

**AGENDA**

November 20th 2015

Skype Meeting 12.00pm – 2.00pm

**Agenda Item**

Welcome

Present:
C Howlett, K Dean, K Mitchell, P Woodward, S Bond, A Taylor

Apologies:
J Hale, S Stenson, P Prestidge, S Read, W Henderson (joined meeting)

Minutes of the previous meeting:
Circulated, read and accepted as a true representation of the previous meeting.
Moved, A Taylor
Seconded, K Mitchell

Treasurers report:
Schools responding well to online invoices. Schools are paying accounts for 2016 already which is great. A Taylor will send an email to the Exec with up dated membership payments early in 2016 so Exec can chase those who have not paid.
Jo doing a great job with the invoices.
Accounts tabled;
Cheque Account balance as at 18th Nov, 2015 $9,888.83
Total funds held;
Cheque Account $9,888.83
Term Deposit $13,000.00
Total Funds $**22,888.83**Request for payment;
Admin work $400.00
Website Hosting $207
Postage TBC

Accounts accepted.
Moved, A Taylor
Seconded, K Dean

Correspondence inward
None

Correspondence outward
None

Matter arising:
Campbell contacted by Sarah Borrell Group Manager Education Workforce MOE.
Sarah and Campbell meet and discussed how both organisations could work more closely together. Suggested that Sarah attend an exec meeting in 2016. Education Workforce group are very keen to have deliberate conversations around the supply and retention of quality APs & DPs, valued in their jobs. Sarah is keen to support.
Campbell to invite Sarah to attend the Exec’s term two meeting.

Future planning & strategic direction

* Conference Guidelines
	+ Karen following up on this. The Auckland committee have only had one meeting since the conference.
	+ Annette believe the book of conference guidelines does exist but not sure where. Jo who is our administrative help could collate and create a file of things for conference organisers.
	+ Karen will forward information from the Auckland Conference committee to Annette for inclusion
	+ All other exec members are to pass onto Annette any relevant material that could be included in a Conference Guide book/file
* Regional Learning Tour update
	+ MOE has granted $16,000 for the Learning Tour and NASDAP will match it.
	+ Annette will Liaise with Elizabeth and Karen re expenses and costs
	+ Pip will be the NASDAP representative on the Tour
	+ Theme is ‘Modern learning practices and student centred pedagogy’
	+ Bay of Plenty is the location for the Tour – Papamoa, Te Puke, Hauraki Plains, Ngatea Primary. Karen will contact Elizabeth Cracker from CORE to look at venues
	+ Included in the Tour we should have a presentation from a guest speaker at the start. Karen to Liaise with Elizabeth about who could be the guest speaker – David Hood, Jennifer Garvey Berger, Linda Bendickson, Rachel Bolstard, Ellie Bull, Jane Gilbert, Frances Valintine
	+ Need to have a round up at the end of the Tour to create synthesis
	+ Tour is three days long
		- Fly in to Auckland night before and have dinner and presentation
		- Next two days on the tour looking at schools and their practice
		- 3rd Day travel back to Auckland and have group meeting – synthesis
	+ Campbell and Kevin to be on the selection panel along with Elizabeth from Core
	+ Annette to pass on the application forms and selection criteria
	+ Date of the tour is Term three 2016 with applications opening early in term one 2016
* Website
	+ Populate regional areas
		- Need an email reminder to put material up on the website – Campbell to follow this up
	+ Exec responsibilities
		- Professional Readings – Pip and Steve
		- Resources – Kevin will put resources up of the new Health and Safety at Work Act. Campbell to pass on information to Kevin about the Vulnerable Children’s Act.
		- Links – Warren and Karen to look at this (see August Minutes)
		- Contact Sheldon to se if we are able to send push notifications out to members stating that the website has been up dated. Possible send an email out each month or once a term letting members know.
		- Exec are to let Annette know what has been posted so that she is able to send out the email.
* Meetings ­
	+ 2016 dates
		- February 26th 9.30-3.30pm Wellington Airport – Kim Shannon MOE to talk (Head of Property)
		- June 10th 9.30-3.30pm Wellington airport – Sarah Borrell MOE (Education Workforce Group)
		- September 9th 1.15 – 3.00pm Skype meeting
		- November 18th 1.15-3.00pm Skype meeting
	+ Please book flights early to get best airfares.

Regional Reports

* Exec members to email these to Campbell and post on to the website.

SPAC

* No meeting

SQAG

* Length of time in exams vs number of standards
* New subject standards; psychology, and Agribusiness
* Digital exams – MCAT trial
* Principals nominee work load
* Moderation – samples should be sent for internal assessments as they are for external assessments

General Business
Warren to organise a minute taker for Term 1 and 2 meetings

End of Meeting
Meeting closed at 1.32pm