

**NZASA EXECUTIVE MEETING
THORNDON HOTEL, WELLINGTON
27 March 2017**

Present: Grant Burns, Lesley McCardle, Steve Beck, Ringi Smith, Debbie Fitzgibbon, John Auld, Paul Eason

Grant

Apologies: Greg Fenton

Welcome to Debbie as a new Executive member and welcome back to John.

1. Minutes

The minutes of the previous meeting of 21st November 2017 as circulated are adopted as a true and correct record.

Annie/Ringi cd

Matters Arising:

Funding flaw – funding does not allow for funding of five non-contact hours per week for Y7-8. Funding only allows for one hour of non-contact time. NZEI happy to support submission however PPTA seem to think it is covered. PPTA have now invited us to send someone to Wellington to have an in depth look at the formula. A letter has come in from Rob Willetts which Kelvin explained disputes our claim. Jeff Rowland from Tapawera has looked into the funding formula thoroughly and a response has been emailed to Rob Willetts.

Motion

That NZASA reimburse Tapawera Area School for costs Jeff Rowland incurs to work with PPTA to resolve funding issues

Grant/Ringi cd

2. Financial Report

Motion that the finance report as at 21st March 2017 as tabled is accepted.

Annie/John cd

Accounts are currently with the auditors.

3. Strategic Plan

Incorporated Society – coming up on agenda

Raising achievement of students in Area Schools – celebrating success at conference and through sports tournament. Arts and literacy awards is still in progress.

Student excellence awards – student guest speaker for the past two years has been successful. The speaker could be from previous year winner pool or a mature student from current year pool. Yvonne Mitchell from Cheviot could be a possible speaker. Debbie to contact Yvonne to see if she is available to speak at the dinner on the 17th August.

Paul Eason has met with Lorraine Kerr this morning to discuss funding a student programme as part of the Area School conference. This won't take effect this year but possibly from 2018.

The need for promotion of area schools continues.

Nominations for student awards to be called in the next newsletter and to Exec by 29th May.

The Strategic Plan has been updated on google.

4. Incorporated Society

Some progress has been made towards becoming an incorporated Society however our Constitution needs to reflect what would happen in the scenario of a dissolution of NZASA e.g. dealing with excess funds. We also need to state we have no power to borrow money. These changes will need to go to the AGM before we can go further with our application. Our name would also have to reflect that we are incorporated e.g. NZ Area Schools Association Incorporated.

A Board signature counts as three signatures therefore we will need five Boards to sign off the final documentation. This could be done at conference or the Executive meeting following conference.

5. Nominations for Secondary Principals Council

The nominee needs to be a PPTA member. Richard Kapita is currently taking on this role. The term of office is two years. Stephen Walters from Rangiora New Life is interested. Executive will support the nomination of Stephen Walter through Steve Beck. The successful nominee (if Stephen) to report back to the Executive. In the meantime we're to contact PPTA about the process and how it side steps the Executive. This could in effect mean we have an Area School Representative not part of the NZASA from a composite urban school.

6. Strengthening Career Services

Our invite to participate discussed. Kelvin has offered to represent Area Schools. Lesley to get back in touch with Dominic Tay and forward Kelvin's details.

7. President's Allowance

The time taken for trips to Wellington is fairly huge and there is a lot of waiting time at airports and having to pay for meals etc. The proposal to cover this is for Executive to cover the costs of Koru Club e.g. \$600 per year or if preferred equivalent by honorarium.

Motion

That an honorarium equivalent to one year koru club membership is offered to the president of NZASA on an annual basis.

John/Ringi

cd

8. Administrator Contract

Discussed the contract.

Motion

That the contract is renewed for a further three years at a rate of \$11,000pa plus BOT day release rates for meeting attendance.

Grant/Steve

cd

9. SECTOR REPORTS

9.1 RERG 2ND March – (Rural Education Reference Group - Ringi didn't attend and is going to limit her meetings to two per year. The March meeting was held at NZSTA as host therefore the meeting became very NZSTA focussed. Next meeting is at Federated Farmers. In the three years Ringi has been attended the group has only met with the Minister once. The group is supposed to have its focus on rural education. Only 77 schools have interventions compared to huge numbers in the past. Most interventions are finance focussed. Rikki Shetteline is President for next year. The next meeting is on 8th June which Ringi will attend.

9.2 NZEI Principals Council

Kelvin didn't get to the meeting but most of the time focussed on election year. The Health and Wellbeing Survey was discussed and the effectiveness of this as a tool. The survey will come around again. Kelvin encourages each schools to ensure staff complete the survey.

9.3 National Educations Leaders Partnership – this is an opportunity for various sector groups to meet to discuss movements in Government policy e.g. funding review, PLD etc. The group last met in 2015. Grant will attend when a meeting is set. This could be at a cost to the Association.

9.4 Payroll – EPL – Steve

EOY and SOY – there is a lot more support around these processes. Schools have now got a personal contact within payroll to contact directly. EPL is being pro-active with struggling schools.

Superannuation payments which weren't made at the inception of Novopay are being back paid but the gain on investment is under discussion.

9.5 Property – Grant Burns

Grant attended the Northland sector meeting. Arson is very much a risk not always intentional e.g. rubbish bins need to be placed carefully. The Fire Department is going to stop charging schools for false alarms from 1st July.

There is a pilot to modernise teaching spaces in small schools with \$5M is being put aside for this scheme. This is for small schools – 1-4 teaching spaces. Nationwide there is 85% utilisation of classrooms.

There is a review of heat, light and water based on energy schools used in 2009. By 2020 the MoE is looking at a base grant for schools for maintenance. Money available if schools are undertaking major redevelopment. This money is available for leadership support to investigate best use of new learning environments.

H&S – we need to let contractors know of possible hazards on site. Hazard registers need to be kept up to date. Vetting process only needed for contractors with unsupervised access to students. New standards are out for toilets, door catches etc in that students must be able to get out. Mixed reports out whether unisex toilets are working so hand basin area is open to view. Fresh air flow in classrooms particularly in winter is important to ensure CO2 levels are not too high. Temperature of rooms should be between 18^o and 25^o. There are new acoustic recommendations out. Noise sources come from outside to be taken into account.

9.6 IES (Investing in Educational Success) - Grant

This is the funding pool for CoLs. As of 2nd Feb there were 81 CoL leaders – 32 CoLs had appointed all their positions. 148 CoLs involved in CoL formation. Date for final CoL applications closed last Friday so limit remains at 250 CoLs. Teacher Led Innovation Fund – applications open between November and March. Principal Recruitment Allowance – an extra \$50,000 per annum for up to three years. 10 Area Schools have received this allowance.

PACT Tool – this is not supported by NZPF. Not all schools are using it.

ERO is very positive about CoLs and inter-school collaboration. The level of trust between schools is increasing.

CoLs may engage expert partners.

NZCER is working on tools for leadership practices. Teachers need to be taking responsibility for professional practice and personal growth.

Educational Leadership Practices Tool – is a survey provided by NZCER.

NZCER teaching tool is also available.

Next IES meeting next Thursday. Grant will attend.

9.10 Ministerial Funding Review

The Minister says we need to spend smarter as there is no more funding available. Every child needs the opportunity of great pathways. Data needs to be used correctly and coherently

The following reference groups have been developed:

- Small and Isolated Schools Reference Group – on going work is being undertaken to identify issues e.g. recruitment staff, Principals, Boards. Cost and availability of tradesman, access to PD and limited range of learning opportunities particularly for secondary students. Travelling time for students to get to a bigger school has changed particularly in the rural sector has changed over time. The definition of isolation is being re-assessed. They are also looking at curriculum based funding per child; using data to improve outcomes. It's acknowledged there is a lack of trust amongst the sector especially around data.
- Funding for Disadvantaged – this is a replacement of the decile system. The risk factor is being developed to be child focussed. It's unknown how to get funding into the school and keep it attached to the student. What can be done with students who have a poor start to schooling. Consideration is being given as to whether L2 NCEA is to continue as a qualification benchmark.
- Heat, Light and Water Reference Group – possibility of CoLs being able to bundle services such as power.
- Funding for Independent Schools Reference Group
- Learning Support Reference Group

10.0 VISITORS

10.1 Tom Haigh, PPTA (Deputy Secretary Policy)

Tom get in touch to see if we could have representation on the sector group as per 9.3 above (NELP). The purpose of the group is to try and get sector groups talking and agreement reached on school resourcing before the funding review started. Other topics include IES, CoLs, national PLD, teacher supply challenges. The meeting is likely to be in May. Other sector groups have registered interest in being part of this sector group.

PUMs – update. PPTA members have raised their concerns about the delay in settlement of the ASTCA compared to SCTCA. Area Schools is six months behind secondary contract. This means a loss in pay as a result of the delay amounting to approximately \$3,000 per teacher. Up until 2008 all the collective agreements would have dates of settlement aligned and pay backdated. This hasn't happened until 2009. There is an area school advisory committee who have passed on the discontent about the delay in settlement of the ASTCA. At the moment the PUM involved discussions as to whether area schools secondary teachers join the SCTCA or have their own secondary teachers' area contract. These options have difficulties.

Y7 and Y8 teacher release time is not funded for in that we are only funded for one hour per week instead of five hours per week. We have a meeting arranged with Rob to discuss the anomaly.

Secondary Principals Council – any PPTA principal can put their hand up for this role but the person may not necessarily represent area school interests or report back to area schools and the Executive. The person therefore may not necessarily be aware of Area School issues. At the meeting held last week there was no area school representation. Tom was made aware that we will be putting in a nomination for representation.

10.2 Wayne Tacon – Property

5YA Alignment Trial – Schools who were in the trial have experienced some difficulties in the trial. In terms of 5YA the MoE would like schools to spend 90% of money within first two years or even the first year. The 10% retention is under discussion around whether schools have to wait until the end of the 5YA term. In the future the MoE proposes to pay the planner/project managers directly and in advance. The five infrastructure reports schools have to obtain are problematic and some trades are not keen to do this type of work. The quality of these reports is variable. Some of these reports could possibly be bundled together and on the other hand some reports may not need to be carried out.

Three main factors have a lot to do with longevity of buildings – gutter cleaning, building wash-downs and paint.

Funding Review - Property funding – you get what you “need”. Wayne used the example of power usage.

Insurance – MoE insurance scheme doesn't insure walkways but these are still likely to be replaced - this is a premium management policy. Over code buildings are insured but if a total fire loss occurs MoE will only replace to code so if an over code school has a building burnt down it won't necessarily be replaced.

Gyms – primary and intermediate schools are not entitled to a Ministry funded gym and only larger schools attract gym provision.

School houses – the sale of non-core houses sees 100% of money going into school 5YA and has to be spent on school buildings. There is going to be a push to sell non-core houses. On the PMIS houses are listed as core or non-core. Wayne is to provide a list of area school houses and the split per school of core and non-core. This list will be distributed to all Area Schools.

10.3 Olivia Carville – Herald Reporter – Mental Health Support in Rural Schools

A survey has been sent out to all schools around mental health issues for students encompassing suicide, depression etc. The Herald will be running a media campaign on this during the next year. Counsellors are only provided for in bigger schools so inequality in the way students are treated with issues is school size dependent.

Grant comments Traumatic Incident Response Team have been very supportive. Olivia has had feedback that students don't always respond to the team and dealing with strangers.

Steve – there is an expectation that teachers and Principals are automatic counsellors and many teachers and Principals are uncomfortable to be put in this situation. Principals spend a huge amount of time dealing with what is essentially mental health issues.

Schools have an increasing problem with drugs, alcohol and tobacco.

Contact for Olivia: Olivia.carville@nzherald.co.nz

10.4 Alex MacCreadie – Open Polytechnic

38,000 students are enrolled in the Open Polytechnic as a distance learning provider. There is a commitment to be working with schools and ESA resources are being built at the moment. It's designed to work on any device e.g. phones, laptops etc. The programme is called I Qualify. It's not an assessment based service but more an information service with the assessment still being undertaken by the school. Within the system schools can build and add their own resources. It's a resource for teachers to use and to work as its intended does need a high level of commitment.

The pilot scheme will be finished by July. At this stage costs per user are unknown.

I Qualify for Schools – Workshops

Mobile: 027 547 0224

Alex will come to the next meeting to give us further updates and another demo. He will also provide a workshop at conference so schools are made aware of this resource.

11. CONFERENCE

School Visit – we need to try and find a school close to the hotel. Ringi to take this on.

Rock – with Greg? Lesley to email Koren.

Powhiri – Pateriki – Lesley to ask Pateriki Toi Opononi and Quenton Browne Raglan

Invite to the Ministry – keynote e.g. Minister or Associate Minister for 1.15pm – Grant.

NZSTA – Karen Raitte – to attend May meeting to confirm workshops and to have a stand (Ringi)

Damian Edwards – MoE Wellington Associate Deputy - Grant

Time was spent going through the various options to plan the three days at conference and making sure every workshop provides for Boards, Teachers etc.

Everyone to make sure they do their follow ups. See To Do list at the end of minutes.

Awards next agenda

Next meeting: 29th May (bookings for Annie, Debbie +++++)

Flights for conference will need to be booked soon.

Musical instruments: Raj (Lesley to look up details and pass on to Kelvin)