the eight months to the end of February, will be discussed at the RAF Committee prior to the Council hui in April.

6.1 Finance

6.1.1 Finance reports – February

The Council noted the financial reports for February. The CFO provided an overview of the minor variations to the revenue and expenditure budgets, which were impacted by variance in application volumes during the peak processing season (i.e., November to February), stable cash reserves and the ongoing underspending. The Council noted that the original budget will be achieved.

The Council noted that February was tracking well and queried the lack of computer licencing accrual in the commentary.

Action GC20230330/6a: CFO to add [REDACTED] invoice to the commentary.

Action GC20230330/6b: Management to review general provisions in the last quarter.

The Council queried any write-offs for teachers impacted by flooding in February and noted the management's actions to mitigate the impact: targeted comms to the impacted teachers, removal of late fees, two-month extension and support for genuine hardship cases.

The CFO provided an update on debt recovery noting the summary is presented to the Council at the end of every financial year.

The Council and management discussed potential concerns for the triennial budget and agreed that complexities in the environment could have an impact on the financial position (e.g., inflation, application volume, workforce pressures).

6.2 Audit

The Council noted that Annual Report 2021/22 had been presented to the House of Representatives and was published on the Teaching Council and Charities Services' websites.

The CFO updated on the incoming auditor's control testing for 2022/23.

6.3 Risk**6.3.1 Cybersecurity update**

The report was taken as read.



The Council noted that the Security Risk Assessment (SRA) of [REDACTED] Hapori Matatū was completed; report with the findings and a progress update on 2021 Information Security Assessment action items will be presented at the April RAF and Council meetings.

The Acting DCE OS provided an update on [REDACTED] review, noting a high level of compliance from staff; vendor assessment with [REDACTED] continuing at the CE level.

The Council noted that Business Continuity Plan (BCP) exercise (simulated cyber attack exercise) was deferred to April and May; specific feedback from the tabletop exercise will be presented to RAF in April.

6.3.2 Risk Register

The Council noted the Risk Register for March and the additional mitigations included for Risk 4, targeting the potential score from 13 to 16 (unlikely and severe, owned by DCE OS).

The Council noted that RAF Committee will discuss the item in more detail at the meeting in April.

The CFO left at 12.40.

7. Governance**7.1 Governing Council members' fees**

The Chair provided an overview of the work on the Cabinet Office Fees Framework review, former Governing Council workload and benchmarking with the comparable educational agency's fees. The Council noted the responsibility to regularly review their fees.

The Council discussed the Chair's recommendations and their rationale in the context of affordability, fairness and the reputation of the Council and the organisation. The Council also discussed the demands of the role of the members and the Chair and the requirement for a fair compensation. The Council thanked the Chair for the work and agreed to approve the recommendations.

Decision GC20230330/7a:

- i. **The Council will not make any changes to fees.**
- ii. **A review of fees will be added to the Council's three year planning cycle; to be undertaken in the third year after elections and reappointment.**
- iii. **The Council agreed to an annual workload: up to 45 days for the Chair and up to 27 days for the members (i.e., 90% of the maximum work load recommended in the Fees Framework).**
- iv. **If a higher workload is required for the Chair or any member, it will need to be agreed by the full Council and recorded in the minutes.**

**MOVED
SECONDED
CARRIED**

Action GC20230330/7a: Governance Advisor to add fee review to the Council work plan.

The Council also discussed a potential approach to additional provision for preparation and in times when Council feedback is required outside of meetings. The matter was agreed to be raised at the next in-committee.

7.2 Pacific Education Steerage Group: Update and ToR review

The Chair opened the item providing an overview of the purpose of the Pacific Education Steerage Group (PESG) as a single active advisory group due to its planned work in providing guidance to the Governing Council and the management. The Council noted the role of Dagmar Dyck as the Chair of the group to seek advice from PESG in respect of the Teaching Council's vision, statutory functions and responsibilities relating to teachers, learners and others in the field of future-focussed Pacific Education, while also representing the Governing Council and reporting back on the PESG findings.

The Council noted that Karen Coutts was asked to join PESG due to her strong interest in inclusive education and as a second member of the Governing Council to further support Council representation on the group.

The Chair of the Pacific Education Steerage Group (PESG) provided an update on the last two meetings of the PESG in providing expert advice to the Teaching Council staff on conduct and competence rule change and the language policy review. The Council noted that PESG meetings are well prepared and that the PESG advice is making a useful contribution to the work of the Council and strengthening relationships of this sector with the Council.

The PESG Chair advised that next PESG hui is scheduled for 19 April and will be face to face; a verbal update will be provided at the next Council meeting.

The Council thanked Dagmar for her update and acknowledged the high quality membership of PESG.

Decision GC20230330/7b: The Governing Council

- i. **Approved draft terms of reference for the Pacific Education Steerage Group (PESG)**

- ii. **Approved** reappointment of the current members for a triennial term (i.e., from 1 April 2023 to 1 April 2026)
- iii. **Noted** that Dagmar Dyck, as a Council member, will continue as PESG Chair until June 2025. Karen Coutts, also as a Council member, will join PESG meetings.

MOVED
SECONDED
CARRIED

7.3 Governing Council self-evaluation: Approach

The Council:

- iii. **Noted** that the regular evaluation and self-evaluation of governing bodies is governance best practice.
- iv. **Discussed** the approach to self-evaluation of the members
- v. **Approved** the proposed self-evaluation form

The Council noted that feedback will be collated and summarised for the May meeting.

Action GC20230330/7b: Governance Advisor to send self-evaluation form as a Word document to the Councillors.

8. Items for decision

8.1 Competence Authority appointment

The Council noted:

- i. the recommendation for the appointment of a new candidate to join the current eight new candidates to the Competence Authority (CA) panel members for a 3-year period
- ii. that the Teaching Council conducts ongoing and comprehensive training as new professional leaders are recruited and work continues examining how the process of the CA can better reflect tikanga and better incorporate Te Ao Māori
- iii. that panel members need to reflect appropriate sector knowledge of the kaiako, and conflicts of interest or perceived conflicts of interest also can occur when arranging panels
- iv. that the Teaching Council circulated this candidate to stakeholders for them to register any opposition to the appointment.

The Council noted that [REDACTED] and [REDACTED] supported the candidate. [REDACTED]

The Council noted the rigorous and robust recruitment, consultation and approval process in selecting and appointing candidates to panels.

Decision GC20230330/7c: The Council agreed to approve the appointment of [REDACTED] to the Competence Authority (CA). The Council noted that Ripeka Lessels agreed with the recommendation before she left the meeting.

8.2 Security practice review

The Council noted the agenda item as a report back on action GC20221026/7d: Propose a Council protocol for [REDACTED] and email usage.

The Acting DCE (and ICT Manager) provided a summary of the recommendations to align staff, panels and the Governing Council to ensure gold standard security practice and maximum protection of the teachers' data.

The Council discussed their current individual arrangements and the requirement to model best practice, appreciating recommendations and thanking staff.

Decision GC20230330/7d: The Council agreed on the proposed revised options for information security arrangements for Council members, and to keep the matter live.

The Council noted that staff can have 1:1 conversations with each member over individual situation to provide any required training and support where required. Information Security Declarations will be provided at the next in-committee for signing by each member.

Dagmar Dyck left at 13.47. The hui paused from 13.47 to 13.54. [REDACTED] joined at 13.54.

9. Strategy and evaluation (cont.)

9.2 Rauhuia: Learning & Measurement framework

The Council noted that the purpose of the learning and measurement framework for the leadership strategy is to articulate what success of educational leadership would look like across the education system, build momentum for Rauhuia, and design a way to demonstrate progress at growing educational leadership and the overall impact of Rauhuia.

After providing an update on the key outcomes from the stakeholder workshops, FrankAdvice advised that the Teaching Council has a potential to accelerate the implementation of Rauhuia and the leadership strategy by coordinating and focusing efforts across the sector.

The Council noted the proposed system pillars needed for the strategy to be successful:

- A common agenda for educational leadership across the sector (noting sector includes MoE)
- A strong backbone function to coordinate the system's activities around educational leadership
- Trusted relationships in education
- Structural support for educational leadership work
- Specific support for Māori leaders
- Specific support for pacific leaders
- Shared measurement system

John left the meeting at 14.26.

The Council discussed the proposed approach and agreed with the proposed direction. They noted some areas are aspirational and will take some time to reach maturity. The Council also discussed the impact of a potential political change this year and the requirement for the Teaching Council to show positive outcomes in a tangible way. The Council agreed that clarity on the purpose and the target audience is required to engage and that the messages needed to be adapted accordingly. The story on why leadership is important, and its collective impact in enabling a quality education system, will help articulate the Teaching Council's story.

The Council thanked [REDACTED] and they left at 15.01.

9a Governing Council members' attendance at events on behalf of Teaching Council

The Chair opened the item noting protocol for Councillors' attendance at the meetings and events on behalf of the Teaching Council needs to be established.

The Council noted that the Chair attended an event on future of schooling in Auckland mid-March and a few more members expressed willingness to attend events on behalf of the Teaching Council:

- Dagmar for NZEI Pasifika fono in April
- Fiona Ell for an ITE event in Dunedin in June.

The Chair proposed the following protocol:

1. Any requests are sent to the Chair
2. Chair will send recommendation to the Strategic Stakeholder Engagement Committee Chair and Governance Advisor
3. Cost of registration and travel would be covered but not the daily member fee
4. If approved, the member is required to report back to the Governing Council
5. Governance Advisor will keep a record of attendance and expenditure for budgeting.

The Council noted the importance of attending as a member of the Teaching Council, the need for confidentiality, and clarity on representation.

The Council approved the recommendation on the protocol.

9.3 New Strategic Plan update

The Chair presented a high-level summary of the key themes that emerged from the February strategic thinking meeting. Council agreed to explore wellbeing in the context of the strategic plan priorities and to identify two or three areas of strategic importance that will be explored in more depth over the next few months.

9.1 Meetings and events

The Chair shared the insights from the Future of Schooling event she attended on behalf of the Teaching Council on 17 March.

Elg left at 15.22.

The CE provided an update on the events and meetings she attended over last month (e.g., ACEC) and the ones that are scheduled [REDACTED]. The Council noted a phone call to CE from Tongan Acting CE of the Ministry and the Minister of Education to discuss registration of Tongan trained teachers in NZ.

The SSEC Chair provided an update on the [REDACTED] meeting on 8 March, highlighting a more positive relationship with [REDACTED] this year.

10. Any other business

The Council thanked the Chair for a good meeting.

The hui finished at 15.28 with a karakia led by Mike.

Signed:

Approved by the Governing Council on 27 April 2023

[REDACTED]
Robyn Baker, Chair