

MEETING SUBJECT:	Minutes from the Governing Council Hui Teaching Council Matatū Aotearoa
DATE OF MEETING:	23 February 2023
TIME OF MEETING:	09.06 to 15.22
VENUE:	Teaching Council Office – Wellington
ATTENDEES:	<p>Robyn Baker (Tiamana Chair), Ripeka Lessels (Tiamana Tuarua Deputy Chair, from 09.44), Dagmar Dyck, Elg Anderson, Fiona Ell, Hongyu (Carol) Cheng (arrived at 08.40), John Tait, Karen Coutts, Lorraine Carr, Melody Stuckey, Mike Connor, Pat Newman, Patrick Walsh (left at 14.40)</p> <p>Lesley Hoskin (Tāhūhū CE), Clive Jones (Tātai Heke Ratonga Mahi DCE Operational Services), Pauline Barnes (Tātai Heke Ngaio DCE Professional Services) and Sanja Antonijevic (Governance Advisor)</p>
PRESENTERS:	<p>██████████ (Lead Analyst, Policy and Implementation; 10.25-10.56), ██████████ (Senior Policy Advisor; 10.25-10.56), Sharon Coulton (Manager Professional Responsibility; 10.59-11.19), ██████████ (Lead Lawyer; 10.59-11.19), ██████████ (Senior Analyst, Policy and Implementation; 10.59-11.19), Ian McEwan (CFO; 11.20-12.45)</p>
APOLOGIES:	Tamahau Rowe (Tātai Heke Māori DCE Māori)

3. Meeting Opening

Following karakia and an in-committee session, the Chair opened the meeting at 09.06 welcoming the Executive and the Governance Advisor.

The Chair thanked Carol Cheng for joining the strategy session via Teams the previous day.

3.1 The Chair noted the apology from DCE Māori.

3.2 The Council noted that Interest Register needed regular updating with some members sending amendments to the Governance Advisor.

3.3 Minutes from the hui on 24 November 2022 and 26 January 2023 were taken as read, and the Council approved them as true and accurate record of the meetings.

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

Actions GC20221027/2a, GC20221027/2b, GC20221124/4b, GC20221124/5a, GC20221124/6a, GC20221124/6b, GC20221124/6c, GC20221124/6d and GC20220929/6d (action superseded) were closed.

Actions GC20221124/3a (pending Council's security practice review in March), GC20220929/6e, GC20221124/8b and GC20220825/8a remain open.

4. Organisational performance

4.1. Chief Executive's Report

The report was taken as read.

The Council noted the three strategic priorities the CE is focusing on:

- a. Pacific education and understanding te Tiriti
- b. Rauhuia | Leadership
- c. Stakeholder engagement and with the profession.

The Council noted the changes in the stakeholder leadership positions:

- a. Minister of Education — Hon Jan Tinetti. The Chair and the CE met with the Minister on 16 February. The incoming Minister was well informed and supportive of the Teaching Council's work, especially regarding Rauhuia | Leadership and is supportive of the focus in the ECE, middle leaders. The Council noted the importance of continuing quarterly meetings with the Minister, especially as their last meeting with then Minister Hipkins was in June 2022.

Action GC20230223/4a: CE to provide potential date for Governing Council meeting with the Minister.

- b. New Zealand Principals' Federation (NZPF) meeting with incoming national President — [REDACTED] was supportive of the leadership work and the conduct and competence rule changes. Further meetings are arranged to discuss these areas in detail.

The Council noted the handful of temporary LAT applications received since the policy change in November; the applications are being monitored and reported to the Council monthly via the Performance dashboard.

The CE advised that the temporary LAT policy has a connection with the scopes of practice work, which was identified as important for the profession, especially the focus on the system level and the nuances of the specialist areas (e.g., Pacific languages). The Council noted that unions and peak bodies appear supportive of the intended scopes of practice work.

The CE advised that engagement with both unions is going well and added that joint messaging regarding the impact of the Cyclone Gabrielle was discussed with PPTA and NZEI before being sent out to the profession where it appears to have been well received.

The Council asked the CE to pass on their thanks to staff involved in the preparation of the Briefing for the Incoming Minister (BIM).

Action GC20230223/4b: CE to pass appreciation to the BIM team.

The Council noted that Minister Barbara Edmonds is the incoming Minister of Pacific Peoples.

4.2. Health, Safety and Wellbeing Report

The Council noted the Health, Safety and Wellbeing update for February and discussed the support provided for ergonomic discomfort and via EAP. Managers ensure staff are aware of the support systems in place.

The CE advised that messaging regarding special leave in regards to the impact of the weather events in Auckland, Northland and Hawkes Bay was sent to ensure staff are looked after. Emails were sent to stakeholder groups to acknowledge the reality and inform of the extension to reporting timeframes and late fees; a unique email address was provided to address any queries from the profession.

4.3. Performance Dashboard

DCE OS provided an update on the reduction in the customer service case backlog and the additional MoE resourcing for the registration team, which has help ensure a relatively smooth peak application season.

The Council noted that 2023/24 is the peak year in our three-year cycle and that will have a significant impact on the registration team's workload for the period November 2023 to March 2024. To address these further measures are being planned to enhance efficiency. The DCE OS also noted current high interest from South African and Fijian teachers in teaching in New Zealand. The Council queried how overseas teachers are or will be inducted on cultural and racism issues.

The Council noted the delay in the Salesforce improvements rollout for PR and application renewal and the 110 active DT cases (comparing to 157 previously) noting decisions involving other agencies, or lack of engagement from teachers have longer timeframe.

The Council noted the customer experience improvement, nothing more work will be done, and highlighted the practicing certificates' trend in relation to the financials.

The hui paused for morning tea and recognised Pat Newman's 50th anniversary as a teacher. This was acknowledged and celebrated by the Council and staff.

4.4. Issues Register – January

The Council received the Issues Register for January and noted that order of issues listed in the report needs to be changed.

[REDACTED]

[REDACTED]

4.5. Policy Dashboard

The Council noted the Policy dashboard for February.

4.6. Communications Dashboard

The DCE OS provided an update on the communications dashboard, noting January was, as expected, a quiet media month. The Council noted that newsletter engagement survey saw over 1900 participants providing feedback.

The Council indicated they will be interested in the March and April reporting for comparison.

4.8. Initiating Emergency Temporary ITE Policy

[REDACTED] joined at 10.25.

The Council noted that Minister Tinetti showed interest in the Emergency Response Policy at the meeting on 16 February and:

- i. Discussed the draft Initial Teacher Education (ITE) Emergency Response Policy, which was similar to the policy implemented during Covid lockdowns and noted that any changes to the duration of the practical experience would, according to the Education and Training Act, need to be consulted on with the Minister. The draft policy was presented for Council's approval before sending to the Minister to ensure a more streamlined process, especially considering the disruptions of the recent weather events. The Council noted that they would decide on the event threshold implementation and the timeframe for the duration of the policy.
- ii. Noted that following Ministerial agreement, the policy will be finalised and advised to ITE providers.

DECISION GC20230223/4a—The Council:

- ii. **Approved** the proposed list of temporary ITE programme changes that can be considered by the Council in emergency situations.
- iii. **Agreed** that the list of temporary ITE programme changes be provided to the Minister of Education for her review and confirmation they would not require consultation for future emergency situations in calendar year 2023.

The Council thanked the team for being proactive to ensure the graduates and ITE providers are protected during force majeure events and requested regular reporting on the matter.

Action GC20230223/4d: DCE PS to provide regular updates on the Emergency Temporary ITE Policy.

4.9. ITE programme feedback response and fee schedule

The Council noted that government funding for the Teaching Council's functions ceased at the end of June 2022 and in response, potential operational savings were identified to reduce fee and levy charges for teacher registration and certification, and work was undertaken to recover more of the actual and reasonable costs of services to ITE providers for programme approvals and other services.

The Council noted that the paper summarised sector feedback on the Council's proposal to increase fees for ITE programme approvals (and other sundry items) and sought their approval for a new schedule of fees for services the Council provides to ITE providers. It was also noted that Māori medium providers have not provided their feedback.

The Council discussed the financial and possible reputational implications on the Teaching Council and noted alternatives (e.g., online panels) ITE providers might be more inclined to use to reduce their cost. The Council were concerned about smaller providers and the impact on the incentive (e.g., additional cost for the entry to the profession). They noted that monitoring, review and moderation of ITE were underway, and that the Teaching Council's responsibility is to ensure the quality of teachers and the safety of children. The Council also noted that teacher education is one of the most scrutinised in tertiary education.

DECISION GC20230223/4b—The Council:

- i. **Approved** the proposed response to ITE provider feedback on new charges for Council activities related to programme approval and sundry other items and the next steps.
- ii. **Approved** a new schedule of fees for services the Council provides to ITE providers effective 1 April 2023

The Council thanked [REDACTED] before they left at 10.56. Lesley Hoskin left 10.57-11.02. Sharon Coulton, [REDACTED] joined at 10.59.

4.7 Competence and Conduct Rule change

Libby Tregear provided a background to the ongoing conduct and competence review process and outlined the main rule changes to be approved for consultation.

The Council discussed if there were any financial implications for the organisation and were assured that the number of CAC cases will remain, only their duration will increase; the number of DT cases will decrease.

DECISION GC20230223/4c— The Council:

- i. **approved** for consultation the rule changes proposed in paragraphs 9 to 16 of the paper, and as detailed in Appendix One

[REDACTED] MOVED

- ii. noted work continues on finalising the draft consultation document for release to the profession, key stakeholders and the public on the proposed amendments to the Teaching Council Rules 2016. The consultation document will be circulated for their comment mid-March.
- iii. noted work is underway to develop a survey tool to support collation of feedback for analysis, which may influence the format and design of the consultation document.
- iv. noted a four-week consultation period from Monday 20 March to Friday 14 April 2023 (the final week coincides with the school holidays and Easter commencing on Friday 7 April)
- v. noted high level analysis of the feedback will be prepared for the Governing Council hui of 27 April 2023.
- vi. noted final approval of the Rule changes by the Governing Council will be required at the hui on 25 May 2023 to allow the timeframes for gazetting and publishing of the amended Rules before the effective date of 29 July 2023.

The Council thanked the staff for the quality work before they left at 11.19.

The CFO joined at 11.20.

5. Finance, Audit and Risk

The Chair opened the item and handed over to Carol Cheng, the Chair of Risk, Audit and Finance Committee.

5.1 Report from RAF Committee

5.1.1 Finance reports – January

The Council noted the variance favourable from the Financial Commentary, which confirmed the timing difference from the new fee and levy implementation on 11 July 2022. The CFO advised that the original budget will most likely be achieved, with the improved cashflow and increased interest rates.

5.1.2 Triennial budget

The Council:

- i. Noted the paper analysing the possible financial outcomes for the three-year period ending 30 June 2025, as per Council action GC20221124/6a.

The Council discussed the importance of the governance perspective and strategic thinking when assessing financial information in a three-year cycle, where the organisation is required to only charge for actual and reasonable costs.

The Council also discussed the current inflation implications and possible mitigations, vacancy savings and the risk to staff wellbeing, and the need to re-evaluate future staffing cost increases. The CFO advised that financial modelling will be reviewed in August 2024.

5.1.3 Business Plan Q2 update

- i. The Council noted the update on business plan initiatives to the end of the second quarter.

The CFO advised that 19 initiatives were assessed per strategic priority and status, noting 13 had the delivery of the initiative either on-track or completed with no issues impacting

on the desired outcomes or timeframe, and six with minor issues that are impacting the desired timeframe, and are likely to be manageable.

The Council complimented the format of reporting and discussed the payment by instalments, currently on hold, and noted a few support options are explored to address the equity issues.

Action GC20230223/5a: CFO to prepare a paper with options for payment by instalments when payment options are explored with government agencies.

Action GC20230223/5b: CFO to add financial information to the next quarterly BP update.

The hui adjourned for lunch 11.54–12.23.

5.1.4 Audit

5.1.4a Draft Annual Report

The Council noted that the audit was finished, with a draft audit report and a letter of representation provided to the Council members via Diligent Boards. The RAF Chair provided an overview of the recommendations, some of which will have an impact on the opening balance for FY 2022/23.

The Council complimented the content and design of the Annual Report and congratulated staff for their work. The Council thanked the RAF Chair for her support during audit.

DECISION GC20230223/5a: The Council approved the draft Annual Report for 2021/22.

5.1.4b Governance Lighthouse

The Council:

- i. **Noted** the updates to the Governance Lighthouse.
- ii. **received** the six-monthly Governance Lighthouse update.

The Council discussed the effectiveness of the report and its oversight.

DECISION GC20230223/5b: The Council agreed to delegate the Governance Lighthouse oversight to RAF Committee.

5.1.5 Cybersecurity update

The report was taken as read.

The Council noted that additional security tools have been implemented to actively evaluate and flag cybersecurity risks in our current IT environment. The DCE OS provided an update on the level of key risks and the Office compliance tool.

5.1.6 Risk Register

The Council noted that Cybersecurity risk still has the highest score on the Risk Register. RAF Committee discussed the mitigations and the target score of 20, which might be achievable once controls have been implemented.

The CFO left at 12.45.

6. Strategy and evaluation

The Chair opened the item noting that the in-committee time in the morning was useful to summarise the strategy session from Wednesday 22 February. The Council members were invited to send any additional thoughts to the Chair.

6.1 Strategic planning

6.1.2 Strategic Plan revision: proposed timeline

The Council noted the proposed review of the Strategic Plan and:

- i. **Discussed** the options for setting the next review period for the Strategic Plan including considering:
 - a. the level of comfort as an incoming Council with having a strategic plan, which they had not input to, becoming effective at their appointment.
 - b. How long, after a new Council is appointed, they need to have a clear strategic direction in mind?
 - c. Given the strategic plan is long term, would they expect there to be significant shifts in direction in a three-year period?
 - d. Would they see the strategic plan responding to changes from an incoming government?

The Council discussed how the current Strategic Plan review cycle, which coincides with the Council election cycle, would require a high volume of messaging, including a consultation with the teachers and stakeholders. The ongoing Council members noted the untimeliness of the last Strategic Plan review, a month before the new Council took office.

The Council acknowledged the CE and staff's work and discussed the importance of a regular review of the Strategic Plan, which is owned by the Governing Council, and the changing environment (e.g., general elections) and global considerations (e.g., climate change).

After considering the Council's triennial workplan, implications on the workforce and discussing the timeline for consultation and robust governance process, the Council:

- ii. **DECISION GC20230223/6a: Agreed** to move the next review of the strategic plan forward by one year.

Action GC20230223/6a: Add Strategic Plan as a standing item to Council meeting agendas.

7. Governance

7.1 Council workplan

The Council noted the triennial workplan as per action GC20221124/5a.

Action GC20230223/7a: Update the workplan with the new Strategic Plan review decision and include a dated copy for every meeting.



7.2 Council members' fees

The Chair provided an update on the Revised Fees Framework published by the Cabinet Office in October last year. The Council noted that the Chair has been working with MoE to determine how the fees were established and that a paper with recommendations will be submitted in March.

6. Strategy and evaluation cont.

6.3 Stakeholder engagement

6.3.1. Update on meetings and events

The CE provided an update on the meetings executives attended with the key stakeholders:

- a. Minister Tinetti
- b. NZPF National President — [REDACTED]
- c. PPTA General Secretary — [REDACTED] (regular, plus messaging re weather events)
- d. NZEI President — [REDACTED]
- e. Early Childhood Advisory Committee (monthly and quarterly meeting)

Action GC20230223/6b: CE to confirm if NZEI meetings with the Governing Council's primary representatives will be re-established.

6.3.2 Progress update on the Engagement Action Plan

The Chair thanked the Strategic Stakeholder Engagement Committee (SSEC) Chair and DCE OS for the work and passed to SSEC Chair.

The SSEC provided an update on reconnecting with the profession by spreading awareness on the Teaching Council's role and the value it adds to the profession as a strategic priority.

The Council noted that a considerable number of teachers participated in a *Matatū* readers' survey providing feedback on the quality and frequency of the newsletter. The new, more compact format of the newsletter might be published on a quarterly basis as a trial.

The Council discussed the role of the Teaching Council in raising the status of the profession, the meaning of the word 'status', and if it is better reflected by the word 'mana'. The Council noted that the customer service data will provide insight from the grassroots level.

Action GC20230223/6c: Share global reports included in the SSEC meeting pack.

The DCE OS added that an external insights research, focusing on ECE, primary, Pacific and Māori groups, provided some preliminary feedback on how the Teaching Council is perceived:

- What's positive – there is a sense that teachers do want the Teaching Council to be more present, they do see a need for a professional body for teachers and upholding professionalism in teaching, and they appreciate that these conversations are happening. They are keen to see change.
- Mistrust (as a result of recent fees increase) is getting in the way of our communications and activities getting through. There will need to be a focus on rebuilding trust – we will be considering trust models in our analysis to inform how this might happen.
- As a result of communication not yet influencing teachers' views?, there is shallow awareness of what the Teaching Council does. Teachers seem to know broadly that the Council is responsible for standards and registration but doesn't know exactly what actions are taken. This results in further mistrust (e.g., where is my money going)
- Better communication and engagement is a challenge we will continue to explore – it is critical to build salience and awareness of Teaching Council's work, but difficult to achieve at scale to grow presence.
- When considering communication – it seems there is a need for greater clarity and consistency regarding our purpose and remit, so that teachers can understand the value we

deliver. Everything we do should centre around this, so that all actions are consistent with teachers' expectations and clearly contributing towards value.

The Council agreed that focusing on the role of a professional body, purpose of the Teaching Council and two-way communication will be crucial. They thanked staff for the ongoing effort.

6.4 Legislation

The CE provided an overview of the machinery of government, the Teaching Council's legislative mandate, and how we shape the advice that can change legislation, which may have an impact on the teaching profession. The Council noted that in a democracy, the government needs to consider the various needs of everyone and, once passed, the legislation is binding but is also subject to future possible changes

The Council discussed the physical restraint as an example, where Teaching Council was one of the parties providing advice to MoE.

The Council members discussed the possible implications of the newly published *Aramai He Tētēkura – Arise our Future Generations – a guide to understanding distress and minimising the use of physical restraint* and the role of Teaching Council in ensuring the safety of children and teachers. The Council agreed considering a role in monitoring the effectiveness of the training could be a role we contribute to as well as monitoring the impact of the guidelines in practice. Noting physical restraint law and guidelines only applies to compulsory education, not ECE.

Action GC20230223/6d: DCE PS to investigate the involvement in the evaluation of the training (i.e., to have comfort the evaluation is effective, it happens in a timely way and the Governing Council has visibility of it). In addition, regularly share feedback from the profession and ensure we monitor the effectiveness of the restraint guidelines over time.

The Council acknowledged a complexity of the issue and thanked staff for ongoing efforts.

The hui adjourned for afternoon tea 14.40-14.48. Patrick Walsh left at 14.40.

6.2 Rauhuia | Leadership

DCE PS provided a preliminary update before a more comprehensive session at the next Council hui.

The Council noted:

- a. Learning and measurement framework for the leadership strategy to ensure it is meaningful for all the parties involved (i.e., Teaching Council owns the strategy). A Māori Medium focus group provided their feedback and will be meeting every two years; we engaged with the MOE Leadership Advisor [REDACTED], who will help the induction of leadership advisors. In March the Council will be presented with the draft framework from FrankAdvice and then we will consult with the profession. A strategic hui was scheduled with MoE in Term 2.
- b. Microcredentials planning on mana with Te Wananga o Aotearoa; codesigning the microcredentials and considering how they would look in the regions
- c. Learning and measurement framework with FrankAdvice; connecting with PLD providers and profession.

The Council discussed how a potential change of government is a risk to the project and its funding. The Council agreed that messaging regarding MoE funding of Rauhuia would be beneficial to clarify that teachers fees and levies are not funding the leadership project.

Action GC20230223/6e: Mike Connor to check if PPTA would publish a message on Rauhuia funding, as part of their judicial review of the Teaching Council's fee decisions.

8. Any other business

No other business was raised.

The Council thanked the Chair for a good meeting.

The hui finished at 15.22 with a karakia led by John.

Signed:

Approved by the Governing Council on 30 March 2023

A solid black rectangular box redacting the signature of Robyn Baker.

Robyn Baker, Chair