

## In this issue

### Message from Peter Hughes

By now you're in your second week of a very busy Term One and I wish you all a successful and enjoyable school year.

We're here to support you in any way we can and we'll continue working to improve the way we do things for you. From March you'll see improvements to our roll return process, which will make it quicker and easier for you to complete these. The changes will also support us to get funding and staffing notices out to schools faster. We've also completed a new service design to improve how we deliver our infrastructure services including schools transport, technology, transportable classrooms and school payroll. You can read more detail about these below.

Once again, can I wish each of you a successful and enjoyable year.

### ► **Critical need to know and action**

1. **2015 audit update:** For key dates and information **Read more...**
2. We seek a group of principals and boards to review the schooling version of the **health and safety guide** in February. **Read more...**
3. Please take the time to complete the **children's workforce survey, closes 15 March.** **Read more...**

### ► **Heads up**

1. We're improving the **roll return process** – making it easier and faster for schools to complete. **Read more...**
2. Please complete the **early childhood prior-participation information** in ENROL. **Read more...**
3. **March roll return:** A list of **approved Student Management Systems** for the 2016 roll returns is available on [Education Counts](#).

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5. The **draft regulations for working with hazardous substances** have been released for feedback. **Read more...**
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9. Final reminder: Round two of the [Teacher-led Innovation Fund](#) closes **19 February**.
10. We have completed a new service design to improve how we deliver **infrastructure services**. **Read more...**
11. The [Advanced Classroom Expertise Teacher](#) process to recognise exemplary practice in primary teaching **closes 15 February**.
12. [Aspire Scholarships](#) valued at \$15,000 p.a. are now open to low-income families for private secondary school tuition fees. Please pass on this information to your teaching staff and administrators. Applications **close 13 May, 2016**.
13. The **2016 release schedule for rauemi (resources)** commissioned for publication by Te Reo Māori group is now available in both [te reo Māori](#) and [English](#) on the Ministry's TKI website. Any new work or changes to delivery dates will be updated monthly.
14. We've made **e-asTTle** easier to use. **Read more...**
15. The **2016 TeachNZ sabbatical award recipients** have been announced. View the [Principal recipients](#) and [Secondary Senior Manager recipients](#) on the Educational Leaders website.
16. Today is **Safer Internet Day**. NetSafe and the Ministry have some tips for schools wanting to start the year on a safe digital footing. **Read more...**
17. English for Speakers of Other Languages (ESOL) **funding applications** for terms 1 and 2 are **due 1 March**. **Read more...**
18. Reminder: **Online ESOL support** for schools. **Read more...**
19. We have developed a new online form for state and state-integrated schools to make it easier to **register visiting groups of international students**. **Read more...**
20. We are continuing to support the **e-portfolio tool My Portfolio** for up to two years. User support is now managed by Kineo Pacific Ltd. **Read more...**
21. Air New Zealand's new Airpoints™ for Schools programme is here to support your school's travel needs! [Apply now](#)
22. Reminder from the **National Library**. **Read more...**

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## ► General information

1. **Fetal Alcohol Spectrum Disorder (FASD) Action Plan**  
Ministry of Health has released a [discussion document for consultation](#) outlining the evidence and key issues around FASD. It proposes key principles, high level outcomes and action areas for a more effective response. Government wants to test these with stakeholders to help drive the direction of the Action Plan and prioritise actions. Questions are provided to help guide submissions but free and frank feedback is encouraged. **Consultation closes 26 February.**
2. **Year 7 and 8 student immunisation programme about to start**  
These **free immunisations** help protect against a wide range of serious diseases like measles, whooping cough, tetanus and diphtheria. **Read more...**
3. **Senior secondary students writing competition-\$1000 prize (closes 30 April)**  
The Royal Australian and NZ College of Obstetricians and Gynaecologists invite applications for the Liam and Frankie Davison Award for outstanding achievement in literary writing on an issue in women's health. **Read more...**
4. **School Network Upgrade Project comes to an end**  
The 11 year project has seen 2,431 New Zealand schools given the infrastructure to access fast and reliable internet. **Read more...**
5. **Correction**  
In the last issue of the Bulletin, an incorrect email was given for the Ministry's national office. The correct email for general enquiries is [enquiries.national@education.govt.nz](mailto:enquiries.national@education.govt.nz)

## ► Regional news

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## **Critical need to know and action**

### **2015 audit update**

The annual reporting and school audit process will start soon. The payroll information we will provide for the 2015 annual reporting will be very similar to the 2014 year.

The following report will be available for download by authorised users from Novopay Online on 5 February. Log in to [Novopay Online](#) using your username and password.

- [School Annual Accrual Report \(SAAR\)](#)

The reports below will be emailed to the principal on **19 February**.

- [Leave Liability Reports](#)
- [Overpayments Error Schedule](#)
- [Stop Pays Error Schedule](#)
- [Funding Code Error Schedule](#)

We have been reviewing the quality of data and in support of this process, Ernst & Young, in their role as the Auditor-General's appointed audit service provider to the Ministry, are conducting independent and objective assurance procedures across the payroll service so you can have confidence in the payroll reports.

As part of this work, some schools will receive an Exceptions Report highlighting anomalies identified centrally that need a local explanation. If relevant, this report will be sent to you on **19 March**.

<b>Key dates</b>	
5 February	School Annual Accrual Report available online
19 February	Leave liability reports and payroll error schedules with overpayments, stop pays, funding code errors and any other known errors will be emailed to principals



19 March	Exceptions file is sent to some schools
26 March	Complete set of reports and exceptions is sent to the auditors for the schools they will be auditing
31 March	Financial Statements are due to be submitted by schools to their auditors
31 May	Statutory deadline for the Annual Reports to be submitted to the Ministry

## Health and safety – an opportunity to be involved

We are developing a practical health and safety guide for school leaders – to be available in March. We seek a group of schools (principals and boards) to review the schooling version of the resource in February. If you are interested, please email [healthandsafety.info@education.govt.nz](mailto:healthandsafety.info@education.govt.nz)

The guide will provide useful information to help schools/kura develop and review their existing health and safety plans in view of the Health and Safety at Work Act 2015 taking effect on 4 April. The guide will complement the [Ministry's factsheets](#) and include clear explanations of the requirements of the Act, example policies, procedures and checklists.

### Myth busting and FAQs with WorkSafe

We have been working with WorkSafe on a series of FAQs and myth busting questions to help you. View these directly [via WorkSafe](#)

## Children's Workforce Survey

The *Children's Workforce Survey*, which will help us understand the current workforce and ensure investments in the workforce are focused in the right areas, is being run by Research NZ on behalf of The Children's Action Plan Directorate.

This survey which has two questionnaires (10 mins each) will run until **15 March 2016**. By registering, you will have the option to save and resume if you're interrupted while completing the survey.

### All responses to the questionnaire will be completely anonymous.

1. The **individual questionnaire** should be **completed by staff and volunteers** who plan, manage or deliver services to children, or, who plan, manage or deliver services to adults with children and may be in a position to identify child vulnerability. [Access the individual questionnaire here.](#)
2. The **organisational questionnaire** should be **completed by one person** on behalf of their school or kura. This should be the person who is best placed to comment on the school or kura's current policies and practices with regard to the children's workforce. [Access the organisation questionnaire here.](#)

Your response will help us build a connected, competent, children's workforce which works together to respond effectively when things aren't right for children.



To learn more about The Children's Action Plan, and the other initiatives they are working on, such as the Core Competencies Framework and the implementation of the Vulnerable Children's Act, visit [www.childrensactionplan.govt.nz](http://www.childrensactionplan.govt.nz)

## Heads up

### March Roll Return

This year we're improving the School Roll Return process – making it easier and faster for schools to complete. The changes are summarised below and more detail can be found here on [Education Counts](#).

Schools will see changes from March this year.

- Completing audit class lists will be optional
- We're separating the school roll data from other supplementary information we usually collect in March (more about that below)
- We're moving to only electronic data supply of roll returns, eliminating paper-based roll return forms.
- We'll be letting you know by email that we've received your electronic roll return, and
- We'll be getting back to you sooner with any questions we have with your submission.

For most schools the only difference you'll notice is you will not need to send the paper-based return.

For some schools using some SMS there will be a small change – the principal will need to approve the return on screen before it can be sent.

For schools not using an SMS you will need to complete a roll return spreadsheet and submit that using the Ministry's secure online portal.

For some of the supplementary information not linked to funding we're introducing a new web form and we'll ask you for this information in mid-March.

We're implementing these changes to reduce the time spent by schools submitting data and information to us. These changes will also support us to get funding and staffing notices out to schools faster. We value your feedback – if you have any questions or comments about these changes please email [school.returns@education.govt.nz](mailto:school.returns@education.govt.nz)



## Early childhood prior-participation information in ENROL

Please remember to complete the early childhood prior-participation information in ENROL. This information helps the Ministry find out which children have participated in Early Childhood Education (ECE) and those that have not.

It is important it is completed accurately and you indicate the number of weekly hours attended and the number of years the child had been in ECE. If your enrolment form does not include these questions, please add them. The [School Enrolment Form Guidelines](#) has sample questions you can use.

When creating a record for the the child in ENROL, remember children who already have a National Student Number (NSN) are likely to have been in ECE.

Children who attended only Kohanga Reo, Playcentre or a playgroup will not have an NSN, as these services are not yet part of the ELI system. However, they should be recorded as having attended ECE.

## March roll return: Student Management Systems

A list of approved **Student Management Systems** for the 2016 roll returns is available on [Education Counts](#).

## Te Marautanga o Aotearoa achievement standards updates

The following new achievement standards derived from Te Marautanga o Aotearoa are now available on the Ministry's [Taumata Mātauranga ā-Motu ka Taea webpage](#) or alternatively the [NZQA Subject page](#) has both word and PDF versions:

- Level 3 Te Reo Rangatira
- Level 2 Hangarau
- Level 2 Hauora
- Level 2 Ngā Toi
- Level 2 Pāngarau
- Level 2 Pūtaiao
- Level 2 Tikanga ā-Iwi

Assessment resources can also be accessed from these websites.



Level 3 achievement standards for *Te Reo Rangatira* have been included in the 2016 Approved Subjects for University Entrance.

### University Entrance consultation

Alongside NZQA, we are about to consult on the best way to include Level 3 achievement standards derived from Te Marautanga o Aotearoa in the list of UE approved subjects.

The standards will be registered in December 2016 for use in kura and Māori medium schools from 2017 and are developed to the learning areas listed below. The corresponding learning area in *The New Zealand Curriculum (NZC)* is listed in brackets.

- **Pūtaiao** (Science)
- **Hangarau** (Technology)
- **Tikanga ā-Iwi** (Social Sciences)
- **Ngā Toi** (The Arts)
- **Hauora** (Health and Physical Education)

Please note that kura may also choose to access NZC-derived achievement standards, and that many of those standards meet the achievement objectives of both curricula – read more about dual-curricular achievement standards below.

### Dual-curricular achievement standards

*The New Zealand Curriculum* and *Te Marautanga o Aotearoa (TMOA)* are not mutually exclusive: they share many whāinga paetae/achievement objectives. The achievement standards that meet the achievement objectives of both curricula are called ‘dual-curricular’ standards and contain a reference to both curricula.

The new achievement standards derived solely from *TMOA* do not relate to whāinga paetae/achievement objectives for which there were registered achievement standards. The unique *TMOA* standards refer only to this document.

Kura may use Te Marautanga o Aotearoa - derived standards, New Zealand Curriculum -derived standards, dual-curricular standards or any combination of standards to assess their students against, as appropriate.

For example, Level 1 Pūtaiao includes the following:

Marau	Tau	Tohutoro
Pūtaiao	91719-91723	Pūtaiao 1.1-1.5
Biology	90925-90929	Biology 1.1-1.5
Chemistry	90930-90934	Chemistry 1.1-1.5
Pūtaiao	91719-91723	Pūtaiao 1.1-1.5
Physics	90935-90939	Physics 1.1-1.5
Science	90940-90955	Science 1.1-1.16





### Links to matrices

[Level 1 dual-curricular standards matrix](#)

[Level 2 dual-curricular standards matrix](#)

[Level 3 dual-curricular standards matrix](#)

### What are the implications of dual-curricular standards?

Dual-curricular standards can be used in programmes of learning that are developed in wharekura to meet the whāinga paetae of *Te Marautanga o Aotearoa*. This is particularly useful for [course endorsement](#) purposes, because in most learning areas, the dual-curricular standards are the ones that are externally assessed.

They can also meet the requirements of University Entrance because many of the Level 3 achievement standards in the approved [UE subjects list](#) also relate to TMoA whāinga paetae (achievement objectives).

## Update on Hazardous Substances Regulations

The draft regulations for working with hazardous substances have been released for feedback.

Changes that could impact on the education sector include the use of substances in technology classrooms and storage of substances.

For more detail on the decisions the government has already made on aspects of the regulations, areas they are seeking feedback on, and to download a copy of the *draft Health and Safety at Work (Hazardous Substances) Regulations 2016 (Consultation Draft) [PDF;1613KB]* visit the [MBIE website](#)

Send feedback to [HSWregs@mbie.govt.nz](mailto:HSWregs@mbie.govt.nz) by **5pm, Friday 26 February**.

## 2015 teacher time allowance applications

The Resourcing Division's deadline for 2015 staffing allowance applications has been extended to **Thursday 17 March 2016**. Applications arriving after that date cannot be processed before the end of the 2015 banking staffing balancing period (pay period 27).

Staffing allowance applications include:

- [Beginning teacher time allowance](#)
- [Beginning teacher time allowance – second year](#)
- [Outreach service staffing transfer](#)
- [Overseas teacher time allowance](#)
- [Retrained teacher time allowance](#)



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- [Specialist Classroom teacher \(secondary\)](#)
- [Specialist teacher application \(area and composite\)](#)
- [Staffing transfer form](#)
- [U1/U2 First Time Principal Release](#)

Completed forms should be emailed to [resourcing@education.govt.nz](mailto:resourcing@education.govt.nz)

## Prime Minister's Education Excellence Awards

The **Prime Minister's Education Excellence Awards** are open – [enter here](#) by **18 March**.

## Message from ERO, Chief Review Officer, Iona Holsted

Kia ora

Happy New Year. I hope you had a relaxing break.

There have been a number of changes at the Education Review Office recently and I want to share these with you. Following Dale Bailey's resignation, Graham Randell has transferred to Auckland on a permanent basis and is now the Deputy Chief Review Officer (DCRO): Northern. Chris Rowe is continuing to act as DCRO: Southern until a permanent appointment is made, this position will be advertised soon.

A new region has been established around the Hamilton office and Lynda Pura-Watson, DCRO: Māori, has transferred to Hamilton to lead the region, including Te Uepū ā Motu. This decision has been made because most Te Uepū ā Motu staff are already in the Hamilton Office as there are a significant number of kura and kōhanga in that area. There are also a significant number of Māori children in that area and so locating the DCRO: Māori there strengthens our mahi toward raising Māori student achievement. The specific boundaries and name of the region will not be determined until the end of February.

Ngā mihi  
Iona Holsted  
Chief Review Officer

## Teacher-led Innovation Fund

Final reminder: Round two of the [Teacher-led Innovation Fund](#) closes **19 February**.

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## Education Infrastructure Service (EIS) service design

The Infrastructure Delivery Group has recently completed a new service design to improve how we deliver infrastructure services, aiming to strengthen the experience for schools, support our staff to do their jobs well and improve our asset management capability.

Strengthening internal relationships will be a key focus so we can further develop the way we support schools to improve student achievement and achieve good educational outcomes.

Changes include:

- Consolidating our regional delivery ability to address both property and broader infrastructure requirements (eg school transport, technology, transportable classrooms, school payroll).
- Increasing the number and locations of our regionally based staff.
- Increasing the number of property advisors to better respond to school property needs.
- Bringing all Ministry-managed capital projects under one Capital Works' group, and managing these projects through a regional portfolio approach which will give more opportunities for integrated planning and delivery of schools and Communities of Learning property requirements.

If you have any questions, contact your regional infrastructure manager:

**Northern:** Brian Mitchell, [brian.mitchell@education.govt.nz](mailto:brian.mitchell@education.govt.nz) or call 09 632 9395

**Central North:** Rita Sweetapple (acting), [rita.sweetapple@education.govt.nz](mailto:rita.sweetapple@education.govt.nz) or call 06 833 6736

**Central South:** Lucy Ross, [lucy.ross@education.govt.nz](mailto:lucy.ross@education.govt.nz) or call 04 463 8896

**Southern:** Simon Cruickshank, [simon.cruickshank@education.govt.nz](mailto:simon.cruickshank@education.govt.nz) or call 03 378 7782

## Advanced Classroom Expertise Teacher

The [Advanced Classroom Expertise Teacher](#) process to recognise exemplary practice in primary teaching **closes 15 February**.

## Aspire Scholarships

[Aspire Scholarships](#) valued at \$15,000 p.a. are now open to low-income families for private secondary school tuition fees. Please pass on this information to your teaching staff and administrators. Applications **close 13 May, 2016**.

## 2016 release schedule for rauemi (resources)

The **2016 release schedule for rauemi (resources)** commissioned for publication by Te Reo Māori group is now available in both [te reo Māori](#) and [English](#) on the Ministry's TKI website. Any new work or changes to delivery dates will be updated monthly.



## E-asTTle interface enhancements

We've made e-asTTle easier to use.

We have:

- Introduced a new-look interface for the student portal and the test player and made it touch compatible for use on desktop and 9+ inch tablets with screens. The test player is used when students sit tests and when teachers are creating them.
- Provided simpler navigation and plain English instructions.
- Made it possible for students to take tests on 9+inch tablet devices that have the necessary browser, screen resolution, physical size and other technical requirements. The requirements are shown on the [e-asTTle help website](#).
- Introduced a practice test for each subject which both teachers and students can access at any time without logging in. This practice test will replace the existing practice questions.
- Made better use of screen layouts (minimising scrolling) and improved connectivity so students are less likely to lose their work if they get disconnected while taking a test.

For more information, visit the [EasTTle help website](#) or [Te Kete Ipurangi \(TKI\)](#).

## 2016 TeachNZ sabbatical award recipients

The **2016 TeachNZ sabbatical award recipients** have been announced. View the [Principal recipients](#) and [Secondary Senior Manager recipients](#) on the Educational Leaders website.

## Safer Internet Day

New Zealand is joining countries around the world to mark Safer Internet Day today (9 February 2016). The annual event highlights ways we can all help to make the web a better place, especially for children and young people.

This year's global theme is "Play your part for a better internet". In New Zealand, the day is coordinated by NetSafe, who have set out simple ways that schools and students can take part, including joining the [Compliments Campaign](#).

If your school is developing or updating its policy about the use of mobile phones and other digital devices, you can use the Online Safety Advisory Group's guidelines, [Digital Technology; Safe and responsible use in schools](#).

For tips that busy family and whānau can use all year round, check out the [Parents website](#)



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## English for Speakers of Other Languages (ESOL) Funding Applications

Applications for Terms 1 and 2, 2016 are due **Tuesday 1 March**. Please update the 2015 Period 2 (Terms 3 and 4) Status List and attach the application forms for new students.

The English Language Learning Progressions (ELLP) guidelines, student assessment forms and application forms are available on [our website](#).

Updated Status Lists and application forms can be sent to:

National migrant and refugee education team  
Ministry of Education  
Private Bag 92644  
Symonds Street  
Auckland 1150

Or emailed to: [info.esol@education.govt.nz](mailto:info.esol@education.govt.nz)

Once all the information has been entered into the ESOL database (approximately four weeks after the closing date), schools will be sent a funding notification letter and the 2016 Period 1 Status List with the details of all the students funded for Terms 1 and 2.

### Further enquiries

For further ESOL information call the national migrant and refugee education team on 0800 800 675; or contact Richard von Sturmer on 09 632 9353 or email: [info.esol@education.govt.nz](mailto:info.esol@education.govt.nz)

## Online ESOL support

Reminder: Online ESOL support for schools. [Read more...](#)

## New online form to register groups of international students

We have developed a new online form for state and state-integrated schools to make it easier to register visiting groups of international students.

Code Signatory schools are required to report all enrolments of international students, including international group students. International group students are two or more international students, aged 10 and over, entering New Zealand together in an organised group and enrolling at a Code Signatory school for 12 weeks or less.

This new form allows you to enter students as a group and specify the number of tuition days they, as a group, will be having. Once you have registered the students, you will receive an email confirmation showing the international student levy amount that will be deducted from your next operations grant instalment.

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This form replaces the RS14G spreadsheet previously used by state and state-integrated schools. Private schools will continue to fill in the RS13G spreadsheet until further notice.

Individual international fee paying students, whether they are coming alone or as part of a family, are to be entered in ENROL as usual.

You can find the new form using the link at the bottom of the “Create a Student Record” tab in ENROL after you have logged in. If in doubt about whether you should use the new form or enter the students individually in ENROL, call the e-Admin contact centre on 04 463 8383, or email [e.admin@education.govt.nz](mailto:e.admin@education.govt.nz)

We welcome your feedback on the new form, send any feedback to [e.admin@education.govt.nz](mailto:e.admin@education.govt.nz)

## My Portfolio update

We are continuing to support the e-portfolio tool My Portfolio for up to two years. User support is now managed by Kineo Pacific Ltd.

Kineo Pacific will answer any queries about functionality and will escalate technical issues to Catalyst, which will continue to host the website. The email address for support services has not changed.

## Air New Zealand's new Airpoints™ for Schools programme

Air New Zealand's new Airpoints™ for Schools programme is here to support your school's travel needs! [Apply now](#)

## Reminder from the National Library

More than 700 schools have registered to receive books under National Library's lending service, and the first boxes are currently being delivered.

National Library lends resources to schools throughout the country, and loans for term 1 can be requested until the end of week five.

The way schools borrow from National Library changed this year and schools now appoint one or two loan coordinators to request books. If your school hasn't registered yet, find out more on the [National Library website](#).

National Library, under the Department of Internal Affairs, made recent changes to ensure it would be easier for a variety of schools to access loans.

With this in mind, it has negotiated a new arrangement with CourierPost for the door-to-door delivery of books, regardless of a school's location. This will reduce the usual cost for most schools, and is

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available for all their courier requirements (not just returning books to National Library). Read more on the [School loans toolkit webpage](#)

## General Information

### Fetal Alcohol Spectrum Disorder Action Plan (FASD)

Ministry of Health has released a [discussion document for consultation](#) outlining the evidence and key issues around FASD. It proposes key principles, high level outcomes and action areas for a more effective response. Government wants to test these with stakeholders to help drive the direction of the Action Plan and prioritise actions. Questions are provided to help guide submissions but free and frank feedback is encouraged. **Consultation closes 26 February.**

### Year 7 and 8 student immunisation programme about to start

These **free immunisations** help protect against a wide range of serious diseases like measles, whooping cough, tetanus and diphtheria.

Public Health Nurses will be visit participating schools with consent forms (for each vaccine). Parents need to complete these forms to indicate whether they give their consent and return them to school. Visit the [Ministry of Health website](#) for more information or [download an insert for your school newsletter here](#).

### Senior secondary students writing competition- \$1000 prize (closes 30 April)

The Royal Australian and NZ College of Obstetricians and Gynaecologists invite applications for the Liam and Frankie Davison Award for outstanding achievement in literary writing on an issue in women's health. [Read more...](#)

### School Network Upgrade Project comes to an end

Within the next few months, all NZ state and state-integrated schools will have the ability to access high quality, high-speed internet.

With the final few schools set to have their information and communications technology (ICT) infrastructure upgraded, SNUP is coming to an end.

The 11 year project has seen 2,431 NZ schools given the infrastructure to access fast and reliable internet.

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## Correction

In the last issue of the Bulletin, an incorrect email was given for the Ministry's national office. The correct email for general enquiries is [enquiries.national@education.govt.nz](mailto:enquiries.national@education.govt.nz)

## Regional News

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## Tai Tokerau | Hira Gage



Kia ora koutou and welcome back to the 2016 school year

I hope you have all had a refreshing break over the festive season.

We remember Moari Taylor, principal of Horeke School, who sadly passed away in Fiji recently. Ka mihi aroha ki te whanau pani. She will be missed by friends and colleagues alike within Tai Tokerau.

I would like to welcome our new principals commencing their roles at the start of 2016. They are:

- Sally Wilson at Kamo Primary School
- Helen West at Te Kura o Hato Hohepa Te Kamura
- Jamie McQueen at Whangaruru School
- Sonia Simeon at Kaihu Valley School
- Freda Mocaraka at Kaikohe Intermediate School and
- Rodney Lloyd at Christian Renewal School.





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At our office we are delighted to welcome two new education advisors. Mark Scott joins us with a particular focus on working alongside Māori medium and many of our dual medium schools. Corrina Bailey has also joined the team and will support schools across the region. They will be introducing themselves very shortly.

At this time of year you will be busy finalising your planning and reporting documents. Please contact your advisors if you have any queries about this process or need further support.

Feel free to call me on 09 436 8914 or email me at: [hira.gage@education.govt.nz](mailto:hira.gage@education.govt.nz)

Ngā mihi  
Hira

## Auckland | Isabel Evans



Kia ora

By way of introduction...this is week three for me with the Ministry, having taken up my role as Director of Education - Auckland on 18 January.

The first two weeks were mainly spent getting to know my managers and staff, as well as the wider Ministry management and staff, the priorities and work programmes. I feel as if I have been part of the Ministry for a lot longer than I have been, and I'm thoroughly enjoying my role.

Prior to joining the Ministry, I was with the Ministry of Social Development, as Regional Commissioner – Auckland. I have spent my working life within the public service in various roles, and am looking forward to continuing service with the Ministry.

### New staff

I am pleased to welcome four new team members to the Ministry, who all have considerable experience of working in schools:

- Arapeta Taitoko ,senior advisor, student support
- Pennie Otto, senior advisor, schooling team
- Ted Benton, senior advisor, schooling team and
- Fritz Evile, senior advisor, Pasifika team.

### Critical reminder

A reminder that schools **cannot charge families a fee** to enter a child into the ballot for out of zone places. Administering a ballot for out of zone students is considered part of the normal activity of school staff. Please refer to [Circular 2013/06 Payments by parents of students](#)

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## **Progress and Consistency Tool (PaCT) workshops in Auckland**

These workshops will cover a presentation of the tool, benefits of PaCT in supporting moderation practices as well as opportunities for Q and A. Workshops will take place on 3-4 March and 7-8 April. They will be held in several locations around Auckland with more details in the next Bulletin.

Please feel free to contact your senior advisor or email Charlotte Rawcliffe at [Charlotte.Rawcliffe@education.govt.nz](mailto:Charlotte.Rawcliffe@education.govt.nz) if you have any questions concerning the PaCT tool in the Auckland region.

## **Counties Manukau Children's Team**

The Counties Manukau Children's Team is working hard in preparation to "Go Live" in mid-March.

MoE lead professionals and the service broker attended the first roll out of training - learning the foundations for identifying, supporting and protecting vulnerable children. All Children's team workers will receive formal ViKi (Vulnerable Kids Information System) training as they need it. The MoE panel members have been identified and will also be attending panel training this month.

Visits are being planned to schools and early childhood education (ECE) services in the Papakura and Manurewa areas to discuss the Children's Team. This also includes the readiness for schools and ECE services to be able to access the support provided to our vulnerable children.

Further hui with Liz Thomas, Counties Manukau Children's Team Director and a Hub social worker are planned for February and March to share information about ViKi, the Vulnerable Children's Hub and making a referral.

## **Auckland Pasifika education team**

Bula Vinaka and warm Pasifika greetings

We are excited to introduce the new Auckland region Pasifika education team. Our work programme for 2016 is nearly complete and we look forward to opportunities to work closely with various Pasifika communities, families, early learning services, schools and tertiary providers to support educational success for our Pasifika students.

The main role and responsibilities of the team are to advise, facilitate and monitor activities that support the achievement of Pasifika students and progress towards meeting the intention and targets of the Pasifika Education Plan 2013-2017 (PEP) in Auckland.

Over the next two months, we will be out and about meeting with key sector partners and Pasifika communities. We want to identify and support areas of work that contribute to the PEP vision of 'Five out of five Pasifika learners participating, engaging and achieving in education, secure in their identities, languages and cultures and contributing fully to Aotearoa New Zealand's social cultural and economic wellbeing'.

We are happy to discuss any ideas or concerns you may have with Pasifika engagement, participation and achievement.

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We work closely with staff across all Ministry teams and you can contact us via your Ministry contact person or directly. We look forward to working with you in 2016.

Metaki Ma'ata

**The Auckland Pasifika education team is:**

Role	Name	Contact details
Manager education	Yvette Guttenbeil-Po'uhila	09 632 9584 <a href="mailto:Yvette.Guttenbeil-Po'uhila@education.govt.nz">Yvette.Guttenbeil-Po'uhila@education.govt.nz</a>
Team leader, Pasifika	Vaiolupe Talakai	09 632 9544 <a href="mailto:vaiolupe.talakai@education.govt.nz">vaiolupe.talakai@education.govt.nz</a>
Senior advisor, Pasifika	Fritz Evile	09 632 9319 <a href="mailto:fritz.evile@education.govt.nz">fritz.evile@education.govt.nz</a>
Senior advisor, Pasifika	Jeremy Tauti	09 632 99393 <a href="mailto:jeremy.tauti@education.govt.nz">jeremy.tauti@education.govt.nz</a>
Senior advisor, Pasifika	Kuovatisi Fononga	09 632 9390 <a href="mailto:kuovatisi.fononga@education.govt.nz">kuovatisi.fononga@education.govt.nz</a>

Feel free to call me on 09 632 9333 or email me at: [isabel.evans@education.govt.nz](mailto:isabel.evans@education.govt.nz)

Ngā mihi  
Isabel

## Waikato | Paula Rawiri



E rau rangatira mā tēnā koutou katoa,

Welcome to the first pānui for 2016. I hope that over the summer break you all managed to have some rest and relaxation with family and friends.

### School planning and reporting

Many of you are well advanced in your school planning and reporting for 2016. If you need any support [visit our website](#) or please contact your senior advisor. Feel free to submit your documents through the school data portal anytime between now and 1 March 2016.

### New Zealand School Trustees Association

As you may be aware, NZSTA has launched a [new Board of Trustee website called Govtalks](#). This is a resource that will be regularly updated to act as the 'go to' place for topical, up-to-date information on effective school governance. Here you can access articles and a series of short videos from a range of speakers on the key components of governance, accountability, leadership, representation and the employer role. Keep watching the site as new interviews, articles, news

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and presentations from governance experts and leaders in their field are added.

### **Ministry of Education – Waikato Courses and Workshops 2016**

We are offering a number of courses and workshops for parents and educators in 2016. This programme of courses is designed to promote participation, engagement and achievement for children and young people while enjoying learning and sharing alongside other parents and professionals. For more details about the 2016 programme of courses, see below.

- [2016 Waikato courses and workshops for Parents/Educators/Schools](#)

### **Supporting participation in early childhood education**

In this first part of 2016, we will absolutely be focused on encouraging and supporting young children and their families to participate in early childhood education, particularly if they have not done so before and are due to go off to school or kura in the latter part of this year.

At the end of last year, we included a piece in [He Pitopito Kōrero](#) about the importance of your enrolment process and collecting accurate information when welcoming new children and families into school or kura. I've included this information again with a recommended enrolment form question you can use in the [Enrolment Form Guidelines](#). Please also check if a child already has a national student number by cross-referencing with their enrolment information and ensure information is correctly entered into ENROL. If you have any questions about this, please speak with your senior advisor or email Gill Brown, our early learning taskforce lead at [gill.brown@education.govt.nz](mailto:gill.brown@education.govt.nz)

### **And a couple of final points to note...**

Our Wellington national office team moved to Mātauranga House on the 5 January 2016. The address is 33 Bowen Street. If you ever find you need a place to connect in, meet with others or work whilst in Wellington just head there! Similarly, if you ever need a venue here in Hamilton then get in touch.

We'll be making a few staffing changes over the course of the first term. We are doing this to ensure that our people align with the work priorities you are doing individually and as part of a Community of Learning.

I always say that the best part about my job is about being able to see children, young people, families and professionals in action. I do hope to get out and visit you this year and if you would like me to come to your school or kura please get in touch at [paula.rawiri@education.govt.nz](mailto:paula.rawiri@education.govt.nz)

Noho ora mai  
Paula



## Bay of Plenty - Waiariki | Ezra Schuster



Talofa lava, kia ora and welcome back to term 1

I hope you had a well-earned rest with family and loved ones. It will be a hectic time for you and your senior leadership teams so if there is anything we can do to support you, please contact your senior advisor or me directly. Your senior advisor will contact you within the next fortnight to say hello and to make a time to meet you if you wish.

A special welcome to new principals and staff starting work in the beautiful Bay of Plenty-Waiariki region – it's the best place in the country to live and work and I look forward to meeting you and your staff in 2016.

It's also a nervous time for parents, whānau and communities especially those starting year 1 or transitioning onto intermediate or secondary school for the first time. My oldest child entered year 7 last week, leaving three in primary and my youngest still in kindy, although he's ready to start university! So, all the best to our parents and I've found plenty of caffeine before 8am helps!

A few notices and updates this week and as always, take the time to read the other news and information in this fortnight's Bulletin.

### Communities of Learning

We have 12 approved Communities of Learning (COL) across Bay of Plenty-Waiariki representing 48 per cent (or 88) of all schools and kura across our region. Interestingly the 48 per cent of these schools and kura make up almost 70 per cent of the total student population in the region.

On 11 February, the Faith Based COL, made up of nine Catholic integrated schools across Bay of Plenty-Waiariki, will be launched. They have successfully developed their achievement challenges and appointed Patrick Walsh from John Paul College as lead principal. This is an exciting development for the schools and their communities. Several other Communities are close to having their achievement challenges approved and then making appointments.

As you'll recall from my update last year, I've appointed Merle Ramsay as the lead education advisor, with specific responsibility for implementing COL. She's working with all Communities and is available to be contacted if you are interested in either developing a COL or joining an established one. Merle can be contacted by email [merle.ramsay@education.govt.nz](mailto:merle.ramsay@education.govt.nz) or by phone at 021 240 7189.

### Supporting senior student achievement

We are keen to support you as you focus on students who are at risk of not achieving NCEA Level 2. I had the privilege of seeing the great initiatives, plans and projects secondary schools were doing in 2015 to support these students and we want to support you to continue that great work.

Your senior advisor is happy to discuss what you've been doing and talk with you about students



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who may require that extra bit of support, particularly those who are already 16 years of age. I've recently appointed some great staff to support you to do this. Read more about one of them below.

We appreciate this is a busy time but we need to ensure schools have plans in place at the start of the year to support these students to stay in school and gain their qualifications. Thank you in advance for all your efforts in assisting the students - we'll give more details in later Bulletins.

### **Staff profile – Jayne Furlong, senior advisor**

This fortnight, I'm profiling Jayne Furlong as the latest addition to our team. Jayne is a senior advisor and leads our team to support senior student achievement particularly those at risk of not achieving NCEA level 2. Jayne will work alongside all of our senior advisors. If you have any queries, contact Jayne directly at [jayne.furlong@education.govt.nz](mailto:jayne.furlong@education.govt.nz)



*I was born in Liverpool and studied in London. After qualifying I spent 12 years teaching in Kent, Broadstairs and South London as a Drama and Film specialist. I was fortunate to be part of a UK government initiative developing school leaders and after working across five schools completed my NPQH in 2004 and promptly moved to New Zealand.*

*For the past 11 years I have lived and worked in Auckland at a range of diverse schools and in various roles; SENCO, Whānau leader, production director, careers and vocational pathways co-ordinator, Foundation SLT on a Junior College build, principals nominee, curriculum manager and everything in between, I even taught food technology for a year. I finished up at One Tree Hill College (previously Penrose High School) as deputy principal, a role I left last year.*

*I am a teacher by vocation and passionate about education and doing the best for all young people, so, where better for me to currently reside than the Ministry supporting you as education leaders?!*

*I made the move out of Auckland for a better quality of life and have happily settled in Rotorua. I love to run, tramp, explore and pretty much anything to do with being outdoors. If there's water I will want to swim in it, if there's a hill or mountain I will probably want to climb it and sing along the way.*

*I am very excited to be starting my second career pathway at the Ministry.*

### **Your support to raise early childhood education participation**

We all know that attendance in quality early childhood education (ECE) will give children the best start before they come to you and as they progress through the education system and into working life.

The Better Public Service Target for ECE is to increase participation to 98 per cent in 2016. It is

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really important for schools to capture the information about any pre-school experience for each of their new enrolments.

I appreciate this is a busy time of the year for you and your junior school teachers but there are a few simple things that you can do:

1. If you're enrolling kids especially at year 1, ask parents what type of centre they've attended and that it is accurately recorded.
2. If the enrolment form states that a child has not participated in an early childhood service, please ask for further information.
  - Feedback we've had is that some parents don't understand that prior participation in ECE includes attendance at playgroup, home-based care, kohanga reo, transition to school programmes you may have developed, play centre, childcare centres – in other words, all the types of ECE that we celebrate in this country.
3. Get to know your ECE centres including kohanga in your community. Invite them to talk at a staff meeting or to set up a stand at your wider community events.
4. Do your families know of other children who are not enrolled at an ECE service – how can you or the Ministry help to enrol those children?

These are just a few ideas - you will have more I am sure. If you have other ideas that have worked for you please email [jon.dimock@education.govt.nz](mailto:jon.dimock@education.govt.nz) or [gina.royal@education.govt.nz](mailto:gina.royal@education.govt.nz) so we can share these more widely.

Have a great next couple of weeks and if there is anything in this update or in the Bulletin you want to discuss, please contact your senior advisor, one of our managers or me directly. I'm always keen to visit and meet at your place too, so feel free to drop me an email and let me know.

You can email me at: [ezra.schuster@education.govt.nz](mailto:ezra.schuster@education.govt.nz) or call me on 07 349 8309

Ia Manuia,  
Ezra Schuster

## Taranaki, Whanganui, Manawatu | Jann Marshall



Kia ora koutou

Welcome back to the new school year. Many of you will be welcoming new staff, pupils and parents into your school and community.

### Principals

A very special welcome to all the new and acting principals starting in our area. Please make sure you contact your senior advisor if there is anything you need or if we can be of any assistance. We look forward to meeting you.

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**Our team**

We welcome Mary Culver who has been seconded to the district manager position in the Palmerston North office until 30 June. We also have two seconded staff members in senior advisor roles: Gary Punler has been seconded from his school for the first three terms of this year and is based in the Palmerston North office, and Sylvia Howieson has been seconded from her role in the special education team for terms 1 and 2 this year and is based in the New Plymouth office.

We have two new permanent senior advisors: Corinne Peters based in the New Plymouth office, and Cathie Newton based in the Whanganui office. Jude Fawcett joins us as the lead education advisor and is based in New Plymouth. [Read more about the new staff here.](#)

**Request for contact numbers**

There have been many occasions throughout the past year when we have needed to contact principals and board chairs over urgent matters to give a 'heads up' or to provide or gain information in an emergency. We really appreciate having your most up-to-date contact details. Your senior advisor will check these details during their visit to your school or you can ring Jacinda Souness on 06 349 6331 to update them.

**Our newest school opens**

On 3 February, we were pleased to celebrate the opening of Manukura, a year 9 to 13 designated character school situated in Hokowhitu, Palmerston North. *Ko Tahuriwakanui te whakapūāhurutanga o MANUKURA* - MANUKURA is an iwi based kaupapa of Tahuriwakanui designed to holistically encompass academic, sporting and cultural dimensions of its whānau within a local Māori context. We wish the school well as it starts its new journey.

I am always interested in news you may want to share so please don't hesitate to contact me 06 349 6352 or email [jann.marshall@education.govt.nz](mailto:jann.marshall@education.govt.nz)

Ngā mihi  
Jann

**Hawke's Bay - Tairāwhiti | Marilyn Scott**

Kia ora and welcome to 2016. The staff and I are looking forward to another year of working with you, your board, staff and school community.

**Staff changes**

We've had some staff changes for 2016 and I've asked the managers education to communicate with the schools affected. As always, we welcome your feedback. While I'll continue to have the lead relationship with each of you, your schools will continue to have an assigned manager education and senior advisor for 2016.

Near the end of 2015, we farewelled Andrew Nicolson who had been working as a senior advisor

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in Gisborne schools. Andrew's replacement is Rosina Shandley, who joins us in a permanent capacity on 2 February. Rosina joins Bruce Cumming as senior advisor for the Gisborne and East Coast schools and kura.

In 2015, our team was asked to provide senior advisor support for the Youth Court Judges making decisions about the education pathways of young people appearing before them in the Hastings Youth Court. Such was the effectiveness of this initiative the request has now extended to youth appearing in the Napier Court. This required us to review senior advisor workloads so that we can target this support in 2016. Mika Tawhara, formerly the senior advisor for Wairoa schools will be taking on a greater role in coordinating Youth Court and student support work in our region, and will therefore have fewer schools in her portfolio.

The full list of senior advisors, managers education and their assigned schools can be found here:

- [List of senior advisors and schools](#)

Senior advisors will contact their schools within two weeks to say hello and arrange an appointment for a first visit.

### **Communities of Learning**

We now have 9 approved Communities of Learning in Hawke's Bay/Tairāwhiti, covering the East Coast, Gisborne, Wairoa, Napier and Havelock North. I've appointed a new lead advisor, Barbara Bristow, with specific responsibility for this work. Barbara is based in our Napier office but will work with the Communities of Learning throughout the region. Barbara started with us in early January and is endeavouring to make contact with each Community of Learning. However she'd be happy for you to contact her by email [barbara.bristow@education.govt.nz](mailto:barbara.bristow@education.govt.nz) or phone 06 833 6731.

Barbara has been with NZQA in Wellington for 13 years but prior to that was on the staff of Colenso High School.

### **Year 9 Plus**

This initiative came from Budget 2015 and will see around 100 Wairoa/Gisborne/East Coast students who are in Year 9 in 2016, teamed up with a Champion who will stay with them throughout their entire secondary schooling. It's a great opportunity for the students involved and the support offered will make an enormous difference, as they work towards completing secondary schooling and gaining the necessary qualifications to become contributing and fully involved adults. We have appointed six Champions and a team leader, Kelly Blackman, who'll work alongside Amber Kairau, the programme leader. Very soon, we'll be visiting all the secondary schools in the Wairoa/Gisborne/East Coast area to introduce Kelly and the Champions; in the meantime all the students and whānau involved are being contacted to make sure everything's in order for a great start to the year.

### **Senior student achievement**

This year, we will be increasing our focus on students who are at risk of not achieving NCEA Level 2. Your senior advisor will talk with you about students who may require extra support, particularly those who are already 16 years of age.

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We appreciate that this is a busy time but we need to ensure that schools have plans in place at the start of the year to support these students to stay in school and gain their qualifications. Thank you in advance for all your efforts in assisting the students - we'll give more details in later Bulletins.

### **Incredible Years Parent Programme**

The Incredible Years Programme in Hawke's Bay is a joint initiative between Birthright Hawke's Bay Child & Family Care, Family Works, Hawke's Bay DHB, Child Youth & Family Services, Napier Family Centre, Te Taiwhenua O Heretaunga and the Ministry of Education.

Spaces are available at the workshops listed below:

**Dates:** 10 March 2016 and 23 June 2016

**Times:** 9:30am – 12:00pm

**Venue:** Birthright Hawke's Bay Child & Family Care, 6B Taradale Road, Napier

**Group Leaders:** Lincoln Yardley (06 835 2162) and Andrea Driver (06 843 7280)

Feel free to call me on 06 833 6898 or email me at: [marilyn.scott@education.govt.nz](mailto:marilyn.scott@education.govt.nz)

Marilyn Scott

Director Hawke's Bay/Tairāwhiti

## **Wellington | Pauline Cleaver**



Kia ora koutou

### **Nau mai, hoki mai, welcome back for the 2016 school year**

I hope you all had a good break over Christmas and New Year with some well deserved downtime to spend with friends, family and loved ones. The weather has certainly been good reminding me why Wellington is still the best region to live, laugh, work and play in. I'd like to wish you all a great year ahead as the school year gets underway and the doors open for all returning and new staff and students.

### **Families from war torn Syria arriving in Wellington region**

The first batch of Syrian families who were accepted by the New Zealand Government, outside of the regular quota of refugees, is arriving in the Wellington region in the next few weeks. I know that schools and the wider community are with me in welcoming them as they start a new life in our country, particularly the 15 children who will be in pre- school and the 24 primary and secondary school aged children and young people.

We are a key agency to support their successful resettlement and you in your schools are in the forefront to make this happen. I am committed to providing you with the support you may need and we have put in place plans and extra assistance, should this be necessary.

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The families will surely need time to adjust and integrate into our society and challenges will come their way but we believe with our continuing partnership in promoting quality education, the school and the Ministry will bridge the gap to make their resettlement successful and the schooling of children enjoyable, fun and meaningful. For further details and support, contact Gina Gonzales, senior advisor on Refugee and Migrant Support at [Gina.gonzales@education.govt.nz](mailto:Gina.gonzales@education.govt.nz) or phone 04 463 8678.

### **Accelerating Māori student progress and achievement**

We are continuing our focus on accelerating Māori student progress and achievement across the region.

We know it is in all of our best interests for all students to achieve their potential and we wish to be a supportive partner. To this end, we have specialist staff within our regional office dedicated to working in partnership with any schools working to accelerate achievement for their Māori students, be they in a primary school or secondary school. We are keen to engage and support you on any aspect of Māori achievement, from identifying who the students are, planning how best to engage them and their whānau, sharing tracking and monitoring of progress tools, how to accelerate progress, brokering PLD, and any other self identified support you need.

If you would like some additional support please contact the staff member for your region:

- Lower Hutt/Wairarapa/Tararua Area: [Mandy Bird](#)
- Porirua/Kapiti Area: [Thomas Tawhiri](#)
- Horowhenua/ Wellington/Upper Hutt: [Judy Grose](#)

### **Wellington region staff updates**

We have been very fortunate to appoint Mike Forrest and Tom Hullena to our team. They bring with them a wealth of sector experience, knowledge and leadership. We are confident both Mike and Tom will also provide our regional team with valuable insight into ways we can work with schools more effectively.

Michael (Mike) Forrest joins us as a senior advisor in the Lower Hutt and Wairarapa areas, where he will be supporting both individual schools and the development of Communities of Learning. Mike is on secondment for 2016 from his principal role at Cashmere Avenue School, Wellington. Mike has previously enjoyed a secondment to ERO as a review officer. More recently his interest in using reliable and robust achievement data to support school development led him to be a member of the advisory group for the development of PaCT. We are very thankful to his school for lending us Mike for the school year and welcome the opportunity to utilise the expertise and skill set that Mike brings to the role.



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Tom Hullena joins us following seven years as principal of Makoura College in Masterton. He led the successful turn-round of the college from one destined, in 2008, for closure due to a range of performance issues to one of high achievement especially for that of Māori students. This resulted in the school being the recipient of the Prime Ministers Atakura Award for Leadership in 2014. Tom has worked in both the private and public sectors. This has included: teaching in six secondary schools including 12 years in senior management/principal roles; being a school hostel manager; being a Lecturer and Teacher Advisor at the School of Education of Victoria University; being a Lecturer at the Wairarapa Polytech; working in the transport, forestry, and meat industries; and the NZ Army. Tom will be working as the Secondary Tertiary Lead with the Youth Guarantee team.

### Service managers' updates for special education

We have had some appointments to service managers across the region to backfill for managers who have been seconded to support other regional work:

- Catherine Brabham – Porirua School Focus team. Mary Culver has been seconded to the position of acting district manager Te Haunui district
- Gill Murray – Wairarapa.
- Bridget Dixon – Wellington Schools Focus.
- Helen Deadman – Hutt Early Intervention.

### New principals

Welcome to the following new principals:

Principal	School
Phil Rodley (Acting principal)	Cashmere Avenue
Paul Green	Makoura College
Simon Stack	St Bernard's College, Lower Hutt
Mrs Caroline Deazley-Gilligan	St Joseph's School, Levin
Donna McDonald	St Theresa's School, Plimmerton
Kay Tester	Sts Peter & Paul School
Mark Bradely	TKKM O Ngā Mokopuna

Please remember to let your regional contact know if there any changes to departing and/or incoming principals so we can continue to keep our records up to date.

### School bulletin content

If you have any items that you would like to include in the School Bulletin please send these to [Moana Ransfield](#). We would be keen to celebrate in your successes and achievements or assist in



sharing ideas across the region.

Please feel free to [contact me](#) if you wish to discuss any issues or ideas.

Ngā mihi  
Pauline

## Nelson, Marlborough, West Coast | Erika Ross



Kia ora and welcome to 2016

Welcome back to returning principals, leadership teams and staff for the 2016 school year. We have a large number of new principals and staff starting in our Nelson, Marlborough and West Coast region. I extend a special welcome to you and look forward to meeting you. I hope everyone had a good break over the summer holidays and ready for an exciting year ahead.

This year holds challenges and opportunities for building on the successful work from last year. We now have 11 Communities of Learning (COL) at various stages of development across the region. We look forward to working with schools and Communities, and supporting you with your achievement challenges.

Now that the majority of our schools are in COL we are developing new ways of working to provide the support needed – both individually and as a COL. As a start, we have reallocated senior advisors so that every school in a COL has the same person. While that means a change of senior advisor for some of you it will help with consistency. In this Bulletin, I have included brief profiles of the team members and the school allocation list. I know many of you found that helpful last year.

- [Area Management Team, senior advisors profiles and 2016 school allocations](#)

### Area Management Team

To better coordinate our support to you, I have established an Area Management Team (AMT) across the Ministry. This team will meet with me each month to prioritise and monitor our resources and support across the area. Information about each of the members of this team is included with the senior advisor list.

You may not appreciate or notice an immediate difference but I am keen to get ongoing feedback from you. This will let us know if we are on track and where we can improve the support you are receiving. Like last year, I will be travelling round the region and will be available to meet with individual principals, associations or groups of principals to hear your feedback and discuss issues you are experiencing or need our support with. Please send me any dates you may already have in mind as my diary fills up quickly.

It is always our intention to provide you with the most timely and helpful service and support possible. You are all working hard in your schools to raise the achievement of your students. From



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data some of you have already shared with us, it is obvious you are having considerable success. I want to make sure that we support you in that work and look forward to working with you in 2016. Please do not hesitate to call or email me if you have any concerns or issues you want support with.

### **2016 senior advisors and schools**

Like many of you, we have some staff changes for the start of the year. We welcome Sam DeMello into our team this year and will farewell Geoff O'Halloran on the 19 February. Geoff is returning to Wellington and I am sure you will join me in thanking him for the contribution he has made to the team. Ali Locke will continue to provide some cover while we make an appointment. In the meantime, we have organised the allocation of schools to ensure minimal change for you.

### **Early childhood education (ECE) participation**

The Better Public Service Target for ECE is to increase participation rates to 98 per cent in 2016. It is really important for schools to capture the information about any pre-school experience for each of their new enrolments in order for us to know if we are meeting this target

I am asking principals to ensure at the time of enrolment, that information about previous early childhood participation is accurately recorded. If the enrolment form states that a child has not participated in an early childhood service, please ask for further information. That will help us to understand the factors that support early childhood participation and identify any barriers. Your support in this is very much appreciated.

### **Incredible Years Parenting Courses**

The Ministry of Education and Ngati Koata are facilitating an Incredible Years Parenting Courses (IYP), early in 2016.

- IYP is for parents and caregivers of children aged 3 to 8 years.
- **The course starts March 4, 2016.**
- This IYP course will be held at the Ministry Of Education Office, 19 Haven Road.
- There is **no cost**, other than your time and commitment.

The programme is designed to develop positive family relationships, empower parents to make change, give practical support to parents in how they can help their child learn and to support their child's social development.

Please let your community know that if they are interested they can contact:

Della Drummond, Ministry of Education, 03 546 3470, [della.drummond@education.govt.nz](mailto:della.drummond@education.govt.nz)

### **Health and safety workshops**

Schools have been asking for more support to understand and implement the new legislation. We have scheduled the following workshops for principals and board members. The workshops will provide you with the key information you need to have about your role and responsibility under the legislation as well as the support available.

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Feedback from workshops held in other regions has been very positive. If you would like to attend please RSVP to Helen Batt [Helen.Batt@education.govt.nz](mailto:Helen.Batt@education.govt.nz) with the number attending from your school. If numbers are large, we may have to find another venue in which case we will contact you again.

Date	Time	Location
Monday 29 February	6 – 7pm	Blenheim – Marlborough Girls College
Tuesday 1 March	6 – 7pm	Nelson - MOE office
Wednesday 2 March	6 – 7pm	Greymouth –Greymouth High School

Wishing you all a very positive start to the school year and looking forward to working with you again.

Feel free to call me on 03 539 1533 or email me at: [erika.ross@education.govt.nz](mailto:erika.ross@education.govt.nz)

Kind regards  
Erika Ross  
Director Education  
Nelson Marlborough West Coast

## Canterbury | Coralanne Child



Canterbury Regional News | 09 February 2016

Kia ora

Welcome back and a very warm welcome to our new principals, acting principals and those returning to Canterbury. I hope you had a great summer break and are all ready for a wonderful start to term 1.

Well done to the teams behind the openings of Marshland, Rāwhiti, St Francis of Assisi, Waitākiri Primary, West Rolleston Primary and the Waitaha Special School satellite. The new schools have welcomed their first students and all begin a new and exciting journey. This progress is testament to the dedication, hard work, strong spirit and commitment of everyone involved.

I am delighted to congratulate New Year's honours recipients: Gary Endacott New Zealand Order of Merit for services to people with disabilities and Graeme Daniel New Zealand Order of Merit for services to special education.

Gary works in our Christchurch office as a disability facilitator and has been actively helping disabled people in the community since he was 10 years old through mentoring and being a role model to others. He ignores barriers and focuses on what he can do to help.

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Graeme Daniel is principal at Allenvale School which is part of the special education network provision for the Canterbury region. Graeme is also Special Education Principals' Association president. Graeme works tirelessly to support the success of students with special education needs. His dedication and commitment ensures that special education students have positive, productive and safe learning environments as well as programmes, pathways and opportunities to meet their needs.

I would also like to congratulate Cashmere High School who won the Zayed Future 2016 Energy Prize (Oceania Area) of \$100,000. Cashmere High School Science students will promote sustainable energy solutions with students of other schools to promote sustainability of resources.

### **Health and Safety at Work Act 2015 presentation**

We would like to invite you and an appropriate member of your board of trustees to a presentation on preparing for the incoming Health and Safety at Work Act 2015, which comes into force on 4 April 2016.

This Health & Safety presentation will be held in Christchurch and Timaru on Thursday 3 March 2016 (Christchurch) and Monday 7 March 2016 (Timaru) and led by Richard Ward, a Ministry of Education senior advisor based in Wellington and part of our team responsible for the Health and Safety guidelines for schools and ECE centres. The presentation will be held at the following venues:

#### **Christchurch presentation: MoE Health and Safety Act presentation**

**Date:** Thursday 3 March 2016 (includes refreshments).

**Two sessions will be run on this evening. Please indicate which time you wish to attend.**

**Time:** 5:30-6:30pm **OR** 7:00-8:00pm

**Venue:** Blossom Lady Lounge, Addington Events Centre, 75 Jack Hinton Drive, Addington

#### **Timaru presentation: MoE Health & Safety Act presentation**

**Date:** Monday 7 March 2016 (includes refreshments)

**Time:** 5:30-6:30pm

**Venue:** Southern Trust Events Centre, Aorangi Park, Morgans Road, Timaru

**RSVP date: Tuesday 23 February 2016**

If you could please **RSVP to Erin King** at [erin.king@education.govt.nz](mailto:erin.king@education.govt.nz) or by phone on 03 378 7587 by **Tuesday 23 February 2016**, letting us know which of the sessions you would like to attend.

We hope you can make it, and look forward to seeing you there.

### **Canterbury West Coast Secondary Principals' Association conference 'Leadership for Learning'**

The Canterbury West Coast Secondary Principals' Association annual conference is being held in Methven on the 25 – 26 February 2016.

For those of you who have not registered yet [please click here for programme and registration](#).

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**EAP services**

Through your Employee Assistant Programme, you can speak to a professional and explore possible strategies that will help assist you. **Remember**, your EAP Programme is a confidential and professional service.

[Please click here to access the 2016 EAP Services e-Flyer](#) featuring:

- Beating the “return to work” blues
- Start your New Year with positive suggestions
- Thoughts and tips on keeping track of your finances

Your EAP Professional will work to assist you to develop a plan for you to achieve a positive outcome.

**Inter-Agency workshop****How to recognise and deal with children and young persons exposed to or a risk of abuse**

This workshop is a joint initiative of the Ministry of Education (MoE), Child, Youth and Family (CYF) and the Police sensitising school and ECE staff to recognise children and young persons exposed to or at risk of abuse.

The workshop includes signs and indicators of children or young persons at risk of abuse; roles of professionals involved in dealing with suspected abuse, the process that follows a report of concern and child protection policies. Representatives from MoE, CYF and the Police will give you advice and good practice examples around the topic.

[Please click here for more information.](#)

**Children’s Day 2016**

This year Christchurch’s Children Celebration will be happening at Spencer Park. The celebration will take the form of a **free** community event that provides an opportunity to provide an inclusive day for all children and families. This is achieved through performing arts, adventure activities, crafts, demonstrations, sports, and games.

[Please click here for more information to share with your community.](#)

**Property update**

The schedule for delivering these infrastructure projects to 115 schools in greater Christchurch over 10 years was announced in September 2013. Projects include:

- 13 new schools (on new sites)
- 10 rebuilds (on existing sites)
- 34 major redevelopments
- 58 minor redevelopments



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Our progress to date includes:

- Six schools are now complete (Pegasus Bay School and Halswell School in 2014, and Waitakiri, Marshland, West Rolleston and Rawhiti in Dec 2015).
- Lyttelton Primary School will be completed by Term 2 in 2016.
- 38 projects are in design or under construction, and we have allocated 22.08% of the \$1.137b.
- Construction is continuing on Papanui Primary School and Avonhead School.
- Construction has begun at Waltham School.

The Waitaha Special School satellite has also opened at West Rolleston Primary School and is a wonderful service for learners with special education needs. Te Pā o Rākaihautū, an innovative 21st century learning village devoted to education success for the whole whānau, opened in 2015.

While construction is underway, the Ministry will continue to support the school to maintain its current facilities and ensure that the delivery of education to students is not affected.

I am looking forward to the year ahead with 2016 bringing many new opportunities for us all.

Feel free to call me on 03 378 7345 or email me at: [coralanne.child@education.govt.nz](mailto:coralanne.child@education.govt.nz)

Mā te wā

Coralanne Child  
Director of Education for Canterbury

## Otago, Southland | Julie Anderson



Kia ora koutou and warm Pasifika greetings

Welcome back to the 2016 school year! I know you'll have exciting plans afoot to work with the staff, parents and whānau to lift the achievement of each student heading into the new year.

I have just been reading the recent [Research Information for Teachers SET No. 3 2015](#) which focuses on engaging parents and whānau, noting the importance of "inviting parents into the process of learning". A number of articles relate to engaging Māori whānau and Berryman, Ford and Egan remind us of the need to do things differently and that, "we cannot assume that engagement strategies that facilitate collaboration and connection with non-Māori families will also work for Māori families and communities" (p.24). In the Ministry, we too are looking to do things a bit differently. Four new education advisors have started this year and we want to ensure the multiple strengths across our team can be used collaboratively to be more responsive to your needs.

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## **New ways of working**

The focus of our work for 2016 is on “Kids and COLs”. Supporting you to lift the life opportunities and achievement of each child, and also work with principals, communities and boards of trustees to develop Communities of Learning (COL) based on children’s pathways through the education system. We want to work with you, bringing a range of staff and areas of the Ministry together, to provide a more cohesive service to you as individual schools and in COL.

Your senior advisor, now called an education advisor (to reflect a more generic role across the sector from ECE to the secondary tertiary interface) is still the primary relationship manager for you and your school. With the new staff on board, we have made a few changes to the advisors and their schools. A “one-pager” will be sent to you this week with all the key Ministry staff who are connected with your school. We are also preparing a similar sheet for groups of schools who are part of COL and will send this out shortly.

We have a number of targeted projects across our Otago/Southland region where we are piloting new ways of working with a strength-based, group approach to our work with schools and communities. Please don’t hesitate to contact us if any of our staff can assist in any way.

## **New Ministry education advisors**

### **Ros Allan: Lead education advisor: Communities of Learning**

Ros has the new specialist role as lead advisor for Communities of Learning. She will help work with groups of schools to explore COL and develop their achievement challenges and support them to take action to meet the needs of their students and community. Ros has been a classroom teacher, teacher educator, and literacy consultant and literacy advisor. Prior to working with the Ministry she was Programme Leader for the National Monitoring Study of Student Achievement and Co-director of the Education Assessment Unit at the University of Otago. I know a number of the Invercargill principals remember Ros as their practicum supervisor from her days at the Dunedin College of Education!



### **Karyn Fielding: Education advisor**

Karen’s work history includes 15 years teaching experience in four Dunedin secondary schools and 11 years working in teacher education. At the University of Otago College of Education, Karen was the co-coordinator of secondary programmes and taught in a range of cross-sector and secondary professional practice and curriculum papers. Karen’s recently completed a MA thesis focused on what secondary student teachers can learn from field observations in a primary school. A real highlight of her work in teacher education was working with student teachers and teachers in Otago and Southland schools. Karen will be working with primary and secondary schools in Invercargill and is delighted to continue her previous connections with Southland schools in this new role.



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**Pip Laufiso: Education advisor**

Pip Laufiso has been involved in a wide range of community-based organisations, initiatives and activities locally and nationally with her key interests focused on arts and education. She worked for the Dunedin College of Education as an advisor and a lecturer for a number of years with a focus on Pasifika education including student support, Home School Partnership and socio-cultural studies. Her recent role has been with a local Private Training Establishment (PTE). Pip has been involved in the Otago Early Childhood and Schools' Māori & Pacific Island Festival, Transforming Dunedin, Computers in Homes and other arts and cultural events. Pip's major responsibility will lie with ECE services but she will be working

across the sector supporting our Māori Medium schools and providing support for teams in working with Pasifika and Māori students and whānau.

**Natasha Munro: Education advisor**

With a 0-8 year Bachelor of Education degree, Natasha brings a range of experience from the early childhood education (ECE) sector having worked in kindergartens in New Zealand, and in London schools as Head of Early Years and Deputy Head of Coin Street Family and Children's Centre, a community hub. She is studying fulltime towards her Masters in Childhood Studies, and is an advocate for collaborative practice that provides the best support for children and their whānau in the early years. She has a particular interest in transitions and is a passionate advocate for ensuring ECE services are providing quality ECE for all children.

**Teacher-led Innovation Fund**

Applications for the second round of the Teacher-led Innovation Fund (TLIF) are due on **19 February**. The fund supports teams of teachers to develop innovative practices that improve learning outcomes, particularly for our priority learners. I know a number of you were working on this at the end of last year. You can find information about the fund, application process and application form on the [TLIF webpage](#). If you have any questions you can call 0800 IES INFO (0800 437 4636). Kaikorai Valley College, Queen's High School and John McGlashan College won funding last year and I'm sure they would be happy to talk with you about their practical knowledge of the application process and their work.

**Charter of Analysis and Variance**

Please don't hesitate to contact your education advisor, manager of education or myself if we can assist in any way with your Charter and Analysis of Variance or any other "start of the year" work.

**Progress and Consistency tool (PaCT)**

We have a growing group of Otago/Southland schools (over 50) signed up to use the PaCT. Feedback from schools using the tool has been positive with reports that the PaCT frameworks help teachers understand what it means to progress as a learner in years 1 to 8 and improves

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understanding of the curriculum content of mathematics, reading and writing.

Did you know that you can receive funding to support the implementation of PACT in your school? Look on the [PACT website](#) or contact your education advisor for further information.

Please contact me if you wish to discuss any issues or ideas. I look forward to hearing from you.

Ngā mihi mahana  
Julie

Email: [julie.anderson@education.govt.nz](mailto:julie.anderson@education.govt.nz)  
Direct Dial: 03 471 5217  
Cell phone 027 836 4846

## Events

12-13 MAR 2016	<a href="#">Pasifika festival 2016, Western Springs</a> <b>new</b>
3-6 APR 2016	<a href="#">2016 SPANZ Conference and 29th Annual General Meeting, Queenstown</a> <b>new</b>
20-22 APR 2016	<a href="#">New Zealand Educational Administration and Leadership Society Conference 2016, Dunedin</a>
21-22 APR 2016	<a href="#">19th Annual NZ Association for Cooperative Education Conference, Auckland</a>
21-22 APR 2016	<a href="#">NZEI National Pasifika Fono, Wellington</a> <b>new</b>
25-26 MAY 2016	<a href="#">2nd Annual Future Education and Technology 2016, Auckland</a> <b>new</b>
31 MAY - 3 JUN 2016	<a href="#">Trans-Tasman Principals' Conference 2016, Auckland</a>

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