

## A&TT Minutes 1 Feb 2017, 1 pm

**Attendees:** Tessa Meek, Susie Lever, Rosie Holland, Jo Peden

**Apologies:** Louisa Potter

Confirmed Minutes from 13 December 2016.

### **1. Further discussion regarding Melodie's request for her Indonesian students to sit in NZ and to hear from Susie what the Moderators thought regarding this.**

The Committee re-discussed Melodie's request to let her Indonesian trainees to sit assessment in NZ. A&TT decided to stay with their original decision in line with the constitution which says candidates should sit in the closest country if they are unable to sit in their own.

**Action Point:** Rosie to write to Melodie to let her know the A&TT Committee thinks the Indonesian students should sit in the closest country they are able to.

### **2. Vanessa Greenwood – the new co-ordinator for JI level 1&2 assessments and where we are at with her preparation to take over the role**

Vanessa has agreed to be the JI 1&2 Coordinator. Jo and Tessa have given her a brief outline of the role and Anne-Marie is in touch to do a hand over in March.

**Action Point:** Jo to give Vanessa dates and timings for the JI 1 & 2 Assessments and info on Assessors.

### **3. General update on All Assessors meeting**

Susie has only received a couple of agenda items for the meeting.

**Action Points:**

- Susie to ask Suzi Carson if she is happy to take the minutes for the meeting.
- Susie to ask Fran if she is happy to arrange the catering for the meeting.
- Susie to remind All Assessors (about a week before) that the deadline for agenda items is 18 March.

### **4. Discussion about Moderators proposal for Anne-Marie's future development**

A&TT would like encourage Anne-Marie's professional development as recommended by the Moderator Group. The A&TT noted that we would like to ensure Anne-Marie feels like this is an invitation which she can have input into so the plan can suit her and her situation.

**Action Point:** Susie to write letter of invitation for Anne-Marie consulting with Moni.

### **5. Australian All Assessors update (No response from Exec re funding for Fran)**

At this stage there has been no response from the Executive regarding funding for Fran. The meeting is in March so Fran will need to know shortly so she can get organised if she is going.

**Action Point:** Tessa to write to the Executive to ask them if they can respond to an earlier email regarding approval (or not) of funding for Fran to go to the Australian All Assessors meeting.

### **6. General update on Assessments for 2017**

The website has a couple of discrepancies with the application form for JI1 (from Rosie). We discussed the timing of candidates to receive the questions – we decided this was a question for All Assessors discussion.

**Action Point:**

- Jo to check the assessment application forms are correct.

## **7. Initial discussion about 2017 AGM. Do we have any items for Agenda this year?**

Discussed checking the protocol for the AGM. Also discussed succession planning for the Executive Committee as many of the longer standing members will be due to step down in 2018.

**Next meeting: 1 March 2017, 1pm**

### **Agenda items for next meeting**

- A&TT Agenda items to All Assessors
- Numbers for assessments

### **Action Points from 1 Feb 2017**

- Rosie to write to Melodie to let her know the A&TT Committee thinks the Indonesian students should sit in the closest country they are able to.
- Jo to give Vanessa dates and timings for the JI 1 & 2 Assessments and info on Assessors.
- Susie to ask Suzi Carson if she is happy to take the minutes for the meeting.
- Susie to ask Fran if she is happy to arrange the catering for the meeting.
- Susie to remind All Assessors (a week before) that the deadline for agenda items is 18 March.
- Susie to write letter of invitation for Anne-Marie consulting with Moni.
- Tessa to write to the Executive to ask them if they can respond to an earlier email regarding approval (or not) of funding for Fran to go to the Australian All Assessors meeting.
- Jo to check the assessment application forms and correct.
- Tessa: Agenda items for next meeting: A&TT Agenda items for All Assessors & numbers for assessments.