

## Federation Flyer 2015



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### President's Message

Federation Flyer 2 – 13 February 2015



Tēnā koe

The year has started out at a fast pace with several issues bubbling away already.

#### National Library

In the past week you will have seen our [reaction](#) to the national library's curriculum service announcement to phase out its provision of non-fiction books in favour of providing digital resources.

We have serious misgivings about the decision and the timing of it. It was announced late last year without our input and at the very busiest time of the year, so it passed by largely unnoticed. We have now examined the implications of the decision, and are astonished that we will no longer be able to order non-fiction books on specific topics which kids love to explore alongside other resources, including digital ones. We are acutely aware that there are schools, especially in rural areas, that will be even more seriously affected because their broadband capability to access the Library's digital resources is limited.

We have written to the National Library to express our concerns about the consequences of taking books out of children's hands and I encourage you all to do the same. Use our media release (click on **reaction**) above, to shape your letter if you want to. Address your letters to:

Geraldine Howell  
Director Literacy Learning Public Programmes  
National Library of New Zealand Te Puna Matauranga O Aoteroa  
PO Box 1467  
Wellington 6140

#### IES and NZEI's Joint Initiative

With 93% of NZEI members voting down the IES policy last year, the MoE and NZEI have now entered into a '*Joint Initiative*' to reshape the policy into something that would be acceptable to the profession. The shape of the new policy may or may not involve roles that attract a higher level of pay scale for a fixed term. That will be up to teachers and principals themselves to decide.

NZEI will be holding consultation meetings throughout the country to shape the policy from the grassroots up. We all argued that this is what should have happened in the first place. Now we have a second chance to get it right. I would recommend, despite how busy you all are, that you allocate some time to engage in this consultation phase so the policy can be re-developed into something that is meaningful and has more direct impact on affecting a positive change for children's achievement. I would also recommend that you involve your Boards in this process and delay any decision about joining an IES cluster until this process is completed. Click [here](#) to access more information on the '*Joint Initiative*'.

#### Charter Schools

Initial concerns about the transparency and accountability of charter schools, have recently echoed loudly from two out of the total of eight schools. Te Kura Hourua ki Whangaruru charter school in Northland, having dropped its roll from 71 to 47 last year has had ERO concerned about its performance. Because charter schools are not subject to the Official Information Act, there is no public access to further details despite calls for closure from several quarters. Although a request was lodged with the MoE last year asking for the process they will use to deal with the failing school, NZPF has not yet received it.

The second scandal relates to the appointment of a principal, currently under investigation by the Teachers Council, to a new west Auckland charter school. As Deputy Principal at his previous school he was mandatorily reported to the Teachers Council for allegedly reporting student assessments incorrectly.

These two incidents reinforce yet again that charter schools do not have the levels of accountability and transparency that their public counterparts have, nor do they require their teachers to be registered. They are thus not likely to ever reach the levels of quality teaching and learning that Kiwi kids richly deserve.

## Zone Calendar

In last week's 'Pitopito korero' the MoE sent you a 'zone calendar' for comment. Your colleague Pat Newman, principal of Hora Hora School in Whangarei, has been working with the MoE staff to develop this calendar as a useful resource for you. I urge you to take a look at the calendar and send in your feedback, no matter how brief.

I hope the worst of your back-to-school stress is now coming to an end and that calmer times are just around the corner.

Noho ora mai ra



Denise Torrey  
[denise@nzpf.ac.nz](mailto:denise@nzpf.ac.nz)

## UPCOMING DATES

20-21 February	Executive Meeting, Wellington
01 March	Don Le Prou Award applications close
20 March	NZPF Moot for all presidents of regional principals' associations, Wellington

## EARLY BIRD REGISTRATION DATE - CLOSES 1 MARCH



NZ PRINCIPALS' FEDERATION  
CONFERENCE 2015

Note carefully that you have only **THREE MORE WEEKS** before the discounted Early Bird registration option closes for the NZPF conference in July in Wellington. Many principals are taking advantage of the opportunity to bring other senior staff to conference to expose them to further leadership learning experiences. The conference has attracted some big names in education including star internationals Professors Diane Ravitch, Alma Harris, Meg Maguire and Michael Fullan as well as NZ notables Hon Steve Maharey, Dr Angus MacFarlane and Phil O'Reilly. **Don't miss out on the Early Bird discount.** Register now by clicking [here](#).

## DON LE PROU AWARD - CLOSING DATE 1 MARCH



In honour of the late Don Le Prou, a founder of NZPF and former principal of Frankton School in Hamilton, the Don Le Prou study grants assist NZPF members from U1-3 schools every year to undertake professional development. Each grant is worth \$1000 towards your PD.

Click [here](#) for an application form – **closing date 1 March**

## NZPF MOOT – FRIDAY 20 MARCH 2015 - JAMES COOK HOTEL GRAND CHANCELLOR, WELLINGTON



This is the day where NZPF invites the president of your local principals' association to Wellington to inform and be informed about current issues, initiatives and events. From registration at 08:45 the formal programme runs through to 16:00 and concludes with a social hour. If you are the president of your local association mark this date in your diary and more importantly, book your airfares and accommodation especially if you intend to stay over. Formal invitations and programme will be sent in due course.

## BANKING STAFFING UPDATE - 12 FEBRUARY 2015

### 1 Something for Primary/Contributing Schools to think about when completing the 2015 March Roll Count Return

Primary and Contributing schools, unlike Area Schools, do not have a Year One adjustment added to their confirmed March Actual Roll for staffing purposes.

One way for Primary and Contributing schools to minimise the effect of this is to realise that this year's Y1 March actual roll (**Table M3** of the March Return) is used by MOE in their initial July 2016 prediction of your Year 1 roll **and** in the prediction of enrolments from March to 10 October for the following year (2016). This means that just one extra year 1 pupil on the March 2<sup>nd</sup> roll count this year counts as up to two year one pupils in the 2016 July predictions (Actually 11/12ths is added to the March actual). It seems sensible therefore to ensure your community understands the significance of having all qualifying/pre-enrol New Entrant pupils actually enrolled and present on or before roll count date. I sometimes come across instances of parents delaying the start date for very sound reasons often, but without realising that their action can have a profound negative effect for the following year's year 1 staffing, and sometimes the overall staffing in MACS schools (Rolls under 176).

#### Is it worth the effort?

One more eligible year one translates in the July predictions to 2 year one pupils for staffing purposes for 2016, and at the 1:15 ratio, this means **0.13 more staffing** for the 26 pay periods in 2016, **worth about \$8900.00** at the MOE recovery rate of \$67000. MOE has recently changed relief days and additional hours to 0.1368 FTTE usage per day - about the same fte value as the extra pupil will generate each pay period. A potential gain in 2016 of about 26 extra release days or 3.3 teachers CRT time (if using fixed term staffing for CRT) should not be ignored.

Of course it can also help **this year's March recalculation funding figure** too, as once again that one additional pupil appearing on table M3 counts as up to 2 pupils for **all** school types with year one pupils, as MOE adds 11/12s to this year's, 2nd March Year 1 actual roll then funds on the combined total.

### 2 Qualifying pupils on Roll Count Date Monday 2 March 2015 (All Schools)

Students who qualify for resourcing must be attending the school for tuition on the roll count date, and must also meet the eligibility criteria of being a domestic student. (See Circular 2012/01 for definitions) **but there are others who may be able to be counted** summarised below -

Those who are absent, temporarily overseas, suspended, enrolled at a regional health school, attending a health camp, enrolled at more than one school, attend an activity centre, are international exchange students, or attending Secondary Tertiary programmes **may** be able to be counted, but read Circular 2013/07 25 March 2013 first for a full definition to ensure that their circumstances and your supporting documentation/evidence fall within

the audit rules.

There are plenty of “ifs” and “buts” to be aware of within these exceptions, so here is the “must read” link to the Circular 2013/07 if you have children in any of the exception categories before you include them in the roll count.

<http://www.minedu.govt.nz/NZEducation/EducationPolicies/Schools/PublicationsAndResources/Circulars/2013/Circular201307.aspx>

The same circular then lists 8 groups of students who **must not be included as they do not qualify for resourcing.**

Gavin Price NZPF Life Member 027 607 6220 [gavin.price@xtra.co.nz](mailto:gavin.price@xtra.co.nz) [www.bankingstaffing.co.nz](http://www.bankingstaffing.co.nz)

## PAYROLL ADVICE

### 1 Register

If you did not receive an email about the recent mistakes with the Banking Staffing Reports, check you are registered as an administrator with Novopay.

### 2 Leave project

- to correct current leave entitlement calculation issues focusing on sick leave and annual leave
- update leave management guidelines and information on the NZSTA and Novopay websites
- Train schools in leave management and associated payroll tasks( May/June)
- Undertake and agree on a “go forward” position with schools, for current leave balances and remaining leave tickets (May- July)
- provide new fortnightly leave reporting to schools- reflecting the ‘go forward’ position (July)

### 3 School Audit – Key Dates

27 February SAAR, leave liability report and payroll errors schedules are available on Novopay Online

***We have asked payroll to investigate with other MoE departments when the 1 March charter date will be reviewed***

18 March	Exceptions reports sent to schools
23 March	Full audit files sent to auditors for their relevant school
31 March	Financial Statements should be with the schools’ auditor
2 June	Statutory deadline for Annual Reports to be submitted to MoE

### 4 Superannuation Reconciliation Project

- Education Payroll is currently running **a trial** on identifying and resolving the remaining superannuation deductions that have been missed or under – deducted
- This will involve SSRSS, then TRSS and Kiwisaver
- The trial involves contacting affected employed and offering the option to reimburse in instalments or lump sum. Once this begins, the employer contribution is paid directly to the scheme provider
- Those who enter into a reimbursement plan will be included in an associated process to reimburse any lost superannuation investment earnings

***We will keep you posted as to the progress of this trial***

## NZPF LEGAL ADVICE AND SUPPORT SCHEME

All schools have recently received their NZPF subscription notice, including information and an application form for the NZPF Principals’ Advice and Support Scheme. The scheme is now jointly owned by NZPF and Anderson Lloyd Lawyers and is administered by Crombie Lockwood.

It is only necessary to complete the application form if you want to take a brand **new** contract for yourself or for the school. Those who already hold a current contract do not need to do anything.

If you are unsure whether there is a current contract for your protection, please email [janine.race@crombielockwood.co.nz](mailto:janine.race@crombielockwood.co.nz) with your name, and your school name, and she will advise you before you put pen to paper.

### About the Scheme

The NZPF scheme fits between the BOT’s insurance coverage provided to principals as employees and the normal support provided by NZEI. In many cases the NZEI cannot necessarily support the principal in a dispute especially if other staff members are involved. The NZPF support provides legal advice and representation just for principals but does not include:

- negotiation of employment contracts (NZEI does this).
- legal advice and support when no initial advice or support has been sought from the scheme’s helpline (ie getting out of a legal mess when legal advice was not asked for first).
- where you have deliberately breached the terms of a contract and have had disciplinary action taken against you (deliberate actions are never covered).
- where issues commenced prior to taking out the scheme.

Essentially the scheme is used when a principal is in trouble with their board over some issue. This could be a performance issue, a staff dispute, a complaint about a principal's management style or a complaint from a parent that has been mishandled. Past issues have also included problems highlighted in ERO reviews, and allegations of physical violence or dishonesty. Whether you have committed the alleged wrong doing or not you may need legal advice and support.

The contract can be taken out in the name of the school so that it protects any person who may at any time perform the role of principal or acting principal, or in the name of the principal so that only the one named person is supported. We recommend that all contracts should be for the school when the school is paying the cost.

To read some examples of the ways in which the scheme has protected principals, click [here](#)

## SOLVING COPYRIGHT ISSUES WITH CREATIVE COMMONS AOTEAROA

### Save time and energy with Creative Commons

Did you know that your Board of Trustees owns the copyright to every lesson plan and resource you make, and that by sharing these without express permission (including taking your own work to a new job), you're breaking the law? Never fear, Creative Commons copyright licences are here to help. Come along to hear from the experts about how Kiwi schools are passing Creative Commons policies and enabling teachers to save massive amounts of time and energy by using and adapting each other's work, legally and openly. Speakers include copyright lawyer Andrew Matangi; Taupaki School Principal Stephen Lethbridge; Core Education Senior Consultant Mark Osborne; and Matt McGregor and Elizabeth Heritage from Creative Commons Aotearoa New Zealand. Specially developed and updated resources and toolkits are available, and there will be plenty of time for questions.

Details and registration at <http://creativecommons.org.nz/schoolsroadtrip/> Attendance is absolutely free!

## FOOD SAFETY REGULATIONS PROPOSAL

The Ministry for Primary Industries has released a consultation document on a set of proposals to make changes to regulations under the Food Act 2014. Some of these proposals will affect education providers, particularly those schools selling food at Tuck shops or providing breakfast and/or lunch for children at school. Click [here](#) to access 'Information for Education Providers'.

You are invited to make a submission on the proposal. Click [here](#) for instructions on how to make a submission and email it to [foodregulations@mpi.govt.nz](mailto:foodregulations@mpi.govt.nz). The deadline for receipt of submissions is 31 March 2015

## DAVID STEWART MEMORIAL SCHOLARSHIP



Applications will soon be open for the David Stewart Memorial Scholarship, jointly funded by NZPF and NZEI. Check out the [website](#) for details.

Importantly the scholarship will be awarded to the postgraduate applicant who can demonstrate their intention to honour and advance Dr David Stewart's work, which followed the principles of the Te Ariki project. These principles include making sense of complexity, seeing education as an intellectual activity, developing reflective practitioners and building collaboration.

## NZTA FIELD TRIP



### Virtual trip taps into Anzac past to support students' sense of citizenship

When: March 24-26 2015

What: Virtual field trip to Pukeahu National War Memorial Park

This fourth and final Learnz trip gives students an advance look at the new park in Wellington, before the Gallipoli centenary is marked on Anzac Day. Students can put questions to civil engineers, environmental scientists, historians and designers responsible for this project, see how preparations are going for WW100 and learn about technology involved in the creation of the park. Teacher feedback from earlier Memorial Park trips:

"I have seen such a dramatic change in a number of my students who were disengaged at the start of the year, but are now interested students who have developed a sense of inquiry." – Rosebank School teacher, Marcia Karaitiana

"Students love the involvement. It's the audioconference that makes a difference to their buy-in – they love that feeling of connecting. In education so much is about connections with people and experiences." – Hira School teacher, Jane Pearson

Visit: [education.nzta.govt.nz/field-trips](http://education.nzta.govt.nz/field-trips)

## NZPF SERVICE AWARDS – RETIRING PRINCIPALS



To mark the retirement of school principals, NZPF has developed a special Service Award. If your local principals' association is aware of any retiring principals in your region then have your President [email](#) with the principal's name(s). We will prepare a Service Award which will be emailed to your President for framing and presenting at your local principals' association function.

## DESKS AND CHAIRS FOR SALE

Mangawhai Beach School has 70 Intermediate student sized desks with tote trays and 70 plastic chairs to sell. They are open to offers and would need the purchaser to pick them up. Mangawhai Beach School is about 1½ hours drive north of Auckland.

If you are interested in these items please contact Martin Hett, Acting Principal, Mangawhai Beach School Ph: 09 431 4385

## BUSINESS PARTNERSHIPS

One of the undertakings the NZPF gives its business partners is that **at the very least, they are given the opportunity by members to quote for a product, service or solution. PLEASE support our business partners as their assistance is very important to NZPF and to you as members.**

### Gold

### Silver

## Bronze



### Interested in becoming an NZPF Business Partner?

We welcome enquiries from businesses that are interested in engaging with schools. If you would like to know how a partnership with NZPF can add value to your business, while supporting New Zealand education, please email [Gavin Beere](mailto:Gavin.Beere@nzpf.ac.nz) (NZPF's Business Partner Convenor), for an information package and further details about NZPF.

### National Office

New Zealand Principals' Federation | Level 8, The Bayleys Building | Corner Brandon Street & Lambton Quay | P O Box 25380 | Wellington 6146

Tel: 04 471 2338 | Fax: 04 471 2339 | Email: [office@nzpf.ac.nz](mailto:office@nzpf.ac.nz)

For a map showing the location of the National Office in Wellington [click here](#)

To update membership details [click here](#)