

Ministry bulletin for

# SCHOOL LEADERS

## He Pitopito Kōrero

ISSUE No. 47 | 2016 APRIL 4

### In this issue

#### ► Critical need to know and action

1. **Health and Safety at Work Act 2015** comes into force today - see our [webpage](#). [Email us](#) if you have any specific concerns or talk to your local advisor.
2. **WorkSafe CEO** Gordon MacDonald has released a [media statement](#) calling for calm across all sectors. Also view new [WorkSafe guidance material](#)
3. We have signed new contracts for the provision of **Emergency Response Coordinators** (previously called Emergency Contractors) as of the 1 March 2016. [Read more...](#)
4. Updated **Education Outside the Classroom (EOTC) guidelines** were emailed to principals last week and are available on the [TKI website](#)
5. **Reminder:** Development opportunity for state and state-integrated principals. The **South Australia/New Zealand Principal Exchange** closes 18 April. [Read more...](#)

#### ► Heads up

1. We're launching a new initiative called **Every Day Matters** to look at how your existing attendance data can be of greater use to you. [Read more...](#)
2. **School Trustee Elections:** How to plan and start your election campaign. [Read more...](#)
3. From 9 May, our Education Infrastructure Service is going to contact principals to discuss property, transport and ICT. [Read more...](#)
4. We are extending support for students at risk of not achieving literacy or numeracy credits at NCEA by providing access to two targeted online self-study resources. [Read more...](#)
5. Read the latest update on the [Student Information Sharing Initiative](#)
6. New modules and **PaCT workshops** for schools. [Read more...](#)
7. A reminder there is an [online e-therapy tool](#) to help young people develop skills to deal with feeling down, depressed or stressed. [SPARX](#), an initiative of the Prime Minister's Youth Mental Health Project, is a clinically tested self-help tool developed especially for young NZers by the University of Auckland.
8. Our Nation's Children **national art competition** aimed at year 9 and 10 students opens 2 May and closes 1 July. Three winning schools will win a trip to Waitangi for their entire class. [Read more...](#)



9. Tips to keep your **school secure** and help prevent crime during the school holidays, a well-known risk period. **Read more...**
10. Autumn may now have arrived but knowing how children and staff can stay safe from potentially harmful UV sunlight is always important. **Read more...**
11. Resumption of **referral of payroll debt** to a debt collection agency. **Read more...**
12. The final Bulletin for term 1 will be sent out **Friday 15 April**.

## ► **General information**

1. **Bullying-free NZ week: Free school activity pack now available**  
Schools can now [request](#) or [download](#) a free activity pack with a range of bullying prevention-themed ideas to mark [Bullying-free NZ week](#).
2. **Air New Zealand Airpoints™ for Schools programme**  
Selected schools are now being featured on the Airpoints store. Make a donation or see their stories on the [Air NZ website](#)
3. **Resource Teacher: Learning and Behaviour (RTLB) National Satisfaction Survey**  
Of the 1635 school staff who completed the *National Satisfaction Survey* in November 2015, 88 percent were 'satisfied' or 'very satisfied' with the RTLB service provided and 81 percent agreed the RTLB service made a positive difference for student(s) with learning and behaviour needs.

RTLB continue to work in partnership with schools, kura and the Ministry to facilitate positive outcomes for children and young people with additional learning and behavioural needs.

## ► **Regional news**

- ▼ Tai Tokerau
- ▼ Auckland
- ▼ Waikato
- ▼ Bay of Plenty - Waiariki
- ▼ Taranaki, Whanganui, Manawatu
- ▼ Hawke's Bay - Tairāwhiti
- ▼ Wellington
- ▼ Nelson, Marlborough, West Coast
- ▼ Canterbury
- ▼ Otago, Southland

## ► **Communications/Events**

- ▼ [Ministry key dates' calendar](#)
- ▼ [Events](#)
- ▼ [Ministry newsletters](#)  
[Novopay newsletter- 24 March](#)
- ▼ [Education related websites](#)
- ▼ [Early Learning Bulletin](#)

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

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

**Health and Safety at Work Act 2015** comes into force today - see our [webspace](#). [Email us](#) if you have any specific concerns or talk to your local advisor.

### **WorkSafe media statement and guidance material**

**WorkSafe CEO** Gordon MacDonald has released a [media statement](#) calling for calm across all sectors. Also view new [WorkSafe guidance material](#)

### **New Emergency Response Coordinators list**

We have signed new contracts for the provision of Emergency Response Coordinators (previously called Emergency Contractors) as of the 1 March 2016.

Emergency Response Coordinators (ERCs) are on call at all times to respond immediately when notified of school property related emergencies (e.g. storm, fire, flood, earthquake or a health and safety issue).

The main objectives of the ERCs are to:

- coordinate response efforts with emergency services
- provide effective communication with schools and the Ministry regarding the emergency response
- make the emergency site safe as soon as possible

**Please ensure you update the ERC contact details for your region.** You can view the Emergency Response Coordinators for each region on [our website](#)

## Education Outside the Classroom guidelines

Updated **Education Outside the Classroom (EOTC) guidelines** were emailed to principals last week and are available on the [TKI website](#)

## South Australia/New Zealand Principal Exchange

**Development opportunity for primary, area and secondary principals – the South Australia/New Zealand Principal Exchange.**

We are seeking applications from state and state-integrated school principals to be part of an inaugural exchange this year with South Australian principals in schools of similar sizes.

We are pleased to be offering two exchange places in the South Australia/New Zealand Principal Exchange, for principals in area, primary or secondary schools for term 3 of this year.

Applications close on **Monday 18 April 2016**. The selection process will occur in late April, with principals notified in May.

For more information or to download the application form, visit [our website](#)

## Heads up

### Every Day Matters

Keeping kids in education is vital for their success at school and later in life. [Research tells us](#) that the fewer days your students are at school, the less chance they have of achieving – every day matters!

In New Zealand schools, there is a vast amount of data on attendance but it can sometimes be difficult to work out what to do once you have it. To assist schools we are launching a new initiative called Every Day Matters.

Every Day Matters will look at how your existing attendance data can be of greater use to you. By providing you with reports tailored for your school, we can help you better understand your students' attendance, how it compares to other similar schools (we take care not to identify them), and how attendance impacts on the achievement of your students.

We will also provide resources (such as infographics, posters or summaries) that you can share with parents to show the impact not coming to school has on their children's progress. We'll work with you to figure out what's most useful.

### How do I participate?

Register your interest in participating by emailing us at [everydaymatters@education.govt.nz](mailto:everydaymatters@education.govt.nz) Any questions can also be sent to this address.

### **What would participating in Every Day Matters involve?**

We're making Every Day Matters as easy as possible by ensuring you can use your electronic attendance register (eAR), through which you will already be collecting daily attendance data. All you need to do is extract and send the data in the usual way at the end of each term. To make this even easier, we will email you the instructions about how to extract and send the data at the time it is due.

### **What if our school doesn't use an eAR?**

If you are interested in participating but are not using an eAR, email us at [everydaymatters@education.govt.nz](mailto:everydaymatters@education.govt.nz)

### **Will I still be able to participate in the annual Attendance Survey?**

We will continue to carry out our annual term two Attendance Survey for all schools. If you are participating in Every Day Matters, you will only need to send your term 2 data once. More information will follow on the survey during term 2.

## **Are you ready for the 2016 School Trustee Elections?**

This year the common triennial elections date is **Friday 3 June 2016**.

National preparations are well underway and for many boards, their local organisation has begun. It is recommended that you appoint a trustee election organiser - someone that can promote the elections in your community.

### **Plan your election**

The first step in your planning is to set an election date. If your school is not using the common election date of 3 June, please use the [election planner tool](#) for the required deadlines and timeframes.

Your returning officer needs to be appointed 37 days prior to your election date. For those using the common election date of 3 June, this will be **Wednesday 27 April**. Once appointed, please remind your returning officer to register at [www.trustee-election.co.nz](http://www.trustee-election.co.nz) to access key information, forms and resources.

### **Start your campaign**

Here are some ideas to help promote the election in your school:

- use an event to start your campaign
- include articles in the school newsletter/panui
- send a special note home to whānau, parents and caregivers reminding them about the election and asking them to consider standing as candidates

- ensure all staff are aware of the election and take opportunities to discuss it with whānau, parents and students.

### **Election funding**

Funding for the Triennial Elections will be available and attached to the schools' Operations Grant instalments; 70 percent is paid through the April instalment, while the remaining 30 percent is paid only if your school has a voting election. Further information about election funding, including rates, is available on [our website](#)

### **Election resources**

These resources will be sent out in early April:

- Election resources information letter
- Returning Officers' Handbook 2016-2019
- 2016 election planner
- Election pamphlets for each student at your school
- Election poster

### **More information**

Support is available for boards and returning officers at:

- [Trustee elections website](#)
- NZSTA Election Helpdesk 0800 Election (0800 353 284)
- Email [electionsadvise@nzsta.org.nz](mailto:electionsadvise@nzsta.org.nz)
- Te Runanga Nui o nga Kura Kaupapa Māori (TRN) also provide support to kura affiliated to the Runanga. For further information contact them at: [www.runanga.co.nz](http://www.runanga.co.nz) or 0800 RUNANGA.

## **Education Infrastructure Service contacting principals**

From 9 May, the Ministry's Education Infrastructure Service is going to contact principals across the country to ask about property, transport and ICT matters at your school.

We're continuously looking to improve the support we provide you and now that we're a little way into the year, we want to get in touch and check we're capturing your infrastructure needs.

You're busy people and we know that, so our callers will do their best to ensure it is a convenient time for you to talk to us and it won't take too long.

We look forward to engaging with you on your return from the term 1 break.

## E-Ako Maths and Pathways Awarua

We are extending support for students at risk of not achieving literacy or numeracy credits at NCEA by providing access to two targeted online self-study resources: E-Ako Maths and Pathways Awarua (numeracy and literacy).

- [E-Ako Maths](#) has been extended to include level 5 and is now available free to all secondary students.
- [Pathways Awarua](#) is an online resource for young adult and adult learners who need additional support in literacy and numeracy and it is now available free for state and integrated schools with year 9-13 students.

## Student Information Sharing Initiative

Read the latest update on the [Student Information Sharing Initiative](#)

## New modules and PaCT workshops for schools

Two new modules showing how schools are implementing the PaCT are now available. See how [Lynmore School](#), a large primary school, implemented PaCT across the whole school and how [Northland School](#) began using the PaCT as part of a cluster of schools focused on writing.

Workshops for schools interested in using the PaCT are currently running nationwide; visit the [PaCT website](#) to see all dates and venues.

## Online e-therapy tool

A reminder there is an [online e-therapy tool](#) to help young people develop skills to deal with feeling down, depressed or stressed. [SPARX](#), an initiative of the Prime Minister's Youth Mental Health Project, is a clinically tested self-help tool developed especially for young NZers by the University of Auckland.

## National art competition for Year 9 and 10 students

Our Nation's Children **national art competition** aimed at year 9 and 10 students opens 2 May and closes 1 July. Three winning schools will win a trip to Waitangi for their entire class. [Read more...](#)

## Tips to keep your school secure and help prevent crime

Tips to keep your school secure and help prevent crime during the school holidays, a well-known risk period.

- Securely lock away and remove from view any expensive computer or electronic equipment.
- Make sure your security is effective. Have you got any locks or fixtures that need repairing

or updating? Is it too easy to get into that storeroom or office? Are your alarms functioning properly? Do a comprehensive check of all your building entrances, offices, classrooms, storerooms and sheds before the holidays begins. If something needs fixing or repairing, make sure it's done by the end of school term.

- If your school owns any Apple equipment, ensure that the tracking applications have been activated. This could help police trace items if they are stolen.
- Encourage your neighbours to be “school guardians”. This will engender a great community spirit and provide extra “eyes and ears” that could reduce the risk of your school being targeted by criminals. Neighbours will generally be happy to keep a watch over their local school, as they realise they could well end up being a victim of crime themselves. Also, their own children are likely to attend the school, which engenders a personal stake in the process.
- Encourage and stress the importance of reporting suspicious activity to police amongst your school community. This includes using newsletters, information to parents, meetings with neighbours, community events and curriculum activities to pass on the message. Police rely heavily on the public to report any suspicious activity in a neighbourhood, street or public place and schools are no exception. It will be to your school's advantage if you can create an ethos of community ownership where everyone knows to ring police if they see anything out of the ordinary or any strange person or vehicle.
- Remove any graffiti as soon as it appears. Leaving graffiti on display only encourages the tagger (and other potential offenders) to continue the trend and becomes a “trophy” for the offender.
- Mark all your valuable electronic items with an infra-red marker pen or use the forensic marking product [SelectaDNA](#). Many schools already use SelectaDNA, which provides some protection from theft.

[SNAP](#) is also an initiative of the New Zealand Police, aiming to prevent burglary, and make it harder for criminals to sell stolen goods in New Zealand. Schools can also work in partnership with police – [visit New Zealand Police's School Portal](#) for information and resources.

## SunSmart

For most of us, the weather over recent weeks has been warm with plenty of late summer sunshine. Autumn may now have arrived but knowing how children and staff can stay safe from potentially harmful UV sunlight is always important.

Most schools do a great job at ensuring students are adequately protected, as well as educating them about the dangers of sun exposure, especially during sports days or other outdoor events. We also know that families take sun protection seriously, reminding children of all ages of the need to wear a hat and sunscreen.

There are a number of information sources where you can get advice including [NIWA](#) which has daily UV forecasts, the [Health Promotion Agency](#) which has text-based Sun Protection Alerts and

the [Cancer Society](#) which has a SunSmart Schools Programme (for primary and intermediate).

For those organising SunSafe events, you can get the [facts to be SunSmart here](#) or general [SunSmart advice for communities here](#)

More broadly, if you would like advice on enhancing shade options at your school, please contact your local property advisor.

## Resumption of referral of payroll debt to a debt collection agency

In November 2015, Hon Steven Joyce, the Minister responsible for Novopay, announced that school staff that were overpaid by Novopay and have not responded to efforts to recover that money, will start being referred to a debt collection agency. Since that time, all debt files have been reviewed and any new information taken into account. Schools and affected staff have been contacted to advise how the overpayment occurred, the options available for repayment and provided the opportunity to raise any questions.

Education Payroll Limited will start referring school staff that have been overpaid and haven't responded to efforts to recover that money to a debt collection agency from early April onwards.

This is a return to business as usual for the Novopay Debt Management Unit following suspension of the use of a debt collection agency in March 2013, while issues related to the introduction of Novopay were being addressed.

Affected staff will receive one final letter prior to the debt being referred to the debt collection agency. This provides a final opportunity to make a full repayment or propose a repayment plan within 15 working days of the date of the letter.

## Final Bulletin for term 1

The final Bulletin for term 1 will be sent out **Friday 15 April**.

## General Information

Items 1-3 have been included in full in the index under [General Information](#).

## Regional News

- ▼ Tai Tokerau
- ▼ Auckland
- ▼ Waikato
- ▼ Bay of Plenty - Waiariki
- ▼ Taranaki, Whanganui, Manawatu
- ▼ Hawke's Bay - Tairāwhiti
- ▼ Wellington
- ▼ Nelson, Marlborough, West Coast
- ▼ Canterbury
- ▼ Otago, Southland

### Tai Tokerau | Hira Gage



Tēnā koutou katoa

Our education advisors have been on the road since the start of term 1 completing visits to all our schools and kura. We value the face-to-face contact with principals and tumuaki as we support the work that you do in your schools.

Thank you to those of you who have submitted your planning and reporting documentation. The information to be submitted is:

- Charters and Analysis of Variance Reporting
- National Administration Guideline (NAG) 2A reporting of National Standards and Ngā Whanaketanga Rumaki Māori for schools with students in years 1-8.

If you require further assistance, please contact your advisor.

### Health and Safety Practical Guide for School Leaders and Boards of Trustees

Principals and board chairs should now have an email link directing them to the Health and Safety Practical Guide for School Leaders and Boards of Trustees and a link to tools and resources.

It provides a guide to the new health and safety legislative changes, which take effect from 4 April, and will help you review your policies and procedures.

The guide has been tested with schools and following their feedback includes additional policies and procedures, which are included as examples. We have also separated out the individual tools and put write enabled versions under the appropriate sections on the [webspaces](#)

To provide further support for you, **Tanya Petrove** and **Des Tipene** can help you with information,

act as a first point of call for questions and point you in the right direction for resources relating to health and safety.

Contact details for these senior advisors are:

- [Tanya.petrove@education.govt.nz](mailto:Tanya.petrove@education.govt.nz)
- [Desmon.tipene@education.govt.nz](mailto:Desmon.tipene@education.govt.nz)

### **Communities of Learning**

We are meeting with groups of schools across the region to establish more Communities of Learning in Tai Tokerau.

The dates for ministerial approval for new Communities of Learning for 2016 are April, August, October and December. Please contact your advisor or call me directly on 027 501 5068 if you would like further information.

### **Connected Learning Advisory**

The [Connected Learning Advisory](#) is a free service for schools and kura offering consistent, unbiased advice on integrating technology with learning so they can get the best results for their students and communities. Schools can contact the advisory via the [online form](#) or by phone 0800 700 400.

If you have any queries about developing your school's use of technology please consider using this service.

Your local Whangarei based contact but covering all of Tai Tokerau is:

Tania Coutts: 0800 700 400

[tania@connectedlearning.org.nz](mailto:tania@connectedlearning.org.nz)

### **Education Review Office**

ERO has recently produced four reports that we would like to bring to your attention:

- [Wellbeing for success: effective practice](#) (March 2016)
- [Accelerating student achievement: a resource for schools](#) (December 2015)
- [Raising student achievement through targeted actions](#) (December 2015)
- [Internal Evaluation: Good Practice](#) (November 2015)

### **Professional Learning and Development (PLD)**

Having fielded a number of questions about the allocation process for PLD in 2016, a summary of the work to date on upcoming PLD is available on [our website](#) We will continue to keep you updated on progress.

### **Tai Tokerau region enrolment scheme ballot dates for 2017**

The Secretary for Education's Instructions Relating to the Operation of Enrolment Schemes

requires all schools of the same type (e.g. primary, secondary) with enrolment schemes in the Tai Tokerau region to set dates for the selection of out of zone enrolments.

Therefore, we propose the following dates for the initial 2017 pre-enrolment period in the Tai Tokerau region.

<b>Secondary schools</b>	
Application closing	Wednesday 7 September 2016
Ballot date	Wednesday 14 September 2016

<b>Primary and intermediate schools</b>	
Application closing	Wednesday 12 October 2016
Ballot date	Wednesday 19 October 2016

### **Mandatory reporting – REMINDER**

I have received a number of enquires about mandatory reporting requirements.

Under the Education Act, employers must make a mandatory report to the Education Council in certain circumstances. Failing to make a report is an offence, which carries a fine of up to \$25,000 unless there is reasonable justification.

### **Employers need to make a mandatory report when:**

- a teacher is dismissed for any reason
- a teacher resigns from a teaching position, if within the 12 months preceding the resignation the employer advised the teacher it was dissatisfied with, or intended to investigate, any aspect of the teacher's conduct or competence, or on the expiry of the teacher's fixed-term contract
- a teacher ceases to be employed by the employer, and within the following 12 months the employer receives a complaint about the teacher's conduct or competence while he or she was an employee
- the employer has reason to believe the teacher has engaged in serious misconduct

Visit the [Education Council website](#) for more information.

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

**Counties Manukau Children's Team launch**

It was wonderful to see the children from Clendon Park School and Manurewa High School perform alongside the Police choir at the launch of the Counties Manukau Children's Team. This is the tenth Children's Team to go live, and the third large urban team. Children's Teams have been established to provide a fundamentally different way of working, with a vulnerable child at the centre of a plan for support. Agencies and organisations are committed to collaborating closely in this support. This is an opportunity for all organisations to utilise

existing expertise to provide an integrated wraparound service to support our vulnerable children. Early identification and preventative action with vulnerable children and their families/whānau is an important aspect of all our work.

Each Children's Team is comprised of a Children's Team Director, co-ordinators and administrative staff who support the lead professionals and panel. The Children's Team Panel is a group of senior specialists which might include clinical paediatricians, social workers and special education specialists who come from the agencies and organisations working with children. The panel approves the referral of a child to the team and assigns a lead professional to undertake one assessment and one plan of action for that child, that will then be implemented by the relevant agencies. The lead professional regularly reports back to their Children's Team Panel on progress against that plan, which the Children's Team Panel monitors and reviews until the child's needs are met.



The Counties Manukau Children's Team Director, Liz Thomas and the team is using the Hub for referrals. All professionals working in schools and early childhood services can make a referral to the Hub either by phone 09 917 8491 or email [counties.manukau@childrensactionplan.govt.nz](mailto:counties.manukau@childrensactionplan.govt.nz) The Counties Manukau Children's Team is taking referrals of children who live in Manurewa, Papakura and Clendon; if your school is within these areas and you wish to find out more information about the team, please contact your senior advisor.

**2016 Polyfest - Niuean Stage**

The ASB Polyfest 2016 proved to be another huge success with Māori and Pasifika school communities. It also provided an opportunity to assess performers on the Niuean stage, as Niuean is only taught in one secondary school in New Zealand (Alfriston College).

One of our staff was able to participate as an assessment moderator for the Niuean Stage. Over

three days at the Niuean Stage, assessments were conducted for almost 1000 secondary school students. These assessments included speeches and performance/dance. While many schools are already assessing students for Dance-Performing Arts, the Niuean Stage is the only stage that offers dance assessments under Niue Arts (NZQA).

On Friday 387 students performed from 9 schools and over 100 students registered their names to receive their grades. On Saturday the performance numbers went to almost 500, with a number of parents and students enquiring as to the 12 level 2 Niuean dance credits they are eligible for. Anecdotal evidence shows that the majority of these performers are from Samoa and Tonga which may contribute to their achievement results as well.

There are four assessments each worth three credits: US21286 Perform traditional Takalo; US21287 Perform traditional Tame; US21288 Perform traditional Meke; US21289 Perform koli mo e lologo vaha tuai. A live (real-time) assessment sample from each of the 16 schools was moderated and signed off by Toa Matala (Niuean Teachers' Association). All participating schools will receive their moderation packs and any enquiries should go to Rosa Kalauni as national moderator; [rokalauni@papatoetohigh.school.nz](mailto:rokalauni@papatoetohigh.school.nz)



Wesley college students perform on the Niuean stage

### Charters and annual plans

Thank you for the time and effort you and your boards put into the preparation of your charters and annual plans, and for submitting them to the Ministry. It's great to see the progress against your 2015 goals and targets, and the ways you have targeted particular students and groups of students to lift achievement. Your senior advisor is currently working through your material and is available for ongoing discussions and support around the challenges identified for 2016. Senior advisors or practitioners will contact principals at a later date if any clarification or additional material is required.

If you need help with your planning and reporting documents, your senior advisor will be happy to assist you - they are only a phone call away.

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**

No news this issue.

Feel free to call me on 07 850 8924 or email me at:

[paula.rawiri@education.govt.nz](mailto:paula.rawiri@education.govt.nz)

**Bay of Plenty - Waiariki | Ezra Schuster**

Kia ora koutou and Talofa lava

I hope you had a great Easter weekend with family and loved ones last week and enjoyed the last of daylight saving. As always take the time to read my update this fortnight as well as the important news, information and updates in the Bulletin.

**Communities of Learning (CoL)**

We met with all 12 of our CoL in March, with several other schools and kura expressing interest in establishing new ones. Two emerging developments in our region have been the high interest in CoL from the early learning sector, iwi and hapu, with several asking to be put in direct contact with CoL. I've been encouraged with the discussion, debate and engagement with principals and their boards. We look forward to working with our CoL as they identify their achievement challenges and progress to the employment phase.

The timeframe for ministerial approval for new CoL this year is mid-April, August, October and December. If you want your CoL to have completed the achievement challenges, signed Memorandum of Agreement and have progressed to the employment stage in 2016, you need to aim for the mid-April approval. The August approval will allow you to be up and running for 2017 if you do some pre-planning around your achievement challenges and are able to commit time in the busy last term to finalise the achievement challenges and employment processes.

Please [email Merle Ramsay](#), our regional lead education advisor leading the establishment of CoL or your senior education advisor for any further information.

**PaCT**

All the best for schools attending the PaCT workshops this week in Rotorua, Taupo and Tauranga. We're always keen to know how these go so feel free to give your feedback on the day or contact your senior education advisor.



Graham Parker and Niall Dinning from the Ministry at a recent meeting with the Rangitaiki CoL

**Western Bay of Plenty coming together**

On 21 March at Classic Flyers, we met with principals from across Tauranga and Western Bay of Plenty to discuss property issues and the extraordinary growth in the area. It was a really constructive meeting and an excellent opportunity for us to listen to schools and consider what we can do to better support them. I've committed to working with the principals to develop a plan to do this and I



hope to report to you in term 2. Special thanks to Matt Simeon, principal at Pillans Point and Dane Robertson, principal at Kaimai School and president of the Western BoP Principals Association for coordinating the meeting.

**Support in emergencies and incidences**

I got a great response from some of you regarding my update about the recent bomb threats with several of you requesting further information. The link to [our website](#) gives you access to a range of resources and information.

**Upcoming Triennial Elections**

A reminder that the Triennial Elections for School Boards of Trustees will be held during **May-June this year**. The **common date of Friday 3 June is recommended** but the range of dates available to hold an election is Friday 13 May – Friday 10 June. Trustee elections are one of the biggest democratic events in New Zealand, with schools and kura seeking approximately 12,000 parent representatives to represent their community in setting the strategic direction, and decision making for their school.

For more information and support to get your school and community ready to participate in the elections, contact NZSTA on 0800 ELECTION or visit the [NZSTA School Trustee Elections website](#)

**School bulletin content**

If you have any items that you would like to include in the school bulletin, please send these to me directly or contact your senior education advisor. We are always keen to celebrate and highlight great practice, student success or an upcoming event with the rest of the region. Likewise, if you have ideas to make the bulletin more relevant please feel free to email me also.

If there is anything you wish to discuss from this update or the Bulletin, please contact me on 027 296 8196 or send me an email: [ezra.schuster@education.govt.nz](mailto:ezra.schuster@education.govt.nz)

Ngā mihi  
Ezra Schuster

**Taranaki, Whanganui, Manawatu | Jann Marshall**

Kia ora koutou

I hope that everyone had a chance to rest and relax over the Easter break. As we get near the end of term 1, I would like to acknowledge your continued work with staff, parents and whānau to support improved outcomes for your students.

**Communities of Learning**

Term 1 continues to be very busy working with the established Communities of Learning (CoL) in our region, as well as meeting with many groups of schools ready to form new CoL.

There are five established CoL in the Taranaki, Whanganui, Manawatu area. These CoL are located in Inglewood, the Ruapehu district, Rangitikei, Papaioea in the east side of Palmerston North, and a Catholic CoL made up of a number of schools in Palmerston North and Feilding. These approved CoL are all working towards having their achievement challenges completed in the first half of 2016.

Further discussions have been held with another six groups of schools, many ready to form CoL. It has been very encouraging working with these principals as they venture along their journey of becoming a member of a CoL. There is certainly a very good understanding around the need for an improvement in student achievement, but what is more exciting is how each CoL is going to achieve this goal.

This is a stimulating time for our communities as new ground is broken and stronger relationships across the sector are built.

Please [email Jude Fawcett](#) or your education advisor if you require information or support.

**Every Young Person Counts**

The work in secondary schools to assist individual students at risk of not achieving NCEA level 2 is progressing using a student-focused approach. This is providing greater coherence and focus to the way services are utilised to enable support for individual students.

Schools are using achievement data and key indicators that are known to impact on learning such as poor achievement at level 1, and poor attendance or health issues to identify students who may require more support.

Some sophisticated school systems exist for the tracking and targeting of students. These systems are often developed and monitored by a senior member of staff and reported back to senior leadership at regular intervals. Schools have indicated that constant monitoring allows schools to keep their eye on all students.

Regular updates at staff meetings on the progress of students are often highlighted as valuable. Schools report that targeting systems seem to help lift achievement and the targeting of students

helps to identify gaps in the school's curriculum when discussing individual learning programmes (ILPs) with each student. Youth Guarantee initiatives become an important aspect in many ILPs. Recent data have highlighted the significance of Trades Academies and Gateway programmes in lifting achievement at Level 2. The newly introduced 3+2 programmes at year 13 are becoming popular in creating pathways for students from upper secondary schools to tertiary education or employment.

Generally, once students are identified, an individual programme is developed and they are given access to additional support services such as mentoring and iwi or whānau support.

Please email [Christine Pritchard](#), [Kelly Gay](#) or [Michael McMenamin](#) if you would like further information.

### **Education Review Office School Evaluation Indicators**

Recently, we met with the Education Review Office to discuss the school evaluation indicators. We would recommend schools access these great resources as they become available. They include Internal Evaluation: Good Practice, Effective School Evaluation and School Evaluation Indicators. Trial documents are available on the [ERO website](#).

### **Enrolment scheme review letters**

If your school operates an enrolment scheme, you will receive a letter from us shortly asking you to consider whether the scheme is still fulfilling its purpose. We'll also be offering support to schools who would like to review their current operational practices.

We are concurrently undertaking a check that the publicly available information on enrolment schemes is consistent with Ministry and school records. To that end, we would appreciate if you receive a request that you provide us with a copy of your current legal written description and home zone map. Please [email Clyde Piercy](#) or your education advisor if you require more information.

If you have any news you would like to share, let us know. You can contact me on 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 everyone

I hope you had a chance to have a bit of a break over Easter. However, with only a couple of weeks until the end of term 1, I'm sure you will be straight back into things, as we are.

### **Water-only schools**

By now, you would have seen the joint Ministry of Health and Education

communication from Secretary for Education Peter Hughes, regarding the rise of childhood health issues linked to sugar. In our region, we already have 12 water-only schools and I want to congratulate each of those communities for making the leap towards a healthier future for our rangitahi.

If you haven't already, I'd like to suggest that you consider discussing with your board and school community about becoming a water-only school. We can help you to do that, alongside our partners at the Ministry of Health. If you want to talk to a school that has already become water-only, I am more than happy to help you connect. Feel free to get in touch with me at [marilyn.scott@education.govt.nz](mailto:marilyn.scott@education.govt.nz)

In the mean time, here are some resources that you might find helpful:

- Water-only resources are on our [Healthy lifestyles page](#)
- This [poster](#) can help start conversations about sugary drinks.
- [Recent research](#) shows 93% of parents think it is important for their child's school to limit access to sugary drinks.
- The World Health Organisation [Commission on Ending Childhood Obesity](#) recommends eliminating sugary drinks and creating healthy school environments.

### **Air New Zealand Airpoints for Schools**

I want to congratulate three local schools for their successful applications in the *Airpoints for Schools programme*. The schools selected will receive public donations up to a total value of 10,000 Airpoints Dollars each, to redeem on flights for educational purposes. Well done to:

- [Maraekakaho School](#) whose students will be travelling to Auckland to compete in a robotics competition based around effective management of rubbish in today's world.
- [Te Awa School](#) whose teachers will be travelling to Finland to increase their knowledge of their newly implemented KIVA anti-bullying programme established at Turku University.
- [Putorino School](#) whose students have been involved in the Virtual Learning Network (VLN) for Primary Schools programme and will be attending a project camp in Wellington to meet the other VLN school students, face-to-face.

### **Education Act 1989 Update**

In November last year, we held five public consultation workshops across the Hawke's Bay and Tairāwhiti area that focused on the proposed changes to the Education Act 1989. Thank you to those who were able to attend and to those who gave feedback online. Around 1800 submissions were received nationally and the report is now available on [our website](#)

### **Triennial Elections**

The Triennial Elections for School Boards of Trustees will be held during May-June this year. The range of dates available to hold an election is Friday 13 May – Friday 10 June. A common election date of Friday 3 June is recommended.

We provide schools with funding to contribute towards the cost of running school trustee elections including the Returning Officer's fee. Initial funding will be paid directly through schools' April Operations Grant instalments.

Trustee elections are the biggest democratic event in New Zealand. Schools and kura around the country seek approximately 12,000 parent representatives to represent their community in setting the strategic direction, and decision making for their school.

For more information and support to get your school and community ready to participate in the elections, contact NZSTA on 0800 ELECTION or visit the [NZSTA School Trustee Elections website](#)

### **Communities of Learning (CoL)**

We now have 9 COL in our region, with 96 across New Zealand. Nationally, this includes 789 schools and over 250,000 students. The CoL achievement challenges range across writing, maths, reading, science, NCEA Level 2, Vocational Pathways, target groups, transitions, retention, and both student and community engagement.

Congratulations to Napier City Community of Learning whose achievement challenges have been signed off by the Minister of Education, Hon. Hekia Parata. The schools in this CoL are Eskdale School, Kereru School, Napier Boys' High School, Napier Girls' High School, Napier Intermediate, Nelson Park School, Port Ahuriri School, Sacred Heart College and St Patrick's School. Mary Nixon (Napier Girls' High School) has been appointed as the lead principal.

The other local CoL in the region are in the information gathering and consultation stages or the development stage of identifying achievement challenges.

In 2016, there will be four opportunities for schools, kura and ECE providers to form a CoL and be approved by the Minister. They are April, August, October and December.

If you are interested, please email Barbara Bristow our Napier office CoL lead advisor [Barbara.bristow@education.govt.nz](mailto:Barbara.bristow@education.govt.nz)

Barbara will be able to guide you and your team through the process, provide information, run information seminars and provide support that may be needed.

### **Ministry of Education facilities**

A reminder that the rooms in our Napier and Gisborne offices are available for you to use for sector related meetings. These rooms can fit 10–60 attendees. You will need to book in advance but simply contact the reception of either office (Napier: 06 833 6730 or Gisborne: 06 869 1520) for assistance.

### **Use of the Bulletin by schools**

If you would like to use this platform to get a message to others in the sector, please email Emy Johnstone at [emy.johnstone@education.govt.nz](mailto:emy.johnstone@education.govt.nz)

As always, feel free to contact me. I am often out of the office but always available by email [marilyn.scott@education.govt.nz](mailto:marilyn.scott@education.govt.nz) or by cell 027 836 4850.

Marilyn

## Wellington | Suze Strowger



Hello everyone

I have just finished my first week as Director for Education, Wellington and it's a real privilege to be here. I am very much looking forward to meeting you all. I will do my best to do this personally over the next few weeks and months, but I know realistically that it will take some time and co-ordination.

My very first priority is to take the time to get to know you, and to understand in more detail our work and how we can best back you to win. I will need your help with this. I have spent the last three years working closely with Peter Hughes as his chief advisor. I look forward to bringing what I have learnt from Peter into my role here in the regional office.

You can contact me directly by email at [suze.strowger@education.govt.nz](mailto:suze.strowger@education.govt.nz) or by mobile on 027 229 4009. I will reply to every email I get directly. It may not be straight away but you will get a reply from me.

All the best for the last two weeks of term.

### Health and Safety Act

We are working alongside your sector representatives NZEI, PPTA and NZSTA – who are all delivering training over the coming months on the Health and Safety Act.

NZEI has three potential health and safety workshops that can be arranged depending on the number of requests/attendees:

1. [Working together for Health and Safety \(Rep Training\)](#)
2. [Creating a Health & Safety-Positive Culture](#)
3. [Health + Safety workshop for Principals](#)

We have received a number of queries from schools and requests for additional support. We now have a designated advisor who can be contacted for advice and to provide additional support, please contact Mike Forrest by email [michael.forrest@education.govt.nz](mailto:michael.forrest@education.govt.nz) or phone 04 439 4629.

### Updating the Education Act 1989

In November last year, we held a series of public consultation workshops across Wellington focused on proposed changes to the Education Act that will help shape the future of the education system. The consultation meetings were well attended with feedback gathered from members of the public, hapu, iwi and the sector.

A total of 1800 submissions were received across the country. You can access the full report on the submissions [on our website](#)

### Communities of Learning (CoL)

We have been working to support our existing Communities of Learning, some of whom are ready to have their achievement challenges endorsed. We are also supporting others to put in their expressions of interest. An important date to remember is 15 April 2016. This is when we will need to have all expressions of interest in from CoL wishing to be put forward to the Minister for approval. If you are interested in seeing how a CoL may work in your community, contact our CoL lead education advisor Di Drake by email [di.drake@education.govt.nz](mailto:di.drake@education.govt.nz) or call 04 463 8435.

Ngā mihi  
Suze

## Nelson, Marlborough, West Coast | Erika Ross



Kia ora and Greetings

This has been a long and busy term and I am sure you are all looking forward to a well-deserved break. We have enjoyed working with you and look forward to doing that again next term.

### Nayland College 50th Reunion

During the Easter weekend, Nayland College celebrated its 50th Jubilee. The school first opened its gates in 1966. The celebration consisted of a week of activities for current and former staff, and students.



Karen Barks and Trevor Olley cooking up the sausages at the Nayland College 50th Jubilee on Saturday



Ladies of the Nayland College 50th Jubilee. Lynette Miller nee Whitcombe, top left, Sonia McKay nee Guy, Helena Jeffrey, Kathryn Darlington nee England, Teresa Jordan nee Hensley, bottom left, Kerri Campbell nee Stephenson, and Nyree Blackhall.

The reunion celebrations began with a pōwhiri and open day, followed by featured photographs and a “chatters and platters” event. Then, a barbeque and beer lunch and several sports competitions took place. One included the pre 2000 students taking on the post 2000 students on the rugby field with the under 35-year-olds wearing mandatory gumboots.

Congratulations to Nayland College on their 50th Anniversary.

### **School planning and accountability documents**

Thank you to all schools and kura who have submitted their charters and associated documents. You will shortly receive an acknowledgement letter and your education advisors will follow up with you.

We appreciate the work that goes into these documents and hope they provide useful information for your board, staff and community for the rest of the year. You may not believe it but we get a real sense of what your school is doing from reading them and this often highlights any support we may be able to offer.

### **Health and safety support**

Many of you will be well into the review of existing policies and procedures, and making any changes to align them to the new legislation. If you need any support with this work please contact your senior advisor.

### **Motueka Ministry of Education office**

The [attachment](#) introduces to you our staff located in the Motueka Office. I hope you, your staff and students all have a happy and safe holiday.

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

## **Canterbury | Coralanne Child**



Canterbury Regional News – 04 April 2016

Kia ora

The first term of the year is always a busy one, with a significant number of events. The annual Canterbury sPACIFICally PACIFIC Polyfest recently took place in Christchurch. It was great to see students on stage in their dazzling costumes with their impressive dance routines. There were many highlights at the festival and along with the amazing performances, the sun was shining and the community was out in force to celebrate the awesome Pasifika entertainment and delicious food in a Pasifika village atmosphere.

We recently hosted our first time principals at a workshop held at our Christchurch offices. Our staff really enjoyed meeting with you and we are looking forward to the continuing programme throughout the year. I would also like to thank you for the time and effort that you and your boards put into submitting your charters. Our senior advisors are always available for ongoing discussions and support around the challenges you have identified for 2016.

The child protection sessions held recently have proved very useful. The “How to recognise and deal with children and young persons’ exposed to or at risk of abuse’ workshop was a joint initiative of the Ministry of Education, Child, Youth and Family, and Police, with the Christchurch Children’s team (workforce development) co-presenting with us. For those of you who were unable to attend, we will be scheduling more sessions throughout the year and invitations will be sent to principals.

Thank you to the schools that have sent in their school’s enrolment scheme review. Please note that the Education Act 1989 sets a statutory deadline of 1 May for completing the review. If you require support, please do not hesitate to contact your senior advisor.

### **sPACIFICally PACIFIC Polyfest 2016**

The Canterbury sPACIFICally PACIFIC Polyfest was held on Saturday 19 March at Westminster Park and celebrated youth at their best. Polyfest is part of a series of sPACPAC events and activities to raise Pasifika student achievement. This was a great opportunity to see the young men and women who will be the future leaders of the Pasifika community.

The annual event brings Canterbury secondary school students together to showcase their talents with a series of cultural performances. They were outstanding and stood proud, with the pride extending to their friends and families, as they all celebrated their culture. *Images courtesy of sPacificaly Pacific SPACPAC Canterbury Polyfest 2016*



Shirley Boys High School performing



Aranui High School performing

The finale for Polyfest 2016 was performed by Shirley Boys' High School who dedicated an emotional performance to Tala Mailei, one of their own who died at the end of 2015.

Aranui High School performed for their final Polyfest following the closure of Aranui High School, Aranui Primary, Avondale Primary and Wainoni School to form the new Haeata Community Campus in 2017.

If you didn't get the chance to see our secondary schools performing at Polyfest 2016, then check out the official photos from the event by [clicking here](#).

### **sPACPAC (sPACIFICally PACIFIC)**

sPACPAC uses Pasifika, identities, languages and cultures to raise Pasifika student aspirations and achievement in schools in Christchurch.

### **sPACPAC vision/aims for Pasifika secondary school students in Canterbury**

sPACPAC aims to sow the seeds of Pasifika success so that we can REAP the rewards of the future by focusing on:

- **Reconnecting** our education community with our Pasifika community
- **Education aspirations**, collaborations and successes
- **Accelerating achievement** using our Pasifika identities, languages and cultures
- **Pathways** that lead to tertiary education, careers and business ownership

There are a series of sPACPAC (sPACIFICally PACIFIC) events and activities to raise Pasifika student achievement. For example, there is the Aneriueta (Teta) Pao-Sopoaga Speech Competition. This competition provides opportunities for Pasifika students from junior to senior levels in secondary schools to participate in the following languages: Cook Islands, Māori, English, Fijian, Samoan and Tongan, with the opportunity to gain NCEA achievement standards or unit standards.

The [school information pack](#) has more information.

If you are interested in learning more about Pasifika education and the Ministry of Education's initiative in supporting Pasifika success, read the [Pasifika Education Plan](#) or contact [Mark.tulia@education.govt.nz](mailto:Mark.tulia@education.govt.nz)

### **Learning Community Cluster Leaders Hui**

The first Learning Community Cluster Leaders Hui for 2016 was held earlier this term. This is a continuation of the same series that began in 2014 and have proved very valuable. These are an effective way to share ideas, discuss challenges, to hear from guest speakers and meet with Ministry staff.

We had a presentation from Ngāi Tahu or more specifically [Mātauraka Mahaanui's Mana Whenua Facilitators](#) about the work they will be doing over the next year. In essence, they will support and

promote culturally responsive practice and any other work in our Learning Community Clusters (LCCs) that aim to improve engagement and outcomes for Māori. This will also include ongoing aspects of the cultural narrative work that many LCCs have already been a part of.

Letitia Fickel, Head of School, School of Teacher Education at the University of Canterbury presented some of the work currently happening at the college. We have been offered the opportunity to access interns based at the college for LCCs carrying out projects and other activities that could utilise their skills. There are conditions attached to this offer but the potential value to your LCC could be great. Please contact Tim Maxwell at the Ministry of Education [Tim.Maxwell@education.govt.nz](mailto:Tim.Maxwell@education.govt.nz) for more information.

### **Delving Deeper Conference**

[Delving Deeper](#) is a conference where teachers talk with teachers.

It is a cross-sector sharing of great teaching practice, experiences and new learning for teachers in primary, intermediate and secondary school settings. Dr Julia Atkin will deliver the keynote address, followed by over 35 workshops facilitated by teachers for teachers.

The conference will be held at Riccarton racecourse on Friday 13 May and is available for all Christchurch schools. Registrations will open soon and schools will be advised. Please do not hesitate to contact us if you have any questions - we are always happy to hear from you.

Mā te wā  
Coralanne Child  
Director of Education for Canterbury

## **Otago, Southland | Julie Anderson**



Kia ora koutou and warm Pasifika greetings

I hope you all enjoyed a relaxing Easter break. I know you will have a full on learning focus for the busy last two weeks of term.

### **Ministry curriculum “Think Tank”**

On 15 and 16 March, I attended the New Zealand Curriculum Think Tank in Wellington on behalf of the Directors. This event included around 30 primary and secondary principals, including three from our Otago/Southland area.

It's been nearly ten years since the New Zealand Curriculum was implemented and this provided an opportunity to assess where we were at and what we needed to focus on moving forward. The workshop sessions were prefaced by three key speakers.

Jane Gilbert (Auckland University) focused on knowing the reasons behind the usefulness of knowledge, the relationships and purpose in curriculum learning and the importance of student

agency. Rose Hopkins (NZCER) talked on how to simplify the complexity in the curriculum while still using it in a principled way. She noted the importance of integrating key competencies rather than just focusing on one at a time and avoiding any checklist approach. Lisa Rogers (MOE) presented the data around success including a link between attendance and lateness in Year 8, and later success in NCEA numeracy and literacy.

In the workshops, groups of principals discussed the challenges of curriculum design, teaching as inquiry, inclusive curriculum and equity, leadership development, Communities of Learning and collaboration, integrated curriculum, and assessment for learning. The key ideas and priorities identified are being collated and developed by the Curriculum, Teaching and Learning team who are part of Early Learning and Student Achievement (ELSA) in the Ministry led by deputy secretary Lisa Rodgers.

### Health and safety

With the Health and Safety at Work Act now in law, please contact your education advisor if you wish to seek clarification on any issues. Christina Young has responsibility for health and safety support within our office and we can also follow up with national office staff. NZSTA can also offer advice to your board of trustees on health and safety matters.

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

17-20 APR 2016	<a href="#">Distance Education Association of New Zealand, Hamilton</a>
20-22 APR 2016	<a href="#">New Zealand Educational Administration and Leadership Society Conference 2016, Dunedin</a>
20-21 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>
18-20 MAY 2016	<a href="#">14th Annual Sole Charge and Rural Teaching Principals' Conference, Havelock North <b>new</b></a>
31 MAY-3 JUN 2016	<a href="#">Trans-Tasman Principals' Conference 2016, Auckland</a>