

ANNUAL GENERAL MEETING 2021 HANDBOOK

A GUIDE FOR DELEGATES



CONTENTS

Welcome.....	2
AGM business	3
Who's here?.....	4
Programme	8
How it all works	9
How PPTA annual conference operates	10
How you participate	11

WELCOME



E ngā kaiako o Aotearoa

Haere tonu kia mau. Tēnā koutou uniana hoamahi.

It is hard to believe that a year has passed since our last Annual Conference. Yet in other ways it seems so much longer than a year since we gathered together. In 2020, the conference was held across two venues, one in Wellington and the other in Christchurch. The energy and enthusiasm evident at both bubbles, coupled with thought-provoking speakers and robust discussion of some very significant issues, made for a memorable event. Many of us imagined then that by the time the

conference rolled around again in 2021 we would be free of Covid. Clearly we were optimistic! With the Delta variant sending the country back into a lockdown, and Auckland still in a lockdown at the time of writing this, we have had to make changes to the way we operate.

While we cannot all be together, thank you for giving up your time to complete some important business. I recognise that you have taken time at the end of a busy and difficult term to prepare for this event – the time is not simply the few hours of the AGM. This experience is different from our usual event, and that we are missing the comradeship that comes from being together, but for the health and safety of everyone we had to be flexible.

While we make so many changes to what our 'normal' teaching looks like, somehow the pace of change around us seems to speed up. Educational reforms continue apace as we try our hardest to make sure that the ākonga in front of us (even if virtually) are receiving the learning they need right now.

Let's hope that next year brings more certainty (and fewer lockdowns!) and that we can use our Issues and Organising Conference in March to not only set a path for the collective negotiations, but also to include some of the robust discussions that help inform PPTA policy.

Kia kaha, kia māia, kia manawanui.

Kia kaha!

A handwritten signature in blue ink, appearing to read 'Melanie Webber'.

Melanie Webber

PRESIDENT

AGM BUSINESS

BUSINESS

1. To receive and consider the Annual Report which includes the Financial Statements and Balance Sheets (see Note 1).
2. To appoint an Auditor (see Note 2).
3. To receive and consider a paper from the Executive/Te Huarahi titled *A Māori vice-president: a seat at the table*
4. To receive and consider a paper from the Executive titled *Proposed constitutional changes*
5. To receive and consider a paper from the Executive titled *Proposed constitutional changes II*

NOTES ON THE AGENDA

1. The Annual Report is available online at www.ppta.org.nz. If you would like a hard copy please email shastie@ppta.org.nz and a copy will be mailed to you.
2. The present auditors are BDO Wellington.

WHO'S HERE?

PRESIDENT

Melanie Webber

JUNIOR VICE PRESIDENT

Chris Abercrombie

WHAEA

Gazala Maihi

KAUMATUA

EXECUTIVE

Simon Curnow
Raj Dawson
Kevin Greig
Jacinta Grice
Joe Hunter
Evan Jones
Bernie Lee
Angela Maisiri
Rob McCafferty
Lawrence Mikkelsen
Vinnie Monga
Amanda Moys
Micky Nogher
Austen Pageau
Emma Porter
Tania Rae
Simon Reid
Louise Ryan
Rob Torr
Mike Waller

TE HUARAHĪ MĀORI
MOTUHAKE

Josephine Clarke-Kaio
Hemi Ferris-Bretherton
Hemi Haddon
Vince Hapi
Daniel Hapuku
Marino Hau
Simon Pimm
Tihi Puanaki
Pōwhiri Rika-Heke
Patty Robinson
Trish Tangaroa
Te Aomihia Taua-Glassie
Lia Te Wao
Anthony Urwin
Jackie West
Shona West

SECONDARY PRINCIPALS' COUNCIL OF AOTEAROA	Kate Gainsford
AORAKI	Lisa Holden Chelsea Stockdill Miles Winter
BAY OF PLENTY	Leah Henderson Alex Le Long Kim Wilson
CANTERBURY	Laura Gallacher Hamish Johnston Anaru Mikaere Thomas Newton Bree Smith Robbie Timo Jillian Woods
CENTRAL PLATEAU	Roger Gregory Elizabeth Ross
COUNTIES-MANUKAU	Stuart King Josh O'Sullivan Sanjay Prasad
EAST COAST	Jason Devery Sean Scanlen
HAURAKI COROMANDEL	Ewan Grant-Mackie David Masters
HAWKES BAY	Sam Bond Andrea Sims Cassandra Wilberforce
HUTT VALLEY	Amelia Birch Simon Hirini Shannon Mae Read
MANAWATŪ-WHANGANUI	Rebecca Hopper

MARLBOROUGH	Renee Eynon Ryan Peters
NELSON	Greg Allum Anna Heinz Linda Moser
NORTHLAND CENTRAL	Emma Box Josh Clark Richard Pollard
NORTHLAND LOWER	Theresa Gracie Jody Reynolds
NORTHLAND UPPER	Lorraine Still Lucy Wihongi
OTAGO	Quentin Barry Amanda Ellwood Maeve Lonie Kieran Philip
SOUTHLAND	Nathan Bergin Bill Claridge Luke Nickholds
TĀMAKI MAKAUURAU AUCKLAND	Ben Allen Michael Cabral-Tarry Rachel Carson Sharon Fernée Kieran Gainsford Allie Hemmings Shontelle Lei Daniel McQuillan Camillia Padgett Tina Peters Clare Preston Shanna Rope Paul Stevens
TARANAKI	Rihari Brown Kieran Browne Erin MacDonald

WAIKATO

Emily Duke
David Lang
Sam Speedy
Francis van Buren-Schele
Fiona Wolff

WAIRARAPA

Ryan McCroskery
Johni Rutene

WELLINGTON

Rachel Burnett
Natalie Jump
Georgette Lampitt
Cam Stewart
Vernon Tile

WEST COAST

Kate Halls
Christine Weepu

WESTERN BAY OF PLENTY

Sharon Barrett
Conor Dykes
Ruth Flanagan

PROGRAMME

TUESDAY 5 OCTOBER

1.00	Karakia and whakatau
1.10	Welcome – Melanie Webber
1.15	Annual report, accounts, auditor
2.00	Break
2.30	Papers: <ul style="list-style-type: none">• A Māori vice-president: a seat at the top table• Proposed constitutional changes• Proposed constitutional changes II
4 00	Karakia

The timetable is correct at the time of publishing but is subject to change.

Check www.ppta.org.nz for updates.

HOW IT ALL WORKS

This is to explain the procedures which will be followed at this year's annual conference, so all delegates know what to expect and how to operate within the procedures. This year as a consequence of Covid-19, the conference has been replaced by an AGM with just three constitutional change papers being considered.

AGENDA COMMITTEE

There is no agenda committee this year, as the agenda is short and therefore unlikely to change.

ROLL CALL

Near the start of the conference delegates will be asked to indicate their presence using the voting app Slido. This is important as it provides a record of who is present at this year's online event. If there are any last-minute changes, please notify the general secretary before the beginning of the AGM.

DELEGATE PARTICIPATION

If possible, regional chairs should spend some time going over these procedures with their teams before the conference. Delegates who feel confident about the procedures are more likely to participate in conference business.

It is a good idea to arrange time for a regional virtual meeting before the conference to discuss how you will deal with the various motions, amendments etc. It may also be helpful to have a group chat set up for during the conference so that you can communicate from your various locations. This also allows newer delegates to ask questions and express views within the regional delegations and so ensure good participation.

Delegates who leave the conference for periods of time should seek approval from their regional committee.

HOW PPTA ANNUAL CONFERENCE OPERATES

INTRODUCTION

The major function of the annual conference is to enable important policy decisions to be made. These decisions have supreme authority and set the direction for future action. The operation of the conference should therefore enable that to happen. Within the bounds of the PPTA Constitution and of the standing orders therefore, any action which allows the will of the delegates to prevail, is a proper action.

This year, because of Covid-19, we are operating differently. For a start, the event is online, over an afternoon rather than three days. We will be completing the AGM (as required under the Incorporated Societies Act) and be considering just three constitutional amendment papers.

GENERAL ARRANGEMENTS

This year, Annual Conference looks and feels very different. Covid-19 has meant that we need to be even more cautious this year, and the Annual Conference has been converted to an online AGM with just three constitutional amendment papers, with all delegates and observers are attending online.

The president, general secretary and junior vice-president will sit at a “top table”. This year that table will be based in National Office in Wellington. The president and vice-president share the chairing of the various sessions.

We are able to welcome both delegates and observers in the online space, but remember that only delegates are able to vote.

Conference business will also be video streamed and linked to the PPTA website so members all around the country can follow the debate and hear the speakers. If the conference moves into committee the video streaming will be stopped.

Conference business is recorded in the minutes but generally only decisions, not debate, are recorded. Minutes are available after Conference. Addresses by the president will be made available if possible.

In the past, provided conference was not in committee, we have welcomed representatives of the news media, Ministry of Education, STA, the CTU and other teacher unions to attend as observers. This year, because we are online, we have not invited any of these guests to join us. However, they are welcome to watch the livestream.

THE TIKANGA

Kawa (protocol) followed at the hui is paeke as followed by the tāngata whenua of Te Whanganui-ā-Tara (Wellington), Te Atiawa. As the conference is in the online space this year, there will be a simple karakia and welcome at the beginning, followed by a waiata, and finish with a karakia at the end of the meeting.

HOW YOU PARTICIPATE

This is an explanation and interpretation only. The PPTA Constitution takes precedence where there is a conflict between it and this explanation.

For a number of years the executive has run its meetings on a revised set of standing orders which are found in the Second Schedule of the Constitution.

SPEAKING



We will have a top table based in Wellington.

If you are a delegate or observer joining us remotely through webinar, please use the Q and A function to signal to speak. State your name and whether you are speaking for or against the recommendation or amendment.

Those on the top table have their own chat function which will be used to put you on the speaking list for each debate. If, when your turn comes, someone else has covered the point you wanted to make, you can simply waive – indicate that

you no longer wish to speak by lowering your electronic hand.

Seconders may reserve their right to speak and then come in at a time of their choosing. To do this simply say “reserved” when the chairperson calls you and then signal when you want to speak. You will be taken as the next speaker – before others on the list. This is often done to allow the seconder to reply to some of the points made early in the debate.

In the right of reply the mover should try to respond to the points raised by other speakers and summarise their own case.

This year the three papers being discussed involve constitutional amendments. Proposed changes to the constitution must be signalled a month before the AGM. This means that the recommendations on these papers cannot be amended. If a paper being debated there will be a motion “that the report be received”. This is the time in which the mover and seconder will canvass the issues arising in the paper. If you have a serious objection to the report or paper (or to one or more of the recommendations in it) you should indicate this in the debate on the reception of the report. You may of course also express your support for the paper or parts of it at this stage or ask questions about it. With remits there is no reception of the report, and only the words of the remit itself are put as a motion.

AMENDMENTS AND WORKSHOPS

This year the three papers being discussed involve constitutional amendments. Proposed changes to the constitution must be signalled a month before the AGM. This means that the recommendations on these papers cannot be amended. This means that this year there will also be no workshops.

VOTING

This year as all delegates are online, we will be using a secure online voting app called Slido. We will email you a link to the event on Slido, or you can download the app if you prefer. As each rec is shown on the webinar screen you will vote for or against it. There will be a small delay while the app tallies the votes, but it should provide a very accurate measure of the vote.

If there are 20 members who “demand” it, a card vote ballot must be held. A ballot means that each region casts the same number of votes as there are members in that region. Membership numbers will be supplied to each region if it comes to a ballot.

Once the vote has been taken, the chairperson declares a result.

At Annual Conference 2021, we have three papers that contain proposed constitutional amendments. Each proposed Rule change requires a separate vote, so please bear with us when we are dealing with these papers.

FORMAL MOTIONS

These are sometimes called procedural motions. They are to do with procedure and business and not the substance of the debate. To call a formal motion or procedural, please indicate in the Q and A function, with your name, region and “Procedural”.

The most common formal motions are:

“That the motion be put” - this means that no-one else can speak. The chair will decide whether to accept the motion or not. If she or he thinks there has been sufficient debate she or he will put the motion. If it is carried then the mover has a right of reply to the original motion and that motion is then put.

“That the matter lie upon the table” - this means that discussion is suspended, and is used when it is evident that either some more information or informal discussion is needed, or sometimes to let an issue lie where the conference does not wish to vote either for or against. If it is to be revived then a subsequent motion is necessary to “lift” it from the table.

“Point of order” - this is used, and may be used at any time, to point out an error in proceedings. It could be that the person speaking is not speaking to the motion, or that the speaker has exceeded her time or some other error. (Please note that there is no such thing as a “point of clarification”. If you want to ask a question you have to get on the speaking list). The chairperson must rule on the point of order immediately.

“That the chairperson’s ruling be disagreed with” - hopefully this isn’t needed too often! There is explanation from both “sides” here and then the motion is put. It is important to remember that if you agree with the chairperson’s ruling you vote against the motion and if you agree with the mover you vote for the motion.

TIMEKEEPER



Time allocations are 10 minutes for the mover of a motion (not an amendment) and five minutes for everything else (the mover's right of reply and all other speakers).

The conference may grant leave for a speaker to speak for longer. Such leave may be given before the speaker has started speaking or once the time has elapsed.

If the conference moves into urgency, times are "halved" to five and three minutes respectively.

But remember - you do not have to use all your time and a concise speech may have greater impact.

TO CONCLUDE

Hopefully, that's all. It sounds complicated but it shouldn't be overwhelming. If you have questions ask experienced members of your regional delegations or your executive member or the president. They will help you or point you in the right direction. And remember, that the point of having agreed meeting procedures is to help the will of the conference be determined – they should assist, not get in the way.

