



**NSPA Executive Meeting Minutes  
Willow Park School  
23<sup>rd</sup> February 2017**

**Exec Members Present:** Chris Holt, Helen Varney, Stephanie Thompson, Linda Barton, Cindy Walsh, Sue Buckley, Adrienne Mawer, Melinda Bennet, Elizabeth Walker, Stephen Kendall-Jones, Enid Watson (Sec)

**Apologies:** Peter Mulcahy, Bruce Warren

**Correspondence: Minutes of the previous meeting:** previous meeting was the Annual Meeting Nov 2016

Move minutes Adrienne/ Sue

**Treasurer Report:** (Linda)

Suggested we get a NSPA Exec Credit card.

\$69000.00 in the bank

\$45000 term investment

Credit card – Linda suggested we get a credit card to pay for expenses

Treasurer – reconcile

Limit of \$5000.00 Moved Steph/ Cindy

\$300.00 - 3 breakfasts and a summit

- Subs for 2017 to remain at \$300
- Sponsorship levels for 2017
- Reimbursement required for the Devonport School secretary for hours spent organising the PRT Graduation 2016. An invoice to be sent to Linda for reimbursement.

**Correspondence:**

- Beginning of year staffing survey for NSPA Principals devised by APPA: forwarded to principals early in Feb with principals asked to respond to Craig.
- Email from Maree Bathurst outlining the Student Leadership proposal to date, Maree is unexpectedly not able to complete the working plan for this meeting.

**Agenda Items:**

- **2017 Job Descriptions:**
  - President Craig
  - Junior Vice President Peter

*Code of Conduct: Be open to learning; Make it clear if you wish something you say to be confidential and to stay within the group; Be prepared to actively participate in the group; Listen respectfully; Listen to understand; Focus on the issues not the people; Come prepared; Take responsibility for any tasks you undertake; Take responsibility for expressing your own concerns about the way the group is working; Take responsibility for staying on track; Start and finish on time.*

- Senior Vice President           Helen
- Secretary ( Hon)                Enid
- Treasurer / membership       Linda
- Programme Sub Committee   Helen, Cindy, Stephen ( Summit Day)
- PRT Grad Sub Committee     Melinda, Elisabeth
- Strengthening Families       Adrienne
- RT Lit and RTLB               Cindy and Peter
- Collegial Support               Steph, Cindy
- Sponsorship                    Craig
- Web Site                         Bruce
- APPA Reps                       Craig, Helen, Peter

- **Theme 2017:**

- Principal well-being- We will meet at the Café Colombus at Smales Farm for each Exec meeting rather than go to different schools.
- Survey results from the Principal Well Being survey – Herald article – Steph to send out to Principals.

- **Student Leadership:**

- Maree Bathurst and Diana Pattchet have met to share initial thoughts
- The Student Leadership event is likely to be Term 3 or 4. Could be held in the Kristin Auditorium this year with the possibility of the Bruce Mason Theatre being used subsequently.
- Types of speakers could be sports role models, STEM achievers, arts / creative industries representatives, inspiring entrepreneurs, physically disabled achievers, recognition of some of our ethnically diverse population....
- Theme to be about resilience – how talent isn't always the mark of instant success.
- There would need to be a charge – with any profit covering speakers who charge and then used to 'underwrite base funding for support in the next year'.
- Survey principals re: format and timing, suggestion for speakers, what they like about the current Young Leaders Day, potential numbers they might send, number of volunteers to support the organisation team.
- For the 2017 trial it probably would be a half day – if lunch was something needed then use could be made of the Eat My Lunch charity.
- The Exec Team are positive about this overview of planning and thank Maree and Diana for the work done so far. The Exec Team emphasised the need for a date to be set so it can be placed into schools' long term planning for the year.
- A NSPA suggestion: possible use of Massey University as a venue (Stephen has a contact); if held in term 3 or 4 then next year's leaders could be invited as well as this year's leaders;

- **Proposed NSPA Academic Sponsorship programme**

- Aqua Vision is the sponsor for this new NSPA programme. The sponsorship being \$5000.
- The programme supports one NSPA principal per year who wishes to complete an investigation into an aspect of teaching and learning.
- This means that Aqua Vision is included in the Gold Sponsorship group.

*Code of Conduct: Be open to learning; Make it clear if you wish something you say to be confidential and to stay within the group; Be prepared to actively participate in the group; Listen respectfully; Listen to understand; Focus on the issues not the people; Come prepared; Take responsibility for any tasks you undertake; Take responsibility for expressing your own concerns about the way the group is working; Take responsibility for staying on track; Start and finish on time.*

- Applications from Principals will go through a selection process involving a selection team made up of the NSPA President, Bruce Warren and a representative from the active sponsor (Aqua Vision).
- **Sponsorship of the NSPA**
  - Sponsorship to the NSPA remains as last year: \$1500 Gold; \$500 Silver; \$250 Bronze.
  - The sponsor for the Academic Programme automatically becomes a Gold Sponsor. Check this with Craig
  - It has been suggested that new companies who want to sponsor the NSPA should be selected on their credibility and the services they offer. It was also suggested that for the first two years they must be Bronze sponsors with the opportunity for becoming Silver or Gold as deemed appropriate by the NSPA.
  - Sponsors have been provided with NSPA Breakfast meetings to interact with principals whilst Gold and Silver sponsors are allowed to speak at meetings during the year.
  - It has been noted that some sponsors feel that principals at the breakfast meetings are very busy talking to their colleagues and not interacting with the sponsors. The Exec Team agreed that Principals need to be encouraged to invite sponsors of the North Shore Association at least to provide a quote for work to be done or assets to be purchased. There is no obligation associated with this.
  - It was agreed that we need to promote our NSPA Web site to principals where the sponsors are listed.
  - **Cluster meetings this term:** will the Exec leader of each cluster please hold a discussion with the cluster principals on how they would like the sponsors to present themselves at the breakfast meetings.
- **Events 2017**
  - Ref to the 2017 meeting programme document emailed to the Exec.
  - Summit Day (19<sup>th</sup> June): The Research & Realities of Teaching, Leadership & Learning Presented by Bill Martin and John Edwards
  - Craig will liaise with Faye from learning Network in regard to the day's programme.
  - Enid will highlight the summit day to NSPA principals for long term planning purposes.
  - On line webinars presented by Derek Weymouth make for effective staff professional development. Stephen will find more about these and feedback to the group.
- **Collegial Support:**
  - Cindy and Steph will take the new principals to the NSPA to lunch this term once the new appointees have taken up their positions.
  - New principals during the year and up to the end of term three will be welcomed by the support team while any new principals in term four will be welcomed with a lunch in term one for the following year.
- **New Principals to NSPA:**
  - Viki Rainor                      St John's Primary School
  - Alistair Bridgman              St Joseph's Primary School
  - Sue Smith                        Upper Harbour School

*Code of Conduct: Be open to learning; Make it clear if you wish something you say to be confidential and to stay within the group; Be prepared to actively participate in the group; Listen respectfully; Listen to understand; Focus on the issues not the people; Come prepared; Take responsibility for any tasks you undertake; Take responsibility for expressing your own concerns about the way the group is working; Take responsibility for staying on track; Start and finish on time.*

- **Health and Safety**
  - Bruce continues to represent APPA on the National Sector Reference Group. Bruce recommends that principals use the comprehensive resources on the MOE website including template policies. Any concerns to the Reference Group can be included in the NSPA report to the APPA or principals can contact Bruce directly
  
- **Recent Sabbaticals** completed 2016 that can be presented at NSPA Breakfasts this year
  - Linda Barton: Long Bay Primary Term Two B/F
  - Dawn Fenn: Ridgeview School TBC
  - Sue Mulcahy: Chelsea Primary TBC
  
- **Changes at APPA level**
  - Special Education organisation is changing, however, principals are advised to still put forward applications of support.
  - The APPA Exec is having substantial changes of personnel and key positions. Helen Varney has been nominated for Vice President.
  - Online voting finishes on 7 March
  
- **Rt Lit Report**
  - There are three full time RT Lit positions available at this point.
  - Information to be sent out to principals inviting interested principals to be on the RT Lit rostered system of attending term by term meetings.
  
- **APPA:**
  - **Tier 1: National Issues**
    - A request for feedback on outcomes from recent APPA surveys on staffing and Principal wellbeing be provided to principals.
    - A request for information for Principals on the APPA stance relating to performance pay.
    - Principals support the Beginning Teacher 'shadow' programme and strongly suggest that this is retained and further developed.
    - Principals are concerned about the availability of relief teachers with the advent of the COL programme.
    - Kaipatiki COL approved and New Leade Principal is Mark Whitford – Glenfield Intermediate.
  - **Tier 2 Auckland Issues**
    - Concern about the lack of qualified and experienced teachers available to start New Entrant classes throughout the year. This is a priority area
    - Concern about the reducing numbers of teachers applying for general teaching positions and the quality of the applicants.
    - Recruiting agencies are charging \$6,000 to appoint a teacher. The MOE will pay \$3,500 of this. As such principals seldom, if at any time, use recruiting agencies.
    - Maori/Pasifika – 7 North Shore Principals are active members of Tamaki MAC (Maori Achievement Collaborative). This initiative

*Code of Conduct: Be open to learning; Make it clear if you wish something you say to be confidential and to stay within the group; Be prepared to actively participate in the group; Listen respectfully; Listen to understand; Focus on the issues not the people; Come prepared; Take responsibility for any tasks you undertake; Take responsibility for expressing your own concerns about the way the group is working; Take responsibility for staying on track; Start and finish on time.*

supports leaders to develop and enhance whanau connections, knowledge growth, collegial support to further develop Maori succeeding as Maori. ( Takapuna Primary, Takapuna Normal Intermediate, Birkdale Primary, Birkdale North School, Bayswater School, Target Road School and Willow Park School).

○ **Tier 3 Cluster Issues**

- Novo Pay issues around over payments of support staff are still with schools. These are often not backed with dates and so very challenging for Principals to resolve.
- A suggestion to Principals that when an over payment is noticed, to log this and keep own track of the efforts by Novopay.
- Maori and Pacific Achievement Initiative: there are seven principals from the North Shore on the MAC.

**Meeting closed: 9.30am**

**Next meeting:** 23<sup>rd</sup> March: 7.30 NSPA Breakfast at the North Shore Squash Club / followed by NSPA Exec Meeting at 9.00am

Exec Meeting Dates:

23<sup>rd</sup> March: Term One Breakfast/NSPA Exec  
4<sup>th</sup> May: Term Two Breakfast / NSPA Exec  
1<sup>st</sup> June: NSPA Exec  
19<sup>th</sup> June Summit  
3<sup>rd</sup> Aug NSPA Exec  
7<sup>th</sup> Sept Term Three Breakfast / NSPA Exec  
2<sup>nd</sup> Nov NSPA Exec  
23<sup>rd</sup> Nov Scholarship Breakfast / AGM

*Code of Conduct: Be open to learning; Make it clear if you wish something you say to be confidential and to stay within the group; Be prepared to actively participate in the group; Listen respectfully; Listen to understand; Focus on the issues not the people; Come prepared; Take responsibility for any tasks you undertake; Take responsibility for expressing your own concerns about the way the group is working; Take responsibility for staying on track; Start and finish on time.*