**Instructions for your Paid Union Meeting (PUM) notification**

UPDATED 14/2/2020 – NEW DEADLINE

**Scheduling your PUM**

Please aim to have held your PUM by March 13. The Teaching Council of Aotearoa New Zealand has extended its initial deadline for submissions for PPTA members.

We recommend that the PUM is held during school time as this usually means more people come. Consider when will be the most suitable for members as well as the least disruptive for the school. It’s good form to consult with your principal and they will be expecting to discuss timing with you, but the final decision is for the branch to make.

Allow **2 hours** for the PUM, this is the maximum amount of time you are allowed. If you use less on the day then that’s fine.

The principal may ask for some members to not attend the meeting in order to provide supervision for students. Deciding who provides supervision is the members' choice, not the employer's.

**When to give notice**

You must give your Board of Trustees at least 14 days’ written notice of your PUM. You may give more than 14 days’ notice and we recommend you do this if possible.

The table below provides a guide based on a PUM held at 1pm, adjust the time according to when you decide to hold your PUM.

|  |  |
| --- | --- |
| **Meeting date and time** | **Latest you can do the notification** |
| 2nd March | 17th February |
| 3rd March | 18th February |
| 4th March | 19th February |
| 5th March | 20th February |
| 6th March | 21st February |
| 9th March | 24th February |
| 10th March | 25th February |
| 11th March | 26th February |
| 12th March | 27th February |
| 13th March | 28th February |

**How to give notice of the PUM**

Fill in all of the yellow highlighted sections in the PUM template.

The PUMs notification must come from you as the branch chairperson. Make sure you sign it, or attach your electronic signature.

Email or deliver by hand the PUMs notification to the Board of Trustees chair with a copy to the principal. Make sure it arrives before the 14 day deadline.

**Cover email**

*Dear [name]*

*Please find attached notice of a Paid Union Meeting (PUM) for all members of the Post Primary Teachers’ Association at [school name] covered by the [delete those unnecessary] Secondary Teachers’ Collective Agreement and the Secondary Principals’ Collective Agreement, the Area School Teachers’ Collective Agreement and the Area School Principals’ Collective Agreement.*

*This PUM is held under the provisions of Section 26 of the Employment Relations Act 2000. The PUM will be held on [date] at [time to time (allow 2 hours)] at [venue]*

*Further details are in the attached letter. Please confirm receipt of this notification.*

*Naku noa, nā*

*[your name]*

*Branch Chairperson*

**Let us know**

Please email your regional office to let them know the details of your PUM and that you have made the notification, the regional office email addresses are on the PPTA website <https://www.ppta.org.nz/contact-us/contact-your-local-ppta-field-office/>

**Resources for the meeting**

Resources for the meeting will be available by the end of the week. We will email you with links as soon as they are ready.

**Help**

If you encounter any problems with the PUM notification or if you require any other support please contact us on 0800 66 3337, <TCFEES@ppta.org.nz>