

**NZASA EXECUTIVE MEETING
WELLINGTON
8th and 9th March 2020**

Present: Lesley McCardle, Stephen Beck, Kelvin Woodley, John Auld, Pateriki Toi, Colleen Buchan, Robin McKinley, Simon Craggs, Angela Sharples

Apologies: Tina Klay, Jo Joice, Shane Lloyd

Introductions and welcome to Angela Sharples (Principal Murupara Area School). Angela is the lower central north island representative.

1. ELECTION OF PRESIDENT/VICE-PRESIDENT

The first meeting of the year is when elections take place. Nominations called for President and Vice-President:

President

Stephen Simon/Colleen cd

Vice-President

Kelvin Simon/John cd

1. **MINUTES** of 17th and 18th November 2019 as circulated are adopted as a true and correct record.

Kelvin/Colleen Confirmed

Matters Arising:

Nil

2. FINANCIAL REPORT

Motion

The financial report as circulated and discussed is adopted.

Robin/Steve Confirmed

3. JOB DESCRIPTIONS

Job Descriptions have recently been developed as a guide for Board and Principal executive members. This is the first time exec have used job descriptions for the board and principal positions and are developed as a guideline for newly elected exec members.

Motion

That the job descriptions are adopted as working documents.

John/Robin Confirmed

4. ELECTION OF EXECUTIVE MEMBERS

Clause 6 in the Constitution outlines the election process within the regions to appoint to the Executive committee. We need to be careful there is not a total or near total change of Exec in any one year as continuity and historical knowledge can be lost. The process was discussed. In the Constitution there is a revolving election process to avoid complete change of Exec. Central North have recently made appointments which just need to be affirmed. The outgoing rep should take responsibility to ensure the replacement process is followed. The Board process can be problematic in that we can lose a board member at board election time. The Constitution should be referred to regarding the appointment of exec members.

Motion

That the Regional Representative Election Process document is adopted as a working document (to be read in conjunction with the Constitution)

Steve/John Confirmed

5. STUDENT EXCELLENCE AWARDS

The awards have been awarded by regions. Some students worthy of nomination are not being nominated. The process should be centralised. All schools via a google form can nominate a student which is then considered by the Executive via on line process. The nominations need to be in four weeks prior to conference. The nominations can be discussed via email. Late entries will not be accepted in the future.

Angela - do we celebrate past area school student excellence eg. area school alumni. At the moment we don't but something we could look at in the future especially for the students who have been recognised by NZASA.

Pateriki - the current criteria is lacking in that some outstanding students particularly in lower decile schools will never meet criteria. Pateriki and John to work on some wording.

The application form needs to clearly reflect criteria. Steve will create the form which will generate a spreadsheet.

6. CONFERENCE 2020

Went through notes around planning. [Click here](#)

Discussion around conference outline - workshops and speakers. The [outline](#) has been updated. We are now in a good position to move forward and send out the draft programme.

MONDAY 9TH MARCH - VENUE NZSTA ROOMS

REPORTS

NCEA Accord - Simon

At the December meeting it was decided that the Term 3 ToD, rather than being centralised, would be held in schools and be led by the principals. This helps with remote schools such as area schools not having to travel great distances. There is no reason why clusters of schools can't get together, though to hold PLD together. The focus will be on unpacking the changes and the implications for the school. Training materials will be prepared well in advance. The Term 4 meeting will be centralised as the subject area materials should be all released before that date. Next meeting at the end of March.

SCHOOL BUS TRANSPORT - STEVE

Steve has been in touch - no progress has been made on bus transport since our last meeting. The working group has not been developed yet. The kms exclusion zones are problematic in our rural schools especially for primary schools. Individual cases should be considered - eg is there footpaths etc.

SALE OF SCHOOL HOUSES

How can area schools use and retain funds. There is no change to this policy so at the moment the funds will be lodged against 5YP. Murupara lost all their school houses as a result of the merge of schools. The sale funds can't be used to upgrade existing school houses. There hasn't been a property meeting this year. Next meeting we may invite someone along

NELP - meeting next week. Nothing to report this time.

NZEI - meeting is on Friday - Kelvin. Early childhood will be on the agenda particularly around pay rates.

PPTA Principals Ref Group - Stephen Walters is attending on our behalf. If anyone has anything for this meeting let him know. Steve has spoken to him about Teacher Councils, school transport, school property.

VISITOR

David Wales and Susan Howan - Learning Support, MoE
David and Susan present the Learning Support Action plan

Notes from powerpoint to be provided by David for circulation with these minutes.

Service Managers work out of regional offices to provide support and supervise LSCs. Not all schools are aware of who their service manager is. Learning Support are working to ensure schools have a relationship with their service manager. There are 80 service managers across the country and 623 LSCs. The action plan is available through the website. A range of screening tools are being worked on at the moment to help identify needs. Susan will send us the link to the draft guidelines for LSCs. The document will remain in draft for some time. LSCs should not be treated as a SENCO. The consultation process around the draft guidelines will be done through the website - Susan to send information to us. Dyslexia - tools available now are NZ Dyslexia Handbook and About Dyslexia. Copies of these resources are being provided to all schools.

CONFERENCE PLANNING CONTINUED

The outline has been pieced together. Now we need to confirm availability. Everyone to take responsibility for their person so confirm and ask them to provide photo, bio, titles and workshop descriptor as soon as possible. We need to find a pre dinner speaker. The workshops with Sonjia from NZSTA will need some board guidance. Colleen to follow this up. Waiata feedback - do we do waiata for all speakers or reserve for Ministers? Waiata - Pateriki and Kelvin to organise and update. . Cost \$? 450 last year but we ran at a loss. We need to raise it. The cost proposed is \$500 per person includes dinner, drinks, entertainment. Lesley to liaise with hotel about closs off time for band. Discussed band - do we have a band? Proceed with the band. Kelvin will organise gear and possibly a drummer player. Advanced party - Steve and Robin will be there earlier. Exec to meet around 10 to go over conference outline and jobs for the conference period.

2021 conference venue - Rotorua, Nelson, Dunedin. Decided on Nelson. Two possibilities - Rutherford Hotel and the Monaco Resort. Last time we went to the Boat Shed for conference dinner. Lesley to get a quote from both venues.

STRATEGIC PLAN

The strategic plan does need to be updated. Ran out of time for this meeting. There is a continued need to discuss kura and special character schools as members of the Association. To be a first up agenda item next meeting.

November meeting: 8th and 9th November, Wellington (first up Strategic Plan) Mercure Hotel has been booked as a venue. NZSTA have offered us their meeting room again if we want it.

Meeting ended 12.30