



PPTA TE WEHENGARUA ANNUAL CONFERENCE 2024

ANNUAL CONFERENCE 2024 HANDBOOK

A GUIDE FOR DELEGATES AND OBSERVERS



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WELCOME



On behalf of the PPTA Te Wehengarua National Executive I'd like to extend our thanks to you for taking the time to participate in our Annual Conference.

We have a busy agenda that deals with several important issues facing public education – from charter schools to curriculum development. There are also some important decisions to be made for our Association, e.g. who can be a member of PPTA Te Wehengarua, updating Te Tiriti o Waitangi in our constitution, electronic voting, and many other areas.

I look forward to the debate on the Conference floor!

Mā te kotahitanga e whai kaha ai tātau - in unity we have strength.

Chris Abercrombie
TE AMORANGI/PRESIDENT

CONFERENCE BUSINESS

BUSINESS

Papers:

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 Te Huarahi Māori Motuhake titled *Constitutional amendment: Treaty of Waitangi and Te Tiriti o Waitangi*
4. To receive and consider the following papers from the Executive:
 - a. *The role of the Principal's Nominee*
 - b. *What good curriculum development looks like*
 - c. *NCEA Level 1: Improvements to implementation needed*
 - d. *The long-term vision-based approach for industrial negotiations*
 - e. *Improving the system of units and leadership allowances*
 - f. *Constitutional change: Voting*
 - g. *Constitutional change: Membership clauses*
5. To receive and consider the following papers from the Waitaha-Canterbury region:
 - a. *Constitutional amendment: Amending gendered pronouns*
 - b. *Constitutional amendment: Regional name change*
6. To receive and consider a paper from the Wellington region titled *Peace is union business*
7. To receive and consider the following papers from the Hutt Valley Region:
 - a. *Constitutional amendment: Regional name change*
 - b. *Relief teachers*
8. To receive and consider a paper from the Wellington and Hutt Valley regions titled *Encouraging Rainbow community liaison*
9. To receive and consider a paper from the West Coast region titled *Constitutional amendment: Regional name change*

Reports:

10. To receive the report *Pūtea Whakawhanake Pouaki / PPTA Learning and Development Centre*
11. To receive the report *Progress made in policy work on teaching with digital tools and technologies*
12. To receive the report *Climate Justice Committee report to Annual Conference 2024*
13. To receive the report *Initial Teacher Education update*

NOTES ON THE AGENDA

1. The Annual Report and four conference reports are available online at www.ppta.org.nz on 'My Page'
2. The present auditors are BDO Wellington.

WHO'S HERE?

| | |
|-----------------------|---|
| PRESIDENT | Chris Abercrombie |
| JUNIOR VICE PRESIDENT | Kieran Gainsford |
| MĀORI VICE PRESIDENT | Te Aomihia Taua-Glassie |
| SENIOR VICE PRESIDENT | Melanie Webber |
| WHAEA | Gazala Maihi |
| KAUMATUA | Moeke Paaka |
| EXECUTIVE | Simon Curnow Natalie Faitala Hemi Ferris-Bretherton Karl Goddard Jacinta Grice Shontelle Helg Lisa Holden Rebecca Hopper Joe Hunter Bernie Lee Angela Maisiri Robert McCafferty Lawrence Mikkelsen Vinnie Monga Amanda Moys Luke Nickholds Austen Pageau Tania Rae Isabel Rangiwananga Shannon-Mae Read Carl Rushton Cameron Stewart Faith Tautuhi Anthony Urwin Michael Waller Kate Gainsford |

TE HUARAHI MĀORI
MOTUHAKE

Emma Afa
Josephine Clarke-Kaio
John Edmonds
Kath Hawaikirangi
Simon Hirini
Poihaere Knight
Marcelle Leo'o
Matthew Penney
Tina Peters
Patty Robinson
Shanna Rope

AORAKI

Rosie Adams
Max Mason
Denise Medley
Denise Arkless
Mary-Jane Konings

BAY OF PLENTY

Kim Wilson
Alex Wenzel
Sophie Andrews
Kylie Nicholls
Iman Tufail
Natalie Cattell
Deanna Foster
Jimmy McLean
Djuan Ruland Umata

CANTERBURY

Joseph Durkin-Gorman
Hamish Johnston
Willow Hollstein
Robbie Timo
Jillian Woods
Finn LeSueur
Annabel Reddy

CENTRAL PLATEAU

Calida Brunton
Jess Earnshaw
Areka Watson

COUNTIES-MANUKAU

Joshua O'Sullivan
Ellie Reynolds
Barney Manaia

| | |
|--------------------|--|
| EAST COAST | Krisynthia Tangaere Shom Narayan |
| HAURAKI COROMANDEL | David Masters Michael Moroney David Mulholland Ingrid Norman |
| HAWKE'S BAY | Cassandra Wilberforce Madeleine Gray Vanessa Fraser Karamea Te Whaiti Ward |
| HUTT VALLEY | Desiree Mulligan Michael Draper Nicki Payne |
| MANAWATŪ-WHANGANUI | Tanya Sherborne Grant Collie Graeme Bridge Ngawini Heretini Shasta Pene Te Amokura Gaffey |
| MARLBOROUGH | Michael Harvey Renee Eynon Danny Maloney David Tinker Ryan Peters |
| NELSON | Anna Heinz Rebecca Gilmer Renee Clothier Rani de Smit-Tobin Linda Moser |
| NORTHLAND CENTRAL | Emma Box Jodie Baldwin Hazel McIntosh |

NORTHLAND LOWER

Theresa Gracie
Charlotte Eyre
Carl Brewer
Fran Powell
Callum Hazelton

NORTHLAND UPPER

Murray MacDiarmid
Ian Russ
Dene Fowler

ŌTĀKOU

Kussi Hurtado-Stuart
Toni Crompton
Maeve Lonie

SOUTHLAND

Bill Claridge
Brook Grimwood

TĀMAKI MAKAURAU
AUCKLAND

Paul Stevens
Lisa Murphy
Jess Brown
Siliga David Setoga
Simon Ferguson
Ellen McLean
Vinnny Hohepa
Aidan Daly
Louise Ashley Ryan
Camillia Padgett
Cody Ward
John Fernandez
Sylvie Howell
Allicia Williams
Geraldine Wong
Adam Glover
Thalia Rutherford
Connor Bleakley

TARANAKI

Kieran Browne
Tinui Willing
Kijiana Pene
Angela Roberts
Jennifer Lockett

WAIKATO

Chloe Wilshaw-Sparkes
Elizabeth Ross
Emily Duke
Samantha Farook
Anna Armitage
Kathleen Christian
Stephanie Landon
Sudhir Duppati

WAIRARAPA

Colette Nickelsen
Rebekah Gray

WELLINGTON

Elliot Pilmore
Kevin Greig
Clare Preston
Jess Howard
Charlie Meyer
Michael Allsopp
Vernon Tile

WEST COAST

Kate Halls
Joe Mason
Ann Zachan
Vanessa Pringle
Christine Weepu

WESTERN BAY OF PLENTY

Julie Secker
Kim Whyte
Ben Radford
Sam Oldham

APOLOGIES

Sarah Drakefield (Manawatū-Whanganui)
Riripēti Wilson (Aoraki)



PROGRAMME

TUESDAY 1 OCTOBER

| | | |
|-------|--|-------------------------|
| 11 00 | Assemble for Pōwhiri | Foyer |
| 11 15 | Pōwhiri | Kauri |
| 11 45 | Lunch | Restaurant |
| 12 45 | Opening address: Chris Abercrombie, PPTA President | Kauri |
| 1 15 | Roll call PPTA awards Confirmation of 2023 minutes | Kauri |
| 1 30 | Pre-paper workshops: <ul style="list-style-type: none">• Role of the Principal's Nominee Improving the system of units and leadership allowances• The long-term vision-based approach for industrial negotiations Constitutional change - membership clauses• Constitutional change: Amending gendered pronouns Constitutional change: Electronic voting Relief teachers | Kauri Tōtara Tawa |
| 2 30 | Address: Hon Erica Stanford, Minister of Education | Kauri |
| 3 00 | Afternoon tea | Bar |
| 3 30 | Pre-paper workshops <ul style="list-style-type: none">• Peace is union business Encouraging Rainbow community liaisons• What good curriculum development looks like NCEA Level 1: Improvements to implementation needed• Constitutional amendment: Treaty of Waitangi and Te Tiriti o Waitangi Constitutional amendment: Regional name change (x3) | Kauri Tawa Tōtara |
| 4 30 | Regional meetings | |
| 5 00 | Men's meeting Women's meeting | Tōtara Kauri |
| 5 45 | Rainbow meeting (room open from 5.00pm) | Rimu |
| 6 45 | Dinner | Restaurant |
| 8 00 | Movie: Backpack Full of Cash | Kauri |

WEDNESDAY 2 OCTOBER

| | | |
|-------|--|--|
| 8 40 | Karakia | Kauri |
| 8 45 | Paper - Constitutional amendment: Treaty of Waitangi and Te Tiriti o Waitangi | Kauri |
| 9.15 | Paper - Constitutional change: Membership clauses | Kauri |
| 9 45 | Paper – Constitutional changes: Electronic voting | Kauri |
| 10 00 | Speaker – Janelle Riki-Waaka | Kauri |
| 10 30 | Morning tea | Bar |
| 11 00 | Paper - What does good curriculum development look like? | Kauri |
| 11.30 | Paper - NCEA Level 1: Improvements to implementation needed | Kauri |
| 12 00 | Lunch | Restaurant |
| 1 00 | Paper - The long-term vision-based approach for industrial negotiations | Kauri |
| 1.30 | Paper - Improving the system of units and leadership allowances | Kauri |
| 2 00 | Speaker – Max Harris | Kauri |
| 2 30 | Afternoon tea | Bar |
| 3 00 | | Kauri |
| 3.30 | Paper - Role of the Principal’s Nominee | Kauri |
| | Paper - Constitutional amendment: Amending gendered pronouns | |
| 4 00 | Regional team meetings | Kauri |
| 4 30 | Caucus meetings: <ul style="list-style-type: none"> • Network of Establishing Teachers • Pasifika members • Regional chairpersons, secretaries and treasurers • Regional men’s reps • Regional women’s coordinators • Regional Rainbow network coordinators • Te Huarahi Māori Motuhake | Tōtara Suite 202 Tawa Room 401 (PPTA office) Rimu Matai Rātā |
| 5 00 | Conference adjournment | |
| 6 00 | Drinks preceding dinner (including book launch) | Foyer/Bar/Tawa |
| 7 00 | Conference dinner | Kauri |

THURSDAY 3 OCTOBER

| | | |
|-------|--|---------------------|
| 8 40 | Karakia | Kauri |
| 8 45 | Annual report, accounts, auditor Receive reports | Kauri |
| 9 15 | Paper – Peace is union business | Kauri |
| 9 45 | Address: Kate Gainsford, Chair, Secondary Principals’ Council | Kauri |
| 10 15 | Morning tea | Bar |
| 10 45 | Papers - Constitutional amendment: Regional name change <ul style="list-style-type: none">• Canterbury region• West Coast region• Hutt Valley region | Kauri |
| 11 15 | Paper - Encouraging Rainbow community liaisons | Kauri |
| 11 30 | Paper – Relief teachers | Kauri |
| 11 45 | Reserved | Kauri |
| 12 30 | General business Please note: Items for general business need to be tabled in writing for copying, circulation and discussion 24 hours prior to the general business session | Kauri |
| 1 00 | Poroporoaki, followed by lunch | Kauri Restaurant |

Conference Agenda Committee:

- Chris Abercrombie (President)
- Natalie Faitala (Executive)
- Anthony Urwin (Te Huarahi)
- Rosie Adams (Aoraki)
- Tinui Willing (Taranaki)
- Cassandra Wilberforce (Hawke’s Bay)

The timetable is correct at the time of printing but is subject to change. Conference attendees will be notified of any updates.

SPEAKERS

JANELLE RIKI-WAAKA

Kei āku hoa mahi, tēnā koutou katoa. He uri tēnei o ngā hapū o Ngaati Taahina, Ngaati Maahanga, Ngāti Hauiti ki Rātā hoki. I pakeke ana au ki Ōtautahi. Tēnei au e mihi ana ki a koutou. I am one of two Kaiwhakahaere at Riki Consultancy Ltd. I have significant experience working in the education leadership sector as well as the digital technologies in education space. Having worked alongside schools and kura in both English and Māori Medium educational contexts, I have gained vast knowledge and experience in supporting others to develop cultural competencies and better meet their obligations to uphold the mana of Te Tiriti o Waitangi. I am skilled in Coaching, Educational Technology, Community and Stakeholder Engagement, Developing Cultural Competencies, te Tiriti o Waitangi Education and Strategy development, effective engagement and facilitation, and Leadership. I am passionate and committed to empowering Māori and all indigenous peoples to live, create and innovate in ways unique to them and that will improve the lives of their people, their language, culture and identity.



MAX HARRIS

Max Harris (Pākehā) works across law, policy, and campaigns. He has a PhD in Law and Master's in Public Policy from the University of Oxford, where he was a New Zealand Rhodes Scholar, and he worked in economic policy in the UK Parliament. He has a particular interest in public ownership and privatisation, and was previously on the Board of the UK campaign group We Own It. He works as a barrister at Thorndon Chambers and as a campaigner at ActionStation, and is author of the book, *The New Zealand Project*.



KATE GAINSFORD

Chairperson, Secondary Principals' Council of Aotearoa

Kate Gainsford is the current chairperson and women's principal representative on the Secondary Principals' Council of Aotearoa. She is the SPC representative on the Secretary for Education's Peak Bodies group and the National Educational Leaders Partnership group. This year amongst many things in her role as SPC chair Kate has been on the oversight group for aspiring principals programme development, provided SPC feedback into the NZQA review of digital exams, presented the SPC submission on charter schools to the Education and Workforce Select Committee and the SPC submission on school property to the Ministerial Inquiry on School Property.



Born and educated in Rotorua, Kate attended Rotorua Girls' High School. Kate was president of PPTA Te Wehengarua from 2009 to 2011 and senior vice president following that. She has been deputy principal of Porirua College and Wellington East Girls' College and is now in her 12th year as principal of Aotea College, a co-educational, state secondary school for Years 9-13 in Porirua. Aotea College is part of the North Porirua Community of Learning, for which she was previously the lead principal.

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.

AGENDA COMMITTEE

The agenda committee consists of the president, one executive member, one Te Huarahi member and representatives from three regions (the regions rotate every year). The committee makes adjustments to the agenda as needed during the conference and meets at the conclusion of some or all of the sessions if required.

Regions which have suggestions and/or proposals can make them to any member of the agenda committee. The agenda committee members' names are listed at the end of the Conference programme.

ROLL CALL

On the first morning of the Conference the names of delegates are read and the delegates asked to indicate their presence. This is important as only delegates may vote. If there are any last minute changes, please notify the general secretary before the roll call.

DELEGATE PARTICIPATION

If possible, regional chairs should spend some time going over these procedures with their teams before coming to the Conference. Delegates who feel confident about the procedures are more likely to participate in Conference business. Also, please try to ensure that all members of your delegation get an opportunity to speak at some time during the Conference. Although standing to speak for the first time can be a terrifying prospect, the reality is much less alarming and the second time is easier.

It is a good idea to arrange time for a regular regional meeting during Conference to discuss how you will deal with the various motions, amendments etc. This also allows newer delegates to ask questions and express views within the regional delegations and so ensure good participation. If you need advice on how, for example, to move an amendment, ask an experienced delegate or a member of executive.

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



PURPOSE OF ANNUAL CONFERENCE

The major function of 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 Te Wehengarua constitution and of the standing orders, any action which allows the will of the delegates to prevail, is a proper action.

GENERAL ARRANGEMENTS

Delegates sit in regional delegations. Observers also sit with their delegations. There is a separate table for Te Huarahi members and the kaumātua and whāea may choose to sit here also.

The president, general secretary, vice-presidents (on occasion), kaumātua and whāea usually sit at an elevated table (the “top table”). The president and vice-presidents share the chairing of the various sessions.

Conference business is video streamed and linked to the PPTA Te Wehengarua website so other members can follow the debate and hear the speakers. If Conference moves into committee the video streaming is stopped.

Conference business is recorded in the minutes but generally only decisions and not debate are recorded. Minutes are available after Conference. Media representatives may be present throughout the sessions unless the Conference votes to go into committee.

THE PŌWHIRI

The kawa (protocol) that is followed in the Whanganui-ā-Tara region is that of Te Atiawa, Ngāti Toa Rangatira and Ngāti Raukawa ki te Tonga – as the mana whenua in this region. Pāeke will be used as the protocol for the mana whenua of Te Atiawa. Pāeke is when all host speakers speak first.

1. Manuhiri arrive and wait at the waharoa (entrance of the double doors).
2. Mana whenua will be seated and organised to the left-hand side of the whare.
3. Kaikaranga for manuhiri will be at the front entrance of the venue, the men will be immediately behind the kaikaranga. Women move in behind the men before they proceed at the beginning of the pōwhiri.
4. The mana whenua or assigned women on the host side will begin the karanga to welcome the manuhiri into the hui. The karanga, “whakatau mai rā” indicates that all the manuhiri have been called into the venue and it is time to sit.
5. A kaikaranga / tākina (ritual chant) will reply to the call of the hosts. The manuhiri begin to enter the room.
6. The harirū (hongī, kihi, or shaking of hands) is done during the haka pōwhiri, firstly by the men and then some women before the manuhiri take their allocated seats. At times, due to numbers, there will be a select number of manuhiri sitting on the paetapu, with women who will sing the waiata tautoko seated behind the men on the paetapu. However, this does not exclude anyone who wishes to go through the harirū process.
7. The host speakers will begin first with a karakia followed by a waiata tautoko.
8. The kaikōrero will begin their whaikōrero followed by a waiata tautoko.

9. The “rākau kōrero” is handed over to the manuhiri side. Their kaikōrero will then begin their whaikōrero with waiata tautoko.
10. After the last speaker and waiata on the manuhiri side, the manuhiri role is ended.
11. The host speaker will then end proceedings of the pōwhiri on the host side.



THE POROPOROAKI

The poroporoaki will take place before lunch on the final day leaving plenty of time for people to catch flights.

WOMEN'S AND MEN'S MEETINGS

The women's meetings began several years ago with the aim of helping women to get to know each other and discuss issues of concern to women. In recent years a men's meeting is also held. The meetings are informal, drinks can be picked up in the foyer and snacks are provided. This year we are taking the opportunity to workshop the pay equity general areas of responsibilities document in these meetings.

RAINBOW MEETING

The meeting will be used to network with each other and identify and talk about issues for LGBTIQ+ staff and students in schools. There is time in the programme to attend this meeting and the women's or men's meeting if you wish. Again, it is an informal meeting, drinks can be picked up in the foyer and snacks are provided.

CAUCUS MEETINGS

Informal caucus meetings are held by various groups who use the opportunity of being together at Conference to meet and discuss issues relating to them. Caucus meetings are held on Wednesday afternoon.

BOOK LAUNCH AND CONFERENCE DINNER

The launch of a book updating the history of PPTA Te Wehengarua, and Conference dinner, will be held on Wednesday evening. All Conference attendees are expected to attend the dinner and are welcome at the book launch. Guests of the Association are invited to both. There will be complimentary copies of the book available at the launch and you are welcome to take a copy if you wish. All regions will be allocated a copy and can pick these up from 5:30pm on Wednesday at the table in the foyer.

Some of the seating at dinner is reserved and guests are spread out amongst these tables, so they have a chance to meet and talk with a variety of attendees. The president, executive members and/or staff host tables and you may be asked to sit at one to assist. There is a DJ and tables are cleared for those who wish to dance after dinner.

There will be complimentary drinks available pre-dinner and during the book launch. During dinner there will be low alcohol wine and sparkling water on the tables and complimentary zero alcohol beer, soft drinks and juice available from the bar. Other drinks can be purchased from the bar.

HOST RESPONSIBILITY

This is one of the biggest conferences we have ever run. Being good hosts and supporting everyone to have a comfortable and enjoyable time is our priority.

The Brentwood is a licensed venue. As part of this licence only alcohol that has been purchased at the bar or provided at our events can be consumed and must only be consumed in the bar or event venues. Alcohol should not be consumed in any other shared areas of the hotel including the carpark. Please be very mindful if you are hosting guests in your room of being respectful of other Conference attendees' need for peace and a good night's sleep.

This year you will notice more no-alcohol/low alcohol beverages available at the women's, men's and Rainbow meetings on Tuesday evening, and Wednesday night's Conference dinner. There will be complimentary drinks available pre-dinner and at the book launch. During dinner there will be low alcohol wine and sparkling water on the tables and complimentary zero alcohol beer, soft drinks and juice available from the bar.

Please note the emergency contact and medical care information on page 20 of this handbook.

HOW YOU PARTICIPATE

This is an explanation and interpretation only. The PPTA Te Wehengarua Constitution takes precedence if there is a conflict between it and this explanation. Standing orders, which set out the meeting rules, are found in the Second Schedule of the Constitution.

SPEAKING

The chairperson operates a speaking list for each debate. If you wish to get on the list, raise your hand – and keep it raised until he or she notices you. (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). Observers may speak but may not vote or move motions.

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 her or his own case.

If a paper is 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 to the various recommendations, 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.

AMENDMENTS

Regions may wish to amend a particular recommendation. To facilitate this process and harmonise amendments wherever possible, a workshop session has been organised for each paper on the first day of the Conference. This usually saves a considerable amount of Conference time.

Amendments to papers should be foreshadowed during the reception debate (“the report be received”). You could also talk to the person who is moving the paper and share your amendment. They might accept it, saving debate time. Even if they don't, it helps them to know about the objections that will be raised. The chair may not accept an amendment if it has not been foreshadowed.

Any amendment must be handed in writing to the chairperson or secretary. You can do this either before you move it (and you may wish also to put your name on the speaking list) or immediately after you move it. All amendments will be projected on to the screen, so all delegates can be clear about what they are voting on.

You can move a foreshadowed amendment at any time during the debate on that recommendation. You do not have to wait till all the names on the list have been taken – though you do need to catch the chair's attention before the next speaker has been called. Despite all this you may wish to put your name on the list and wait your turn. It is often helpful to allow the debate to begin before moving your amendment.

After the amendment has been put (and there is no right of reply for the mover of an amendment) we return to the original speaking list and move through it.

VOTING

Voting is generally done on a voice vote. The chairperson then declares a result. If a delegate believes the chair has not judged correctly if a motion was passed, he or she may call for a hand 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 are included in the Conference pack. That means that on very contentious issues regions need to know voting proportions and apply them to the card vote.

FORMAL MOTIONS

These are sometimes called procedural motions. They are to do with procedure and business and not the substance of the debate. Those most commonly used are:

“That the motion be put” - this means that no-one else can speak. The chair will decide whether to accept the motion. If they think there has been sufficient debate they 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 their 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.

Motions for the general business slot need to be signalled 24 hours in advance to give time for copying.

TIMEKEEPER



The time allocation for the mover of a motion (not an amendment) is 10 minutes. For the seconder, the mover’s right of reply, and all other speakers it is five minutes. (NB: You don’t have to be like MPs and use all your time!) The Conference may grant leave for a speaker to speak for longer and this leave could be given before they have started speaking or once the time has elapsed. If the Conference moves into urgency, times are “halved” to five and three minutes respectively.

SESSIONS RUN BY TE HUARAHĪ

Most of the Conference uses the Pākehā system of standing orders. When Te Huarahi leads a session, tikanga Māori is used. Those people leading the discussion will give a steer as to how delegates should contribute to the debate. If there are decisions, they will be formally recorded in the minutes after the session has ended. All delegates can speak and are encouraged to do so.

WELCOMING SPEAKERS AT THE CONFERENCE

We are pleased to have the Minister for Education and others speaking at our Conference. When they arrive, you will be asked to stand and the speakers will be welcomed into the main conference room with a karanga, after this will be a waiata and the speaker will be introduced by a member of the executive.

Please remember that our speakers have all given their time to be with us, including the Minister for Education. While we appreciate that you may not agree with all statements made by our speakers, our responsibility is to be respectful in our engagement with them during their time with us.

There may be an opportunity to ask the Minister of Education questions. If so, a speaking list will be taken.

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 delegation, or your executive member, or the president. They will help you or steer you in the right direction. And remember, that the point of having agreed meeting procedures is to help the will of Conference be determined – they should assist, not get in the way.

HOUSEKEEPING

PPTA OFFICE

The PPTA office is located in Room 401. This is the room behind the stage. There will be staff on duty there while Conference is in session to handle any queries or problems you have.

They also have:

- spare copies of most papers/booklets etc
- a photocopier
- basic first aid kit (plasters and Panadol).

INTERNET

Wifi is available for all Conference attendees. The access code will be displayed and is available from reception.

SHUTTLES

As there are large groups of people due to fly from Wellington Airport at the same time, the hotel van will be making continuous trips. Everyone who is catching a plane home from Conference must be waiting with their luggage at reception, at least an hour before their flight is scheduled to depart.

SHOPS

If you have forgotten your toothbrush, or need to purchase anything else, there are shops located in Kilbirnie, about two minutes' walk away. The shops include two supermarkets and a pharmacy.

AQUATIC CENTRE

The Aquatic Centre is located at 63 Kilbirnie Crescent, about two minutes' walk away also. It features a 50m heated indoor pool, private spa pools, saunas, a fitness centre and café. They have aqua jogging, lane swimming, fitness classes and massages available. It is open seven days a week from 6am to 9pm. Phone 04 387 8029 for enquiries.

MEDICAL CARE

Emergency medical care is available via the reception desk of the hotel. They have a first aid kit, and are able to call a doctor after hours (for a fee). They can also get you to an after-hours pharmacy and/or medical centre if necessary.

EMERGENCY CONTACT

The emergency contact person is the PPTA Deputy General Secretary for Membership: Adele Towgood, her phone number for emergencies is 021 664 972.

HOTEL MAP

