

Ministry bulletin for

SCHOOL LEADERS

He pitopito kōrero

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Critical need to know and action

1. [Peter Hughes' update on Investing in Educational Success](#)
2. As part of the changes to school property preferred supplier arrangements for planning and project management services, we are reviewing the processes to procure project managers and consultants. [Read more...](#)
3. It's almost time to complete your July 2014 School Roll Return and we are mailing packs to you today. **Key dates: count date 1 July, due date 14 July.** [Contact us by email](#) or call us 04 463-0915 any time. [Click here for Roll Return Guidelines](#) (p10 for key dates - p27 for July roll return instructions) or [visit Education Counts](#)
4. Applications for the 2015 study awards and sabbaticals for primary teachers and principals **close Monday 7 July 2014**. Visit [Teach NZ for more information...](#)
5. Influenza – vaccination is the best defence; measles – don't assume you're immune. [Read these notices from the Ministry of Health](#)
6. A range of new training courses for school payroll administrators is available from 1 July. The new training provides a comprehensive and complementary training solution for the most commonly used payroll functions. [Read more...](#)
7. NZSTA, on our behalf, administers the Emergency Staffing Scheme (ESS), providing last resort help for school boards of state and state integrated schools unable to replace principals and deputy principals. [Read more...](#)
8. On 26 June, the Resourcing Division will be posting out the Operational Funding Notices for the July Instalment.
9. [Key Ministry leadership positions announced](#)

Heads up

1. Article and videos of interest: Moulton, Kristen (2014, 27 May). [Trying tech to reach middle schoolers with math](#) *The Salt Lake Tribune*.
2. Future-focused learning report released by Associate Education Minister Nikki Kaye. [Read more...](#)
3. We have developed new [online guidance material](#) for schools on 1:1 digital device programmes for students. [Read more...](#)
4. A new education initiative to support and strengthen the teaching of Māori history in Years 1-13 in schools and kura has been launched and aims to reinforce students' sense of personal identity and culture, through the teaching of relevant and localised Māori history. [Read more...](#)
5. Thank you for providing your 2013 National Standards and Ngā Whanaketanga Rumaki Māori (NWRM) data. We are continuing with the redaction process to ensure the privacy of individuals is maintained when the data are released. We have had a number of schools contact us already about their redacted National Standards data, which is very much appreciated. Last week, we started sending out letters to kura following the same process for NWRM data. Please do take the time to check the data and let us know if you have any concerns. As with previous years, we will be releasing public achievement information on Education Counts over the next few months. We encourage you to continue to use this rich source of data to inform your teaching and school governance.
6. Attendance and voting information for NZSTA AGM – Saturday 19 July, 10.15am. [Read more....](#)

General

1. [June ESOL funding allocation](#)
2. Schools encouraged to participate in 2020 Communications Trust Digital Technologies survey. [Read more...](#)
3. [Vocational Pathways](#)

List of upcoming Ministry Communications

1. [Click here to open the word document](#) (no update since last issue)

List of education-related websites

1. [Click here to see 30 education-related websites](#) (one update since last issue)

Regional News

Northern

No news this issue. [Click here for pervious news](#)

Central North

1. Waikato region – [measles at schools in your area](#)
2. Waikato: [Inclusive Practices Development Programme 2014](#)

Central South

1. No news this issue. [Click here for previous news](#)

Southern

1. 20 AUG - [Vocational Pathways regional workshop, Dunedin](#)

Events

[Click here to see events](#)

Newsletters

No new newsletters this issue. [Click here to go to the most recent newsletters](#)

Critical need to know and action

Peter Hughes' update on Investing in Educational Success

Since the IES Working Group report was released, here's what's been happening:

- The new Advisory Group, made up of [Working Group members and education academics](#) had its first meeting
- We're currently forming a Sector Reference Group of practitioners working in schools, which will give us invaluable advice on how the proposal will operate in practice.
- Work with the profession has begun on how Communities of Schools will be set up and operate. Along with our colleagues from NZEI, PPTA and NZSTA, we've started visiting existing networks as part of the exploratory work.
- We're soon to get underway developing professional standards and processes for selection, appointment and appraisal of the new roles. Representatives of the sector are working on this with Ministry staff.

- Bargaining for variations to the relevant collective agreements has been initiated with sector unions.
- Following the success of our first online IES question and answer session, we've decided to have another on Tuesday 17 at 4.30pm. Graham Stoop will once again respond to your questions. [You can join the session, and see what happened in the last one here](#). We'll hold another one in the early evening for boards and parents – I'll let you know the details.

It's really important having the profession's input into the design phase of IES. We welcome any comments you have on the [Working Group's report, and the Government's Cabinet paper in response, which you can find here](#).

I'm excited to see some real progress being made on IES. We already have networks and clusters of schools operating in different forms around the country. Some of these are already thinking about IES and the Communities of Schools approach. I'll keep you posted with regular updates.

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Changes to school property preferred supplier arrangements for planning and project management services

As part of the changes to school property preferred supplier arrangements for planning and project management services, we are reviewing the processes to procure project managers and consultants.

Last year we introduced a range of school property management related changes to reduce the time school leaders spend on property matters. As part of the change, we are reviewing the processes to procure project managers and consultants.

The following panels will finish on 30 June 2014:

- Preferred Supplier Scheme, Project Managers for Board of Trustees - Northern Region.
- Preferred Supplier Scheme, Project Managers for Board of Trustees - Rural and Remote Schools – all regions.
- Consultants Billboard.
- If you have a consultant or project manager that you have engaged before 1 July 2014 you can continue as planned.

For any future Ten Year Property Plan (10YPP) or project management services, the following will apply:

10YPP Planning Services - Consultants must have completed the Ministry's 10YPP and conditional assessment training. A list of qualified consultants and the regions they cover will be published on the Property Toolbox from 1 July 2014. To select a consultant you need to seek three written quotes. Any consultant who does not have the necessary training can [email us](#) for details of future training sessions.

Project Management Services – where the anticipated total spend on project manager fees is projected to be:

Greater than \$100K (over three years) you will need to conduct a tender via Government Electronic Tender Service (GETS).

Less than \$100K, seek three written quotes. You may either use those on the list of 10YPP qualified consultants or other suppliers not on the list to provide a quotation.

If you are looking for any further advice or assistance, [click to email us](#) or you can contact your local school property advisor.

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Training courses for payroll administrators

A range of new training courses for school payroll administrators is available from 1 July. The new training provides a comprehensive and complementary training solution for the most commonly used payroll functions.

We believe this training will be of real value to school payroll administrators. We have 'road tested' these courses with sector representatives to ensure the content is fit for purpose. There will be 720 online workshops available from 1 July and bookings are open now."

Workshops cover the basics of using Novopay Online, timesheets, pay codes and fund management, and file and email management. We will also continue the popular courses covering the use of Excel for looking at staff usage expenditure (SUE) reports. Users can choose to do one, two or all of the courses at a time convenient to them. All they need is

access to the Internet. The workshops will be run through the Ministry of Education's Training Services.

Each online workshop is facilitated in real time by a tutor and because the workshops are small, the plan is for no more than seven users to participate at a time and there is time for questions if something isn't understood.

Training Services will continue to roll out more training courses next year after assessing demand and need.

This first tranche will provide foundation learning for payroll administrators. We think we've got the balance of tailored workshops for new and more advanced users' right. We will continue to work with sector representatives to tailor solutions to meet the most pressing training needs of the sector.

For more information [click here to go to the Training tab on novopay.govt.nz](#)

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Emergency Staffing Scheme

NZSTA, on our behalf, administers the Emergency Staffing Scheme (ESS), providing last resort help for school boards of state and state integrated schools unable to replace principals and deputy principals.

It is expected an ESS pool member would be available within 24 hours' notice or, at the most, the appointment would be taken up within a five day period.

ESS pool members are not "change agents", nor are they available to resolve possible conflicts between the community and the board. They are only available to fill last resort vacancies for a maximum of one term.

Qualifying Criteria

- No suitable / practicable replacement is available to act up in school;
- No suitable replacement is available within the immediate locale;
- The request for ESS assistance is intended as a last resort supplier for situations beyond the control of the board;
- Advertising locally for reliever unsuccessful

- All reasonable efforts are being / have been made to use avenues for appointing a permanent principal where applicable;
- The need is otherwise consistent with emergency staffing;
- The need is temporary (not more than 10 weeks); and
- The request is not to provide for day-to-day casual relief.

What to do next

- Boards needing ESS assistance and who meet the qualifying criteria should contact the ESS National Coordinator.
- The ESS National Coordinator will seek approval from the Manager, Services Delivery in National Office.
- Following approval, the ESS National Coordinator will locate an available ESS pool member and ask them to liaise directly with the board.
- Boards needing ESS assistance should contact Catherine Bates, ESS National Coordinator on 04 928 0279 or [click here to email her](#)

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Key Ministry leadership positions announced

Recently, you'll have seen the Director of Education roles advertised throughout New Zealand. These new positions will be our key local leadership roles from 1 July, responsible for coordinating all Ministry services and support to their local communities; the aim being to have more senior leaders closer to the sector geographically and to have one senior person coordinating Ministry services. This will ensure greater responsiveness to local needs.

The roles attracted nearly 300 applicants from across the public, not-for-profit and education sectors.

The appointments were announced to staff on Friday and I'm pleased to advise that the appointments are as follows:

Director of Education for:	Appointed:
Tai Tokerau	Hira Gage
Waikato	Paula Rawiri
BOP/Rotorua/Taupo	Ezra Schuster (12 months)
Hawke's Bay/Gisborne	Marilyn Scott

Director of Education for:	Appointed:
Taranaki/Whanganui/Manawatu	Jann Marshall (6 months)
Wellington	Pauline Cleaver
Nelson/Marlborough/West Coast	Erika Ross
Canterbury	Coralanne Child
Otago Southland	Julie Anderson (start date 4 August)

[Click here for a copy of the profile of each of the appointees](#)

These appointments represent a significant opportunity to work even more closely with education leaders to support the educational achievement of all kids.

The recruitment process for the Director of Education for Auckland is still underway, and we'll update you on that once an appointment is confirmed.

Appointments to other key positions are:

National Director Special Education Service	Dr David Wales
Associate Deputy Sector Enablement & Support	Jill Bond
Group Manager Student and School Support	Jim Greening

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All other Critical need to know and action items are listed in full on the Index page

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Heads up

Future-focused learning report released by Associate Education Minister Nikki Kaye

The digital environment is fundamentally changing the way our economy and society function and the education system must equip young people with digital competencies, according to [a report recently released by Associate Education Minister Nikki Kaye](#).

“The report – *Future-focused learning in connected communities* – was developed by the 21st Century Learning Reference Group, a group of education and technology experts convened by the Minister to respond to the recommendations of the 2012 Education and Science Select Committee’s *Inquiry into 21st century learning environments and digital literacy*.

The Reference Group report reinforces the Select Committee recommendation that change is required. It points out that key elements are in place and suggests ten strategic priorities and 23 recommendations to assist Government with future planning and to maximise the benefits of the investment in ICT infrastructure for schools.

The report says that digital competencies, which it defines as going beyond technical skills to include the knowledge, values and attitudes needed to deal proactively with a changing world, are now a universal requirement to enable people to live a full and active life and contribute to a thriving and prosperous economy.

Minister Kaye has said she will respond to the report in due course.

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New guidance on the 1:1 digital device programmes

We have developed new [online guidance material](#) for schools on 1:1 digital device programmes for students.

With fast, reliable and safe access to the Internet becoming more widely available, many schools already have one-to-one device programmes. Some schools are allowing students to bring their own devices (BYOD) and others are providing tablets or notebooks for students.

The [new guidance material](#) includes advice on issues for schools and boards to consider, as they move to integrate digital technologies into learning and teaching. It also contains research reports, resources, videos and school stories, links to discussion groups and other sites.

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Māori history in school curriculum

A new education initiative to support and strengthen the teaching of Māori history in Years 1-13 in schools and kura has been launched and aims to reinforce students' sense of personal identity and culture, through the teaching of relevant and localised Māori history.

In alignment with the outcomes set in the *New Zealand Curriculum* and *Te Marautanga o Aotearoa*, teaching and learning guides for years 1-4 have been developed to support teachers to provide Māori history learning programmes. We have also developed assessment resources to support NCEA L1 History teachers.

Over the next two years we will continue to build on these resources by developing teaching and learning guides for years 5-8 and years 9-10 respectively and will develop further assessment resources for History teachers at NCEA L2 and L3.

Schools and kura will also have the opportunity to utilise local expertise from iwi and historians within their communities, to incorporate local histories into their curriculum.

Resources are available through www.maorihistory.tki.org.nz

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Attendance and voting information for NZSTA AGM 19 July, 10am

Trustees of any member board are entitled to attend the AGM. However, the person you appoint as delegate is the only person who may speak and vote on your board's behalf at the AGM. Member boards who are not attending the AGM can appoint someone from another board, who is attending the AGM, as their delegate to carry their board vote and vote either as directed or as a free vote. The board's delegate may be:

- * an NZSTA Board member
- * a member of your NZSTA region executive
- * a member of another NZSTA member board from your region who is attending the AGM.

An appointment of delegate form, together with three remits for consideration at the AGM, was posted to all member boards in May 2014. Please take the time to consider the remits and indicate on the appointment of delegate form how you wish your delegate to vote on your board's behalf. [Back to top](#)

All other Heads up items are listed in full on the Index page

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General

June ESOL funding allocation

This week, schools with ESOL funded students will be receiving information about a June ESOL funding allocation payment made today. A funding notification letter and some guidelines for the provision of ESOL support will be included, as well as a copy of the *Picture Dictionary for New Learners of English* and the accompanying *Teaching Resource for Using the Picture Dictionary for New Learners of English*, which are particularly useful for language assistants to use with newly arrived English language learners. **Please note that applications for term 3 and 4 funding are due 1 August.**

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Schools encouraged to participate in 2020 Communications Trust Digital Technologies survey

Information gathered from this survey will create an important snapshot of ICT infrastructure and digital technology use in schools in 2014. It will also provide an important basis for policy development and useful reference information for individual schools and for industry.

Schools completing the survey by **Monday 7 July 2014** will be able to access a customised report that compares their responses to key questions with those of similar schools. They will also go in a draw to win a set of ten HP Chromebooks.

The survey, co-ordinated by the 2020 Communications Trust and supported by a range of sponsors including the Ministry, has been carried out every two years since 1993. It provides important information on the pace of change and the issues confronting schools as they move to integrate digital technologies into teaching and learning.

The survey has been significantly redesigned this year to make it easier and simpler for schools to complete and the results of the survey will be published online.

Principals or senior staff can [complete the survey online or download a paper version online](#) and freepost the completed survey.

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Vocational Pathways

A reminder that if you are looking at planning your curriculum using the Vocational Pathways – we have some tools to help you:

[Profile Builder](#)

[Curriculum guidance documents](#)

[Internal assessment resources](#) for NCEA Levels 1 and 2.

[Youth Guarantee newsletter](#)

[Order Vocational Pathways leaflets for your students and communities](#)

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REGIONAL NEWS

NORTHERN REGION

No news this issue. [Click here for previous news](#)

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CENTRAL NORTH REGION

Waikato Region: [Measles at schools in your area](#)

Waikato: [Inclusive Practices Development Programme 2014](#)

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CENTRAL SOUTH REGION

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SOUTHERN REGION

20 AUG - [Vocational Pathways regional workshop, Dunedin](#)

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EVENTS

17-19 JUN - [Adult and Community Education Conference, Wellington](#)

- 05-13 JUL - [NZ International Science Festival, Dunedin](#)
- 06-08 JUL - [Māori Teachers Conference, Rotorua](#)
- 06-09 JUL - [2014 International First Year Higher Education Conference, Darwin Convention and Exhibition Centre](#)
- 08-10 JUL - [TFANZ \(Teacher Education Forum of Aotearoa NZ\) Conference, Hamilton](#)
- 09-12 JUL - [2014 Joint World Conference on Social Work, Education and Social Development, Melbourne](#)
- 11-13 JUL - [NZ Childcare Association's 51st Annual Conference and AGM, Auckland](#)
- 11-13 JUL - [Community Languages and ESOL Conference, Wellington](#)
- 14-15 JUL - [Pasifika fono: Lalaga making connections, Mangere](#)
- 18-20 JUL - [NZSTA Conference and AGM, Skycity Convention Centre](#)
- 21-27 JUL - [Māori Language Week](#)
- 20 AUG - [Vocational Pathways regional workshop, Dunedin](#)
- 21-22 AUG - [New Zealand International Education Conference, Wellington](#)

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MINISTRY NEWSLETTERS

No new newsletters this issue. [Click here to go to most recent newsletters](#) (one update since last issue)

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UPCOMING MINISTRY COMMUNICATIONS

[Click here to open the word document of upcoming Ministry information for schools from now until early 2015](#) (no update since last issue)

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LIST OF EDUCATION-RELATED WEBSITES

Below is a list of NZ websites you may frequently access. We hope it helps to have them all in one place. If you wish to comment or have any suggestions regarding this item, please email bulletin@minedu.govt.nz

Education agencies

[NZQA](#) | New Zealand Qualifications Authority

[ERO](#) | Education Review Office

[ENZ](#) | Education New Zealand

[NZTC](#) | New Zealand Teachers Council

[EDUCANZ](#) | Education Council of Aotearoa NZ

[Careers NZ](#)

[UNESCO](#) | United Nations Education, Scientific and Cultural Organization

Other government education agencies

[NZSTA](#) | New Zealand School Trustees Association

[PPTA](#) | New Zealand Post Primary Teachers' Association

[NZPF](#) | New Zealand Principals' Federation

[SPANZ](#) | Secondary Principal's Association of NZ Inc

[NZEI Te Riu Roa](#) | New Zealand Educational Institute

[NZCER](#) | NZ Council for Educational Research

Ministry of Education websites

[ECE leadership, management and administration](#)

[ECE teaching and learning](#)

[Education Counts](#)

[Education Gazette](#)

[Educational Leaders](#)

[National Student Index](#)

[New Zealand Curriculum](#)

[Novopay Schools Payroll](#)

[Secondary Education Portal](#)

[Shaping Education – Future Direction](#)

[Services for Tertiary Education Organisations](#)

[Study it \(for NCEA students\)](#)

[Te Kete Ipurangi | TKI](#)

[Teaching and Learning Catalogue \(Down the back of the chair\)](#)

[Teach NZ](#)

[WICKED – games and activities to help with learning](#)

[Youth Guarantee and Vocational Pathways](#)

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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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