



**Approved Minutes of the SPELD NZ Annual General Meeting held on
28 September 2019**

Venue: Stamford Plaza Hotel 22 Albert Street Auckland

Attendance: Professional Members & Life Members

Surname/ First Name	LLG	Surname/ First Name:	LLG:
Alce, Julie	Canterbury	King, Wendy	Bay of Islands
Anderson, Genevieve	Mana	King, Janet	Taranaki
Arnold-Finlayson, Anastasia	WBoP	Klyen, Wendy	Waikato
Ashman, Lynne	Manukau	Leckie, Tracie	Dunedin
Balaji, Meera	Hutt Valley	Linscott, Sue	Canterbury
Barnsley, Christine	Dunedin	Loughnan, Sarah	Canterbury
Bird, Debbie	Hawkes Bay	Maclachlan, Marilyn	Mana
Bjarnesen, Cathryn	Wellington	McLachlan, Supranee	Waikato
Bosman, Carin	Auckland	McNabb, Heather	Hawkes Bay
Bourhill, Beryl	Auckland	McNish, Sharon	Canterbury
Boyce, Eleanor	Auckland	Maingay, Raewyn	Manukau
Boys, Beverley	Mana	Michell, Susan	Nelson
Brear, Merran	Waikato	Miller, Julia	Auckland
Bright, Andrea	Auckland	Milne, Linda	Canterbury
Burton, Lindy	Auckland	Mittens, Corinne	Auckland
Byrne, Sonia	Manukau	Mook, Astrid	Waikato
Caldwell, Kate	Franklin	Morris, Kim	Franklin
Cameron, Liz	Manukau	Nagayah, San	Manukau
Cary, Laura	Canterbury	Naidu, Sundrie	Manukau
Cheung, Ingrid	Auckland	Nathan-Welch, Andrea	Manukau
Conaglen, Amanda	Taranaki	Nelson, Melanie	Auckland
Copland, Rosemary	Dunedin	Neumegan, Karen	Gisborne
Cousins, Dawn	Dunedin	Neville, Angela	Auckland
Croucher, Maria	Whangarei	Nunes, Lois	Manukau
de Castro, Sharon	Waikato	O'Connor, Shelley	Waikato
de Raat, Sarah	Auckland	Oliver, Odette	Hawkes Bay
Den-McKay, Caroline	Taranaki	Paul, Stacey	Franklin
Devine, Kate	Mana	Pirie, Jenny	Auckland
Edwards, Roz	Auckland	Pollard, Emma	Western BoP
Ellis, Julie	Auckland	Ralston, Susan	Auckland
Etchells, Jill	Auckland	Ramjee, Mina	Manukau
Evans, Katrina	Canterbury	Sabourin, Patricia	Eastern BoP
Fairbrass, Marion	Canterbury	Sanders, Alexa	Canterbury
Fanshawe, Isobel	Canterbury	Scanlan, Peter	Hutt Valley
Faulkner, Becky	Canterbury	Scragg, Kay	Gisborne
Forsyth, Raewyn	Waikato	Shepherd, Jean	Auckland
Forsyth, Sharon	Taranaki	Shields, Claire	Manukau
Gentle, Terry	Southland	Somasundaram, Balaji	Hutt Valley
Giblin, Cath	Eastern BoP	Steel, Fiona	Canterbury
Green, Helen	Western BoP	Stephens, Nicky	Taranaki
Grover, Prakash	Manukau	Tacon, Janis	Hawkes Bay
Herbert, Chris	Auckland	Thomson, Penny	Canterbury
Hey, Angela	Taranaki	Tyghe, Wendy	Gisborne
Hogwood, Mary	Taranaki	Van de Weele, Jolande	Blenheim
Hutchinson, Pam	Manukau	Van Eyssen, Christel	Hawkes Bay
Hutchinson, Shona	Auckland	Van Falier, Sjaan	Hut Valley
Inglis, Karen	Dunedin	Van Oosterom, Jan	Waikato

Wallace, Natalie Wallen, Karen Walthew, Anita Watt, Jenny Watt, Rochelle Wells, Lois White, Marilyn Wisniewski, Maree	Taranaki Western BoP Waikato Auckland Taranaki Canterbury Hutt Valley Auckland	Friends Of SPELD NZ Attendance Connor, Julie Driver, Serena	Auckland Southland
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Apologies: Fairclough, Nicky (Wellington), Ward, David (Auckland), Voges, Carina (Canterbury), Pabbruwe, Sophie (Manukau)

Moved from the Chair that apologies be accepted.

Peter Scanlan.

Carried

Welcome - Chair

Meeting commenced at 5.05pm

- 1 Peter Scanlan welcomed everyone to the 2019 AGM and introduced members of the Board. Jeremy Drummond introduced National Office staff. Peter also advised the rules of speaking and voting.

Motion: That we adopt the rules of speaking (as read) for the 2019 AGM.

Moved from the Chair by Peter Scanlan. Carried

- 2 Proxy Votes: No proxy votes were received.
- 3 Confirmed that all in attendance were members.
- 4 Confirmed that we have a quorum.

Previous Minutes & Matters Arising

1. Minutes of Annual General Meeting held in Wellington September 2018 were circulated.

Motion: That the minutes be taken as read.

Moved from the Chair by Peter Scanlan. Carried

2. Matters arising: nil

3. **Annual report (Chair, Executive Officer, PSC)** covering our four strategic goals, was presented to the AGM by Peter Scanlan, Eleanor Boyce and Jeremy Drummond

1. Peter Scanlan spoke to Strategic Goal 1 (Expertise and Leadership)

i) The challenge of finding and retaining SPELD NZ volunteers, especially for the Board and Professional Standards Committee was noted.

ii) The Board is actively invested in self-evaluation and performance against the strategic plan.

iii) Removal of the Regional Representative board role at the 2018 AGM has resulted in all Board members having better knowledge and more engagement with LLG business.

iv) The work and commitment of LLG members was acknowledged.

2. Eleanor Boyce spoke to Strategic Goal 1 professional matters and courses:

i) The committee operated with only three elected members. Eleanor thanked National Office for their collegiality and reminded members that assisting with PSC projects is also a valuable service to the organisation.

ii) Major projects included the delivery of WJIV Guide workshops and associated professional development, strengthening of the guidelines for probationary teachers and mentors, seeking programme approval from NZQA for the level 5 qualification.

iii) Development of Skype for lesson observations and appraisal is an effective tool.

iv) EER category 1 status is retained. Excellence in all 6 categories.

3. Lynne Ashman spoke to Strategic Goal 2 – Awareness

i) Marketing of the organisation and its services is carried out chiefly through the website and Facebook. The new website has received positive comment from families and members.

ii) The Record magazine is a very professional publication. Lynne thanked Julie Conner for her work on The Record

ii) SPELD NZ also publishes in a wide variety of print media. A lot of face-to-face business is carried out, particularly with the Ministry of Education, community groups and tertiary institutions.

4. Jeremy Drummond spoke to Strategic Goal 2 – Relationships with Stakeholders

i) Interactions included attendance at meetings, hui, workshops, forums, consultations with key stakeholders such as Ministry of Education, RTLB, NZCER, NZQA, State Services Commission, Social Investment Agency and the Privacy Commission.

ii) SPELD NZ's product is being diversified in order to meet the changing needs of stakeholders.

iii) Cultural mindfulness and use of Te Reo are being incorporated.

Peter Scanlan thanked LLG organisers, Professionals, staff and volunteers for the countless hours of input. He also acknowledged the financial supporters of SPELD NZ.

Move & Second that this report be received:

Shona Hutchinson/Eleanor Boyce. Carried.

Finance Report: presented by Shona Hutchinson – Strategic Goal 4 - Sustainability

Financial Reports and comments will be uploaded to the SPELD NZ website following the meeting.

1. The main points of the report were:

i) The style and timeliness of William Buck reporting is excellent.

ii) The organisation must ensure sufficient funds are kept in reserve to meet future committed liabilities.

iii) Software expenses were a priority, including a systems-upgrade giving increased protection for cyber security and the library software package.

iv) Overall, the Board believes that the business of SPELD NZ is managed well financially and that the financial position is stable.

Shona acknowledged all the Professionals in their commitment to SPELD NZ and noted that we all have a responsibility to grow our membership. She also acknowledged the many hours of volunteer input.

Shona acknowledged the work of Sue Radcliffe in ensuring sufficient funding to support students and Professionals and for operating expenses.

Shona also acknowledged the staff for their dedication to the organisation.

Move & Second that the Financial report be accepted:

Shona Hutchinson /Lyn Davis (Auckland). Carried.

2. *Move & Second that William Buck be reappointed as Auditors:*

Shona Hutchinson /Kate Caldwell (Franklin) Carried.

Election of Board &PSC

1. Board: There being only one nomination received by the due date, Penny Thomson is automatically elected. David Ward, a nominee from the floor of the meeting, was elected.

Moved from the Chair. Carried

A nomination from the floor for David Ward was received.

Move and Second that David Ward be elected on the Board:

Shona Hutchinson/Angela Neville (Auckland) Carried.

Remits: Presented by Julie Alce

Remit 1: - To disestablish the Membership Committee of the Board

Current Wording: Rule 11.11 The Board will, from among its membership, establish and appoint a convener of the following committees:

a) Membership Committee, having responsibility through the Board for the consideration of membership applications where the Executive considers the applicant does not meet the requirements of these Rules or any policy made under these Rules.

Rationale: i) The membership committee has very limited functions – only where an application for membership is questioned by the Executive. All other membership matters are dealt with by the Board itself or through the Urgent Decisions Committee (where the matter cannot practicably wait until the next full Board meeting) or the Professional Standards Committee. For example, defaults or termination of membership.

ii) Since transition in 2012, the Executive has not needed to refer applications for membership decisions to the Membership Committee.

iii) Executive has occasionally turned down an application for a member to train due to eligibility criteria. However, that is a separate matter to suitability for membership.

Move & Second that Remit 1 be accepted:

Julie Alce/Christine Barnsley. Abstain: nil Carried.

If Remit 1 is passed, then the following remits will be moved:

Remit 2: To amend Rule 11.11 (stated above in Remit 1) as follows:

i) Delete 11.11

ii) Subsequently 11.11b-4 would change to 11.11a-d

Rationale: To realign Rule 11.11

Moved & Seconded: Julie Alce/Lynne Ashman. Abstain: nil Carried.

Rule 10.4

Wording: Membership applications will be considered in the first instance by the Executive and if the Executive considers the application does not meet the requirements of these Rules or any policy made under these Rules, the Executive will refer the application to the Membership Committee.

Remit 3: Membership applications will be considered in the first instance by the Executive and if the Executive considers the application does not meet the requirements of these Rules or any policy made under these Rules, the Executive will refer the application to the **Board**.

Rationale: This would be Board business if the Membership Committee is disestablished. 'Board' replaces 'Membership Committee.'

Moved & Seconded: Julie Alce/Lynne Ashman. Abstain: nil Carried.

Rule 10.5

Wording: An applicant whose application has been declined by the Membership Committee may appeal to the Board, within three months of the date of the decision declining the application, setting out the reasons the applicant considers the application ought to have been accepted. The Board will advise the applicant of its decision, and that decision will be final.

Remit 4: An applicant whose application has been declined by the **Board** may appeal to the Board, within three months of the date of the decision declining the application, setting out the reasons the applicant considers the application ought to have been accepted. The Board will advise the applicant of its decision, and that decision will be final.

Rationale: The decision whether to decline a membership application would go directly to the Board if the Membership Committee was disestablished. 'Board' replaces 'Membership Committee'.

Moved & Seconded: Julie Alce/Shona Hutchinson. Abstain: nil Carried.

Points of general discussion: nil

General Business

Item 1: Award of Life Membership certificate – Judith Alexander.

Peter Scanlan acknowledged Judith Alexander's involvement with the organisation as Assessor and member of the Professional Standards Committee.

At 2018 AGM Peter Scanlan announced that the Board of SPELD NZ awarded a lifetime membership to Judith Alexander. Judith was unable to attend the AGM and we now make the formal award. Judith trained as an assessor in 2011 and received her certificate in 2012. She joined the Committee of SPELD Auckland in 2011. Judith provided premises and secretariat services pro bono for SPELD NZ PSC in 2011 and until August 2012 and the National Office move to larger premises. Judith has been a tireless worker for SPELD NZ on the PSC and the Board is delighted to make the award, which Judith has reluctantly and modestly accepted.

Moved & Seconded: Peter Scanlan /Shona Hutchinson. Carried

Chair Closing Remarks

i) Peter thanked Shona Hutchinson and Julie Alce for their time on the Board. They have both served three consecutive terms. Shona will continue for a further year in a co-opted role.

ii) Peter thanked Jeremy Drummond for all she does to keep SPELD NZ moving forward.

iii) Peter thanked the following: Lyn Davis for her volunteer work, especially with Moodle platform. Programme Review Sub-Committee for their work in gaining approval for the NZQA level 5 course. Jean Roulston for collating statistics; these statistics were shared in graphic form to close the meeting.

Item 2: Venue & Date for 2020 AGM will be Saturday 26 September 2020 in Christchurch
AGM closed 6:25 pm