

## A&TT Minutes 13 Sept 2018, 1.30 pm

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

Item	Discussion	Action Points
<b>Minutes from last meeting</b>	Minutes from 6 August 2018	Unanimously passed
Brief background of current A&TT and welcome to new members	Welcome to Tamar and Wendy. Brief overview of A&TT work. Tessa will be on the Exec committee (as Chair of A&TT). Susie L is leaving the Moderators Group however, planning to stay on A&TT.	
<b>1. Taking over Jo's roles</b>	General overview of Assessments: Wendy Secretary: Tamar Intro Assess Coordinator: Wendy Database Manager: Tamar	
<b>2. Coordinating volunteer students</b>	Should we have one person as coordinator of volunteer students for all assessments?	Possibly each coordinator manager their own or delegate as need be.
<b>3. JI 1,2 &amp; JI 3 Assessment Coordinators</b>	Susie will stay on as JI 3 Assessment Coordinator 2019. Tessa will coordinate JI 1&2 2018 Clare will take over JI 1&2 2019	Susie JI3 Tessa JI1 and JI2, 2018 Clare JI1 and JI2, 2019
<b>4. Finalise panels for 2019 Assessments</b>	<b>Introductory Mod:</b> Anne-Marie <b>Assessors:</b> Fran, Cornelia, Suzanne <b>Trainees;</b> Eira, Jo P <b>J11 Moderator;</b> Susie L. <b>Assessors;</b> Rosie, Paul (If Pune visit 2018) or Cornelia. <b>Trainee:</b> Suzi C <b>J12 Moderator:</b> Melodie <b>Assessors;</b> Anne-Marie, Susie L. <b>trainee</b> Paul (same as above) <b>J13 Moderator:</b> Moni <b>Assessors;</b> Melodie and 1 Australian <b>SI1:</b> Moni and two Australians  Note dates for Assessments 2019 are: · Introductory Assessment: 17-19 May · Junior Intermediate 3: 24-26 May · Senior Intermediate 1 & 2: 10 -11 Aug · Junior Intermediate 1: 1-3 Nov · Junior Intermediate 2: 1-3 Nov  Discussed that there are many trainees at Intro level: Jo, Eira, Tessa, Jyoteeka and possibly Pat.	<b>Tessa</b> to send an email to SAG group to ask all A&TT members to be included in correspondence for clarity.  <b>Tessa</b> to check Suzi C is observer at JI1, 2019.  <b>Tessa</b> to enquire with Anne-Marie about maybe splitting the trainee assessors into two and having two shifts at Intro 2019. Also let Anne-Marie know we are looking to book the Ponsonby Community Centre.  <b>Wendy</b> to book Ponsonby Hall and another room at the community centre for 17-19 May.
<b>5. AGM Briefing</b>	Attended the meeting. Lots of talk about the convention. R the reports.	<b>Jo</b> to check AGM minutes are circulated with the next Link.

<p><b>6.</b> Should students sitting J3 or SIs need to have been to Pune in the last 3 yrs?</p>	<p>(In Canada you can't sit any JIs without being to Pune within the prior 3 years). Moderators should be assessing this at the time of application.</p>	<p><b>Tessa</b> to alert Moderators group to the potential issue.</p>
<p><b>7.</b> All Assessors Meeting 2019 March 9 – 10</p>	<p>Are we on track? Do we need to converse with SAG group regarding this?</p>	<p><b>Tessa</b> to liaise with Moni to book venue. <b>Tessa:</b> Next Agenda: Letter out to assessors and Teacher Trainers. <b>Tessa</b> to confirm with Moderators they will organise the agenda.</p>
<p><b>8.</b> Tessa &amp; Jo beginning Teacher Training</p>	<p>And where did the one-page outline idea come from? Do we need to submit? Susie L: The one-page outline came from Geeta when she was looking at TT programmes. Geeta wishes to see apprenticeship style trainings now. We no longer need to submit the page. Discussed that TT mentorship would continue from the start of TT until at least the first candidate sat assessment.</p>	<p>A&amp;TT are happy for Tessa and Jo to commence Teacher Training under Rosie Holland's mentorship.</p>
<p><b>9.</b> Cornelia's mentorship.</p>	<p>Two sessions with Melodie so far. She has enquired if further is required.</p>	<p><b>Tessa</b> to write to Cornelia and cc Melodie to encourage her to keep in touch with Melodie until her first candidates sit.</p>
<p><b>10.</b> JI 1 &amp; 2 November 2018</p>	<p>(Tessa to ask Jo about assignment procedure etc). Clare how are volunteers going?</p>	<p><b>Jo</b> and <b>Tessa</b> to liaise</p>
<p><b>11.</b> Letter of Congratulations</p>	<p>Letter of Congratulations with reminders about obligations (being volunteers students) to be sent to successful candidates.</p>	<p><b>Jo</b> to find the basic letter and give to Tamar and <b>Susie L</b> to send to successful JI3 and SI1 candidates.</p>
<p><b>12.</b> Assessment Paperwork</p>	<p>Can we go more electronic?</p>	<p><b>Tessa</b> to put on next agenda.</p>
<p><b>13.</b> Assessments on Website</p>	<p>Also Facebook ....</p>	<p><b>Wendy:</b> Assessment dates on the Website (via Kathleen) <b>Tamar</b> to liaise with Rosie P about Assessments on Facebook page.</p>
<p><b>14.</b> Other Business</p>	<p>Next meeting</p>	<p>Tuesday 23 October 1.30 pm</p>



