

Ministry bulletin for

SCHOOL LEADERS

He pitopito kōrero

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Critical need to know and action

1. **Have you got a question? Have you got a question that you want a straight answer to?**
When I'm out and about in the sector I get lots of questions about what's happening, what's planned, and what our thinking on various issues is.

If you have questions like this, just email me and I'll get you an answer. [You can email me by clicking here.](#)

Peter

2. **We are improving our IT infrastructure over Easter weekend (18-21 April) to coincide with the school holidays and reduce any disruption to you.**

Could you please let your staff know this is happening so they do not plan to access Ministry education administration applications such as ENROL or e-asTTle during this time (the outage will not affect Novopay).

You can still contact us by phone and email and go to our website.

We expect everything to be back into production from Tuesday 22 April and apologise for any inconvenience during the Easter break.

Heads up

1. We have asked some principals whether they would like to receive the bulletin during the school holidays and also if there was anything critical from Ministry teams that couldn't wait until Term 2. The consensus is to wait until Term 2 so the next issue will land in your in box on Monday 5 May. Have a wonderful term break!
2. [Te Awe Māori Governance Conference 28 April 2014](#)
3. Based on feedback on the timing of the initial release of the Ministry's new education portal:

Education.govt.nz, we're planning to implement it at the beginning of Term 2. In the meantime, please continue to provide feedback via web.channel@minedu.govt.nz to help us shape its direction. Stay tuned for more information.

4. [Remember that the movie competition for intermediate school aged children to produce a video based on the Treaty of Waitangi closes on 19 April](#)
5. On Friday 4 April, we sent out the Boarding Bursary Returns list for Term 1 2014 and payments will be processed as soon as the lists have been returned to us.
6. We have issued [Circular 2014/25](#) for the attention of all school staff employed by a board of trustees. It sets out the legal requirements for employees standing for election to Parliament in this year's General Election. Please pass this on to all staff in your school.
7. [Multi-media interactive exhibition from winning Christchurch students' designs for their city is being held on the Wellington waterfront until 24 April](#)
8. New Zealand Lions Young Speechmaker contest: [Rules](#) and [Entry Form](#)

General

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2. [Reducing the Ministry's 'red tape'](#)
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Regional News

Northern

Contact us at: bulletin@minedu.govt.nz

+64 4 463 8000

www.minedu.govt.nz

[Inclusive practices Development Programme 2014](#)

Central North

1. [Taupo iPad workshop 5 May](#)
2. [Kawerau iPad workshop 21 May BOP East](#)

Central South

No news from Central South this issue

Southern

1. [Interim Response Fund](#)
2. [Shaping Education: April 2014](#)
3. [Christchurch Schools Rebuild Programme: Issue 3 Autumn 2014](#)
4. [Assistive Technology Newsletter: Issue #85, March 2014](#)

Events

No events this issue

Newsletters

1. [Shaping Education: April 2014](#)
2. [Christchurch Schools Rebuild Programme: Issue 3 Autumn 2014](#)
3. Circular 2014/35 School Staff Standing for Election to Parliament
4. [Assistive Technology Newsletter: Issue #85, March 2014](#)
5. [Novopay Newsletters](#)
6. [Link to all Ministry newsletters](#)

Critical need to know and action

There are two items, which are both included in full in the Index on page 1 [Back to top](#)

Heads up

\$30,000 movie competition for Intermediate schools

Entries for 'Our Nation's Children Movie Competition' close on 19 April

The deadline is approaching for intermediate schools to get a taste of Hollywood and a chance to win a \$10,000 school trip to Waitangi in the 'Our Nation's Children - Movie Competition'.

Our Nation's Children – an initiative of the Waitangi National Trust and supported by Westpac – is asking intermediate age students to produce a video based on the Treaty of Waitangi and its relevance to New Zealanders today, for a chance to win.

Academy Award-winning movie producer and director Andrew Adamson NZOM (Shrek, Chronicles of Narnia, Mr Pip) will judge the competition and says he is inspired by the idea of reconnecting Kiwi kids with their history.

Entries will be judged on visuals, audio, editing skills, story/script and overall effectiveness. Students who make the three top movies will receive a class trip to Waitangi in the Bay of Islands valued at around \$10,000.

Approximately 3,000 school children – just over 2.5% - of New Zealand’s students currently visit Waitangi each year. Our Nation’s Children was launched in November 2013 with the aim of having every child visit Waitangi to better understand New Zealand’s heritage, before they leave school.

More information about Our Nation’s Children and the ‘Our Nation’s Children Movie Competition’ can be found at: www.waitangi.org.nz/our-nations-children/ or you can contact Nineke Metz at the Waitangi National Trust at ninekemetz@waitangi.org.nz or on DDI (09) 974-6781.

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All other Heads up items are included in full in the Index on page 1 [Back to top](#)

Police launch school portal

The School Portal is a place where school staff and Police staff can come to find out how best they can work together to achieve our respective educational and community safety goals. It contains a wealth of information, including:

- guidelines for how Police and schools can work together effectively
- educational programmes, resources and learning activities that inspire students to take action and to be safe
- a place to publish stories about schools and Police working together to ensure students take action to be safe
- information that helps all members of the school community (teachers, school managers, other school staff, BoTs, parents, students, police and other community organisations) to contribute to a safe school community.

For more information, click on the following link: <http://schools.police.govt.nz/>

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Reducing the Ministry's 'red tape'

As part of the changes we are making to better support school leaders, we are working to reduce or stop those activities that take up your time but deliver little or no value to schools.

From our engagement with school leaders to date, we have developed an initial work programme that is addressing the end-to-end processes (procedures, criteria, forms etc) of the following:

- Interim Response Funds
- Boarding Allowances
- Alternative Education
- Supplementary Supports for Schools
- RTLB Year 11-13 Funding
- Simplifying our resourcing forms and online templates including removing those that are low value

In regard to resourcing forms, we have started by removing the H05 (Teacher Aide) form. Previously, this was sent to schools at the end of each term for verification of teacher aide funding. We are now going to generate this information internally.

All you need to do in future is contact your local Ministry office if there is a change in circumstances for either a student or your staff in regard to teacher aide funding. We will do the rest!

Contact details for each Ministry office can be found here:

<http://www.minedu.govt.nz/NZEducation/EducationPolicies/SpecialEducation/AboutUs/NationalAndLocalOffices.aspx>

We are interested in your feedback about other 'red tape' issues that you would like us to address, and please feel free to offer alternative solutions for us to consider. You can email Megan Reid on megan.reid@minedu.govt.nz with your thoughts and suggestions and to find out more about the current work programme.

We look forward to hearing from you so we can specifically target 'red tape' issues that you tell us will benefit you and your school.

Katrina Casey
Head of Sector Enablement and Support

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School Satisfaction Survey on Property Services

The Ministry of Education's Education Infrastructure Service wants to find out what you think about the services you receive that relate to school property.

It would be enormously appreciated if someone from the school, such as the Principal, Board Chair and/or the person who has property responsibility, could spare time to complete the survey.

The information will be used to prioritise improving the way we deliver property services and support to schools.

This survey is voluntary and all feedback will be treated as confidential. A summary of results will be published for all to see on the Property Toolbox.

The old adage "if you can't measure it, you can't manage it" applies and we need to know what and where to focus our improvement efforts

You can find the survey at:

<https://www.surveymonkey.com/s/SchoolPropertyServiceSatisfactionSurvey2014>

If you have any questions about the survey, please email Property.Help@minedu.govt.nz

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ESOL funding allocation for 2014 period (Terms 1 and 2)

On 2 April, an ESOL funding payment was made to schools with eligible English Language Learners. A funding notification letter and updated status list has been sent out to 1326 schools nationally.

The closing date for allocation for period 2, 2014 (Terms 3 and 4) is 1 August.

Information about the ESOL funding process is available at www.minedu.govt.nz/esol

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Linking Minds Scholarship

The Linking Minds Scholarship is a prestigious international award for young teachers who are identified as emerging leaders.

The 2014/2015 scholarship focuses on bilingual education. As part of the scholarship selected teachers will travel to Wales to 'link' up with Welsh teachers and principals and experience the Welsh bilingual teaching system, plus they will receive leadership training.

To be eligible to apply teachers must be (at the time of application):

- a fully registered teacher, in your first five years working in a New Zealand state or state-integrated school or licensed ECE service
- under 35 years of age

Applications for the 2014/2015 Linking Minds Scholarship are opening in April 2014 and close on 12 May 2014. Visit TeachNZ.govt.nz/linking-minds to find out more and sign up to be notified when applications open.

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2015 study awards, sabbaticals and study supports are opening soon

Applications are opening in April for the 2015 study awards, sabbaticals and grants for primary, secondary and area teachers and principals.

- Secondary and Area Study Awards and Sabbaticals – closing **Monday 9 June 2014**
- Primary Study Awards and Sabbaticals – closing **Monday 7 July 2014**
- Secondary and Area Teacher Study Support Grants – closing **Monday 22 September 2014**

To find out more, visit TeachNZ's website www.TeachNZ.govt.nz/studyawards and sign up for an email reminder to be notified when applications open.

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Co-location of social services in schools – a survey for secondary school principals

The Ministry is investigating the feasibility and value of co-locating social services in schools, as one of the initiatives included in the Prime Minister's Youth Mental Health Project. A series of questions have been developed to assist and inform the Youth Mental Health Project about the feasibility and co-location of social services in schools. The purpose of this survey is to:

- gain additional knowledge of what encourages young people to access social services
- how this may impact on the core functions of a school
- what can be learned from current models.

For the purpose of this survey, we are gathering information from a secondary school perspective on services for young people aged 13 to 17 years, who may present with mild to moderate mental health issues. The feedback we receive from this survey will then be analysed and incorporated into a report to the Youth Mental Health Steering Group on findings from the review and implications for policy and practice.

To participate, please click on the following link:

<https://www.surveymonkey.com/s/SSinSchools>

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Investing in Educational Success

The design work on Investing in Educational Success (IES) is progressing through the consultation process with sector and parent groups to provide advice to the Minister. There are several strands within IES under discussion, including how schools might choose to form and work together as a Community of Schools. A Community of Schools is intended as a way of sharing expertise and strengthening opportunities for collaboration among principals, teachers and schools in order to raise student achievement.

As you may have seen in the Cabinet Paper (available on the Ministry's website) it is expected that Communities of Schools will self-identify and so could be small geographic groupings of schools across primary and secondary sectors with an average of around 10 schools. It is intended that pre-existing communities and networks will be supported to form Communities, where this makes sense. Schools' participation in the initiative is voluntary.

A Community of Schools would work together to identify, develop and meet its own specific objectives. Planning to do this may also include working with local early childhood education services and tertiary providers to improve transitions and also with parents, family and whānau to support their engagement in their children's education. Individual schools would, of course, continue to address their own school goals that reflect or are in parallel with their work with the Community of Schools.

To support this collaboration and facilitate sharing expertise across the community it has been proposed that each Community of Schools would have support of an Executive Principal and an allocation of Expert and Lead Teachers. (These role titles may change as details are further worked on by the IES Working Group.) The Community's shared plan could describe how these roles would work together, and with others to meet shared objectives.

You can visit our website for more information about [Investing in Educational Success](#), or you are welcome to contact me via IES.Team@minedu.govt.nz to discuss these proposals.

Graham Stoop

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Schools as voting venues for 2014 general election

This year's general election will be held on **20 September 2014**.

Over half of New Zealand's schools serve as voting venues. During late April and early May, local Returning Officers will begin contacting schools they touched base with late last year to talk about the use of their facilities for voting venues in 2014. Local Returning Officers may also need to ask additional schools if they are able to provide facilities for voting.

The Electoral Commission is writing to Boards of Trustees in April to provide more information about the timeline and process for using school facilities as voting venues on Election Day.

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Intention to engage expert panel for considering portfolios for the Advanced Classroom Expertise teacher recognition process

During a four-six week period over late August to early October 2014, the Ministry of Education intends to engage up to seven panelists (including a chairperson) on a full-time

basis to consider portfolios from teachers seeking recognition as an Advanced Classroom Expertise Teacher (ACET).

Could this be you (or someone you know)?

Chair

- extensive recent involvement in teacher professional development
- extensive experience on review and/or assessment panels
- experience in moderating judgments in the education context
- extensive leadership (management) experience and high standing in the primary education sector
- extensive and current pedagogical knowledge and/or practice
- post-graduate qualification(s) in an aspect of pedagogy
- ability to critically analyse and assess evidence-based information.

Panelist

- extensive leadership (management) experience and high standing in the primary education sector
- extensive and current pedagogical knowledge and/or practice
- post-graduate qualification(s) in an aspect of pedagogy
- ability to critically analyse and assess evidence-based information.

The portfolios will be examined against the [ACET professional criteria](#).

The panel function descriptions are yet to be finalised but the key skills and experience are likely to be those detailed above.

If you are interested in being on the panel, you are welcome to send your contact details through to ACET.Recognition@minedu.govt.nz and we will contact you as further information becomes available.

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REGIONAL NEWS

NORTHERN REGION

Inclusive Practices Development Programme 2014

[Click here for information for all districts on the Inclusive Practices Development Programme 2014](#)

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CENTRAL NORTH REGION

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2. [Kawerau iPad workshop 21 May BOP East](#)

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CENTRAL SOUTH REGION

There is no news from Central South for this issue.

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SOUTHERN REGION

1. Interim Response Fund

From the start of term 2, please contact your senior advisor should you need to access IRF.

In the event of your senior advisor not being available for any significant period due to leave or other reasons their out of office e-mail and phone message will give you an alternative contact.

The IRF cell phone will be decommissioned.

2. [Shaping Education newsletter: April 2014](#)
3. Christchurch Schools Rebuild Programme: Issue 3 Autumn 2014
4. [Assistive Technology newsletter: Issue 85, March 2014](#)

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There are no events for this issue.

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Novopay

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All Ministry Newsletters

[Click here to view all Ministry newsletters](#)

UPCOMING MINISTRY COMMUNICATIONS

Visit: <http://www.minedu.govt.nz/NZEducation/MinistryBulletinSchoolLeaders/Issue2.aspx> - note this is a work in progress

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FEEDBACK

Send us your feedback, comments or questions: bulletin@minedu.govt.nz

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CONTACT PETER HUGHES

[Click here to send a message directly to Peter Hughes](#)

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