

# **IYANZ – A&TT Meeting**

## **Meeting Notes, 20 September 1pm**

**Attendees via Skype:** Tessa Meek (Chair); Susie Lever; Louisa Potter; Rosie Holland; Jo Peden.

Welcome to Rosie Holland

- 1. Brief overview of AGM (Susie)**
- 2.**
- 3. Assessment Coordinator JI 1,2&3**

Anne-Marie to continue with the coordination of the J2 Assessment for 4-5 November this year.

Discussed having Susie take over the coordination of the J3 Assessments. Susie has drafted an email to Peter Scott to confirm date for J3 May 2017 (and to also check dates for Australian All Assessors meeting).

**Next Agenda:** The Assessment Coordinator for the JI 1&2 to be decided later this year.

#### **4. Procedure if Teacher Trainee breaches condition in TT Manual**

A teacher trainee has changed teacher trainers without contacting previous trainer (from Louisa to Suzi Carson).

**Action Point:** Jo to draft an email from A&TT for Suzi asking her to make contact with the previous trainer in line with the Teacher Training Manual page 11 number 5.

#### **5. Google Doc as storage of A & TT files**

**Action Point:** Tessa working on coordinating the A&TT files into Google Docs.

#### **6. Keeping up to date with Exec meetings? Should we be getting their minutes? I will let Exec know we have a new committee member**

**Action Point:** Tessa – A&TT Chair to send A&TT committee minutes to the Executive (and Anna Timms for the website) and ask for their minutes in exchange for A&TT to view.

#### **7. Other Business**

All Assessors meeting 25 & 26 March 2017.

**Action Point:** Tessa to talk to Moni book venue (downstairs IYA Great North Road).

**Next meeting: 8 November 2016, 1pm.**