

Minutes

MEETING SUBJECT:	Minutes of the Meeting of the Governing Council of the Teaching Council of Aotearoa New Zealand. Fees and Levies
DATE OF MEETING:	Thursday 10 February
TIME OF MEETING:	9:00am – 2:00pm
VENUE:	Zoom
ATTENDEES:	Nicola Ngarewa (Chair), Lorraine Carr, Dagmar Dyck, Clair Edgeler, Pat Newman, Patrick Walsh, Pip Woodward, Jenny Ritchie, Ripeka Lessels, Elg Anderson, Mike Rondel, Frian Wadia, Clare Wells Lesley Hoskin (CE), Pauline Barnes (DCE – PS), Tamahau Rowe (Tātai Heke Māori), [REDACTED] [REDACTED] Ian McEwan (CFO), Michael Thorn (Manager Policy and Implementation), Charlotte McInnes (Chief People Officer), [REDACTED] [REDACTED] Guest – Aedeon Boadita-Cormican
APOLOGIES:	Clive Jones

1. Karakia

Nicola led a karakia at 9.02am.

2. PROGRESS UPDATE: FINAL PRE-CONSULTATION ON FEES AND LEVY INCREASES STAKEHOLDER HUI (VERBAL UPDATE)

The Deputy Chair, Patrick Walsh spoke to the Council regarding the pre-consultation work with stakeholders. Overall, the feedback was positive. Feedback from NZEI was to keep it simple. The PPTA questioned if it's a consultation when the costs appear to be fixed. The Chief Executive will respond to the PPTA in writing.

The Deputy Chair noted that the use of social media was discussed with the PPTA and requested that they would advise their members to be respectful.

In summary, the Stakeholders were pragmatic, understanding and agreed to getting messages out to the profession.

3. DRAFT COMMUNICATIONS AND ENGAGEMENT PLAN

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The Principal Communications Advisor gave a rundown of the engagement plan. This included the launch, feedback from stakeholders and FAQ's. One particular concern was that the video of Nicola needed to be edited to reflect COVID changes.

The Governing Council had a robust discussion on what would work best to get the message across and to the whole of the profession. Some members felt like a video wasn't appropriate and that it could have a large campaign against it, offering more slander. It was noted that a letter doesn't provide the correct messaging to the profession and that the previous video had positive outcomes.

Dagmar joined at 9.32am

It was agreed that multiple voices from the Board need to speak to the profession directly. It was agreed that a video was an appropriate way to do this.

Action – Create a video with the Governing Council members speaking to the profession directly. Kathy to send out key messages to members regarding the video.

4. DRAFT CONSULTATION DOCUMENT AND SUMMARY DOCUMENT

[REDACTED] to the consultation document and stepped the Council through each section. There was a robust discussion around the specific wording throughout the document including the consultation questions.

The Governing Council:

- i. **Notes** the methodology used to model the proposed fees and levies included in the consultation with the profession.
- ii. **Notes** the financial model is provided in full for information.
- iii. **Notes** that Deloitte have undertaken an independent assessment and are satisfied that the Council's actual and proposed costs for delivering its functions, as a part of its planned consultation on proposed fees and levies, are reasonable.

5. COST RECOVERY IMPACT STATEMENT

The Chief Financial Officer spoke to the Cost Recovery Statement and invited discussion. It was clarified by the Chair of RAF, that it will not be read by the public, but it is an important document moving forward as it provided rationale around fees and levies and how they are proposed.

The Chief Executive noted that it needs to connect to the strategic plan and the costs associated.

The Chief Financial Officer clarified it is a public document, but it will not be emailed out to the profession, it's more to have as a reference.

The Governing Council broke for a morning tea break at 10:35am-10:50.

The Governing Council returned to the impact statement.

The Governing Council:

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- i. **Notes** the Cost Recovery Statement provides rationale for the proposed fees and levies.

6. FINANCIAL MODEL – ESTIMATED ANNUAL COSTS FOR FY2022/23 TO FY2024/25

There was a discussion around the financial model and how it is set up for the organisation, and the level of detail that would be included as an appendix in the consultation document.

Elg left the meeting at 11:08am.

The Chief Financial Officer gave a breakdown of inputs and outputs and how every input delivers an output.

Frian left the meeting at 11.15am.

The Governing Council:

- i. **Noted** the methodology used to model the proposed fees and levies included in the consultation with the profession.
- ii. **Noted** the financial model is provided in full for information.
- iii. **Noted** that Deloitte have undertaken an independent assessment and are satisfied that the Council's actual and proposed costs for delivering its functions, as a part of its planned consultation on proposed fees and levies, are reasonable.

7. DELOITTE REVIEW OF TEACHING COUNCIL'S ACTUAL AND REASONABLE COSTS

The Chief Financial Officer took the Governing Council through the final report from Deloitte's.

The Governing Council:

- i. **Noted** that Deloitte have completed their review of the Council's expenditure for the period 2022/23 to 2024/25 and management practices
- ii. **Noted** that Deloitte are satisfied that the Council's proposed costs for delivering its functions, as a part of its planned consultation on proposed fees and levies, are reasonable.
- iii. **Received** the final report (attached) from Deloitte from their review.

8. APPLICATION OF THE TREASURY GUIDELINES FOR SETTING CHARGES IN THE PUBLIC SECTOR AND OAG GOOD PRACTICE GUIDE: SETTING AND ADMINISTERING FEES AND LEVIES FOR COST RECOVERY

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Michael Thorn, Policy Manager stepped the Council through the Treasury Guidelines. The Governing Council:

1. **Noted** the Council agreed to use the principles underpinning both the Treasury 'guidelines for setting charges in the public sector' and Office of the Auditor-General's 'good practice guide: setting and administering fees and levies for cost recovery' to inform the design of the consultation on fees and levies that the Council is required to carry out with registered teachers and holders of limited authorities to teach, including equity, efficiency, justifiability, and transparency.

Refer Item [9.2 "Design of fees and levies consultation process"](#), Council meeting 25 November 2021

2. **Noted** that the feedback from key stakeholders was considered carefully in the design of the consultation, with the principles used to guide analysis of options, framing of draft recommendations, and decision-making by the Governing Council.

Refer item 6, ["Options for consultation on 2022 fees and levies"](#), Council meeting 17 December 2021

3. **Noted** The Council has developed a Cost Recovery Impact Statement (CRIS) based on Treasury's Stage 2 Cost Recovery Impact Statement template designed specifically for proposals seeking agreement on cost recovery levels and incorporates the key principles and considerations principles underpinning the Treasury guidelines and the Auditor General's Good Practice Guide including equity, efficiency, justifiability, and transparency.

Refer item [9.1 "Draft Cost Recovery Impact Statement"](#), Council meeting 17 December 2021

Refer item 5 "Cost Recovery Impact Statement", Council meeting 10 February 2022

4. **Noted** The Cost Recovery Impact Statement has been peer reviewed by an experienced public sector cost recovery practitioner.

9. CONSULTATION CHECKLIST (9)

Tamahau Rowe, the Tātai Heke Māori spoke to the consultation checklist. It was noted by the Chief Executive that we would ensure a key message would be that teachers could seek an extension of time to acknowledge the challenges posed by Covid-19.

The Governing Council:

Noted that transparency and efficiency are important messages to communicate to Stakeholders.

Action - Draft up a letter to deliver to teachers.

10. APPROVAL TO COMMENCE CONSULTATION ON PROPOSED INCREASES TO FEES AND LEVIES

The Governing Council:

**Teaching Council of
Aotearoa New Zealand**

Visit: Level 7, 80 Boulcott Street Wellington 6011, NZ

Post: PO Box 5326, Wellington 6140, NZ

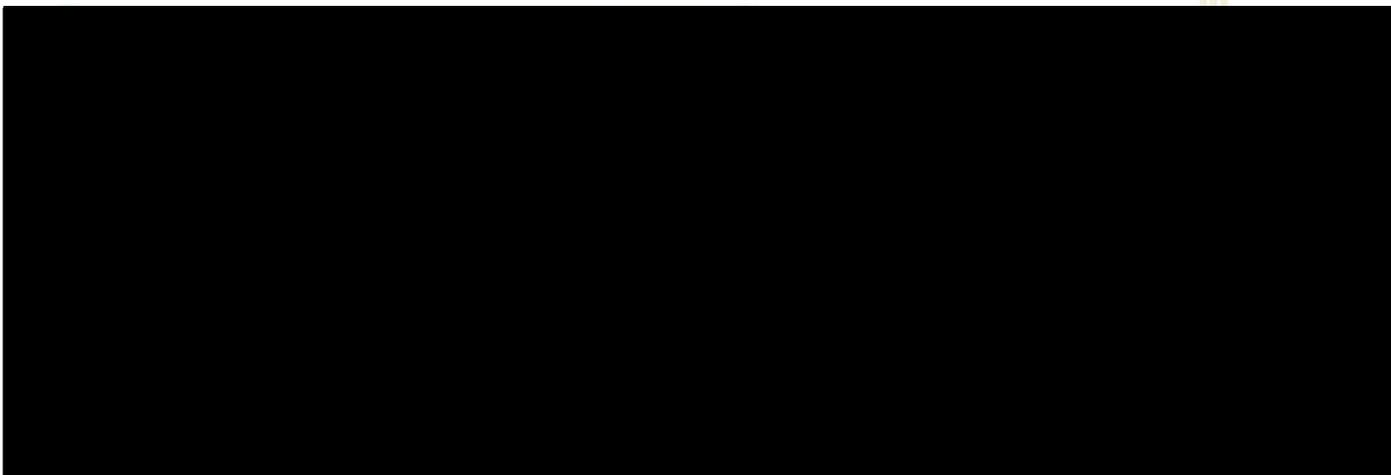
Phone: +64 (0) 4 471 0852

Email: enquiries@teachingcouncil.nz

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- i. agreed to revisit approving the documents via Diligent for ease of recording each decision.

Elg returned to the meeting at 12.30pm.



There was no further business.

The meeting adjourned at 2:00pm with a Karakia.

Signed _____
Nicola Ngarewa
Chair
Teaching Council of Aotearoa New Zealand

_____13/04/2022_____