



**NSPA Executive Agenda
Albany Primary School
4th August 2016**

Exec Members Present: Helen Varney, Bruce Warren, Stephanie Thompson, Linda Barton, Maree Bathhurst, Melinda Bennet, Sue Buckley, Peter Mulcahy, Adrienne Mawer, Cindy Walsh, Stephanie Thompson, Enid Watson (Sec).

Apologies: Craig Holt

Minutes of the previous meeting: moved Melinda / Steph

- Thanks to Maree for carrying out the treasurer's role in Linda's absence
- Thanks to Steph for completing the minutes from previous meetings in Enid's absence

Treasurer Report: Maree has met with Linda updating her on financial movements over the past two months

Correspondence: N/A

Agenda

General items

- **Leadership Summit: 15th August**
 - There has been little interest in the use of the bus as transport to the venue. Enid to email principals to advise them that this option has been withdrawn.
 - Helen to introduce the speaker, Bruce to thank the speaker, Cindy to welcome people at the door, Craig will organise the sponsors, Faye will be organising the registration processes at the beginning of the day.
- **NSPA Scholarship Initiative**
 - Currently no external sponsor for this initiative but it was agreed to continue with offering this to principals.
 - Bruce to speak with Craig in light of our own sponsors potentially sponsoring the scholarship.
 - A suggestion to approach Active Board (Cindy). Helen will compose an introductory letter and Cindy will approach Active Board with the proposal.
 - The form for scholarship applications has been revised making the requirement more of an application of interest letter.
 - At the summit day Bruce will speak to principals about the scholarship to clarify its intentions and application process.
- **Staffing our schools**
 - A concern about the quality of teachers applying for positions, particularly for New Entrant positions.
 - Helen will send a survey to principals to help identify the staffing needs of schools.
 - There are numerous beginning teachers applying for positions but schools are often requiring experienced teachers or teachers for a specific year group area, or specific skills.

- A concern was voiced over the proposal requiring relief teachers attending a retraining course for four days at the cost of \$4000, before being able to re-register their teaching certificate. This potentially could reduce the number of experienced relief teachers furthering the staffing dilemma.
- A suggestion for greater communication between training providers and schools about the needs of students in schools across NZ. AUT and U of A Faculty of Ed are involved in advisory communications with some schools.
- The NZI has developed a 'Beginning Teacher Charter Agreement' to be observed by schools with beginning teachers. It was also discussed that a graduate must show growth over time as part of that charter agreement.
- **RT Lit Report (Cindy)**
 - There are three full time RT Lit positions.
 - The committee is made up of a range of professionals including a principal representative from the cluster area.
 - Recognition given to the work by Clarinda Franklin (Principal Hauraki Primary School) who has carried out the principal representative role for many years, and who now wishes to pass the position on.
 - The role mainly consists of the observation of the selection process with some involvement relating to the charter and strategic plan.
 - The new position could cater for a small number of interested principals in a rotation through the year. Meetings are just once a term.
 - Cindy will forward Enid an expression of interest form to be sent out to NS Principals.
- **Health and Safety (Linda)**
 - Outdoor education is considered in the high risk category of H&S, inclusive of sports, camps, the notification of events and of changes.
 - The suggestion for the need of a new model of shared RAM's along with clarity of responsibilities held by schools, sports organisations, volunteers etc.
 - Responsibility held by schools for the safety of international students who are here without a parent (Year 7 and up) has been highlighted as potentially problematic.
 - It has been noted that an outdoor education centre in the Auckland region requests user organisations to sign a waiver of the responsibilities of the centre. It is strongly suggested that Principals / Boards carefully read the fine print of agreements of outdoor education providers and also refer to the MOE Outdoor Education Guidelines and Health and Safety Guidelines.
 - A suggestion that schools require volunteer parents to sign a job description provided by the teacher / school when involved in working with students in the outdoors.
- **Leadership Day for North Shore Students (Maree)**
 - Discussions around the idea presented by Maree, for a localised leadership summit day for year six students to attend.
 - Maree will develop the concept for a Term One 2017 project, sourcing people who have excelled in sport, business, science, community etc.
 - A committee will be formed to develop this concept with Maree.
- **PCT Graduation: 25th Nov**
 - NSPA will pay for the graduate admission, all other tickets cost \$25 adult \$12.50 children.

- Venue booked until 6.00pm. Doors open at 3.30pm. It is important that the ceremony starts on time. A request to be made for all ticket holders including graduates be seated at 3.45pm.
- There will be no refreshments available until after the ceremony (including alcohol)
- The standard of dress is formal. A concern that in the past some graduates have arrived in very obviously casual attire.
- PCT's who do not complete their two years of teaching at the end of the year but at the end of term one can take part in the graduation ceremony as long as their principal will be recommending full registration. Mid-year graduates will be part of the 2017 graduation.

- **RTLb (Peter)**

- National Survey provided results for total service and individual data for Cluster 4. Encouraging results both for the service and where Cluster 4 sits within it. Concerns for all Clusters; Waiting lists and greater provision of PD.

Focus for 2016: Practice

- *Addressing the waitlist*; aiming to reduce this by looking for similarities in referrals and the possibility of providing PD for teachers rather than dealing with each individual referral at any particular school.
- *Strengthening the liaison role*; in future liaison RTLb will monitor any HLN students attending their schools. Liaison RTLb will seek to amalgamate referrals of a similar nature.
- *Strengthening the Practice Leader Role*: Practice Leaders to be seen as “Leaders of Practice” and take on a greater coaching and mentoring role.
- *Changing HLN model*; move to align with rest of country where the RTLb takes on a monitoring role with HLN students rather than working on a one on one basis. We have received notification that an extra 26 students can be added to our Cluster's register of HLN students receiving in-class support.

Initiatives

- *RTLb/MoE Early Intervention Transition Pilot*; Pilot has taken place and we are now evaluating the data recorded.
- *Mindfulness*; concern at the levels of anxiety experienced by students particularly at high decile schools. RTLb belief that mindfulness should be included as part of classroom practice. A need for more PD to be provided.
- *Inclusion*: Joint RTLb/MoE initiative involving training key people in selected schools with 3 or 4 workshops for key teachers looking at the new resources on TKI.
- *Te Whare Rama*; Last year the pilot ran across four schools and involved groups of boys. This year we have offered to more schools and are involving the whole class as against a selected group. Last year's schools are supporting this year's schools. Looking at introducing project into Intermediate schools next year.

RTLb Cluster website which is live on <http://www.rtlb4.org.nz>

- **Bleachers and seating**

- Information about the availability and use of the bleachers and screens is to go onto the NSPA website.
- Schools must be aware of their responsibility in erecting the bleachers in a safe manner and the putting out and securing of the screens.. Students must not climb up on the screens.

- **NZEI Meeting: feedback on funding (Linda)**

- Funding for NZ schools: there is to be no additional funding and any changes will be made from within the budgeted amount.
 - Funding to private schools will increase from within the budgeted amount.
 - Funding processes for school property to take on change with MOE taking back more responsibility thus lessening control held by schools.
 - It is suggested that principals attend both MOE and NZEI meetings being held in regard to the new funding model for schools.
- **STA Conference feedback (Maree)**
 - A focus on child protection: the liabilities for BOT's
 - Huge importance for schools in the identification of concerning behaviours of both students and teaching colleagues surrounding child protection. The need for constant observations made by teachers / staff and the constant documentation of concerning behaviours. Concerns should be shared with the SENCO and at team meetings as well as with the principal and senior staff. There is a requirement for concerns to be brought to the attention of CYPs.
 - The importance of schools having well documented policies and procedures in place.
 - A suggestion that CYF do a staff PLD session in schools.
 - Maree has suggested that the conference speaker to be brought to Auckland and a meeting set up for Auckland schools to send identified staff and BOT members.
 - A recommendation that principals regularly report to their BOT the number of reports sent to CYF and the level of seriousness.
 - It was agreed that at a future meeting Exec members share their H&S policy and procedures.

Meeting closed 10.00am

Next meeting: 8th Sept: North Shore Squash Club. Shea Tce Takapuna (NSPA B/F meeting)
 7.30am breakfast
 9.00am Exec Meeting

Meeting Schedule: for the remaining months of the year

- ☐ 8th September: B/F meeting North Shore Squash Club followed by Exec meeting at 9.00am
- ☐ 27th Oct Exec Meeting 7.30am Beach Haven School
- ☐ 17th November: B/F meeting North Shore Squash Club (including the **Annual Meeting**)
- ☐ 25th November: PRT Graduation