

MEETING SUBJECT:	Minutes from the Governing Council Hui Teaching Council Matatū Aotearoa
DATE OF MEETING:	26 October 2023
TIME OF MEETING:	08.30–15.00
VENUE:	Teaching Council Office – Wellington
ATTENDEES:	<p>Robyn Baker (Te Pou Whakarae Chair), Ripeka Lessels (Te Pou Whakarae Tuarua Deputy Chair; left at 13.00), Elg Anderson, Fiona Ell, Hongyu (Carol) Cheng, John Tait, Lorraine Carr, Melody Stuckey, Mike Connor, Pat Newman, Patrick Walsh</p> <p>Lesley Hoskin (Tumu Whakarae Chief Executive), Pauline Barnes (Pou Amo Ngaioatanga DCE Professional Services), Clive Jones (Pou Amo Ratonga Mahi DCE Operational Services), Tamahau Rowe (Pou Kaiāwhā Māori DCE Māori), Sanja Antonijevic (Governance Advisor), Sharon Clark (Senior Governance Advisor)</p>
PRESENTERS:	Ian McEwan (CFO; 10.48-12.35), Craig Hoskin (ICT Manager; 12.15-12.32), Michael Thorn (Manager Policy and Implementation; 14.05-14.45), [REDACTED] (Senior Policy Advisor; 14.05-14.45)
APOLOGIES:	Dagmar Dyck, Karen Coutts, Ripeka Lessels (from 13.00)

The in-committee session commenced with a karakia by John Tait at 08.30.
The Chief Executive joined the in-committee session at 08.45.

3. Meeting opening

3.1 Apologies

The Council noted apologies from Dagmar Dyck and Karen Coutts for the full meeting.

3.2 Interest Register

The Council noted the Interest Register.

3.3 Minutes from prior hui

The Council approved the minutes from the hui on 28 September 2023 as a true and accurate record of the meeting.

3.4 Action List

The Council noted the Action List and updates on the actions.

Actions GC20230928/5a, GC20230928/7a and GC20230928/7b were closed.

4. Organisational Performance

4.1 Chief Executive's (CE) Report

The CE's report was taken as read. The Council noted the following updates:

- Education agencies are working together in preparation of their respective Briefings for the Incoming Minister (BIM). The Teaching Council will provide an initial briefing supported by subsequent briefings on specific topics. A copy of the BIM will be circulated to Council members for information as soon as it's ready for the incoming Minister.
- Areas of potential interest/focus for an incoming government, and associated implications for the Teaching Council were discussed.
- Development of the Communications Strategy is ongoing, taking the necessary time to get it right and ensure that culture change is considered. *Snapshot of the Teaching Profession* was well received by stakeholders.
- [REDACTED]
- Arrangements are underway to reconvene the Teaching Council's Inclusive Education Advisory Group, to be chaired by Council member Karen Coutts with Dagmar Dyck also a member.
- There was a report back on the Unteach Racism phase 2 launch event: a successful two days attended by around 30 representatives of key stakeholders/partners in this work. Management noted a suggestion for increased sharing of good practice examples.
- Information was shared about a recent hui with the New Zealand Association of Christian Schools (NZACS) and the Education Review Office (ERO). There was constructive discussion at the hui and further work will now take place on developing guidance related to students going through gender transition and teacher rights.
- Members noted that the Christmas function for staff is funded by the Social Committee through fundraising.

4.2 Health, Safety, and Wellbeing Report

The Council received the report for September.

The Council noted that work is ongoing with the vendor of the [REDACTED] (Health and safety) system to enable fit-for-purpose reporting.

[REDACTED]

4.3 Issues Register

The Council received the Issues Register for September. There was discussion on:

- The increasing complexity/duration of issues and tendency for litigants to raise matters with multiple agencies or organisations.
- [REDACTED]
- [REDACTED]

4.4 Policy dashboard

The Council noted the policy dashboard for September.

4.5 Performance dashboard

The Council noted the monthly performance dashboard. A Council member relayed an anecdotal report of a teacher's satisfaction with the renewal process.

4.6 Communications

The Council noted the Communications dashboard (4.6.1) and Media report (4.6.2) for September. Members discussed the classification of 'sentiment' and noted the likely impact of the election on media content for the period.

5. Finance, Audit, and Risk

The CFO joined the meeting at 10.48.

5.1 Levy remediation action plan

The Council noted the draft remediation action plan and the draft communications strategy and plan, which has been developed in conjunction with external communications advisors.

The Council noted that the Risk, Audit and Finance (RAF) Committee held an ad-hoc meeting on 20 October 2023 to discuss the draft remediation action plan and communications strategy/plan. At that meeting the RAF Committee:

- agreed on recommendations to make to the Council about the minimum repayment threshold, offsetting of existing debt, and payment of interest
- endorsed the communications plan, having reviewed it with a risk and financial lens.

The Council noted that the Chair of the Strategic Stakeholder Engagement (SSE) Committee had also reviewed and endorsed the communications plan, with comment that it was appropriately targeted to specific affected groups.

The Council discussed:

- the efficiency of different options, such as the extent of manual work required and manageability of implementation relative to the benefit to the recipients
- the proposed timing and sequencing of refund types (noting that credit/debit card refunds, which are the majority, are expected to be made by the end of the year, and that the POLi refunds are dependent on teacher supply of bank account details)
- the proposed timing of credit/debit card refunds relative to communications being sent to the refund recipients
- what would happen to any unrefunded amounts (noting that these would be offset against future calculations, when the periodic fee/levy wash-up next takes place)
- likely sector/public response to the issue.

The Council noted that management is working with the system vendor to implement a system change so that, going forward, the correct levy payable is calculated. Taking into account the imminent annual change freeze, this change is expected to be completed prior to Christmas but not implemented in the production system until April 2024. In the meantime, the Ministry of Education has been advised of the situation and arrangements have been agreed for the interim period.

DECISION GC20231026/5a: The Council agreed (i) not to offset repayments against existing debt (keep separate), (ii) a repayment threshold of \$5 only for POLi refunds, (iii) to repay amounts with no interest. [Note: (i) and (iii) were agreed unanimously; (ii) was agreed by majority, with two members not in agreement.]

The Council noted that management will provide a monthly progress update on the Remediation Action Plan.

5.2 Update from RAF Committee

The RAF Chair and DCE Operational Services reported back on a second substantive matter discussed at the ad-hoc RAF Committee meeting held on 21 September, being the accounting treatment for levy income.

Council members were reminded that Grant Thornton had provided independent advice on accounting treatment of the levy income, recommending that levy income be recognised over three years rather than in full when paid by the teacher. Management has subsequently received advice from the auditors that the levy should be recognised in full in the financial year in which it is paid, with the basis for this position being that the levy is non-refundable. Grant Thornton has acknowledged the rationale for the auditors' advice.

The Council noted that accounting standards are subject to interpretation and that it is not uncommon for accountants to reach different views on a matter. The RAF Committee was of the view that it had been appropriate for management to seek specialist advice on this issue, but on balance supported taking the approach recommended by the auditors because it is simpler to account for, more transparent for stakeholders, and supported by the auditors.

DECISION GC20231026/5b: The Council agreed to treat the levy income as recommended by the auditors.

Action GC20231026/5a: Management to prepare a revenue accounting policy statement.

5.3 Finance

5.3.1 Finance reports – September

The Council noted that the finance reports for September were prepared using the previous approach of recognising levy income over three years, and that the October finance reports will be presented in accordance with the accounting treatment now agreed by the Council.

The Council discussed the financial reports, including tracking of actual against budget, trends in registration volumes (including overseas teachers) and the process for dealing with bad debt. Management noted a suggestion to consider fixing some term deposits on longer terms to benefit from current high interest rates.

5.4 Audit: Progress report

The Council noted that RAF Committee will be meeting with the auditors in November to discuss audit findings for the 2022/23 financial year.

The meeting paused for lunch 11.40–12.15.

The ICT Manager joined the meeting at 12.15.

5.5 Risk Register

5.5.1 Cybersecurity report

The Council received the cybersecurity report for October, [REDACTED]

[REDACTED]

[REDACTED]

The ICT Manager left the meeting at 12.32.

Risk score review

The Council noted the potential impact of the levy overlap issue on the Teaching Council's reputation and mitigations that have been put in place to manage this risk (risk 3 in the register).

[REDACTED]

The Council noted that the annual risk register review is scheduled for the November meeting.

[REDACTED]

The CFO left the meeting at 12.35.

6. Strategy and Evaluation

6.1 Summary of Strategy workshop from 25 October and Stakeholder meeting on 30 November

Council members reflected on the discussions that took place at the 25 October Strategy workshop, and considered how to position the Stakeholder meeting scheduled for 30 November:

- The *Snapshot of the Teaching Profession* will provide a platform for the discussion.
- Focus to be on what the Teaching Council can directly influence, and where the Teaching Council can work together with stakeholders to address issues highlighted in the Snapshot.
- Purpose is to socialise possible key themes for the Teaching Council strategic plan ahead of the formal consultation, which will follow the Council's February 2024 meeting.
- Informal discussion is expected to continue during the shared lunch period, with Council members invited to relay any key themes when the Council meeting recommences.
- A short ad-hoc Council meeting may be scheduled prior to 30 November to discuss a collective approach to the meeting with stakeholders.

Council members noted that they will be provided with an annotated agenda prior to the meeting.

The Council noted that there will be further conversation on te ao Māori perspective on the communications strategy.

Ripeka Lessels left the meeting at 13.00.

6.2 Meetings and events

The Chief Executive reported back on recent meetings with the New Zealand School Trustees Association (NZSTA) president and chief executive, and with the General Secretary of the Post

Primary Teachers' Association (PPTA) | Te Wehengarua.

The Council noted that Council Chair Robyn Baker will represent the Teaching Council at a Regional Teacher Standards Workshop in Fiji, where she will deliver a presentation on standards for the teaching profession in New Zealand.

6.3 Draft Sustainability Plan

The DCE Operational Services presented the work to date in developing a draft Sustainability Plan for the Teaching Council, noting that a broad approach has been taken to scoping the plan and that many of the actions are already underway.

The Council discussed and provided feedback on the plan, including:

- the importance of sustainability to the Teaching Council's ability to achieve its objectives
- overall comfort with the proposed holistic approach to sustainability
- whether the breadth of the plan may affect management's ability to implement it
- whether technology could or should be more explicitly referenced
- appropriate timing for introduction of reporting against new sustainability accounting standards
- how the plan aligns with Te Whare o te Matatū Aotearoa
- whether this should remain as a standalone plan or be linked with/integrated into Te Whare o te Matatū Aotearoa and/or the Teaching Council's other strategies
- how progress against the plan will be reported on.

The Council noted that we have started the process of measuring the organisations carbon footprint using a standards-based approach. This will provide a baseline for potential future reduction initiatives and/or carbon emission offsetting.

The Council noted that the next steps are to incorporate Council feedback and bring back an updated plan for Council consideration.

Michael Thorn and [REDACTED] joined the meeting at 14.05.

7. Item for decision

7.1 ITE monitoring, review and moderation – summary of consultation feedback and recommendations for decisions on policy options

The DCE Professional Services presented a paper summarising the feedback received during consultation on a proposed model for monitoring, review, and moderation (MRM) of ITE programmes, and setting out management's recommendations for the final model.

The Council noted that the new MRM requirements need to be in place by January 2024, and that a number of areas have been identified for further work, either prior to finalising the new requirements or as part of the next review.

There was discussion on aspects of the paper including:

- the number of responses to the consultation
- how the proposed MRM requirements will (or will not) address particular concerns raised by stakeholders about ITE quality
- the importance of a good communications plan around the new requirements
- how to clearly present a summary of the feedback received and the Teaching Council's response to it.

Action GC20231026/7a: Chief Executive and Council Chair to discuss timing for a Council session on ITE.

DECISION GC20231026/7a:

The Council agreed that the following key features outlined in the consultation document approved by the Council be retained:

- all new providers should receive additional monitoring and support
- feedback from partners of ITE providers should be collected by the external monitor directly from those partners.

The Council approved in principle a new model for monitoring, review, and moderation of ITE programmes as described in the consultation paper, subject to the following amendments and additions being made before publication and implementation:

- The draft list of information sources for annual reporting be broken into two separate lists, one that relates to information that may be requested as part of annual reporting (which would include information that is easy to source and report) and the second that relates to information collected for the purpose of periodic review (which would include information collection that may take more time and resource to report against). Council staff will work with the Initial Teacher Education Advisory Group (ITEAG), ITE providers, and other stakeholders to refine these lists.
- The section on review of monitoring information be amended to include an expectation that external monitors involved in this work must either be teachers or come from a teacher education background.
- The section on review be amended to state that feedback from ITE students should usually be collected by providers using existing and well-established systems, but that the external monitor should retain the option to collect information directly from students should they deem this appropriate.

The Council noted that before implementing the new MRM requirements, Teaching Council staff will:

- Amend the introduction to make clear that the overall intent of the new MRM requirements is to largely retain the status quo, while aligning Teaching Council processes with those of NZQA and CUAP and reducing the administrative burden by targeting action to where it is needed most.
- Work collectively with providers to identify whether specific benchmarks for programme delivery could be developed and used.
- Amend the section relating to where monitoring or support is needed to make clearer that the Teaching Council's expectation is that most providers will be subject to lighter requirements than currently exist – except for those who are identified as requiring additional monitoring and support.
- Investigate whether there are any other stages in the MRM process that could be undertaken online, noting that the programme approval/review already provides for an online option.
- Update the programme review schedule to provide clearer descriptions of the schedule for both three-year and shorter programmes, as well as including information about how this aligns with NZQA and CUAP requirements.
- Update the section on programme review to clarify that a 'exploratory review' would only apply to Teaching Council processes (and not those of NZQA and CUAP).
- Amend the section on monitoring and support further to make clear what programmes will be subject to a higher degree of scrutiny. This will include new programmes, and those that are not performing to our expectations.
- Further amend this section to make more explicit that the 'higher degree of scrutiny' described is only more intensive when compared to new requirements for all other providers, and that this will be analogous to existing requirements for all providers.
- Amend this section to make clear that additional monitoring and support would likely only be needed by a very small percentage of programmes, and that most programmes would continue to be delivered with minimal involvement from the Teaching Council (as is currently the case).

- Amend the section on programme review further to describe the circumstances in which a provider can request a programme review.
- Discuss the option of regional hui (and other ideas suggested by respondents) as part of collaborative discussions with ITE providers on the focus and structure of moderation events.
- Work collectively with providers to identify how to further standardise whether minimum standards for programme content (including key practices in areas such as literacy, maths and proactive classroom management) could be developed and used.
- Undertake further discussion and analysis into the suggestion of giving centres, schools and kura greater responsibility for determining the quality of ITE. [This will be a significant undertaking, and it is therefore not recommended that this work be undertaken in advance of the new requirements being introduced, but instead be incorporated into the next review.]
- Publish a summary of consultation feedback and themes on the Teaching Council's website and shared with ITE MRM advisory group members and the ITEAG.
- Advise ITE providers of the outcome of the Council's decisions on policy options and timelines for implementation of the changes, including processes for appointing monitors.

Michael Thorn and [REDACTED] left the meeting at 14.45.

8. Governance

8.1 Draft Terms of Reference (ToR) for Te Taurima Committee

The Council:

- noted that, per governance best practice and Committees' ToRs for 2022/23, Committees were due to undertake an annual review of their objectives, responsibilities, and ToRs in September 2023
- noted the second draft ToR for Te Taurima for 2023/24 with proposed amendments via Track Changes as per Council's feedback from the September meeting.

DECISION GC20231026/8a: The Council approved the amended ToR for Te Taurima Committee as presented, subject to an additional amendment providing for the Council Chair *or Deputy Chair* to activate the Committee.

9. Any other business

The Chair reported back on a meeting with the Ministry of Education Appointments team, noting the following matters covered:

- agreement that meetings will take place every six months on an ongoing basis
- acknowledgement of the increased complexity of work across governance boards in the education sector
- discussion of the Teaching Council's election process and timing of fee reviews
- opportunity to engage with the Ministry of Education team working on legislative change.

[REDACTED]

10. Karakia

The meeting was closed with a karakia by John Tait at 15.00.

Signed:

[REDACTED]

Approved by the Governing Council on 30 November 2023

Robyn Baker, Chair