

MEETING SUBJECT:	Minutes from the Governing Council Hui Teaching Council   Matatū Aotearoa
DATE OF MEETING:	24 November 2022
TIME OF MEETING:	09.29 to 15.43
VENUE:	Teaching Council Office – Wellington and Microsoft Teams
ATTENDEES:	Robyn Baker (Tiamana   Chair), Ripeka Lessels (Tiamana Tuarua   Deputy Chair, from 09.44), Elg Anderson, Fiona Ell, Hongyu (Carol) Cheng, John Tait, Karen Coutts, Lorraine Carr, Melody Stuckey, Mike Connor, Pat Newman, Patrick Walsh (09.00-12.45)  Lesley Hoskin (Tāhūhū   CE), Clive Jones (Tātai Heke Ratonga Mahi   DCE Operational Services), Pauline Barnes (Tātai Heke Ngaio   DCE Professional Services), Tamahau Rowe (Tātai Heke Māori   DCE Māori) and Sanja Antonijevic (Governance Advisor)
PRESENTERS:	Ian McEwan (CFO; 12.23-14.16), [REDACTED] (Partner, IQANZ; 13.02-14.13), [REDACTED] (Senior Analyst, Policy and Implementation; 14.25-15.08), [REDACTED] (Lead Analyst, Policy and Implementation; 14.25-15.26)
APOLOGIES:	Dagmar Dyck, Karen Coutts

### 3. Meeting Opening

Following karakia and in-committee session, the Chair opened the meeting at 09.29 welcoming the Executive and the Governance Advisor.

[REDACTED]

- 3.1** The Chair noted the apologies from Dagmar Dyck and Karen Coutts. The Council noted Ripeka Lessels' delayed arrival and Patrick Walsh's early departure.
- 3.2** The Council noted the Interest Register and agreed to regularly review information for accuracy.
- 3.3** Minutes from the hui on 26-27 October 2022 were taken as read, and the Council approved them as a true and accurate record of the meeting.

[REDACTED] MOVED  
[REDACTED] SECONDED  
[REDACTED] CARRIED

The Council confirmed the decision to proactively release the minutes, as agreed on 29 September.

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

Actions GC20220929/6a, GC20220929/6c, GC20220929/6f, GC20220929/6g, GC20221026/4a, GC20221026/4b, GC20221026/5a, GC20221026/7a, GC20221026/7b, GC20221026/7d, GC20221027/2c, GC20221017/2d, GC20221027/3a, GC20221027/3b, GC20221027/3c, GC20221026/5a and GC20221027/5a were closed.

Actions GC20220825/8a, GC20220929/6d, GC20220929/6e, GC20221026/7c, GC20221027/2a and GC20221027/2b remain open.

The Council agreed to:

- a. close delegated actions that are not returning to the Council
- b. present actions in chronological order based on their due date.



3.4b The Council noted the expenditure breakdown (per action GC20221027/3b) provided by the CFO.

Ripeka Lessels arrived at 09.44.

## 4. Organisational performance

### 4.1. Chief Executive's Report

The report was taken as read.

The Council noted three strategic priorities the Chief Executive's (CE) is focusing on:

- a. Pacific strategy
- b. Rauhuia | Leadership
- c. Stakeholder engagement.

The Council noted that DCE Māori is leading the work on the Pacific strategy by engaging with external experts, Pacific Education Steerage Group (PESG) members. The work revolves around unwrapping the third tukutuku panel (i.e., Tangata Moana) in the whare of Matatū Aotearoa.

The CE informed the Council on the three areas of concern:

- a. Financial performance, as outlined in the first budget reforecast (i.e., item 6.1.2). The Council noted the importance of understanding the reasons behind the revenue variances to ensure the forecasting is correct.
- b. Privacy and information security. The Council noted it had the opportunity to test organisational incident management processes over the last two weeks. The management is doing everything reasonably possible to mitigate any incidents, including liaising with the DT chair and inducting new staff on privacy and cybersecurity.
- c. ERO report's (i.e., *Missing Out: Why Aren't Our Children Going to School?*) findings regarding children and teachers' mental health and wellbeing concerns.

The Council noted that the implications of the ERO report's findings could be severe for the education system, and that Teaching Council should have a role in understanding the issues as part of the *Code of Professional Responsibility*. The Council discussed how navigating political, socio-economic and online challenges over the last years have had a big impact on wellbeing.

**Action GC20221124/4a: The information provided for the strategic thinking session planned for the February meeting to include the ERO report and insights into international education trends.**

The hui paused for morning tea 09.57-10.06.

The Council noted positive feedback from the stakeholders during the consultation on proposed changes to the *Teaching Council Rules 2016* and the tight timeframe to present draft Rules to the Governing Council in February, undertake formal consultation with teachers, and then work with the Parliamentary Counsel Office in May next year.

The Council discussed the positive feedback received from the profession on the temporary policy change for LATs in response to workforce pressures.

#### 4.2. Health, Safety and Wellbeing Report

[REDACTED]

The CE advised that Professional Responsibility team is currently fully staffed, and that the Registration Team has additional MoE-funded resources to manage an expected high volume of applications during November-February period. The Council noted that 14 more vacancies are being advertised across the organisation and that management is ensuring a balance of workload and wellbeing is achieved.

[REDACTED]

#### 4.3. Performance Dashboard

The Council discussed the usefulness of the data provided in the Performance Dashboard. The DCE OS advised of the impacts of our peak processing season, where 40% of annual applications for practising certificates are processed and the temporary impacts on our service performance standards.

The Council discussed the plateauing of the growth in the number of applications processed in the last three years and future implications on the Teaching Council's financial sustainability.

#### 4.4. Issues Register – October

The Council received the Issues Register for October.

[REDACTED]

#### 4.5. Policy Dashboard

The Council noted the Policy Dashboard for October, with current implementation of the policy change for LATs. The Council noted that four applications for LATs were approved since the policy change.

Action GC20221124/4b: DCE OS to ensure LAT applications data is included in the Performance Dashboard for February 2023 meeting.

#### 4.6. Communications Dashboard

The Council noted a high number of teachers (i.e., 78,500) opening *Matatū* newsletter over the last month and the more positive impact of current media mentions on the sentiment trend.

## 5. Stakeholder engagement

The Chair opened the item acknowledging the work of the Strategic Stakeholder Engagement Committee (SSEC).

5.2. The Chair of the Committee acknowledged mahi by the DCE OS and outlined main topics discussed at the Committee hui on 23 November:

1. Conferences and events in 2023 were identified as opportunity for the Teaching Council to engage with stakeholders by either attending or presenting. If any Governing Council members would like to attend, terms of reference would determine the criteria, claim entitlements and speaking notes.
2. Revamp of the current newsletter, *Matatū*, is currently underway to ensure content is fit for purpose and reaching the right audience. The purpose of the newsletter will be to inform, challenge and affirm the profession. Users will be consulted on the frequency and content of the newsletter.
3. Data driven engagement will help identify and target diverse sectors within the profession, while ensuring the integrity of private information collected. External provider is currently engaged, until the Communications and Advice (Comms) team is ready to continue with the work independently. Work is progressing to enable to Council to target relevant communications to subsets of the profession e.g., ECE, principals etc.

### 5.2.1 Draft Engagement Plan

4. The draft Engagement Plan will focus on a number of areas including, raising awareness of the Teaching Council, supporting the ECE sector to effectively engage in the teaching profession, raising the status of the profession, connecting with principals, professional leaders and teachers in place about issues important to them, and future focused leadership on professional matters.

The DCE OS noted the importance of prioritising actions to ensure stakeholder engagement is improved during the term of the current Council and sought feedback on the proposed plan. The Council discussed the benefit of having a triennial timeline to have visibility of the term cycle.

**Action GC20221124/5a: Governance Advisor to create a timeline of the Council term by February 2023.**

**Action GC20221124/5b: Send any feedback on the Draft Engagement Plan to the Chair by February 2023, which will be collated and forwarded to the SSEC Chair and DCE OS.**

The Council discussed the impact of the plan on the Comms team and changes required to absorb the additional workstream (e.g., reducing frequency of newsletters). The Council noted feedback received by a Councillor, suggesting an opportunity for direct engagement with the teachers by introducing five-minute videos at the end of staff meetings. The Council also discussed the financial aspect of the Draft Engagement Plan and considerations for additional revenue, which has already been investigated by the Teacher Capability and Collaboration Team.

The Chair summarised the discussion by noting that the plan received overall endorsement, with raising awareness and raising the status of the profession being prioritised for 2023. The Council noted the importance on building on the work of the previous Governing Council, with next hui focused on the leadership role of the Teaching Council and findings of the latest ERO report.

**Action GC20221124/5c: Send any papers and issues of the Council's interest to the Chair for circulation.**

**DECISION GC20221124/5: The Council endorsed Draft Engagement Plan.**

The hui paused for lunch 11:49-12.20

**6. Risk, Audit and Finance**

**6.1.** The Chair of the Risk, Audit and Finance (RAF) Committee opened the item summarising the discussion from the committee meeting on 16 November.

The CFO joined at 12.23.

**6.1.1** Finance reports – October

The Council noted the impact of delaying the fee and levy increase to 11 July, which had a significant negative impact on the overall revenue trend (budget variance) to October. The Council noted that the expenditure is being closely managed.

The Council discussed the expected peak season for practising certificate renewals during November-January, which will be closely monitored to determine whether the current revenue trend is temporary or permanent. The Council noted the alignment to the expenditure budget as of 24 November.

**6.1.2** Financial forecast

The paper was taken as read. The Council:

- a. **Noted** that Matatū Aotearoa is forecasting an increase in the budgeted deficit from \$0.699m to \$1.399m.
- b. **Noted** that YE Revenue is forecast to be higher than budget by \$0.055m resulting from increased external grant revenue and interest income offset by lower-than-expected fees and levy income.
- c. **Noted** that revenue from fees and levies is lower than budget by \$0.497m year to date, which includes the impact of delaying the implementation of new fees and levies from 1 July to 11 July. The delay accounts for approximately \$0.200m of the reduced revenue.
- d. **Noted** that the forecast assumes that budgeted volume of practising certificate applications for the rest of the year will be achieved.
- e. **Noted** that expenditure is forecast to be higher than budget by \$0.755m. This includes \$0.250m additional salary expense for registration officers funded by MoE.
- f. **Noted** that cost pressures in bank fees, insurance, and legal expenses accounts for a further \$0.272m of the increase in the proposed expenditure, with the rest being minor variations to budget.
- g. **Noted** that budgeted salary savings of \$0.162m were achieved in October due to staff turnover and difficulty in recruiting replacement staff.
- h. **Approved** the following recommendations on the basis that the management closely monitors expenditure:
  - i. Use \$0.200m reserves to offset the impact of the delay in the increase to fees and levies to 11 July (a decision made by the outgoing Council), leaving \$0.500m increase to the budgeted deficit.

- ii. Add vacancy savings of \$0.240m to the forecast, further reducing the increase in the deficit to \$0.260m
- iii. Use up to \$0.260m of reserves to meet the remaining increase in the forecast deficit.

The Council noted that the assumptions made earlier in the year did not consider the changed circumstances, both domestically and internationally (e.g., increased bank fees, insurance expenses, global financial situation). The Council agreed to closely monitor and analyse the December financial reporting in February to discuss and propose next steps, while also discussing the benefit of triennial forecasting.

**Action GC20221124/6a: CFO to present triennial forecasting in February.**

Patrick Walsh left the meeting at 12.45.

### **6.1.3a Meeting with auditors**

The RAF Chair provided an update on the initial meeting between the RAF Committee members and auditors from Baker Tilly Staples Roadway.

The Council noted that the audit is nearly completed, with the report expected in a fortnight. The RAF Chair briefed Council members on the matters the auditors and management are working on (i.e., interpretation of the *New Accounting Standards* in changing the treatment of software and contractual obligations) and noted there were no significant findings to report.

## **6.2. Risk Register**

The Council noted that recommendations from the risk workshop on 27 October were discussed and implemented at RAF Committee meeting and brought to the Council for feedback.

The Chair thanked the RAF Chair for the update and invited [REDACTED] from IQANZ to join the hui at 13.02.

The Council noted the Risk Register provided by RAF Committee and reviewed current scoring with existing mitigations and controls provided by the risk owners.

The Council thanked [REDACTED] for facilitating the session, after which he left the hui at 14.13.

### **6.1.3b Annual Report**

The Council noted that Annual Report for 2022 was in a draft stage and discussed delegating approval to sign to the Council Chair and RAF Chair before the report is submitted to the Charities Commission and to Parliament by the end of February 2023.

**DECISION GC20221124/6: The Council approved delegated authority to sign the Annual Report for FY2021/22 to Council Chair and RAF Chair.**

[REDACTED] MOVED  
[REDACTED] SECONDED  
[REDACTED] CARRIED

### **6.1.4 Cybersecurity**

The Council noted cybersecurity as the biggest risk to the organisation, with more technical controls and staff training being implemented for mitigation.

The CFO left at 14.16.

## 7. Governance

### 7.1. Annual meeting schedule

The Council discussed the proposed annual meeting schedule and agreed to closely monitor revenue trend in February and to ensure governance-related expenditure is well managed.

The Council also agreed, subject to the budget forecast in February, to hold one and a half-day face-to-face meetings in February, May and August to allow sufficient time for strategy, budget, business plan, governance and CE performance matters. The additional half day meetings will be adjacent to the regular Council hui and will be scheduled in the afternoon of the last Wednesdays of a month.

The Council also agreed to hold face-to-face committee meetings prior these half day meetings in February, May and August to ensure no additional cost incurs to the organisation. The Council agreed that any other committee meetings will be held via Microsoft Teams, unless extraordinary circumstances require in-person attendance.

The hui paused for afternoon tea 14.15-14.25. [REDACTED] joined at 14.25.

## 8. Items for decision

The Council acknowledged staff's efforts to prepare the papers in a tight deadline.

### 8.1. Conduct and competence review

The Council discussed the progress with the conduct and competence review mahi, which will inform drafting of the new Teaching Council Rules, as per the *Education and Training Amendment Act 2022*. The Council noted that the Rules Consultation document will be presented to the Council for approval in February. Following consultation, the Final Rules, which will be drafted by the Parliamentary Counsel Office will also be approved by the Council, prior to gazetting in June 2023

The Council noted positive feedback from majority of the stakeholders, with different approaches to the current processes being explored (i.e., for kaupapa Māori pathways for conduct and competence).

The Council discussed the principles that will lead the work on a vision paper for the kaupapa Māori pathways for conduct and competence being values-lead and mana-protecting for the profession. It was discussed that the work on the paper could be aspirational, and that Teaching Council have legal constraints to consider. The Council discussed the ways to support Māori participation in the conduct and competence processes by ensuring the system is fit for purpose.

**DECISION GC20221124/8a: The Council:**

- a. **Approved the proposed approach to progressing the next stages of the conduct and competence review, including work on commencing Teaching Council Rules changes**
- b. **Discussed and fully supported developing a vision for Kaupapa Māori pathways, with [REDACTED]**
- c. **Noted the updated terms of reference for the review.**

[REDACTED] MOVED  
[REDACTED] SECONDED

left the hui at 15.08.

## 8.2. Language Competency Policy

The Council noted that the amendment to the *Education and Training Act 2020* was introduced in July 2022 providing the Teaching Council with greater scope to explore a range of other policy initiatives to support an increase in the numbers of Pacific peoples who are registered teachers, and the growth of Pacific bilingual and immersion pathways across the education system.

The Council discussed the complexity of the work, ongoing barriers for the Pacific teachers (e.g., ITE entry in English only) and cross-agency involvement (i.e., MoE and MPP). The Council noted the public-interest aspect of the work and a requirement for public support.

### DECISION GC20221124/8b: The Council:

- a. Approved the proposed approach to the policy review (timeline and key milestones)
- b. Approved the proposed scope of the project, including seeking advice from Pacific language/linguistic experts
- c. Noted the progress update from the joint work programme on language competency requirements.

MOVED  
SECONDED  
CARRIED

left the hui at 15.26.

## 8.3. Health, Safety and Wellbeing Policy

The Council noted the Health, Safety and Wellbeing Policy, which is a Council-owned policy.

The DCE Māori informed that the policy underwent the Critical te Tiriti Policy Analysis to align with the five areas of preamble, a process that other internal policies will follow.

**Action GC20221124/8b: DCE Māori to facilitate a policy review workshop with the Council using the Critical te Tiriti Policy Analysis framework.**

The Council acknowledged the work on the policy and discussed their engagement in the process, which can become an element in the stakeholder engagement (e.g., a story on how the Teaching Council became Tiriti-led).

### DECISION GC20221124/8c: The Council approved the Health, Safety and Wellbeing Policy.

MOVED  
SECONDED  
CARRIED

## 9. Any other business

The Council acknowledged the final hui of the year and the time to retreat to one's 'maunga' to reflect and recharge.

The hui finished at 15.43 with a karakia led by John.

Signed:

Approved by the Governing Council on 23 February 2023

Robyn Baker, Chair