

Minutes

clever • skilled • creative



LHMU DET(E) Teacher Aide Consultative Committee

| | |
|---------------------|---|
| Date/Time: | 23 February 2009 1:30pm |
| Location: | Liquor, Hospitality and Miscellaneous Union – 27 Peel Street, South Brisbane, 4101 QLD |
| Attendees: | Darryl Honor (Chair), Ryan Keast (DET), Moya Hughes (LHMU), Lyn Collinge (LHMU), Lesley Higgins (LHMU), Jill Quinn (LHMU), Brian Humphrey (LHMU) & Sheila Hunter (LHMU) |
| Apologies: | Dave Waters (DET) |
| Secretariat: | Ryan Keast (DET) |

| Agenda Item/Topic | Discussion/Outcomes | Action Officer | Due Date |
|--|--|-----------------------|---------------------|
| 1. Welcome | | | |
| 2. Adoption/discussion of Terms of Reference | <p>Discussion</p> <ul style="list-style-type: none"> ➤ Terms of reference to be discussed/adopted at next meeting. ➤ Attendees to consider terms of reference in EB and propose additional terms if required. | | |
| 3. Band 5 Review | <p>Discussion</p> <ul style="list-style-type: none"> ➤ LHMU proposed that schools visits should occur to examine specific schools. ➤ Use the schools visited as a case study for how the guarantee would work. <p>Action</p> <ul style="list-style-type: none"> ➤ DET to develop terms of reference for Band 5 Review. | Darryl Honor (DET) | As soon as possible |
| 4. Induction | <p>Discussion</p> <ul style="list-style-type: none"> ➤ LHMU propose to develop an induction timetable to cover the whole of Queensland. ➤ Proposal to have inductions on a cluster school basis, rather than on a regional or district basis. ➤ Inductions should occur once per semester. ➤ Inductions should avoid the first two weeks of each semester. ➤ Regional staff should be involved in presenting and tailoring inductions to the region. | | |



Minutes

clever • skilled • creative



| | | | |
|---|--|---|---|
| | <ul style="list-style-type: none"> ➤ LHMU would like key local delegates involved in presenting and tailoring presentations. ➤ There should be a review of what could be improved from last time an induction was done. <p>Action</p> <ul style="list-style-type: none"> ➤ LHMU wish to be consulted on the time tabling and content. ➤ DET to send out content and time tabling of last induction program to attendees. ➤ DET to consider providing list of attendees and feedback sheets from last induction program to TA CC | <p>LHMU to further advise.</p> <p>Ryan Keast (DET)</p> <p>Darryl Honor (DET)</p> | <p>Prior to next meeting</p> <p>Prior to next meeting</p> |
| 5. OO4 JEMS review of TA positions | <p>Discussion</p> <ul style="list-style-type: none"> ➤ Position description & role description to be examined for currency ➤ LHMU to identify teacher aides who are required by the school principal to work at the OO4 level and not remunerated as such ➤ DET position is that if the Principal requires the work at the higher level and wants it to continue then they need to make an application for the person to be appointed to OO4 level or no longer require the teacher aide to work at the higher level. ➤ Schools are to fund the difference between the OO3 and OO4 positions. <p>Action</p> <ul style="list-style-type: none"> ➤ DET to send to TACC position and role description. ➤ DET to bring JEMS person along to next meeting ➤ Send out Recruitment and Selection Directive | <p>Ryan (DET) Keast</p> <p>Ryan (DET) Keast</p> <p>Ryan (DET) Keast</p> | <p>Prior to next meeting</p> <p>Prior to next meeting</p> <p>Prior to next meeting</p> |
| 6. Agenda items for next meeting | <p>Discussion</p> <ul style="list-style-type: none"> ➤ Terms of reference for TACC, Band 5 review, OO4 JEMS review & induction. | | |
| 7. Next meeting date, time and location. | <p>Discussion</p> <ul style="list-style-type: none"> ➤ All future TA CC meetings are to start at 10am. <p>Action</p> <ul style="list-style-type: none"> ➤ DET to propose date for next meeting | <p>Ryan (DET) Keast</p> | <p>Prior to next meeting</p> |



Minutes

clever • skilled • creative



| | | | |
|-------------------------|--|-----------------------------|------------------------------|
| 8. Other matters | <p>Discussion</p> <ul style="list-style-type: none"> ➤ Travel time payment for teacher aide working guaranteed hours between two different schools. ➤ Delegate email addresses provided to DET for all future correspondence. ➤ Sub committees can be developed on specific topics if need arises. <p>Action</p> <ul style="list-style-type: none"> ➤ Provide statement to TACC regarding travel time issue. | Ryan Keast (DET) | Prior to next meeting |
| Next Meeting | <ul style="list-style-type: none"> ➤ TBA | | |

Meeting closed at: 3:00pm

These minutes are a public record. However the Department of Education and Training (DET) may redact information from the publicly released version of these minutes if DET intends to claim an exemption from disclosure under the *Right to Information Act 2009*. If such a claim is made by DET it will be noted at the relevant part of these minutes.

