

# NZASA Executive Meeting

16<sup>th</sup> and 17<sup>th</sup> June, Kingsgate Hotel, Wellington

Present: Rhys Ellis, Trent Allison, Alex MacCreadie, Lesley McCardle, John Pyle, Annie Hughes, Karyn Greg, Jen Rodgers, Grant Burns, Kelvin Woodley

Apologies: Ringi Smith

**Minutes** of previous meeting of 19th and 20th March adopted.

*Moved Karyn, Seconded Jen*

## **Financial update -**

Report tabled and discussed. NZASA is in a healthy position at this point.

*Moved Alex, Seconded John*

Jen has been signing off payments while Alex has been away. Discussed and decided this was a good move to prompt efficient and quick sign offs to always have one person available.

## Motion

That Jen is authorised to sign off payments as well as Alex.

John/Annie

## Motion

Amounts under \$50 can be authorised for payment without second signature.

Trent/Karyn

## **Conference:**

Conference outline discussed and confirmed

Not all bios and photo have been received yet and these are needed by end of term latest. Alex and Lesley following up on some of these.

Kelvin has a teacher who can present a BP slot on the Friday. This was entered into the conference programme. Kelvin to forward details to Lesley asap.

Some Exec are coming in on Tuesday night to ensure packs and everything is in place for the start of conference.

The Minister has changed her opening slot to 1.30pm - this is now finally confirmed.

The programme needs to be ready for the printers end of the term.

Lesley is in touch with sponsors.

OfficeMax are supplying lanyards and ASB bags.

Grant, Alex and Kelvin - are organising the music for the dinner.

**Sports tournament** - \$5,000 funding grant has been received from the Lion Foundation. These funds will go towards first aid and venue hire. Loni at Taihape is the organiser and seems to have tournament organisation in hand.

## **Strategic Plan -**

Review of the strategic plan -

First part of first goal where we are looking at achievement data probably has not enough relevance as our schools are very context dependent. Lisa's data is not as useful as it could be.

Website - We need to get information from our Leadership Camp, Tournament and conference to start coming in so we can promote these on the website. Further, the website needs to get more current information passed to Lesley to enable it to be updated regularly. Website should be reviewed, partly as a function of the hosting as there may be better opportunities to shift to a google plus platform and increase the number of contributors. This would also be a good platform to keep information current (eg tournament sports results).

We are all really happy with how we are viewed and respected by the Ministry and the groups we are on. Keeping us at the table and contributing is working well and thank you to all of the Executive who contribute to the conversations.

**Awards** - nomination received for presentation at Conference. Change to **NZ Area School Student Excellence awards**. Each region needs to select a student before conference to be celebrated at conference. Eligibility is student must be enrolled in full paying members school. No other criteria, top student in your area, a photo and a bio to share. This will be 5 awards. Regional representatives to follow this up in regions.

**Leadership** Long talk about the keeping the viability of this camp. There is a big difference in cost of sponsored programmes and our programme. The Exec would like to meet with Colin during conference. The Exec is fully supportive of Colin and his program but also are aware how this survives on Colin's goodwill and longevity, and the sustainability of this programme long term needs to be thought about now. One of the ideas is to explore the idea of a North/ South Camp alternating against tournament. Waitomo was mooted as a North venue.

**Sponsorship** - Brochure distributed to Exec, further feedback was received, will put in these corrections overnight. Some exec members will contribute more feedback tomorrow. Then it will go out and we will look to establish a relationship with Rural Corporates.

Approaches will be made too:

PGG, Farmlands, Fonterra, FMG, RD1, ITM, Gallager, Bayleys Real Estate, Swandri, Swazi, Norsewear, Rabobank, Silverferns, Alliance, Ravensdown.

**Secondary Principal Council and NZEI** - Alex and Karyn

Both SPC and NZEI Principals had a lot of discussion about the Vulnerable Children's Act and how this will be implemented. Looks very cumbersome and full of hooks. Check the doc's distributed to each school. All new employees due diligence from July 1st this year. All existing employees by July 2017. Policy made by July 2016.

Further, the implementation of Support Staff contract and simplification of the the award was discussed at length by both parties.

**Leone Purvis - Education Payroll**

Update on the leave programme. Handout slides – Leone spoke to handout.

Focus on guidelines and training for schools around leave management. There will be fuller fortnightly leave reporting – every fortnight current leave balances for each employee will be provided via a leave report. An email will be going out tomorrow around the leave project and will include a fact sheets

which can be handed out or spoken to in schools. The new how to guidelines for leave management will be on the payroll website. It is focussed on annual and sick leave but also a guideline around what codes are to be used for leave. Leave management training tool can be accessed at any time and is a self-paced module.

System changes involves correcting codes in line with the various collective and updating balances. Existing information on payroll calculates leave from start of Novopay and not actual start to service. This is a fairly large and complicated process.

Any outstanding processing of leave requests will be actioned from this point forward which will also show an adjustment in leave balance.

From then on all employee leave balances should be correct. An opportunity will be given to schools to correct questionable leave balances.

A pilot scheme involving 22 Wellington schools – 12 primary school, 2 special, 2 area and 6 high schools therefore a range of type and size of schools. These schools will go through the whole leave balance exercise and this testing is due to finish end of July. The rest of the country will begin around 10<sup>th</sup> August. Confirmation of leave process is for current employees. Employees excluded from this process is for employees who have worked at multiple schools because individual schools only have balance for the employees time at their own school. Casual / relief teachers will not show on the list.

Schools will be provided with Novopay go live balance, entitlements, leave taken and current balance and this can be compared with what is held in school records. A one off adjustment can then be made if necessary. Any adjustments will only be accepted if they are sent via an authorised user. Templates will be provided – sign adjustment will need to be kept on school records. Continued leave bookings should be put through as per normal

## **Wednesday 17 June**

### **Visitor - Carolyn Stuart and Tim Kong - N4L**

Updates from Tim.

Microwave technology - for some rural schools

RSBI - rural school broadband initiative

Either of these technologies are used in schools depending on school situation and setup. 1761 schools are connected and 2444 are registered to join. View [www.map.n4l.co.nz](http://www.map.n4l.co.nz) to see which schools are connected. Some schools are not registered to be part of N4L.

The Raspberry Pi device attached to every school router enables the management of each schools needs. All schools are monitored by the Pi devices.

Under Pond login each individual school can look at internet traffic use and speed and if there appears to be a problem contact the N4L helpdesk.

Web security and firewalling - up until a few months ago all schools had basic level filtering. N4L have now added individualised filtering therefore allowing rules to apply by groups e.g. year levels, staff, students. This is carried out via self-service portal available to schools. Webinars are available from July onwards to assist with training.

80 page user guide available now via under [www.n4l.co.nz/managednetwork/webssafetyandsecurity](http://www.n4l.co.nz/managednetwork/webssafetyandsecurity)

Carolyn Stuart - POND

Students can now use this as a search facility without being signed in. Teachers can use universal views can be made available to students via bucket system. Videos can be used directly from Pond.

Creative Commons - CC bucket available without the need to log on to Pond. Resource which is created by say a teacher is automatically copyrighted - advance permission can be given so other teachers can use the resource however without this it is useful to remember resources are owned by the school/Board. Advance permission via a set of rules need to be set around the resource. Creative common licensing allows this sharing to happen. Creative common website provides information on how boards can creative a CCL for resources.

[www.photosforclass.com](http://www.photosforclass.com)

this website links to photos that are available for use without having to worry about copyright.

### **Property - Jen**

School housing - 100% of sale price goes to school but is locked into 5YA therefore proceeds are used for property only.

Sale of land is 50/50 for school and MoE.

MoE property forums continue to be held around the country twice a year with a recent change allowance sector groups to add to agenda.

AOG contract - more and more schools signing up - the contract enables large savings

10YPP - approved contractors

### **Cross Sector Forum - Alex**

Education Act review - students are not at the heart of the Act which is a big part of the review with the general viewpoint being that students should be central to the Act. Any ideas for the review can be fed back to Alex. At the moment the Act is very broad.

NEGs review -

1 - ok

2 - equity instead of equal opportunity

3 - ok

4 - parental recognition needs to be stronger e.g. responsibility etc

5 - doesn't provide for all areas of the curriculum e.g. arts - this NEG needs a whole review

Self Governing schools - is it still working? Risks around schools not getting a Board together, rogue Board members, not enough nominations - take what you get despite quality.

SMS systems - discussed one provider would be a preference but how this looks could be difficult to implement.

### **Resourcing Forum - Kelvin**

Wide sector representation at this forum. An approach has been well received by Peter Hughes and it is hoped that the forum will ultimately become a resourcing working party. A set of foundation principles has been established and are intended to form foundational common ground for future funding models. There will be another meeting coming up shortly. Most sector representatives came from Auckland or Wellington and apart from Kelvin there was no other rural voice at the meeting. Kelvin recommends we keep involved in these forums especially given the complexity of Area Schools and the likelihood of it developing further.

**Visitor - Rob Calder - NZSTA**

Discussion and confirmation with Rob around NZSTA participation at conference and firming up of workshop content:

Hot Topic ideas for Lorraine to address at Conference.

Principal Appraisal - difficulties having an area schools focus.

Principal Appointment

Principal Mentoring/Supervision

Collective Agreement (Jen) - Colin Davies didn't come to this meeting during which we wanted to ensure Area Schools had a voice and were provided for under collective agreement discussions. We expressed our concerns with Rob particularly around the inequity between primary and secondary staff conditions in an Area School context e.g. non-contacts. Alex and Karyn to promote the matter with the unions.

A letter will be sent from Exec to Peter reminding him how the area school contract should be considered on its own merits without especially around release time and primary school members. Alex/Jen will send the letter.

Next meeting: August - at conference - 11am

**Packs:**

Pens

Programme

AGM - Agenda, membership,

Waiata

Delegate list

Sponsors