



Minutes of the Governing Council meeting

RĀ DATE:	30 November 2023	
WĀ TIME:	9:00am – 3:20pm	
WĀHI VENUE:	Teaching Council office, Wellington	
MANATŪ KAUNIHERA GOVERNING COUNCIL ATTENDEES:	<ul style="list-style-type: none"> - Robyn Baker (Pou Whakarae Chair) - Ripeka Lessels (Pou Whakarae Tuarua Deputy Chair) - Elg Anderson - Lorraine Carr - Carol Cheng - Mike Connor - Karen Coutts 	<ul style="list-style-type: none"> - Dagmar Dyck - Fiona Ell - Melody Stuckey - John Tait - Pat Newman - Patrick Walsh
KAIMAHI STAFF ATTENDEES:	<ul style="list-style-type: none"> - Clive Jones (Tumu Whakarae Chief Executive – Acting) – section 3, 3A, 4.2 to end - Pauline Barnes (Pou Amo Ngaioatanga DCE Professional Services) – section 3 to end - Tamahau Rowe (Pou Kaiāwhā Māori DCE Māori) – section 3, 3A, 4, 5.1, 6A - Ian McEwan (Pou Whakahaere Te Ohu Tahua Chief Financial Officer) – section 5 - [REDACTED] (Tātari Mātua Senior Policy Analyst) – section 6.1 - [REDACTED] (Senior Governance Advisor) – section 3 to end 	
	<p>Section 3A:</p> <ul style="list-style-type: none"> - [REDACTED] 	
MANUHIRI GUEST ATTENDEES	<p>Section 6A:</p> <ul style="list-style-type: none"> - [REDACTED] (PPTA Te Wehengarua) - [REDACTED] (New Zealand Council of Deans of Education) - [REDACTED] (Te Rūnanga Nui o Ngā Kura Kaupapa Māori o Aotearoa) - [REDACTED] (PPTA TE Wehengarua) - [REDACTED] (PPTA Secondary Principals' Council) - [REDACTED] (Early Childhood Council) - [REDACTED] (Te Rito Maioha Early Childhood New Zealand) - [REDACTED] (NZEI Te Riu Roa) - [REDACTED] (Montessori Aotearoa New Zealand) 	
WHAKAPĀHA APOLOGIES:	<ul style="list-style-type: none"> - Lesley Hoskin (Tumu Whakarae Chief Executive) 	

1. Karakia

John Tait opened the meeting with a karakia.

2. In-committee

The Governing Council had in-committee time.

During in-committee time, the Chair of the Human Resources and Remuneration Committee reported on the process for the Chief Executive's performance review.

3. Meeting opening

3.1 Apologies

The Council noted apologies from Lesley Hoskin for the meeting.

3.2 Interest Register

The Council noted the Interest Register.

3.3 Minutes from prior hui

DECISION GC20231130/3a: The Council approved the minutes from the hui on 26 October 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, with discussion on:

- affordability and equity of fee payments
- the timing of the next Governing Council discussion on initial teacher education (ITE)
- sector feedback on the restraint guidelines and training.

Actions GC20230525/5b, GC20231026/5a, GC20231026/5b, GC20231026/5c and GC20231026/7a were closed.

ACTION GC20231130/3a: Senior Governance Advisor to circulate a list of meeting dates for 2024.

3A. [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

4. Organisational Performance

4.1 Chief Executive's Report

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

- The briefing for the incoming Minister (BIM) – available in the Diligent Resource Centre – has been provided to the Minister's office.
- There was discussion about the potential implications of the incoming Government's policy settings, including the requirement to teach an hour of reading, writing and maths per day, reintroduction of partnership schools, and ITE requirements.
- Progress on staff changes was reported on, with recruitment processes underway for the new roles and expected to be completed early in the new year.
- Management has reviewed the 2023/24 Business Plan following feedback at the Risk, Audit, and Finance (RAF) Committee meeting. An updated plan will be provided to the February RAF and Governing Council hui for approval.
- PISA results are currently embargoed but due for release soon, with further reports due in 2024 covering the wellbeing questions.

4.2 Health, Safety, and Wellbeing Report

The Council received the Health, Safety, and Wellbeing report.

The Council discussed the absence of 'near miss' reports, noting that the Teaching Council's work environment is relatively low risk.

4.3 Issues Register

The Council received the Issues Register.

There was discussion on Issue #15 and the position that the Teaching Council will take in relation to teachers who have outstanding amounts owing as a result of the High Court judicial review decision in 2021. [REDACTED]

4.4 Policy dashboard

The Council noted the Policy dashboard.

4.5 Performance dashboard

The Council noted the monthly performance dashboard. Points of note were:

- a small decline – for the first time in many years – in the number of teachers holding a practising certificate or Limited Authority to Teach (LAT)
- a high number of applications (new teacher registrations, overseas-trained teacher applications and renewal of practising certificates) over the past month
- a positive trend in survey feedback.

4.6 Communications and media

The Council noted the Communications and Media dashboards for October.

A question was raised about whether the Teaching Council should consider withdrawing from the Twitter (X) social media platform due to its increasingly negative reputation, with Bluesky as a possible replacement social media option.

ACTION GC20231130/4a: Consideration to be given to withdrawing from Twitter (X).

There was discussion about the issue raised in a media article about teachers engaging with students on social media. The Council noted that work is underway on guidelines for professional boundaries, with consultation due to take place early in the new year.

5. Finance, Audit, and Risk

5.1 Levy remediation progress update

The Council noted the current status of the remediation action plan and that, to date, there has been no negative/adverse reaction from the sector about the situation.

The Council noted that current indications are that we will be unable to make credit/debit card repayments of less than \$1.00, due to fraud prevention flags in the banking system. This is estimated to affect only 13 repayments.

DECISION GC20231130/5a: The Council agreed to set a threshold of \$1.00 for credit/debit card repayments.

5.2 Financial re-forecast

The Council noted that:

- Matatū Aotearoa has completed a re-forecast for the financial year ending 30 June 2024.
- Matatū Aotearoa is forecasting a budgeted surplus of \$0.481m, compared to the adjusted approved budget surplus of \$0.814m.
- Forecast levy income has been reduced by \$0.306m due to the decision to remove the overlap of levy payments by teachers moving to full certification before their provisional certificate has expired.
- The forecast includes \$0.790m in the unallocated project fund that will be allocated to strategic projects when required.

The Council noted that the RAF Committee reviewed the financial re-forecast at the 23 November RAF hui and agreed to recommend that it be approved by the Governing Council. The RAF Chair reported that RAF had discussed the estimate of \$0.306m in reduced levy income and noted that it will be useful to closely monitor the cumulative levy repayment figures to get an early signal of how close this estimate will be to the actual total for the year.

DECISION GC20231130/5b: The Council approved the re-forecast.

5.3 Finance

The Council noted the financial reports for October.

5.4 Cybersecurity update

The Council noted the cybersecurity update.

5.5 Risk Register

The Council received the updated risk register and noted that the annual review of the risk register has been deferred to the February 2024 RAF Committee meeting.

A query was raised about whether the residual risk rating for risk #4 could now be lowered. It was agreed that it would be appropriate to re-look at this as part of the annual review in February.

ACTION GC20231130/5a: Review the rating of risk #4 in the risk register.

5.6 Annual Report and Audit 2022/23

The Council reviewed the draft 2022/23 Annual Report.

Feedback was provided to management on use of the term 'working towards' in relation to performance targets, with a suggestion to consider including more detail about the reasons why targets were not met.

In the context of the performance measures relating to the work of the Complaints Assessment Committee (CAC), Disciplinary Tribunal (DT) and Competence Authority (CA), the Council sought clarification on the role and responsibilities of the Governing Council in respect of these three groups. In particular, there was discussion about:

- the independence of the groups' respective decision making
- operational support provided to the groups by the Teaching Council, including the employment of staff such as co-ordinators and investigators
- responsibility for appointment of the groups' chairs and panel members
- accountability for the groups' performance
- Governing Council members' level of understanding of how the groups operate.

The Council noted that further development work is planned for the Teaching Council's outcomes framework and performance reporting.

ACTION GC20231130/5b: Provide the Governing Council with an overview of the CAC, DT, and CA, including a clear explanation of roles and responsibilities, what accountability the Governing Council has for these groups' performance, and what oversight would be appropriate for the Governing Council to have of their operation.

The Council gave feedback to management that it would be helpful in future years for Council members to have earlier visibility of the draft Annual Report ahead of it being provided for approval.

The Council noted that the auditor (Bakertilly) has completed the audit of the draft 2022-23 Financial Statements, has provided a draft audit findings report, and intends to issue an unmodified opinion.

The Council noted that two members of the Governing Council are required to sign and submit a Letter of Representation to the auditor before the auditor will issue their audit opinion, and that the Chief Executive and Chief Financial Officer will sign and provide an equivalent Letter of Representation to the two nominated members of the Governing Council.

The Council noted that the RAF Committee reviewed the draft Annual Report at the 23 November RAF hui and, subject to a minor amendment to the presentation of the Committed Savings table (which has been actioned), agreed to recommend that the Governing Council:

- approves the 2022-23 Annual Report
- delegates authority to the Governing Council Chair and Chair of the RAF Committee to:
 - sign the Letter of Representation to the auditor
 - sign the Statement of Responsibility for the financial statements
 - approve the final Annual report including any changes that may be necessary following the Governing Council's review.

The Council noted that the RAF Committee had an in-committee discussion with the auditor at the 23 November RAF hui.

The Council noted that, once it is finalised, the Annual Report is required to be presented to the House of Representatives (section 483(2) of the Education and Training Act 2020) and filed with the Charities Commission.

DECISION GC20231130/5c: The Council approved the 2022/23 Annual Report.

DECISION GC20231130/5d: The Council agreed to delegate authority to the Governing Council Chair and Chair of the RAF Committee to:

- sign the Letter of Representation to the auditor
- sign the Statement of Responsibility for the financial statements
- approve the final Annual Report including any changes that may be necessary following the Governing Council's review.

5.7 Any other matters from RAF Committee

There were no other matters for discussion from RAF Committee.

6A. Session with stakeholders

The Council met with stakeholders to seek feedback on the Teaching Council's early thinking about priorities for inclusion in consultation on the Strategic Plan, which will take place in early 2024.

6. Strategy and Evaluation

6.1 Debrief of session with stakeholders

The Council reflected on the discussions that took place with stakeholders over lunch and during the stakeholder engagement session.

7. Items for decision

7.1 Delegations Policy

The Council noted that the Matatū Aotearoa Delegations Policy is a Governing Council owned Policy and has been reviewed in accordance with the review cycle of the previous version.

The Council noted that the policy has been updated for the following matters:

- Updated the positions to reflect the new organisation structure.
- Addition of a new delegation level for the General Manager Relationship Management & Pathways.
- Insert a new delegation to Manager IT for approval of technical changes to the website platform and technology stack.
- Insert a new delegation for the CSO/CISO to approve submissions to the Change Advisory Board.
- Increase in the delegation levels to the CFO for approval of payment batches and payroll, which have not been increased since the delegations were established in 2017.

The Council noted that the RAF Committee reviewed the proposed updates at the 23 November RAF hui and agreed to recommend that the Governing Council approves the updated policy.

DECISION GC20231130/7a: The Council approved the proposed changes to the Delegations Policy.

7.2 Statutory Delegations Register

The Council noted that the Matatū Aotearoa Statutory Delegations Register is a Governing Council owned Register.

The Council noted that that two changes are proposed:

- to clarify the circumstances in which sub-delegation is permitted

- to include a statutory delegation in regard to approving institutions or settings other than an early childhood education centre, school, or kura for the purposes of recognising satisfactory recent teaching experience.

The Council noted that the RAF Committee reviewed the proposed updates at the 23 November RAF hui and agreed, subject to one minor amendment (which has been actioned) to recommend that the Governing Council approves the updated register.

DECISION GC20231130/7b: The Council approved the proposed changes to the Statutory Delegations Register.

7.3 Voluntary deregistration

The Council noted that the Education and Training Act 2020 (clause 7 of Schedule 3) requires the Council to deregister a teacher on receipt of a written request from the person seeking deregistration unless that teacher is the subject of an investigation.



8. Governance

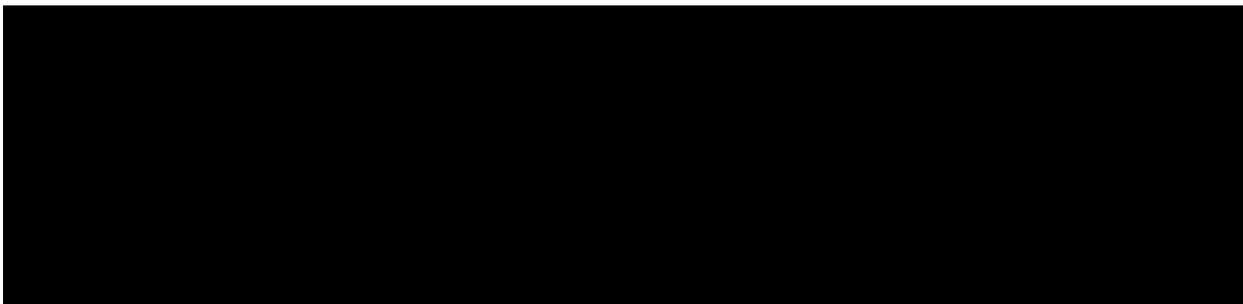
8.1 Teaching Council Inclusive Education Advisory Group (TCIEAG) update

The Council received a verbal update from Karen Coutts, Chair of the TCIEAG, about progress towards identifying additional members for the reconvened TCIEAG.

Council members were reminded of the purpose of the TCIEAG as set out in the Terms of Reference for the group, and the range of characteristics of diversity encompassed by inclusive education.

The Council noted that 30 expressions of interest were submitted as a result of recent advertising for TCIEAG members.

The Council noted that there are up to three places available for new TCIEAG members, and the gaps identified by the shortlisting panel were people with expertise in Māori-medium and Pasifika education, and in other areas beyond disability.



9. Any other business

The Council discussed the incoming Government's policy on teaching an hour of reading, writing and maths per day, and what pedagogical research is available that is relevant to this. The Council noted an interest in providing information and resources to teachers in relation to this topic.

ACTION GC20231130/9a: Make enquiries with other organisations about research and resources that may be available and appropriate to provide to teachers.

The Governing Council Chair invited members to make suggestions on alternative options for providing feedback/evaluation on Council meetings.

10. Karakia

John Tait closed the meeting with a karakia.

Signed:

A black rectangular box redacting the signature of the Chair.

Approved by the Governing Council on 29 February 2024

Robyn Baker, Chair