

## Minutes of the Governing Council meeting

KAUPAPA   SUBJECT:	Governing Council Hui		
RĀ   DATE:	Thursday 1 May 2025		
WĀ   TIME:	9:00am–3:00pm		
WĀHI   VENUE:	Teams videoconference		
MANATŪ KAUNIHERA   GOVERNING COUNCIL ATTENDEES:	- Robyn Baker (Pou Whakarae   Chair) - Elg Anderson (online) - Lorraine Carr - Karen Coutts (online am)	- Dagmar Dyck - Fiona Ell (online) - Pat Newman - Mike Connor - Melody Stuckey	- John Tait - Patrick Walsh - Carol Cheng - Heath Chittenden
KAIMAHI   STAFF ATTENDEES:	- Lesley Hoskin (Tumu Whakarae   Chief Executive) - Clive Jones (Deputy Chief Executive   Pou Kaiāwhā) - Pauline Barnes (Deputy Chief Executive   Pou Kaiāwhā) - Tamahau Te Rau (Deputy Chief Executive   Pou Kaiāwhā) - Ian McEwan, Chief Financial Officer – <b>Items 4, 5 and 6</b> - ██████████ (Lead Policy Advisor) – <b>Item 4.1 &amp; 5.1</b> ; ██████████ (Senior Policy Analyst), ██████████ (Senior Policy Analyst) – <b>Item 4.1</b> - ██████████ (Lead Governance Advisor)		
WHAKAPĀHA   APOLOGIES:	Karen Coutts (afternoon)		

John Tait opened the meeting with a karakia.

### 1. In-committee

The Governing Council had In-Committee time.

### 2. Opening items

#### 2.1 Apologies

The Chair noted that Karen Coutts would be an apology from midday.

#### 2.2 Interest Register

The Council noted the Interest Register and the Chair reminded members to send any changes to the Governance Advisor to update the register.

#### 2.3 Minutes from previous hui

The minutes from the Governing Council meeting on 27 March 2025 were approved as a true and accurate record.

**DECISION GC20250501/2a: The Council approved the minutes from the meeting on 27 March 2025 as a true and accurate record of the meeting.**

#### 2.4 Action List

The Council noted the Action List and the status of both open action items.

### 3. Organisational Performance

#### 3.1 Chief Executive's Report

The Chief Executive's (CE's) report was taken as read. The Council noted and discussed the key opportunities and risks in the education environment. Main discussion points included:

- the pre-budget press release from the Minister of Education earlier in the week and implementation aspects of the Government's announcement that it pay teachers' fees and levy. Members working in the sector raised questions about the timing of the release and noted the Teaching Council received advice that was embargoed until after the Minister's announcement about the decision.
- the meeting between the Chief Executive, Deputy Chief Executive Pauline Barnes and Minister Seymour, with particular focus on early childhood education (ECE) regulation reforms and the upcoming funding review.
- understanding the appropriate levers and the opportunities to take a strategic view in identifying aspects across the system where the Teaching Council can have an influence.

Members discussed the appendix report developed by Emeritus Professor Letitia Fickel setting out the features of a proposed programme structure, content and assessment requirements for a new integrated induction and mentoring approach. DCE Pauline Barnes noted the intention to socialise the approach with the teaching profession and stakeholders, providing opportunities for feedback and critique. There was broad discussion of ITE in general with main discussion points being:

- the ITE programme landscape, with the programme review process underway and implementation of ongoing monitoring about to begin.
- positioning ITE as more than completion of a qualification with the journey continuing through the initial years of teaching including effective induction and mentoring
- ongoing discussions with providers about how Standards are implemented.

Other aspects discussed from the Chief Executive's report included:

- development of an appropriate pathway for teachers wishing to return to teaching after being out of teaching for more than five years by making permanent operational changes to enable those teachers who are employed, but currently required to do a TER, to do a Return to Practice Plan instead.
- the system / network around induction and mentoring, and ways to provide ongoing support to teachers to update and maintain their skills to ensure they can remain in or re-enter the profession.

The Council noted that relief teaching continues to be a priority for the Minister. It was noted that a work programme is being developed to provide both short-term measures and long-term solutions. A proposed response to the relief teacher shortage is discussed in item 5.1 later in the hui.

The Chief Executive also updated members on business planning which is underway, and which will be presented with the budget for consideration to the Governing Council in June.

The Chief Executive reminded Council members that preparations are underway for the new Council taking office from 1 July. A comprehensive induction process led by the Governing Council in partnership with the Chief Executive and management team will take place during July and August.

Members were encouraged to send any suggestions that might help in preparation for the new Council term.

### 3.2 Issues Register

The Council received the Issues Register and noted the status updates.

DCE Clive Jones updated members on two issues which are waiting for the outcome of the Education Training Amendment Bill (ETAB) which is currently going through the parliamentary process.

Management noted the reduction in Disciplinary Tribunal (DT) cases as the pipeline of work under the old rules works its way through and discussed plans in short to medium term about how to manage costs as we go through the transition.

The Council discussed the complexity and expense of cases going through the DT and the need to balance natural justice and procedural fairness, ensuring the ability to administer the conduct area is balanced with affordability.

### 3.3 Monthly Performance Dashboard

The Council noted the performance dashboard and discussed the customer experience metrics and operational data.

### 3.4 Health, Safety and Wellbeing Dashboard

The Council noted the Health, Safety and Wellbeing dashboard.

## 4. Items for Discussion

### 4.1 Fees and Levy –update on feedback and analysis, and discussion of consultation questions

The Chair outlined the context for the fees and levy discussion, noting our legislation sets out the range of functions that the Council must or may perform and the basis on which it can charge fees and levies to the profession to recover its actual and reasonable costs.

The Chair reiterated that notwithstanding the pre-budget announcement at the start of the week by the Government that it pay teachers' fees and levy, the Council are required by law to consult and to set the fees and levy for three years. The Governing Council are required to receive and to consider the profession's views with an open mind before deciding on the fee and levy for the 2025-2028 period.

DCE Tamahau Te Rau reminded members that the intention of the discussion is to review any contentious aspects of the proposed fees and levy in order to decide about re-consultation.

The Chief Financial Officer (CFO) summarised the number of responses and key themes from the feedback received during the consultation and highlighted the peak body submissions from PPTA and NZEI as well as those received from Te Rito Maioha and Montessori.

The Governing Council discussed the feedback, noting:

- the importance of ongoing messaging to the sector and investment in stakeholder engagement in promoting the role and value of the Teaching Council
- the strength in the engagement and relationships with the unions
- payment by instalment and other considerations suggested in the feedback

The Council noted the legal advice which confirms that re-consultation is not required if no new issues are raised in feedback that need further consideration. Members acknowledged the feedback is in line what was expected and agreed that re-consultation is not necessary.

DECISION GC20250501/4a: The Governing Council agreed that no new issues were raised in feedback on the proposed fees and levy (2025-2028) and that re-consultation is not necessary.

## 5. Items for Decision

### 5.1 Proposal to consult on new Practising Certificate (PC) and Limited Authority to Teach (LAT) types for relievers

The Chair summarised the context to the proposals, noting the responsive approach to help address the ongoing short supply of relievers.

DCE Pauline Barnes recapped that consideration around relievers is one of the aspects in the Statement of Government Policy (SoGP) received in December 2024 which the Teaching Council is formally required to have regard to.

The Council discussed the proposed new PC and LAT types for relievers. Points raised/discussed were:

- the complexity of the definitions used and the need for these to be clarified in any consultation
- the current needs of the sector and how the proposals might address these
- long term sector-wide issues such as retention and ongoing Ministry work on workforce development
- utilisation of the return to practice process
- implications for applying the Standards
- maintaining the integrity of the teaching profession

Council members agreed for a consultation paper to be completed that will include proposals based on the feedback from today's discussion, following which the profession's feedback will be considered and advice provided for the Governing Council's consideration.

██████████ recorded his opposition to the proposal to consult on new PC and LAT types for relievers.

DECISION GC20250501/5a: By majority decision the Council approved proceeding to consultation with teachers and other stakeholders on new PC and LAT types for relievers.

### 5.2 Reserves Policy

The Council noted that the Reserves Policy is a Governing Council owned Policy and has been reviewed and updated as part of the scheduled policy review process to ensure it remains relevant.

The Chair recapped that a review of the Reserves Policy was considered by the Governing Council on 28 November 2024 where the Council made some in principle decisions pending the March/April 2025 policy review. The two in-principle decisions agreed in November 2024 were:

- to increase the Sector Specific Reserve required from \$0.500m to \$0.600m so that the operating reserve set out in the Investment, Cash, and Reserves Policy should be \$4.650m.
- for a separate Transformation / Strategic Projects reserve to be established of \$2.500m.

Members discussed the scenario of having a surplus of reserves at the end of a fees and levy setting period and noted that the use of any reserve would require Governing Council approval and would be considered during the budget / business planning cycle aligned to the strategic priorities.

The Council noted the Reserves Policy was discussed and recommended for approval by the Risk, Audit and Finance (RAF) Committee at their hui on 24 April 2025 and agreed to approve the Reserves policy.

DECISION GC20250501/5b: The Governing Council approved the updated Reserves policy.

### 5.3 Investment and Cash Policy

The Council noted that:

- alongside the Investments and Cash policy, the Council has developed a Reserves Policy that specifies the nature and value of reserves to be held by the Council.
- the purpose of the Investments and Cash policy is to provide the framework for investing the Teaching Council's (Council) reserves funds.

The Council noted that as with the Reserves policy, the Investment and Cash policy will be reviewed by the Chief Financial Officer every three years, or sooner if warranted by internal or external events or changes. Changes to the Policy will be recommended by the Chief Financial Officer to the Governing Board via the Risk, Audit and Finance Committee.

The RAF Chair updated that the policy was discussed by the RAF Committee at their hui on 24 April 2025 where discussion focused on elements of concentration risk and the Council's risk appetite in this area. Council members agreed that further discussion around spreading investments across different banks (and which bank(s) is used) will be considered by the incoming Governing Council during their term.

The Council noted the policy was discussed and recommended for approval by the RAF Committee and agreed to approve the Investments and Cash policy.

**DECISION GC20250501/5c: The Governing Council approved the Investments and Cash policy.**

### 5.4 Delegations Policy

DCE Tamahau Te Rau recapped that the 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 positions to reflect the internal organisation structure and position titles.
- amended delegation levels for approval of leave without pay and / or anticipated leave

The Council noted that the RAF Committee reviewed the proposed updates at the 24 April RAF hui and agreed to recommend that the Governing Council approves the updated policy.

**DECISION GC20250501/5d: The Council agreed and approved the proposed changes to the updated Delegations Policy.**

DCE Tamahau Te Rau noted to members that as part of the review process, all policies are being updated to align with the Te Tiriti Strategy. This is reflected in the presentation of each policy and in the inclusion of the Teaching Council's Treaty Statement in the policy documents.

### 5.5 Applications for de-registration

The Council noted that clause 7 of Schedule 3 of the Education and Training Act 2020 requires the Teaching 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.

The Council received the two applications received by the Council requesting voluntary deregistration.

The Council noted neither individual is not currently the subject of a conduct investigation by the Complaints Assessment Committee or a competency investigation by the Teaching Council.

**DECISION GC20250501/5e:** The Council approved both applications for de-registration (as specified in papers 5.5a and 5.5b).

## 6. Finance, Audit, and Risk

### 6.1 Summary Finance Reports

The Governing Council received the finance reports for the period ending 31 March 2025 which were taken as read.

Council members noted that fees and levy revenue has continued to exceed budget, mainly from overseas applicants and an updated forecast is discussed in item 6.2.

### 6.2 Financial forecast

The Council received the completed forecast for the financial year ending 30 June 2025, noting the forecast budgeted deficit of \$3.069m, compared to the approved (November 2024) forecast deficit of \$3.836m.

The Council noted that that the forecast includes \$0.735m unallocated project expenditure that can be allocated to accelerate strategic initiatives if required. (The budget paper in June will address any requests to carry-forward any surplus project funding to FY26, should that be necessary.)

The CFO updated that project budgets are forecast to decrease by \$0.192m after excluding unallocated funds. This is largely resulting from timing of the digital platform work.

The Council discussed revenue and expenditure trends, noting:

- o fees and levy income has continued to exceed the budget. This has continued to be driven by applications by overseas teachers, Limited Authorities to Teach, and moving from provisional to full certification.
- o legal expenses related to Disciplinary Tribunal matters are being closely monitored and are on track to keep within the November forecast in FY25.

The RAF Chair discussed the financial position and summarised the discussion from the RAF Committee meeting on 24 April and Council members approved the forecast for the financial year ending 30 June.

**DECISION GC20250501/6a:** The Council approved the forecast for the financial year ending 30 June 2025.

### 6.3 2024-25 Business Plan: Quarter 3 progress report

The Council received a progress report against the 2024/25 Business Plan for Quarter 3, noting that activities are progressing as planned.

DCE Tamahau Te Rau updated members on the five strategic priorities and sub areas within each priority.

### 6.4 Risk reporting

The Council noted the Risk Register and discussed the proposed updates to the established controls.

Members noted that the RAF Committee discussed the Risk Register at their hui on 24 April 2025 and agreed to recommend the updated register to the Governing Council for approval.

The Council approved the proposed updates to established controls, noting that a high-level review will be carried out in June 2025 with a full review of the framework to be undertaken by the new Governing Council in October 2025.

**DECISION GC20250501/6b: The Council approved the updates to the established controls in the Risk Register.**

## 6.5 Any other matters from RAF Committee

The Chair recapped the discussion from the RAF Committee on 24 April around cybersecurity and the need to remain vigilant in this area.

## 7. Strategy, Engagement and Evaluation

### 7.1 Verbal update on advocacy campaign progress

DCE Clive Jones recapped work on the "Teaching Shapes what Matters Most" advocacy campaign and provided a verbal update on:

- the transition between external agency experts and building the Council's own internal skills and capabilities in-house to support the campaign launch and sustain a successful campaign.
- stakeholder engagement feedback from NZEI and PPTA and plans for 'soft launching' to teachers so they have a chance to provide feedback and understand the goals and rationale, ahead of the public campaign.
- the range of campaign assets which can be adapted for different audiences.
- how the campaign launch timeline will coincide with the new Council term (1 July onwards) and how the backstory of the campaign can be captured for the incoming Council.

### 7.2 Verbal update on progress of teacher portal procurement panel

DCE Clive Jones provided an update on the teacher portal procurement process, noting a preferred supplier has been selected and commercial contract negotiations are in progress.

The Council acknowledged the input from Patrick Walsh as Chair of the procurement panel.

## 8. Governance

### 8.1 Review of Panel fees

The Council noted that the Teaching Council has a number of panels that undertake a variety of statutory functions, including the New Zealand Teachers' Disciplinary Tribunal (DT), Complaints Assessment Committee (CAC), Competence Authority (CA), Registration Panel, and Discretionary Pathway Panel.

The Teaching Council is required to use the framework for setting the fees for members of these panels. It is the Governing Council who sets and approves the fees, within the applicable framework range.

DCE Clive Jones provided an update on the internal review of panel member fees which was undertaken using the current Cabinet Fees Framework - Circular CO (22) 2.

Council members were briefed that fee increases of more than 5% in any year cannot be approved by the Governing Council and require an exemption request to applicable Ministers.

On this basis the Governing Council approved a one-off increase of 5% to all panel fees effective from 1 July 2025 excluding the Discretionary Pathway Panel. The Governing Council agreed that a further

review of panel fees is undertaken in 2026, utilising the 2025 version of the Cabinet Fees Framework and a decision on whether to seek a more significant increase that would require an exemption is made at that time.

**DECISION GC20250501/8a:** The Council approved a one-off increase of 5% to all panel fees effective from 1 July 2025 excluding the Discretionary Pathway Panel.

**DECISION GC20250501/8b:** The Council agreed that a further review of panel fees is undertaken in 2026, utilising the 2025 version of the Cabinet Fees Framework and a decision on whether to seek a more significant increase that would require an exemption is made at that time.

The Chair noted that the Governance Charter would be updated to reflect that advisory group and panel fees will be reviewed on an annual basis and Governing Council fees in the third year of each Council term.

The Chair noted that the Teaching Council is also required to use the Cabinet fees framework for setting the fees for members of any Advisory Boards. It was noted that the Governing Council will make a decision at the end of May regarding a proposed 3% increase to advisory group fees each year for the next three years.

## 8.2 Governing Council – Post GC hui evaluations and [REDACTED] recommendations

The Chair reiterated to Council members that the regular evaluation and self-evaluation of governing bodies is governance best practice.

Members noted the summary of the Governing Council hui evaluations and the progress updates on each of the [REDACTED] recommendations from the independent governance review in July 2024.

## 8.3 Verbal update – Appointments and Council fees

The Chair provided a verbal update on discussions with the Ministry of Education regarding the review of Council fees and the appointments process for the incoming Governing Council.

## 9. Any other business

No further items were discussed.

## 10. Papers for information/reference only

**ACTION GC20250501/10a:** Upcoming disability sector engagements to be added to the engagement tracker.

John Tait closed the meeting with a karakia.

[REDACTED]  
Signed:

Approved by the Governing Council on 29 May 2025

Robyn Baker, Chair