

Variation to the Secondary Teachers' Collective Agreement 2013-2016
Terms of Settlement
30 September 2014

This document sets out the terms of settlement to a variation to the Secondary Teachers' Collective Agreement 2013 – 2015 (STCA), reached by agreement between the Secretary for Education (Secretary) and the Post Primary Teachers' Association (PPTA), which reflect the changes introduced by the Government's Investing in Educational Success initiative.

Agreement to the variation was reached following discussion between representatives of the Ministry of Education, the PPTA and the New Zealand School Trustees Association (NZSTA), and shall be subject to ratification by PPTA members pursuant to section 51 of the Employment Relations Act 2000.

This document both records the elements of the agreement and attaches specific clauses/changes to the provisions of the STCA.

The agreed provisions for variation are as follows:

1. Community of Schools Teacher (across community) role
 - a. The new role will be available to teachers employed in secondary schools that join an approved Community of Schools.
 - b. Each appointment to the role will be subject to an agreed selection process (and criteria) and is for a fixed-term of up to two years. One further fixed-term of up to two years may be agreed.
 - c. The basic appointment criteria are included in the STCA (similar in form to 3.8B.4 of the STCA) with more detailed criteria to be included in guidance.
 - d. Teachers appointed to the role shall receive an allowance of \$16,000 per annum while they hold the role.
 - e. Teachers appointed to the role shall maintain at minimum an average of eight timetabled class-contact hours per week.
 - f. Teachers appointed to the role may hold a maximum of two permanent units while they are in the role.
 - g. Teachers may relinquish the role during the fixed-term, where the offer of relinquishment is accepted by the employing board and subject to any conditions that it may consider necessary.
 - h. The employing board shall receive 0.4 full-time teacher equivalent (FTTE) to release the teacher to undertake the role.
 - i. Teachers in the Community of Schools Teacher (across community) role shall be allocated the equivalent of ten hours non-teaching time per week. The employing board, following consultation with the Community of Schools and the employee, will have flexibility to decide how they allocate this time within or across weeks.
 - j. Teachers appointed to the role shall be eligible to take up sabbatical leave (clause 6.6.7 of the STCA) or refreshment leave (clause 6.7 of the STCA) of one term's duration while the teacher is in the role provided any application for the leave has the support of their employing board, which shall consider the needs of the wider Community of Schools.
 - k. Teachers appointed to the Community of Schools Teacher (across community) role shall not be eligible to take up study leave (clause 6.6.6 of the STCA) or refreshment leave of more than one term (clause 6.7 of the STCA) while the teacher is in the

role. Applications may be made in the last year of tenure in the role provided the leave is taken up in the year following the conclusion of the fixed-term, or later.

- I. Teachers who relieve, for teachers in the Community of Schools Teacher (across community) role who are on approved leave, will receive both the allowance and the time allowance for the period they are undertaking the Community of Schools Teacher (across community) role duties.

2. Community of Schools Teacher (within school) role

- a. The role will be available to teachers employed in secondary schools that join an approved Community of Schools. Appointments to these roles will be made in accordance with the relevant sub clause below and in accordance with the agreed selection process (and criteria):
 - i. where a board has three or more entitlement-generated Community of Schools Teacher (within school) role allowances to allocate, each appointment to the role may be either permanent, or for a fixed-term in accordance with clause 3.2.3 of the STCA, provided that, fixed-term appointments will never make up more than 40% of a board's entitlement-generated Community of Schools Teacher (within school) roles.
 - ii. where a board has fewer than three entitlement-generated Community of Schools Teacher (within school) role allowances to allocate, the fixed-term allocation is to be determined by the employing board subject to clause 3.2.3 of the STCA.
 - iii. where any appointments are made to roles created by transferred entitlements from another or other school(s) within the Community of Schools these shall be fixed-term not exceeding one year and shall not be counted towards the 40% limit on a school's entitlement-generated roles referred to above.
- b. Where an appointment is made for a fixed-term under 2(a)i or 2(a)ii, the appointment shall be for agreed purposes, including:
 - i. to perform specific short-term objectives; or
 - ii. relieving for another teacher in a Community of Schools Teacher (within school) role on leave.
- c. Teachers appointed to the role shall receive an allowance of \$8,000 per annum while they hold the role. This allowance is paid at the substantive rate for both full and part-time teachers and is not subject to clause 4.5.1 of the STCA for part-time teachers.
- d. Full-time teachers appointed to the role shall maintain at minimum an average of sixteen (16) timetabled class-contact hours per week.
- e. Part-time teachers appointed to the role shall maintain at minimum an average of twelve (12) timetabled class-contact hours per week.
- f. Teachers appointed to the role may hold a maximum of two (2) permanent units, while they are in the role.
- g. As the allowance is not pro-rated, part-time teachers are expected to be observed and to work with other teachers for the same amount of time as a full-time teacher in the role.
- h. The employing board shall receive 0.08 FTTE to release the teacher to undertake the role.
- i. Teachers may relinquish the role, where the offer of relinquishment is accepted by the employing board and subject to any conditions that it may consider necessary.

3. Additional clauses have been written to reflect:
 - a. The process of appraisal against the standards being developed by the Professional Standards Writing Group for each of the two roles.
 - b. The advertising requirements for the new roles in clause 3.2 of the STCA (consequent on the Selection, Appointment, and Appraisal workstream advice).
 - c. The higher duties allowance for teachers acting in a higher positions as a consequence of Community of Schools appointments. For the operation of the allowance for acting in higher position other than principal, when duties are being transferred from two or more people to the same teacher the allowance calculation will be done for each transfer separately.
 - d. The allocation of Inquiry Time to boards.
 - e. The Teacher-led Innovation Fund.

4. The formula to be used to generate the Inquiry Time entitlement in 2015 is:
 - a. Where a school's guaranteed staffing entitlement is <10 then the Inquiry Time allocation will remain 50 hours per annum
 - b. Where a school's guaranteed staffing entitlement is ≥ 10 then the Inquiry Time allocation will be the guaranteed staffing entitlement divided by 10 FTTE multiplied by 60 hours per annum

The parties and the NZSTA agree they will review the impact of the formula before the end of the 2016 school year.

5. The Memorandum of Agreement when establishing a Community of Schools shall include the period of notice a board must provide in the event that it decides to leave the Community of Schools.

6. Induction and Networking

The parties and NZSTA recognise the importance of induction for the new roles. The parties and NZSTA will work together to ensure advice is provided from a national level and that there is a collaborative and integrated approach for the appointments to be made from late 2014. The parties and NZSTA also recognise the importance of appropriate networking opportunities for the new roles, and will support the development of this at a regional and community level, as appropriate.

Each school within the Community of Schools shall receive \$750 per annum for each Community of Schools Teacher (across community) role and \$400 per annum for each Community of Schools Teacher (within school) role, specifically identified within the operations grant, to support Community of Schools-level induction and networking programmes. This is a specified sum which is separate to any other support provided to the Community of Schools.

7. It is noted that Cabinet agreed:
 - a. To the Working Group's advice that the amount of Inquiry Time be adjusted in line with demographic changes, but that further Cabinet approval will be required to adopt this approach if it goes beyond the parameters agreed by Cabinet for the design of Investing in Educational Success.
 - b. That there be a periodic review, rather than automatic adjustment, of the number of roles and allowances to maintain an appropriate relationship to roll growth.

8. The parties and NZSTA agree to use the role descriptors as described in the Working Group Report when referring to these roles.
9. The formula for the number of Community of Schools Teacher (within school) roles will be as follows:

Total guaranteed staffing entitlement of the schools in a Community of Schools divided by the total guaranteed staffing entitlement for all state and state integrated schools multiplied by 5,000. The resultant sum is rounded down to the nearest whole number.

- a. The total number of roles will be distributed to the boards within each Community of Schools based on their guaranteed staffing entitlement.
- b. Boards can appoint teachers, in accordance with the appointment criteria, up to the integer of the number of roles it is entitled to.
- c. A fraction of a role allocated may be transferred to or from another school within the Community of Schools to form whole roles.
- d. Boards may also transfer whole roles to other schools within the Community of Schools.
- e. Appointments to roles that are formed from transferred staffing must be fixed-term.

The parties and the NZSTA agree they will review the impact of the formula in time to advise of any appropriate changes to take effect from the start of the of the 2017 school year.

10. The formula for travel grant to Community of Schools boards will be as follows:

	Isolation Index	MoE Travel Grant rate 1	% of Travel Grant	Community of Schools (across community) rates
A	Index <0.5	\$4,445.45	85%	\$3,778.63
B	Index 0.5 <1	\$4,445.45	90%	\$4,000.91
C	Index 1 <2	\$4,445.45	100%	\$4,445.45
D	Index 2 <3	\$4,445.45	120%	\$5,334.54
E	Index 3 & above	\$4,445.45	140%	\$6,223.63

- a. The calculation uses the Ministry's standard travel grant rates (2015).
- b. The rates have been differentiated based on the Isolation Index of <0.5 (A) to 3 and above (E).
- c. The rate the employing boards within a Community of Schools receive will be determined by the index of the majority of the schools in the Community of Schools as follows:
 - i. Where the majority of the schools have an index of at least one but less than two, 100% of the rate shall apply.
 - ii. Where the majority of the schools have an index less than one then a lesser proportion will apply.
 - iii. Where the majority of the school have an index greater than one then a greater proportion will apply.
- d. Teachers will be reimbursed by their employing board as per the provisions of their employment agreement.

The parties and the NZSTA agree they will review the impact of the formula in time to advise of any appropriate changes to take effect from the 2017 school year.

11. The following guidance has been developed and agreed to facilitate the implementation of the Investing in Educational Success initiative:
 - a. Guidelines for the appointment of Community of Schools Teacher (across community) role in secondary schools (parties and NZSTA).
 - b. Guidelines for the appointment of Community of Schools Teacher (within school) role in secondary schools (parties and NZSTA).
 - c. Guidelines for appraising Community of Schools Leadership and Teacher roles (PPTA and NZSTA).

12. Forming a Community of Schools

The parties note that the expression of interest form and Communities of Schools Guide for Schools and Kura has been published. The Ministry commits to consulting with PPTA and NZSTA before making any changes to these materials.

All Communities of Schools need to ensure that their organisation and structure meet the criteria of a Community of Schools. These criteria are that they will include schools and/or kura representing the learning pathway of the student, be around ten schools, and it is expected that Communities of Schools will be geographically located.

The Communities of Schools guide confirms that in limited and genuine circumstances there may be situations where a proposed Community of Schools cannot form within all of the standard criteria.

Such circumstances may result in Communities of Schools, which cannot in themselves cover the whole learning pathway of the student, being considered in order to prevent students in those schools from being excluded from the educational benefits of the Investing in Educational Success initiative by local circumstances.

The Ministry advises that in these situations, a proposed Community of Schools may still apply if, but not limited to, they can reasonably demonstrate that no alternative Community of Schools was currently viable for them within their geographic area.

These special situations will be considered on a case-by-case basis by the Ministry of Education (see step three of the Communities of Schools Guide for Schools and Kura).

13. Assessment against Community of Schools roles professional standards for teachers

The parties and NZSTA note that professional standards for the Community of Schools Teacher (across community) role and the Community of Schools Teacher (within school) role are being developed by the Professional Standards Writing Group established further to the IES Working Group Report of 3 June 2014.

The parties and NZSTA agree that assessment for the Community of Schools Teacher (across community) role and the Community of Schools Teacher (within schools) role will take place using the National Criteria for Selection developed by the Professional Standards Writing Group until those professional standards are developed.

Appendix 1

Amend 3.2.2 Advertising and Appointment

Amend 3.2.2 (a) to read “The following vacant positions or roles must be advertised...”

End 3.22(a) (iv) with semicolon.

Add new 3.2.2 (a) (v) Permanent Community of Schools Teacher (within school) roles, whether full-time or part-time.

Add new 3.2.2 (b), (c) and (d) as follows:

- (b) A Community of Schools Teacher (across community) role is not required to be advertised in the Education Gazette but must be advertised within the Community of Schools. Where the appointment at the end of the initial fixed-term period of up to two years is renewed in accordance with clause 4.23.4, that renewal does not need to be advertised.
- (c) A fixed- term Community of Schools Teacher (within school) role, of one school year or less, is not required to be advertised in the Education Gazette, but must be advertised within the school;
- (d) In circumstances where clause 4.22.1 applies advertising in the Education Gazette is not required, but the role shall be advertised within the Community of Schools.

Consequential renumbering of current 3.2.2 (b), (c), (d), (e) and (f).

Amend clause Teacher Competence

3.3.5(e) ...; or if appointed to a Community of Schools Teacher role under clause 4.22, 4.23 or 4.24, and the competency issues relate to that role, then the teacher may be removed from that role and lose the associated allowance if the circumstances warrant it rather than be dismissed from their substantive position.

New clause Induction and Networking programmes

3.8D Community of Schools-level induction and networking programmes

- (a) Each teacher employed in a Community of Schools Teacher (across community) role will generate \$750 per annum to the employing school to support Community of Schools-level induction and networking programmes.
- (b) Each teacher employed in a Community of Schools Teacher (within school) role will generate \$400 per annum to the employing school to support Community of Schools-level induction and networking programmes.

Note: see also clauses 4.23 and 4.24

New clause Teacher-Led Innovation Fund

3.16 Teacher-Led Innovation Fund

- 3.16.1 During the 2015-2018 school years groups of three or more teachers may apply for funding from the Teacher-Led Innovation Fund for practice-based research.

Community of Schools

4.22 Allowances for Community of Schools Leadership role

- 1 Where the Secretary for Education approves the appointment of a teacher, who is not a principal, to the Community of Schools Leadership role, then for those duties associated with that role, clause 3.7(3) of the proposed variation to the Secondary Principals' Collective Agreement shall apply to the teacher, in addition to the relevant provisions of this agreement.

4.23 Allowances for Community of Schools Teacher (across community) role

- 1 Boards within a designated Community of Schools will be entitled to a number of allowances for a Community of Schools Teacher (across community) role ("the role"), generated by formula in the relevant Staffing Order.
- 2 Appointment criteria to the role shall include:
 - a. the appointee may hold a maximum of two permanent units while in the role
 - b. a teacher cannot concurrently hold both the Specialist Classroom Teacher role and the Community of Schools Teacher (across community) role.
 - c. current employment as a teacher within the Community of Schools
 - d. a current practising certificate
 - e. recent educational leadership experience relevant to the role
 - f. met professional standards relevant to their current position
 - g. the approval of their employing board
- 3 A teacher who has met the selection criteria, and has been appointed to the role shall be entitled to receive an allowance of \$16,000 per annum. The period of the appointment shall be for a fixed period of up to two years, subject to (4) and (8) below.
- 4 The appointment may be renewed without re-advertising the role for one further period of up to two years, subject to the incumbent teacher continuing to meet the relevant criteria.
- 5 A teacher appointed to the role shall maintain at minimum an average of eight (8) timetabled class-contact hours per week.
- 6 The employing board shall receive 0.4 full-time teacher equivalent (FTTE) time allowance for the period of the appointment to enable the teacher to fulfil their function in the role.
- 7 Each teacher in a Community of Schools Teacher (across community) role shall be allocated the equivalent of ten hours non-teaching time per week. The employing board, in consultation with the Community of Schools and the employee has flexibility to decide how they allocate this time within or across weeks. An allocation under this clause is in addition to any other time allowances to which the teacher is entitled under this agreement.

- 8 A teacher appointed to the role shall be assessed annually during their fixed-term of appointment by their employing board against the Community of Schools Teacher (across community) professional standards.
- 9 Teachers who relieve, for teachers in a Community of Schools Teacher (across community) role who are on approved leave, will receive both the allowance and the time allowance for the period they are undertaking the Community of Schools Teacher (across community) role duties, subject to clause 4.16.4.
- 10 The allowance will cease to become payable in the following circumstances:
 - a. where the teacher ceases to be employed as a teacher at that school; or
 - b. where a teacher in the role decides to voluntarily relinquish the role, and that offer of relinquishment is accepted by the employer subject to any conditions that it may consider necessary, from the date that the relinquishment takes effect; or
 - c. when the fixed period of the appointment ends, regardless of whether the teacher remains at that school; or
 - d. where a teacher loses the role as a consequence of the withdrawal of the employing school from the Community of Schools, subject to 4.23.11 (e); or
 - e. where a teacher loses the role as a consequence of the disestablishment of the Community of Schools, subject to 4.23.11 (e); or
 - f. where a teacher loses the role as a consequence of a reduction in the number of these roles available to the Community of Schools, subject to the provisions below.
- 11 Where Community of Schools Teacher (across community) roles are to be reduced in number as a consequence of a reduction in the allocation to the Community of Schools then:
 - a. schools within the Community of Schools will review the current needs of the Community of Schools in relation to its achievement plan and the number of roles to be reduced. This review will be carried out by the person in the Community of Schools Leadership role in consultation with employing boards. The review will be of the functions of each position against the current needs of the Community of Schools in relation to its agreed objectives and determine which role(s) is/are most needed.
 - i. The employing boards will first seek to manage any required reduction by attrition.
 - b. Where the reduction cannot be managed by attrition then the process will be to:
 - i. reduce the fixed-term closest to the end of its term.
 - ii. where two or more fixed-term roles have an equal period to run to the end of their term, the employers will, in consultation with the person in the Community of Schools Leadership role and representatives of the Community of Schools, review the functions of each role against the current needs of the Community of Schools in relation to its agreed objectives and determine which role(s) is/are most needed.
 - c. The employer of roles identified will issue notice of loss of role(s).
 - d. A surplus staffing process is not undertaken as a result of this process.
 - e. The salary protection provisions of subsection 4.3.9(a) will apply to teachers whose Community of Schools Teacher (across community) role is disestablished. If a teacher returns to, or is subsequently appointed to, a position of equal or higher remuneration than they received in the Community of Schools Teacher (across community) role, the salary protection no longer applies.

Note1: Community of Schools Teacher (across community) professional standards are to be developed in 2015. Until the professional standards are developed the annual assessment for this role will be based on the National Criteria for Selection developed by the Professional Standards Writing Group.

Note 2: Attention is drawn to clause 3.8D in relation to induction and networking for the role.

4.24 Allowances for Community of Schools Teacher (within school) role

- 1 Each board within a Community of Schools will be entitled to a number of allowances for a Community of Schools Teacher (within school) role (“the role”), generated by formula in the relevant Staffing Order.
- 2 Appointment criteria to the role of Community of Schools Teacher (within school) shall include:
 - a. a teacher appointed to the role may hold no more than two permanent units, while holding the role
 - b. a teacher cannot concurrently hold both the Specialist Classroom Teacher role and the Community of Schools Teacher (within school) role.
 - c. have current employment as a teacher within the Community of Schools
 - d. hold a current practising certificate
 - e. have recent educational leadership experience relevant to the role
 - f. have met professional standards relevant to their current position
- 3 A teacher who has met the selection criteria, and is appointed by the employing board to the role shall be entitled to receive an allowance of \$8,000 per annum, subject to sub clauses (4), (7), (8), (11) and (13) below. This allowance is paid at the substantive rate for both full and part-time teachers and is not subject to clause 4.5.1 of this agreement for part-time teachers.
- 4 As the allowance is not pro-rated, part-time teachers are expected to be observed and to work with other teachers for the same amount of time as a full-time teacher in the role.
- 5 The role will be available to teachers employed in secondary schools that join an approved Community of Schools. Appointments to these roles will be made in accordance with the relevant sub clause below and are subject to the agreed selection process (and criteria):
 - a. Where a board has three or more entitlement-generated Community of Schools Teacher (within school) role allowances to allocate each appointment to the role may be either permanent, or for a fixed-term in accordance with clause 3.2.3 of this agreement, provided that, fixed-term appointments will never make up more than 40% of a board’s entitlement-generated Community of Schools Teacher (within school) roles.
 - b. Where a board has fewer than three entitlement-generated Community of Schools Teacher (within school) role allowances to allocate, the number which are to be fixed-term is to be determined by the employing board subject to clause 3.2.3 of this agreement.
 - c. Where any appointments are made to roles created by transferred entitlements from another or other school(s) within the Community of Schools these shall be fixed-term not exceeding one year and shall not be counted towards the 40% limit on a school’s entitlement-generated roles referred to in sub clause 5(a) above.
- 6 Where an appointment is made for a fixed-term under sub clause 5(a) or sub clause 5(b), the appointment shall be for agreed purposes, including:

- appointed to perform specific short term objectives decided by the Community of Schools; or
 - relieving for another teacher in a Community of Schools Teacher (within school) role who is on leave.
- 7 A full-time teacher appointed to the role shall maintain at minimum an average of sixteen (16) timetabled class-contact hours per week.
 - 8 A part-time teacher appointed to the role shall maintain at minimum an average of twelve (12) timetabled class-contact hours per week.
 - 9 The employing board shall receive 0.08 FTTE time allowance to enable the teacher to fulfil their function in the role.
 - 10 Teachers appointed to the role will be allocated the equivalent of two hours per week on average to fulfil their function in the role. The employer has flexibility to decide how they allocate this time within or across weeks following consultation with the teacher. An allocation under this clause is in addition to any other time allowances to which the teacher is entitled under this agreement.
 - 11 A teacher appointed to the role shall be assessed annually while in the role by their employing board against the Community of Schools Teacher (within school) professional standards.
 - 12 The allowance will cease to become payable in the following circumstances:
 - a. where a teacher in the role decides to voluntarily relinquish the role, and that offer of relinquishment is accepted by the employer subject to any conditions that it may consider necessary, from the date that the relinquishment takes effect; or
 - b. where the teacher ceases to be employed as a teacher at that school; or
 - c. where the appointment is for a fixed-term, when that fixed-term ends, regardless of whether the teacher remains at that school; or
 - d. where a teacher loses the role as a consequence of a reduction in the number of roles available to the school, subject to 4.24.13 and 4.24.14 below.
 - 13 Where Community of Schools Teacher (within school) roles are to be reduced in number as a consequence of a reduction in the allocation to the Community of Schools then:
 - a. The employer will first seek to manage any required reduction by attrition.
 - b. Where the reduction cannot be managed by attrition then the process will be to:
 - i. Reduce the fixed-term closest to the end of its term.
 - ii. Where two or more fixed-term roles are of equal length from their end of term the employers will review the functions of each position against the current needs of the school in relation to the Community of Schools' agreed objectives and determine which position is most needed.
 - iii. Where there are no fixed-term roles the employer shall review the functions of each permanent Community of Schools Teacher (within school) role against the current needs of the school and determine which roles are most needed.

Note: The reduction may be in conjunction with the surplus staffing process but is not of itself sufficient to require in the school the processes outlined in clause 3.9.1(a) of this agreement.

- 14 The salary protection provisions of 3.9.5(b) or 4.3.9(a) will apply as appropriate to teachers whose Community of Schools Teacher (within school) role is disestablished.

If a teacher returns to, or is subsequently appointed to, a position of equal or higher remuneration than they received in the Community of Schools Teacher (within school) role, the salary protection no longer applies.

Note 1: Community of Schools Teacher (within school) professional standards are to be developed in 2015. Until the professional standards are developed the annual assessment for this role will be based on the National Criteria for Selection developed by the Professional Standards Writing Group.

Note 2: Attention is drawn to clause 3.8D in relation to induction and networking for the role.

Amended clauses

4.15 Acting Principal

4.15.1 no change

4.15.2 When a permanent teacher(s) relieves in the position of principal in the same school because the principal has been released to undertake the functions of the Community of Schools Leadership role they shall be paid an allowance from the date they began the additional functions, provided that;

- a. they will be undertaking the additional functions for a cumulative period of more than two weeks; and
- b. the payment shall be an allowance representing the difference between the teacher's salary and the minimum rate applicable to the principal's position but shall not be less than the rate of salary in the teacher's own permanent position; and
- c. as the teacher(s) is not undertaking the whole of the principal's role, the allowance will be pro-rated provided the payment(s) to the teacher, or teachers in combination, do not exceed the total allowance payable for the portion of the time the principal is undertaking the Community of Schools Leadership role.

4.16 Acting in a Higher Position other than Principal

4.16.1 no change

4.16.2 no change

New clauses

4.16.3 When as a consequence of an appointment of a teacher to a Community of Schools role the employer reallocates duties to a teacher or teachers then:

- (a) Subject to (c) and (d) below the higher duties allowance shall be paid from the date the duties are transferred.
- (b) The higher duties allowance may be paid to both permanent and fixed-term teachers.
- (c) The qualifying period outlined in clauses 4.16.2(a) and (b) shall not apply.
- (d) For each teacher to whom duties are to be transferred, the employer shall identify either:
 - (i) the number of hours per week being transferred on a continuous basis. In these cases the higher duties allowance shall be paid fortnightly, calculated as the proportion of the twenty-five (25) timetabled hours transferred each week; or

- (ii) the total number of hours being transferred within each term when the duties are not performed on a continuous basis. In these cases a lump sum shall be paid at the end of each school term. The FTTE will be calculated as total hours per term divided by 950 (inclusive of holiday pay).
 - (e) The rate of the higher duties allowance shall be calculated in accordance with clause 4.16.1 and clauses 4.16.2(c), (d) and (f).
- 4.16.4 Where a teacher is relieving in the Community of Schools Teacher (across community) role due to the absence of the teacher appointed to the role, the relieving teacher shall be entitled to the additional salary and time allowances for the role provided in clause 4.23 as long as:
- (a) the period the teacher is relieving in the role is no less than one term and no more than one year; and
 - (b) the teacher relieving in the role meets the criteria for appointment to the role.

Renumber General 5.1.1(d) to (e) and insert a new (d) below

- 5.1.1(d) The responsibilities of individual teachers arising from their appointment to a Community of Schools Teacher role;

Amend 5.2.1: ... (such as those referred to in 5.1.1 (a to d) above) ...

New clause Inquiry time

5.2.7 Inquiry time

A board in an approved Community of Schools will be entitled to allocate a number of hours of inquiry time in each school year which will be generated by the relevant Staffing Order. The board will determine the allocation of the inquiry time following consultation with its teaching staff and the person in the Community of Schools Leadership role.

6.6.6 Study Leave

- (a) to (e) no change

Note: A teacher in receipt of the allowance for Community of Schools Teacher (across community) role shall not be eligible to take up a Study Leave award. For clarity the teacher may apply for an award in the last year of their appointment to the role provided, if granted, the entitlement is not taken up until after the conclusion of the fixed-term appointment.

6.6.7 Sabbatical Leave

- (a) and (b) no change

The word **Note** be changed to **Note 1**. Otherwise no change.

Add: **Note 2:** *A teacher in receipt of the allowance for the Community of Schools Teacher (across community) role may apply for Sabbatical Leave to be taken while they hold that role provided that any application has the support of their employing board which shall consider the needs of the wider Community of Schools.*

Clause 6.6.7A Sabbatical Leave for Senior Managers to be amended as follows:

The word **Note** be changed to **Note 1**. otherwise no change.

Add: **Note 2:** *A teacher in receipt of the allowance for the Community of Schools Teacher (across community) role may apply for Sabbatical Leave to be taken while they hold that role provided that any application has the support of their employing board which shall consider the needs of the wider Community of Schools.*

6.7 Refreshment Leave

6.7.1 No change to the clause.

6.7.2 The ability to take up the entitlement to refreshment leave in clause 6.7.1 is subject to:

(a) to (d) No changes to these clauses.

(e) a teacher in receipt of the allowance for the Community of Schools Teacher (across community) role may apply for refreshment leave to be taken while they hold that role provided the duration of the leave is no more than one term and that any application for the leave has the support of their employing board which shall consider the needs of the wider Community of Schools.

Note: A teacher in receipt of the allowance for the Community of Schools Teacher (across community) role may apply in their last year of tenure in the role for their full entitlement to refreshment leave which is to be taken in the following school year.

The parties on signing this document acknowledge, subject to any subsequent agreed editorial changes, that this, including the attachments, reflects the agreements reached in the settlement of the variation to the Secondary Teachers' Collective Agreement 2013-2015.

Signed at Wellington on September 2014

Jane Benefield
Advisory Officer
NZ Post Primary Teachers' Association

Nick Kyrke-Smith
Senior Manager IR
on behalf of the Secretary for Education

Witnessed by:
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