Variation to the Secondary Principals’ Collective Agreement 2013 - 2016
Terms of Settlement
30 September 2014

This document records the terms of settlement to a variation of the Secondary Principals’ Collective Agreement 2013 – 2016 (SPCA), reached by agreement between the Secretary for Education (the Secretary), the Post Primary Teachers’ Association (PPTA) and the Secondary Principals’ Association of New Zealand Inc (SPANZ), which reflects 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, SPANZ, the Secondary Principals’ Council and the New Zealand School Trustees Association (NZSTA), and shall be subject to ratification by PPTA and SPANZ 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 SPCA.

The agreed elements for variation are as follows:

1. Conditions for Community of Schools Leadership role
   - One role per Community of Schools.
   - Each appointment to the role is 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.
   - The Secretary for Education may agree to alternative appointment arrangements other than one principal from within the Community of Schools where the Community of Schools is unable to make an appointment from the existing principals within that Community of Schools.
   - An allowance of $30,000 per annum.
   - The employing board will receive a 0.4 FTTE time allowance.

2. Principal Recruitment Allowance
   - The board must have the Secretary for Education’s prior approval to offer the allowance.
   - The allowance is for a fixed term of three years. A maximum of two further fixed terms of up to two years each may be agreed.
   - An allowance of $50,000 per annum.

3. Community of Schools’ associated costs
   Each board within a Community of Schools will receive $1,000 per annum, specifically identified within the operations grant, to meet costs associated with forming and maintaining their Community of Schools. It is intended that the boards within the Community of Schools, through the facilitation of the Community of Schools Leadership role, will collaborate to decide how this money should best be used to establish and maintain their overall Community of Schools. This is a specified sum which is separate to any other support provided to the Community of Schools.
4. The Memorandum of Agreement when establishing a Community of Schools includes the agreed period of notice a board must provide in the event that it decides to leave the Community of Schools.

5. 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 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.

The school employing the Community of Schools Leadership role shall receive $1,000 per annum to support Community of Schools level induction and networking programmes.

6. In respect of clause 3.8.2 of the Variation, it is acknowledged that the Secretary will consult with the parties and NZSTA should there be any proposed changes to the national eligibility criteria for boards and principals to access the Principals' Recruitment Allowance. It is also acknowledged that the Secretary reserves discretion in applying the criteria to individual cases.

In respect of clause 3.8.3 of the Variation, it is acknowledged that the guidance that has been developed about the Secretary's approval of the board's renewal of the allowance process takes into account the expected improvements in the presenting issues at the commencement of the eligibility for the allowance, including the need to embed and sustain changes achieved in the school.

7. The following guidance has been developed and agreed to facilitate the implementation of the Investing in Educational Success initiative:

- Investing in Educational Success: Principal Recruitment Allowance Guidelines
- Community of Schools Leadership role Guidelines.
New Clauses

Community of Schools

3.7 Allowance for Community of Schools Leadership role

1 Each designated Community of Schools will be entitled to recruit for a Community of Schools Leadership role (the role), and be entitled to allocate an allowance for undertaking that role.

2 In the first instance the Community of Schools will seek to recruit one principal to the role. A principal who has met the selection criteria, been selected to undertake a Community of Schools Leadership role and has been appointed to the role by their employing board shall be entitled to receive an allowance of $30,000 per annum. The period of the appointment shall be for a fixed period of up to two years, subject to (4), (6) and (7) below.

3 Where a Community of Schools cannot select one principal from within the Community of Schools to the role, the Secretary for Education may agree to alternatives to appointing one principal from within the Community of Schools which may result in alternative arrangements for the payment of the allowance outlined in (2) above and for the provision of the time allowance outlined in (5) below. This approval may be subject to conditions.

4 The appointment of a principal to the role may be renewed by the employing board for a maximum of one further period of up to two years, subject to (6) and (7) below, and any conditions set by the Secretary under (3) above.

5 The employing board, or boards in combination, shall receive in total a 0.4 FTTE time allowance for the fixed period to enable the appointee(s) to fulfil the functions of the role.

6 Where an acting appointment becomes necessary, the allowance, or part thereof as appropriate, will be payable to the appointee(s) undertaking that acting role.

7 The allowance may be suspended by the employing board(s) where the principal is undergoing competency processes as outlined in clause 6.2.2, and/or disciplinary processes as outlined in clause 6.3.

8 The allowance will cease to become payable in the following circumstances:

   (a) where the principal ceases to be employed as a principal at that school; or
   (b) where, with the agreement of the board, in consultation with the Community of Schools, the principal voluntarily relinquishes the role; or
   (c) where the fixed period of the allowance ends, regardless of whether the principal remains employed at that school; or
   (d) where the board becomes ineligible to make the allowance available (In such circumstances the principal will be provided with three months’ notice, except where there is a lesser period due to the expiry of the fixed term.

3.8 Principal Recruitment Allowance

1 The Secretary for Education may grant approval to a Board of Trustees to pay its principal an allowance of $50,000 per annum for a fixed period of three years subject to (2) to (5) below.

2 The approval is subject to any conditions determined by the Secretary.

3 The allowance may be renewed by the Board subject to the prior approval of the Secretary, for a maximum of two further periods of up to two years each.
4 The allowance may be suspended by the board while the principal is undergoing competency processes, or disciplinary processes (or both) as outlined in clause 6.2.2 and/or 6.3 respectively.

5 The allowance will cease to become payable in the following circumstances:
   (a) where the principal ceases to be employed as a principal at that school; or
   (b) when the fixed period of the allowance ends, regardless of whether the principal remains employed at that school.

Consequential changes to existing Terms and Conditions

Amend the High Priority Principals' Allowance

3.6
   (e) A principal in receipt of the Principal Recruitment Allowance is not entitled to receive the High Priority Principals' Allowance at the same time.

Amend Refreshment Leave

5.6.2 The ability to take up the entitlement to refreshment leave in clause 5.6.1 is subject to:
   (d) the maximum leave to which a principal in receipt of the allowance for Community of Schools Leadership is entitled is one school term. Any request for refreshment leave will not be granted unless it has the support of their employing board which shall first consider the needs of the wider Community of Schools.
   (e) a principal in receipt of the Principal Recruitment Allowance being limited to Refreshment Leave of a maximum of one school term. Note: the Principal Recruitment Allowance will not be payable in this period of leave.

Amend Removal Expenses

Part 10, clause 10.1.1 – new sub-clauses (h) and (i) as follows:
   (h) Where a principal has the approval of the Secretary for Education to receive the Principal Recruitment Allowance s/he shall be eligible for removal expenses when moving to the school where the allowance is payable, provided the appointment involves a shift to another housing district.
   (i) A principal in receipt of the Principal Recruitment Allowance shall also be eligible for removal expenses when moving from the school after completing a minimum of three years' continuous service at the school. Eligibility is subject to the principal transferring directly to another state or integrated school as a principal or teacher in a permanent position or in a long term reliever appointment of at least one year and that the transfer involves a shift to another housing district.

Renumber clause 10.1.1 (h) to (j); (i) to (k); (j) to (l)
Signed at Wellington on 30 September 2014

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Witnessed by
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