**NASDAP**

**Minutes of the Skype Meeting held on Friday, 9 September 2016**

The meeting commenced at 1.30 p.m.

**Present:** Campbell Howlett (President and Chair), Warren Henderson, Steve Read, Pip Woodward, Stella Bond, Kevin Dean, Jocelyn Hale.

**Apologies:** Penny Prestidge

1. **WELCOME**

The Chair welcomed everyone to the meeting.

1. **APOLOGIES**

Apologies were received from Penny Prestidge.

1. **MINUTES OF PREVIOUS MEETING**

The minutes of the meeting held on 10th June 2016 had been circulated.

**Motion:**

That the minutes of the meeting held on 10th June 2016 be confirmed as a true and correct record of the meeting.

*Woodward / Howlett – Carried*

1. **MATTERS ARISING FROM THE MINUTES**
   1. **Replacement for Sarah Stenson & Karen Mitchell**

Annette will contact the Auckland Association about replacements for Karen and Sarah and seek an election for the two Executive positions.

**Action: Taylor**

1. **TREASURER’S REPORT**  
   Annette Taylor presented the Treasurer’s Report. Annette will make the accounts available to the Chair, and he will circulate them.

**Treasurers Report**

9 September 2016

|  |  |  |
| --- | --- | --- |
|  | | **$** |
| Cheque Account | Balance as at 24/02/2016 | 10,158.16 |
| Term Deposit | Balance as at 01/09/2016 | 20,000.00 |
| **TOTAL FUNDS HELD** | | **30,158.16** |

**Requests for Payments – over and above reimbursements to Executive:**

Funds to be released at the conclusion of the meeting for approved expenditure over and above Executive Claims for reimbursement:

|  |  |  |
| --- | --- | --- |
| **Payee** | **For** | **$** |
| JOANNE BARNES | Continuation of work to help NASDAP Database and Annette Taylor as per agreement | $400 |
| INBOX DESIGN | Internet Hosting at $51.75 per month – July - September 2016 | $155.25 |

Annette M Taylor

Treasurer

*Taylor / Woodward - Carried*

1. **CORRESPONDENCE**None
2. **REGIONAL LEARNING TOUR – UPDATE**

Dates of the tour are set at 6-10 March

Elizabeth Coker (Core) will work with Annette regarding the Administration details and the timeline. Annette will keep an eye on the budget as there are concerns that costs could rise.

Selection panel for the tour will be made up of Steve Read, Stella Bond and Campbell Howlett.

The cut-off date for applications is 14th November.

Costs to the school will be 3 teacher release days plus $500. It was noted that schools are getting $2500 worth of Professional Development.

Participants will arrive in Auckland on Sunday 5th March, then traveling through to the BoP on Monday 6th March through to Wednesday 8th March when participants will return to Auckland.

1. **Workload and time management**

The meeting felt that more information needs to be gathered about workload issues that face AP’s and DP’s.

Steve Read and Kevin Dean to develop a survey to gather more information. This survey to be circulated week six of Term Four

**Action: Read / Dean**

1. **REGIONAL REPORTS**

Please email your regional reports to Campbell so that these can be put on the website

**Action: Howlett**

1. **LEGISLATION**
   1. **Health and Safety at Work Act**Campbell offered to share his schools Child Protection Policy and will also share information about two electronic Health and Safety tools.

**Action: Howlett**

The PPTA are also available for PD presentations on Health and safety as well as Worksafe NZ

1. **CONFERENCE**

**2017 National Conference – Taranaki**

Stella Bond spoke about the progress and arrangements for the 2017 national conference and pointed out that everything was on track and on budget.

Stella will identify how NASDAP Exec member could help in the lead up to the conference.

**Action: Bond**

We still need to identify a region to host and run the 2019 National Conference.

1. **COMMITTEE REPORTS**
   1. **SPAC Report**  
      No report was presented as Steve Read had to leave the meeting early.
   2. **SQAG Report**

Stella Bond said that the most recent meeting of SQAG covered:

* Digital Trials
* Future Stay
* Discussion around how we assess
  + One assessment using two standards
* NZQA wanting to reduce the number of standards and the amount required in answers
* Using technology to assist assessment
* Vocational Pathways – Finding path

1. **GENERAL BUSINESS**

There was no other general business.

1. **NEXT MEETING**

The next meeting will be a Skype meeting on 25 September 2016 from 1.30 p.m. to 3.00 p.m.

The meeting concluded at 3.00 p.m.

Minutes confirmed as a true and correct record:

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(Chair) (Date)