



Theme ideas - Rising above the Challenges

Invite Al Fone - for BoT workshops

Employment workshop for BoTs especially

John Parsons - Internet Safety (repeat it was popular last time)

Carolyn Stewart - N4L - (whole delegate slot)

Wednesday regional dinners

Judge Becroft

Breakfast speaker?

Possibly look at providing some short whole delegate slots e.g. John Parsons, Carolyn Stewart as some delegates missed out on their workshops and they had a message that was relevant to everyone. Some short snaps e.g. 20mins - 3 speakers could be a workable idea.

### **AREA SCHOOL SURVEY (Jen)**

Mixed results. Two-thirds was to keep the conference going annually however cost remains a factor. Most also liked the three day format and not attach is to a public holiday. Feedback to try and move it away from May/June. Dates for next year have been moved to August. Feedback was for more BoT workshops, more rep stands.

### **RERG - Rural Education Reference Group (Ringi)**

Ringi didn't attend the last meeting as there was little on the agenda. As it turned out the only speaker was Graham Stoop talking about IES. Most of the speakers they had were at our conference. Te Kura has ended relationship with RERG. Next meeting is 6th September. Ringi will attend this meeting. At this point RERG is not really provided value for NZASA. Our future association with RERG is at this point being questioned.

### **SECONDARY PRINCIPALS COUNCIL**

We haven't had representative on this sector group since the end of last year. John says its worth attending. Alex to take this on and will be in touch with PPTA and hopefully attend the next meeting.

### **NZEI Principals Council (Karyn)**

Karyn missed first part of the meeting. Day 2 was mainly around IES with negative feedback. Hekia Parata attended the meeting. More information regarding IES to be discussed later in this meeting. Another meeting will be held next term which Karyn will attend.

### **Sandra Cubitt - PLD Review**

John G likely to not attend any more of these meetings so we will need to find another rep from this group. Two reports have been published - Strengths and Weaknesses. PLD are working on building workable structure around PLD provision with 2016 being the target date for commencement. 2015 will be spent mostly working around the structure and how it can be best put into practice. This sector group was initially set up for two years. Next meeting tomorrow and alternate between Wellington and Auckland on a monthly basis. Focus for the next year is to build on a successful infrastructure.

The model has come up around the need for external expert PL assistance to improve teaching practice. Teacher using inquiry practice is a focus for the group as well as leadership role around how PLD is

carried out in schools and leading the learning. The workstream are working on a demand driven model.

Another workstream is focussing on where expertise will come from.

The milestone reporting has been analysed and whether it is a realistic and timely report back system.

A report is due out in about two weeks time. Feedback opportunities will be available and this can be done by school, cluster or staff can go on line and give individual feedback. Feedback around whether the PLD provision will work for rural and sometimes isolated schools. There is \$81M allocated to the programme.

Next meeting dates: 27th September, 9th October, 29th October and 27th November. The MoE cover costs of travel. John G is standing down - this group will find another representative to attend these meetings on behalf of Area Schools. Feedback from this group directly to Sandra is welcome - [sandra.cubitt@minedu.govt.nz](mailto:sandra.cubitt@minedu.govt.nz)

### **Investing in Educational Success (IES)**

John G attended the initial working party meeting and feedback was sent back to cabinet. The advisory group was set up in June. Advisory group gets feedback from workstreams which has been looking at contractual obligations to work with unions and be written into collectives. Expressions of interest are open now. See letter from Peter Hughes sent out this week. Discussion around how clustering could look like for Area Schools. The expert Principal role looks to be difficult to fill - being out of school two days per week being the main sticking point and acceptance by schools of someone else coming in to "look over their shoulders".

### **Cross Sector Forum**

Jen attended meetings. Minutes have been distributed. The meetings seem of little value but important to have area school voice for the times when the rural point of view needs to be heard. No more meetings this year with the continuation of the forum in question at this point.

### **Data Statistics Monitoring**

Lesley attended meeting in June. Minutes are on the google drive. Terms of reference in draft format on the google drive. A new attendance code is being introduced called G for absence in term time due to a student being pulled from school for family holidays. The G code is unjustified. Gypsy day will now be referred to as "change over day".

### **Strategic Plan**

Strategic plan needs updating following this meeting to reflect where we are at the moment. Refer to November meeting.

Property - discussed property issues including maintenance and upgrading existing blocks to a modern learning environment. Over code schools can have classrooms removed or in one case the Moe want to

remove existing large blocks and replace them The concern around this is what footprint will the replacement be.

## **Sports**

Organisation was fantastic. A letter from the executive to Gavin Cates would be well received. Ringi to write letter.

Sports tournament 2015 - Palmerston North. Karyn to get in touch with Jason Fellingham to confirm dates, venues etc. Canterbury needs a new rep. Update in November.

Rugby - pack given to John G at conference. Rugby needs funds to help get someone to come to the sports tournament to help with the selection. Discussion around area school sport involvement in the NZ secondary school sports tournaments. Letter to go to Mike Smith and ask him to follow the procedure set up by the Sports Committee and fill out an application form.

Netball - there is still some talk about the trans-netball team. Executive were of the opinion this idea had been withdrawn but the sports committee have raised it once again.

In the last sports meeting the committee discussed a funding application which could be developed to target the surplus held by Exec on behalf of the sports committee. At this stage we haven't heard anything further about this.

A sponsor could be targetted e.g. Farmlands, Fonterra to sponsor NZ Area Schools Sports.

Possibly invite one of the sports reps to the next meeting.

## **Leonie Purvis - Service Delivery Payroll, Rachel Lorne EoY/SoY Processes, and Jo Hogg - Customer Experience Payroll Services**

### **Rachel - End of Year/Start of Year**

Last year involved focussing on accuracy of pays and providing more support around implementation of changes especially for SoY processes. The focus is on around making it easier for schools involving specific training (webinars), continue to provide extra support through payroll advisors, assisted data entry whereby facilitation is provided with your own school data input, re-writing user instructions which will be available on the website, improved accuracy with form input, new form called pay ending report showing people who will not be paid from a certain date, soy form will be open longer i.e. you can start working on it earlier, Service Centre readiness in that more personnel are needed in the Centre to deal with the volume of work especially around SoY.

### **Leonie - Service Delivery Model**

NZSTA are providing more advisory services around human resources. Novopay on line to become the first port of call so more thorough guidelines and advice plus the ability to track tickets. Central help desk will focus more on individual issues which can't be resolved through self-service via on line. There is some work around sharing payroll administrators amongst schools. Priority is to improve and update Novopay website which will be linked to guidelines being developed on the NZSTA website. Regional education

payroll advisors will be more available to assist schools. These EPAs will look after targetted schools who may need additional support. A dedicated email address will be put in place to escalate specific issues to the Ministry - at the moment this is done via MoE resourcing.

### **Correspondence from Rangiora New Life**

We regularly meet with the unions and NZSTA around negotiation time. Jen to write to Rangiora New Life and thank them for their concern and inform them the Executive have worked with unions etc over the years to ensure Area School voice is heard and taken into account around contract negotiations. Jen to talk to Brian around Rangiora New Life's membership.

### **Education Review Office**

**Iona Holstead - Chief Review Officer**

**Dee Warring - Communications Officer**

Whanau/Parent Engagement in Child's Education - Minister has asked that parents voice be included in ERO reports. Surveys are being developed at the moment. Hangi/food is a great way to get the community to a meeting but to engage them further is difficult. ERO want to get an understanding of how schools do engage with community plus the Minister wants to hear parent voice around how they feel about their schools performance.

Evaluation Indicators - the current indicators have been around since about 2006 and reviewed in 2011. The recommendation was that they be further reviewed which has been started. Experts have been engaged in the process who have recommended a more focussed indicator set of questions. A draft set of indicators will be out for sector input will be available later in the year.

### **Executive**

John G is standing down as President and from this executive after this meeting. A new appointment will need to be made and John's duties spread around as follows:

PLD - Karyn/Jen  
IES - Alex  
Cross Sector Forum - Jen  
Novopay - Lesley  
NZEI - Karyn  
SPC - Alex  
RERG - Ringi  
Data Statistics - Lesley

### Motion

That Alex is nominated as President of NZASA.

John P/Ringi

cd

Discussion around having a vice president on the Exec as a Board member providing Board voice.

### Motion

That Ringi is nominated as Vice-President (BoT) of NZASA on behalf of BoT reps. to provide the BoT voice.

Annie/John G

cd

### **Award Nominations**

The award procedures need to be tightened in that they can be a little ad hoc or last minute. Unfortunately this can happen around last minute resignations. Awards to be put on the agenda as a permanent item. Those who are to receive an award should be informed so they have the opportunity to attend conference. In some cases last minute awards will continue to take place but the idea from here is to try and minimise this.

### **Leadership Course**

The course needs to be promoted more and schools encouraged to send students. The Leadership Handbook needs to be updated. Suggestion is that part of the course is that students present photos and information around the course and this is put up on the website as promotion for the course. STAR funding can be used for the course as credits are available. A facebook page could be created for the leadership course. To promote the course allow 10-15 minute spot at conference with video/photos and promote the event. Rhys to look at the leadership part of the website and update it with Colin's input. Schools can apply for support through the local funding organisations.

### **Website/Communications**

Minutes get loaded on to the website following the meeting. Regional reps to get in touch with regions following an exec meeting. Newsletter to follow this meeting. Alex to contribute to newsletter. Suggestion that we move to a google website. Our existing website needs updating with sports information and leadership course information.

### **Ministry of Education - RedTape Clutter Busters** (Mireille Consalvey and Megan Reid)

**Refer** to Overview sheet attached to these minutes.

**Special Education** - difference in letter format - more succinct / briefer

**Beginning Teachers** - payment and processing of BTs will be more of an automatic process

**Supplementary support** - applications are on line for 2015.

**Home Schooling** - not all applications seem to be going via local Principal

**RTLB** - discussion around funding, distributorship and allocation to students -

**Interim Response Funding** - reasonably good feedback around existing system

The MoE is exploring how technology might be used to optimise administrative systems across the whole sector. Sophie Low is looking for input around e-admin and comments on current experiences. Comments around SMS systems, finance, property etc. Electronic copy to be sent for distribution to all area schools.

MoE returns - discussion around why we continue to provide returns four times a year. Pilot scheme is underway to automatically extract data via ENROL.

Comms calendar tabled presented which seems really useful. A filter to just pull out information relating to area schools would be useful. Also links provided to be able to download forms etc. This is a work in progress at the moment but looks to be a tool we could use.

**November meeting:**

**Wed 19th November** Start 8.30am Finish 5.00pm

**Possible agenda items:**

Strategic Plan

Conference

Leadership

Sponsorship

Invite Minister and Peter Hughes

Feedback from sector groups

IES

Resourcing/Property - Jen to contact Suze

Regions - be in touch with regions and ask for discussion points for November agenda.

**THANKS**

Thanks to John Garner who has been on the Executive for ten years. John's input has been huge and the contributions he has made to Area Schools is greatly appreciated. John received a life time award at the Nelson conference.