

IYANZ – A&TT Meeting

Meeting Notes, 10 June, 1pm

Attendees via Skype: Tessa Meek (Chair); Anne-Marie Tweedie; Susie Lever; Jo Peden.

Apologies: Louisa Potter

1. Susie's draft regarding Assessment dates and applications

Peter Scott has suggested the NZ J3 be held in May 2017. Introductory I&II – last week in June and first weekend in July (ask Introductory candidates to put aside these two weekends).

Planning to advertise 2017 assessment dates in October/Sept Link and at that time contact all teacher trainers and on put on website. Discussed the possible application dates to be from mid-January to the end of February.

Confirmed that constitutionally the numbers for Introductory Assessment is between 6-8 candidates and JIs 4-8 candidates.

Action Points:

- Jo to ensure assessment dates are advertised in Oct/Sept Link.
- Susie to update Assessment procedure draft for A&TT Google docs.

2. Recommendations/Policy and Procedures

How do we gather policy, procedures and recommendations (like the above)? Where does it go? (Including Assessment Coordinators job descriptions) so we can ensure smooth hand over and efficiency. Discussed having a google docs file that A&TT have shared access to.

Action Point: Tessa to set up google doc for A&TT.

3. Format a letter to Peter Scott regarding Moderators' Group

Louisa talked to Peter Scott following All Assessors meeting in March. His view is that the Moderators group is an advisory group (there if committees get stuck or need help). They do not need to have monthly meetings, but get together if there is an issue they need to discuss. The Moderators group confers with the Australians, as this group is NZ's path of communication to Australia's Certification committee. The Australian Certification Committee is happy to have NZ assessors over to observe their assessments, once they have started to assess. Australian CC need to be asked in advance and be given details of the assessors background.

4. A&TT Succession Plan

Anne-Marie has suggested a succession plan for A&TT. Suggesting that the role of Chair is rotated each year and the Coordinator role every 3-4 years. If you are an assessor you are expected to take a turn on committee. Anne-Marie will be leaving the A&TT after the AGM and Tessa the chair of A&TT (and possibly the committee). We will need someone for JI coordinator. Tessa has stepped down from liaising with the Executive committee. She has asked the Exec Committee to contact A&TT if there is anything in particular A&TT needs to know.

Action Points:

- Tessa to contact Rosie to see if she is available to come on committee (possibly as Chair). All A&TT members to review Anne-Marie's document and forward suggestions.
- Anne-Marie to coordinate feedback from A&TT regarding assessment document.

5. A&TT Minutes to Executive

Jo to send confirmed minutes to the Executive Committee and the A&TT committee is happy for these minutes to be put onto the website.

6. Venue Assessment

No one from All Assessors has got back to Anne-Marie offering to help with the task of looking at neutral venues in Auckland for assessments which have the required facilities. In the meantime we will continue to use the venues which are currently used.

7. JI Application forms

JI application forms need updated. The JI applicants now need a signed referral for assessment.

Action Point: Jo to liaise with Anne-Marie.

8. All Assessors

Follow-up from Anne-Marie. Checked that A&TT had done all that had been required following All Assessors.

9. Culture of IYANZ

Discussed the culture we would like to see in IYANZ keep moving towards (democratic and inclusive).

10. Moni's letter regarding the use of the 'Iyengar' name in a school

A&TT agreed to second Moni's motion regarding the use of the 'Iyengar' name in a school which Moni will take to the AGM to be voted on.

Action Point: Tessa to confirm A&TT will second Moni's letter.

Next Meeting: 8 July 2016, 1.00 pm

Action Points from 10 June Meeting:

- Jo to ensure assessment dates are advertised in Oct/Sept Link.
- Tessa to set up google doc for A&TT.
- Susie to update Assessment procedure draft for A&TT Google docs.
- Tessa to contact Rosie to see if she is available to come on committee (possibly as Chair).
- Anne-Marie to coordinate feedback from A&TT regarding assessment document.
- All A&TT members to review Anne-Marie's succession planning document and forward suggestions
- Jo to liaise with Anne-Marie regarding JI application forms.
- Tessa to confirm A&TT will second Moni's letter.