Ministry bulletin for
SCHOOL LEADERS
He Pitopito Kōrero

ISSUE No. 61 | 2016 NOVEMBER 14

In this issue

► Critical need to know and action

1. Schools Planning and Reporting information for 2017. Read more...
2. What you can do if you are experiencing Police Vetting delays for urgent requests. Read more...
3. From term 1, 2017, in schools due to be reviewed, the board chair and principal will be asked to reflect on questions from a new joint MoE/ERO resource for internal evaluations. Read more...
4. Reminder from Education Payroll Limited: End of Year screens close 28 November. Read more...
5. The next round of the Teacher-led Innovation Fund opens later this month Read more...
6. We are providing guidance on the treatment of TELA leases after consulting with the Office of the Auditor General. This guidance is to assist you when reviewing your TELA lease arrangements for your school for your 2016 financial statements and future years. Please ensure this information is made available to your Executive Officer and or your service provider.
7. This week, some schools will receive a request to confirm information on BoTs, contact details and teacher loss. Read more...

► Heads up

1. We hope you are thinking of entering the Prime Minister's Education Excellence Awards There are four award categories, plus the education focus prize on digital technologies to consider entering. If you have any questions about your entry visit our FAQ page
2. Possible email scams regarding EOTC events. Read more...
3. National EOTC Coordinator Database is now live. Read more...
4. ENROL users: Some schools will receive an email confirming their staff currently assigned as ENROL users at their schools. We ask that you please check the names provided and respond as necessary.
5. Information for parents about school terms and holidays. Read more...
6. **Claiming a tax credit for donations**: Schools are asked to draw the following to parents’ attention. [Read more...](#)

7. Help with one-off school uniform and stationery costs. [Read more...](#)

8. **All-of-Government IT Hardware Newsletter** covering recent updates to the buyer’s guide, inSource collateral and product catalogues.

9. On 3 November, you should have received a letter from the Secretary for Education and *guidance for NZ schools on behaviour management to minimise physical restraint*. FYI, the letter, guidance and other resources are also [on our website](#)

10. He Tohu, a permanent exhibition displaying our iconic constitutional documents will open in Wellington in Term 2, 2017. Book via [Kate.Potter@dia.govt.nz](mailto:Kate.Potter@dia.govt.nz). [Read more...](#)

11. **Reminder**: Airpoints™ for Schools applications close 5pm Friday 2 December

12. **Reminder**: Deadlines for *constructions projects* over the Christmas break. [Read more...](#)

### General information

1. **Te Whāriki: Early Childhood Curriculum**
   
   Our early childhood curriculum, Te Whāriki, is being updated. The proposed changes include making stronger links between early learning and the learning that happens at schools and kura. [Information about the consultation can be found here](#) - feedback can also be completed online until consultation closes at 5pm on 16 December.

### Regional news

- **Tai Tokerau**
- **Auckland**
- **Waikato**
- **Bay of Plenty - Waiariki**
- **Taranaki, Whanganui, Manawatu**
- **Hawke’s Bay - Tairāwhiti**
- **Wellington**
- **Nelson, Marlborough, West Coast**
- **Canterbury**
- **Otago, Southland**
Critical need to know and action

Schools planning and reporting information for 2017

We have reorganised the information about Schools’ Planning and Reporting on our website to make it easier for you to find the information you need to develop and submit your documents.

We have also updated the following tools and templates

- National Standards NAG2A(b) Commentary prescribed template
- National Standards NAG2A(c) Data prescribed template and instructions
- Ngā Whanaketanga Rumaki Māori NAG2A(b) Commentary and (c) Data must be submitted using the refreshed online tool, Te Waharoa Ararau. Guidance, help and access to Te Waharoa Ararau is available from https://twa.education.govt.nz/
- Analysis of variance template (use of this is optional)
- Checklist to help you prepare your documents (use of this is optional)

Submitting your documents

Your charter, analysis of variance (AOV) and National Standards and/or Ngā Whanaketanga Rumaki Māori NAG2A reporting (for schools and kura with students in Years 1-8) must be submitted to the Ministry by 1 March 2017.

Charter, AOV and National Standards NAG2A(b) Commentary template: Submit through the School Data Portal.

National Standards NAG2A(c) Data: If your school uses a Student Management System (SMS) to manage student achievement information, you must use this to report your NAG2A(c) data. Most SMS can submit data directly to us. Please contact your SMS provider for further information. If your school does not use an SMS, you must submit your completed National Standards NAG2A(c) data template as an .xls file through the School Data Portal.
Ngā Whanaketanga Rumaki Māori NAG2A(b) and (c) information: This must be submitted directly from the reporting tool Te Waharoa Ararau

Further guidance on how to submit your planning and reporting documents is available on our website.

Using the School Data Portal
Please note, the way you access and login to the School Data Portal has changed. You now need an Education Sector Logon (ESL) to get into the Portal. You can access the School Data Portal from here.

We encourage you to check your login details before you try to submit your documents.

If you need assistance to login into the Portal, please visit here. You can also email the Education Service Desk or phone 0800 422 599 for help.

Detailed instructions on how to upload your schools’ planning and reporting documents to the School Data Portal are available here.

Communities of Learning | Kāhui Ako
If your school is part of a CoL, this should be recognised in your planning and reporting documents.

You could consider including specific targets for the students at your school that have been identified by your CoL as needing additional support to progress and achieve.

If your CoL has finalised its achievement challenges, you should consider identifying how your schools’ strategic plan will contribute to the shared goals set out in the achievement challenges.

In your analysis of variance, you could provide some content on how the progress you have made in achieving your targets will contribute to the shared achievement challenges of your CoL.

If you need help
Guidance on developing your planning and reporting documents is available from www.education.govt.nz/spar/ You can also contact your local Ministry education advisor for any support you may need in developing or submitting your documents.

Police vetting delays

We are aware of the impact on schools because of the time taken for police vetting and we are working with Police to reduce these timeframes.

No formal ‘urgent process’ exists for requests sitting well within the 20 working day service level.

Contact us at bulletin@education.govt.nz
agreement however, on request and where possible, Police have recently been prioritising vetting for schools. If, for example, there is an urgent need for a teacher aide to be vetted and 20 days has past, the school should ring Police to identify the urgency and they will respond as quickly as possible.

Police are continuing to recruit additional staff and this will help reduce current response times and they are working with us to ensure each agency provides consistent and accurate messaging to staff and schools.

**Internal evaluation**

The Ministry of Education and ERO jointly produced a resource for schools to assist with doing and using internal evaluation for improvement.

From term one in 2017, in schools due to be reviewed, the board chair and principal will be asked to reflect on the questions from the resource. This reflection will be discussed on day one of the on-site phase of the external evaluation and using this information, the review team will work with the board chair and principal to design the external evaluation.

Internal evaluation involves asking good questions, gathering fit-for-purpose data and information, and then making sense of that information. Effective internal evaluation is driven by the motivation to improve educational outcomes for students.

For more information please contact info@ero.govt.nz

**Reminder from Education Payroll Limited - End of Year 2016**

In Issue 59 of the Bulletin, we let you know that End of Year screens are open for data entry.

Please be aware the screens will close on 28 November – so you have around two weeks to get your End of Year activity completed.

If you need more help visit the Novopay End of Year homepage

You can also view or download the Novopay End of Year 2016 instructions

**Teacher-led Innovation Fund**

The Teacher-led Innovation Fund (TLIF) supports teams of teachers to collaboratively develop innovative practices that improve learning outcomes.

The next TLIF funding round will open later in November with proposals due in mid-March 2017.
The application process for this round has been simplified to allow applicants to prepare high quality proposals

This is a good time for potential applicants to start planning approaches with colleagues and any external experts they hope to work with. A proposed timeline and new resources to help with project planning are now available on the TLIF section of the Ministry’s website

For more information email Teacherled.innovfund@education.govt.nz

TELA leases

We are providing guidance on the treatment of TELA leases after consulting with the Office of the Auditor General. This guidance is to assist you when reviewing your TELA lease arrangements for your school for your 2016 financial statements and future years. Please ensure this information is made available to your Executive Officer and or your service provider.

Confirming information on BoTs, contact details and teacher loss

Due to this year’s triennial elections and changes to the July roll return process, we delayed asking schools to check some important school information. This week we will send some schools a request to confirm information on:

- Board of Trustees members
- Updated School contact details, including emergency contacts
- The reasons for departure for permanently appointed teachers who have left your school between pay-period four in May 2015 to period four in May 2016.

Heads up

Prime Minister’s Education Excellence Awards

We hope you are thinking of entering the Prime Minister’s Education Excellence Awards There’s four award categories, plus the education focus prize on digital technologies to consider entering. If you have any questions about your entry visit our FAQs page
We have been informed that some principals have received unsolicited emails about sports events held in overseas countries, requesting principals encourage their students to participate in these events.

We suggest, if you receive such emails, that you conduct due diligence on the businesses who sent them.

If there are authentic overseas events that your students participate in, a reminder that their safety is the responsibility of your school leaders.

Overseas trips fall under the higher risk environment category therefore you may wish to refer to your school’s Education Outside The Classroom policies and procedures along with the EOTC Guidelines.

Possible email scams regarding EOTC events

As you may be aware, Education Outdoors New Zealand, with our assistance, provides core EOTC support to schools. One of their initiatives is the National EOTC Coordinator Database. The database provides:

- access to relevant EOTC communications via electronic newsletter
- direct updates and need-to-know information from relevant agencies such as WorkSafe
- support to strengthen EOTC processes such as systems review and internal incident reporting and review
- relevant professional development information
- notification of opportunities to up-skill
- pathways for relevant qualifications across EOTC management and delivery

If you would like further information or to register, please go to www.eonz.org.nz

National EOTC coordinator database is live!

ENROL users

Some schools will receive an email confirming their staff currently assigned as ENROL users at their schools. We ask that you please check the names provided and respond as necessary.
Information for parents about school terms and holidays

If you haven’t done so already, we would appreciate if you could pass the following information onto parents before the end of Term 4 via your usual school channels:

- 2017 school day start and finish times
- 2017 school term start and finish dates
- Other dates in 2017 that your school will be closed including teacher-only days, in-service training days and local gala or show days

Thanks for your help and FYI we have also included next year’s term dates on our parent’s website along with school and public holidays.

Tax credits for donations

Schools are asked to draw the following to parents’ attention:

Can you claim a tax credit for donations?
If you’ve made a donation, you may be able to claim a tax credit. To be eligible, you need to have made a receipted donation of $5 or more to:

- an approved donee organisation
- an approved New Zealand religious or educational organisation
- approved overseas aid funds
- kindergartens
- state schools, state integrated schools, other schools who have been approved as a donee organisation, school boards of trustees or parent teacher associations.

Find out more about tax credits for donations

Help with one-off uniform and stationery costs

Since 25 October, changes made to the Ministry of Social Development’s online service MyMSD allow some MSD clients to apply online for assistance with school uniform and stationery costs.

Please share this information with your school community.

Applicants can upload and send verification of the cost, which will likely be a quote from the supplier. If the payment is approved, they will receive notification by text or by email and the approved amount will be loaded to their payment card. The card can only be used for the amount
and supplier for which it was approved.

Many of the applications that MSD approves for help with school uniforms and stationery are paid to schools.

General information for suppliers is available here on the MSD website

**All-of-Government IT Hardware Newsletter**

All-of-Government IT Hardware Newsletter covering recent updates to the buyer’s guide, inSource collateral and product catalogues.

**Guidance for New Zealand schools on behaviour management to minimise physical restraint**

On 3 November, you should have received a letter from the Secretary for Education and Guidance for NZ schools on behaviour management to minimise physical restraint. FYI, the letter, guidance and other resources are also on our website

**He Tohu exhibition**

*He Tohu*, a permanent exhibition displaying our iconic constitutional documents, will open in Wellington in Term 2, 2017. Book via Kate.Potter@dia.govt.nz Find out more here

**Airpoints™ for Schools**

Reminder: Airpoints™ for Schools applications close 5pm Friday 2 December

**Construction projects**

Your local property office needs your project paperwork, forms, procurement plans and board resolutions by 18 November, to guarantee approval by 23 December. Invoices need to be received by 9 December to guarantee payment by 23 December.

While we'll do our best, depending on the number of projects received at each local office, anything received after these timeframes may not be approved ahead of the summer break.
General Information

Te Whāriki: Early Childhood Curriculum

Our early childhood curriculum, Te Whāriki, is being updated. The proposed changes include making stronger links between early learning and the learning that happens at schools and kura. Information about the consultation can be found here - feedback can also be completed online until consultation closes at 5pm on 16 December.

Regional News

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▼ Auckland
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▼ Taranaki, Whanganui, Manawatu
▼ Hawke’s Bay - Tairāwhiti
▼ Wellington
▼ Nelson, Marlborough, West Coast
▼ Canterbury
▼ Otago, Southland
Tai Tokerau | Hira Gage

Tēnā koutou katoa

Prize-giving celebrations are underway across the region, highlighting the many successes of the academic year and acknowledging the tremendous work and commitment from students, parents and schools.

Diva-Ataahua Ratu celebrated an impressive array of achievements at Rodney College: Kapa Haka Tataki Wahine Award, Taumata Taonga Māori Award, Sports Blue Award for Te Tai Tokerau Touch Rugby National Level, Performance Academic Citizenship Māori Student Award, Senior Award 1st in Māori Level 2, Kaipara Sports Award, NCEA L2, Cultural Person of the Year award and Student Council Prefect 2017.

“Education will empower us to reach beyond”

“Nō te ahonga o Waikato awa, no te au o Kaipara moana i ahu mai tenei whakatipuranga ko Diva-Ataahua Ratu”

2016 has been an extremely busy year for me as a proud Year 12 Māori student at Rodney College. I have been involved in many school cultural and sporting activities including unique leadership programmes, campaigns, epic forums, community development, Iwi projects and initiatives, as well as passing NCEA Level 2. In 2017, I will take up a position on the Student Council as Cultural Leader.
This is an exciting opportunity for me to embrace and showcase our diverse cultures and create an environment where students are inspired to learn and teachers are more passionate to teach. I am committed to excellence and growth in all areas of my life and I aspire to inspire all of those around me so we can create a greater future today for tomorrow.

“Mā te mātauranga e whakamana, kia eke panuku”

Seclusion in schools
At the beginning of November, Acting Secretary for Education, Katrina Casey sent a letter to all schools regarding the updated Guidance for New Zealand Schools on Behaviour Management to Minimise Physical Restraint. This guidance is effective immediately and is available at: http://www.education.govt.nz/seclusion

Thank you all for your prompt responses to our phone calls regarding seclusion rooms. Please contact us if you require any advice or support, if a situation requires the use of physical restraint.

Communities of Learning
The implementation of CoL continues to expand in number and understanding in Tai Tokerau, as it is across the country. We now have four approved CoL in Tai Tokerau:

• Far North
• Te Ara Hura (formally the Kaikohe CoL)
• Bay of Islands
• Twin Coast

We see the level of collaboration amongst these communities grow in richness and relationships, as they lead themselves through a process of identifying initial set up protocols and then their achievement challenges. Further conversations are occurring with other prospective CoL across the district.

In other parts of the country, we see CoL starting to submit joined up CoL PLD proposals linked to their achievement challenges. We have support in place to assist CoL to engage in this conversation when they are ready.

We also see a high level of interest in CoL from the early childhood sector and a number of early childhood services have made formal notifications to the Ministry to be a part of a CoL. This seems to have been well received by CoL, as early childhood participation undoubtedly strengthens the education pathway within communities.

If you have any questions about CoL, please contact Tim Andersen (Lead Advisor CoL) Tim.Andersen@education.govt.nz or your education advisor.

Feel free to call me 09 436 8914 or email me: hira.gage@education.govt.nz
Ngā mihi, Hira
Kia ora koutou

**International delegation visits NZ schools**
The Ministry of Education hosted 17 education experts from as far afield as Japan, Norway, the Netherlands, Turkey and Mexico during 6 - 10 November.

The visitors are members of an OECD working group that examines and shares information on effective learning environments.

While in New Zealand, they visited examples of outstanding innovative schools in Auckland, including Ormiston Primary School, Ellerslie School and Te Kura Kaupapa Māori o Puau Te Moananui-a-kiwa; and Christchurch, including Halswell School, Waitakiri Primary School and Marshland School which have been completely rebuilt since the Canterbury earthquakes.

The schools were chosen as they demonstrated spaces that have been designed to support students' learning.

A group of local school principals were also invited to join the meeting to share their perspectives on effective learning environments.

While here, the visitors also got a taste of New Zealand culture with performances by Māori and Pasifika groups in Auckland.

**Korean Education Delegation visit 26 October**
Auckland office had the pleasure of hosting a group of 20 education officials from Gyeonggi Province Korea that were visiting New Zealand on a fact finding mission to explore connections between local government and the Ministry of Education.

Their focus on how Auckland was catering for the rapid population growth mirrors the issues faced by The Buncheon District on the outskirts of Seoul.

We discussed shared use of facilities and differing school development models using Public Private Partnerships as ways of delivering quality education solutions for our communities.

After Auckland, the group was planning on visiting other areas of New Zealand.

**Access to digital devices**
In the face of the growing demand for the use of digital devices as a means of improving student achievement, equitable access to this resource has been challenging for many of our schools. NZQA is investigating computer-based assessment and working towards a goal of online examinations by 2020. This will place increasing demand on all students having access to digital devices in order to complete these assessments.
Legislation has meant schools have been prevented from engaging in the lease of devices to students under the Education Act, unless there was a benefactor to undertake the risk of lease defaults. This has been a barrier to equitable access to digital devices, particularly in schools with a low socio-economic index.

Manurewa High School (MHS), the largest decile 1 school in New Zealand with 87 per cent of their roll priority students, approached us for advice. Over the past few months, Carmel Riordan and Julien Le Sueur from our office and Ian Ingleton have been working with our sector and private IT companies to develop a model to overcome this disadvantage which meets the requirements of the Education Act.

MHS has developed its curriculum around digital devices and has provided devices for student use. However, it was a disadvantage to the student that the devices could not be taken home and the financial impact of the school funding 400 devices each year was not sustainable.

The good news is that a model has now been approved by the OAG and will roll out for the start of 2017. This initiative will deliver digital devices using an approved leasing model for all students.

The collaboration between MOE, our schools and the private sector has delivered a fantastic outcome that will be accessible by any schools wishing to become involved.

Feel free to call me on 09 632 9333 or email me at: isabel.evans@education.govt.nz
Congratulations to the following school leaders who have been appointed as the lead principals for their respective Communities of Learning:

- Kim Nikora – Thames Community of Learning | Te Kāhui Ako o Kauaeranga
- Stuart Armistead – Hillcrest Community of Learning
- Alan Munro - Matamata Community of Learning

The Ministry of Education and EDUCANZ recently hosted all appointed CoL leaders at a national forum in Wellington titled Navigating 2017.

On day one, CoL leaders and Ministry of Education staff heard from the Ministry about Smart Tools for CoL, using data and measuring success, pathways and progress and expert partners.

On day two, they heard from EDUCANZ about strategic thinking, putting competent, connected, life-long learners into achievement challenge work and about leadership.

And in case you missed, it here is a link to a really nice article about He Waka Eke Noa and the progress they are making in working together on their achievement challenges.

**Education Payroll Limited – End of Year 2016 processes – have you started?**

In Issue 59 of the School Leaders Bulletin we included information for you about making a start on entering your End of Year data in Novopay Online. In the Waikato, approximately 31 per cent of schools have either completed or started the process. The remainder have not. I strongly recommend that you start the process, as the deadline for completing this is Monday 28 November. 
There are a number of resources that can assist you and your school administrator. Please go to the schools payroll service website or get in touch with your education advisor if you need any assistance.

**Professional Learning and Development – Regional Allocation Panel**

We received really positive interest to be on the panel - thank you to those who put their names forward. I am pleased to announce the members of our Waikato regional allocation panel:

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<tr>
<th>Name</th>
<th>Organisation</th>
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<tbody>
<tr>
<td>Alison Harold - Chairperson</td>
<td>Ministry of Education</td>
</tr>
<tr>
<td>Arihia Stirling – Panel Member</td>
<td>Māori medium Sector (Years 1 – 13)</td>
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<tr>
<td>David Graham – Panel Member</td>
<td>Primary School Sector</td>
</tr>
<tr>
<td>Grace Marsh – Panel Member</td>
<td>Primary School Sector (with Secondary School and Years 1 – 8 Level 1 Māori medium experience)</td>
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<tr>
<td>Janet Jones – Panel Member</td>
<td>Primary School Sector (Dual Medium)</td>
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<tr>
<td>John Wright – Panel Member</td>
<td>Area School and Secondary School Sectors</td>
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<tr>
<td>Lesley Lomas – Panel Member</td>
<td>Primary School Sector (Bilingual Education)</td>
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<tr>
<td>Raewyn Mahara – Panel Member</td>
<td>Waikato-Tainui</td>
</tr>
<tr>
<td>Ratu Ratu – Panel Member</td>
<td>Family, Whānau, Ainga (School Trustee)</td>
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<tr>
<td>Heather Lethborg – Secretariat</td>
<td>Ministry of Education</td>
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<td>Eileen Paulin – Secretariat</td>
<td>Ministry of Education</td>
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The panel has already undertaken its training and will meet shortly to consider the PLD proposals we have received from schools and kura in Term 4. The deadline for submitting a PLD proposal in Term 1 2017 is 3 March. You can find more information about our process in the Waikato [here](#).

**Update of Te Whāriki**

We will commence forums shortly about the update of Te Whāriki – the early childhood curriculum and invite you and your staff to attend any of these across the Waikato. [You can go here](#) for further information about the update and the dates and venues for the forums. It’s really important that we hear the views of education professionals who work with children particularly in the early years of their schooling. The forums will follow a similar format to that which we have used with other sector engagements, as well as an option of feeding back [via an online survey](#)

**A bouquet -** each day as school leaders, you get to make a massive impact on the lives of children, young people and their families. Like me, I know that you all take this responsibility very seriously. It’s nice to be able to acknowledge some of the important things that happen when they come to my attention. So a bouquet to Glenn MacPherson at Maihihi School. You’ve made an impact on one child and his family that will stay with him for the rest of his life. Ka nui te mihi ki a koe e te rangatira. [Read what Glenn has done here](#)

Call me anytime on 07 850 8924 or [email me](mailto:katrina.casey@education.govt.nz) - Noho ora mai, Paula
Kia ora koutou and Talofa lava

I wish your senior secondary students all the best as they prepare for their upcoming NCEA exams and I want to acknowledge the fantastic work you and your staff do to prepare our students.

One of the many things I love about my role is the chance to attend various prize giving ceremonies across our region. They are a celebration of the commitment, hard work and sacrifice students, their families and you put in during the school year. I was in awe of the talent on display and felt confident of the next generation of leadership we have in this region and our country. Special thanks to Phil at Trident High School, Chris at Whakatane High School and Jim at Western Heights High School for allowing me to be part of their special events and my apologies to those I couldn’t attend this year.

A few notices and updates this fortnight:

Thank you
Over the last couple of weeks, my staff phoned you about whether you had seclusion rooms in your schools/kura. I am most grateful for the respectful way you responded to this matter. If you require any support or have questions about how we can best help you, please contact your senior education advisor.

Pasifika Festival in the Bay 2016 success!
The Pasifika Festival in the Bay hosted by Arataki School on Friday 28 November was a massive success, with more than double the amount of visitors, performers, and stall holders from its inaugural event in 2015. It was an amazing celebration of Pasifika culture, language and identity and an opportunity for many non-Pasifika children and teachers to learn something about various Pasifika cultures.

The Ministry is really proud of its association with the Pasifika teachers’ network who organised this event alongside the Bay principals - notably Shelley Blakey and her team from Arataki who were hosts. Special acknowledgement to Melanie Cottingham and Annette Laban at Arataki who did a great job coordinating the event.

Here’s a recent RNZ article about the event and you may wish to put in your diary Pasifika Festival in the Bay 2017, which will be held at Tahatai Coast School on Wednesday, 25 October.
Prime Minister’s Education Excellence Awards open for 2017
I’m keeping this as a regular item in my update because I’d love to see more entries from our region, as there’s some great work happening across our schools and kura to raise achievement. The annual awards celebrate and recognise the outstanding work taking place in schools, kura and among early learning providers throughout New Zealand.

You can enter and find more information on the PMs Awards website. Entries close March 2017.

Kahui Ako – Communities of Learning
A reminder that the deadline for schools/kura to form a new CoL or join an established CoL is Friday 18 November. We have 14 Kāhui Ako in our region representing just over 75 per cent of all students in Bay of Plenty-Waiariki (46,000 students). For more information, please talk to your senior education advisor or click on this link.

Out and About
I have huge respect for our school boards of trustees so thanks to Rebecca Wichmann and Lorraine Kerr from NZTSA for inviting me present to new board members at Tauhara College on Saturday 15 October. It was an excellent opportunity to meet new board members and answer some of their questions. One my highlights though was when I finished my session and saw this on the school wall - random words of kindness from students to each other. A great initiative Keith!

Civic opening of Murupara Area School
I had the honour with Whakatane Mayor Tony Boone to officially cut the ribbon for the civic opening of Murupara Area School on Friday 21 October. The new buildings comprise learning hubs, technology wing and gymnasium/auditorium.

Although Murupara Area School opened as a new school in 2013 as the result of the closure of Murupara Primary School and Rangatahi College, the school operated from split sites, with senior students accessing technology from the closed Rangatahi College site. With the completion of all teaching spaces all students are now on site at the new school.

Well done to principal Angela Sharples, her senior leadership team and her board chair Te Kaari Yancey for their leadership and resilience.

A fantastic and innovative learning environment for a well deserving community!
Opportunity to work for the Ministry of Education – Lead Education Advisor

I’m looking for a highly experienced, dynamic and innovative education professional to join our regional leadership team to support the implementation of Communities of Learning | Kāhui Ako. The lead education advisor will play a critical role implementing and supporting CoL across the region. This is a fulltime permanent senior role reporting directly to me and working alongside Merle Ramsay, my other lead education advisor.

Applications are open and can be found in our Careers Centre - use Job Reference: EDU/1244424. Applications close 4pm, Friday 18 November.

Feel free to call me on 07 349 8309  or email me at: ezra.schuster@education.govt.nz

Cheers, Ezra

Kia ora koutou katoa

I know you are entering another busy term, with NCEA exams, national standard judgements, school reports and end-of-year events. This is always such a busy time of year and seems to take on a life of its own. Hopefully we will see more sunshine in the coming weeks to brighten our days, as we rush towards the end of the school year.

Ministerial Regional Cross Sector Forum

On 2 November we held our final regional cross sector forum for 2016 at Cooks Garden, Whanganui. The focus for the day was on how do we identify and support children at risk. Lou Gibson from Child Matters spoke about the practical implications of the Vulnerable Children’s’ Act (2014). Lou’s session helped us all reflect on our current practice and provided some really useful tips on how we could improve child protection policies.

A joint presentation of experimental work using the Rataora screening and case management tool involving Whanganui Police, SUPP service, Youth Services Trust and Otago University was provided. The tool is used to screen young people for the causative effects that have led to their offending. The screen is relevant to presenting ‘behaviour’ of persons, which is potentially attributable to family harm trauma, neuro difficulties and AOD issues. An app is being developed, which will be released shortly. More details will follow once it is available.

Associate Deputy Secretary Damian Edwards gave an update on some of the Ministry work programmes and provided useful insights into the social investment approach.

Property Update

A reminder that schools received their Property Maintenance Grant (PMG) on 1 October this year. This grant is to be used on the maintenance of Ministry-owned buildings and facilities. It does not cover capital work. This grant contributes towards the payment for fixing issues such as a loose
door handle or a leaking tap. For further information ask your Ministry property advisor or visit the Property Maintenance Grant for School Maintenance Work webpage

2017 School Charter
Updated information to help you review your charter ready for 2017 can be found here. You will note that there are some new templates you might like to use. The New Zealand School Trustees Association also has a complementary module on charter review which boards may find useful. Please contact your education advisor should you require any assistance with your charter.

Whanganui Girls’ College 125th Celebration
Whanganui Girls’ College celebrated their 125th birthday during labour weekend this year. It was a fantastic event with over 700 old girls, past staff and their partners descending on the College. The hallways were lined with old photos and memorabilia. The events included a Friday night mix and mingle with the main event on Saturday including tours of the school, decade photos and the grand dinner. The oldest past students present were Eunice Newton and Lillian McKnight both 96 years of age who cut the cake at the High Tea celebration on the Sunday. It was a wonderful weekend where even more memories were created.

Sacred Heart Girls’ College, New Plymouth, Māori and Pasifika Graduation Celebration
On 26 October local iwi, hapu, whānau, teachers and friends celebrated the graduation of Year 13 Māori and Pasifika students from the school. Thirteen students were honoured by their sponsors (chosen teachers) for their contribution to the college. Each student was given a lei to symbolise love, honour and friendship. They sang waiata, shared kai and learnt about the pathways the students were moving on to: outdoor education, medicine, teaching and social care to name but a few. The celebration of these students’ achievements highlighted the commitment of the staff in ensuring that their girls are given the opportunity to succeed.

I am always interested in news you may want to share so please don’t hesitate to contact me on 06 349 6352 or email me at: jann.marshall@education.govt.nz
Tēnā koutou

I can’t believe we are half way through November already, which means I have been in my new role for four months. With everything going on in the region and the sector, this year sure is flying by! I know many secondary schools have now wound down the school year for senior students and are gearing up for NCEA exams. Good luck to all your students I’m sure you have prepared them well.

Te Whāriki
Twenty years on from when it was first introduced, Te Whāriki, our Early Childhood Curriculum is being updated. As well as a refreshed ‘look and feel’, the revised document focuses on clarified and condensed learning outcomes and stronger links between ECE and school. The draft is now open for consultation [www.education.govt.nz/te-whariki-consultation/](http://www.education.govt.nz/te-whariki-consultation/) and we will be running hui in our region. Our big sessions will be held in Napier on Friday 25 November from 2-5pm at the Salvation Army, and in Gisborne on Tuesday 29 November from 2-5pm in our MoE Office. We are looking to provide further opportunities to engage with the sector on other dates and times. The consultation runs from 4 November – 16 December and there is opportunity for [online feedback](http://www.education.govt.nz/te-whariki-consultation/) too.

Communities of Learning / Kāhui Ako
I had the pleasure of hearing the Minister speak on her aspirations of CoL last Thursday when she launched a new online tool to support CoL to develop local curriculum and have joint inquiries. The Minister once again reinforced the importance of CoL as a core framework for how education will be supported and developed and the importance of being creative, innovative and bold.

Ministry teams
As the sector organises itself into CoL, we will be working with our teams to ensure we are also well organised to support the CoL work. It is becoming apparent that we too as regions need to reflect and model the CoL framework in the way that we organise ourselves, operate and interact. CoL are an area we ALL need to be fully informed about and have shared ownership of, at all levels of our organisations.

Centrally funded PLD
We are midway through our HB/Tairāwhiti PLD Allocation process, and again I would like to pass on our most sincere thanks to those sector representatives who have put their names forward for our regional PLD allocation panel register.

The HB Sector Panel met in Napier last Thursday (10.11.16) to evaluate the PLD journals, moderate the decisions made and, where appropriate, allocate hours for the centrally funded PLD. The Tairāwhiti Sector Panel meets this Thursday (17.11.16) to go through exactly the same process for applications from the Wairoa, Gisborne and Tairāwhiti areas. We are extremely...
appreciative of the time these panel members have dedicated to this new work.

We will conduct one final moderation process of the hours allocated across our region before e-mailing the outcome to CoL and schools on Tuesday 22 November. Our aim is to give CoL and schools the time needed for contact to be made with preferred providers.

Support for the next round of PLD submissions
As always, our education advisors, SAF practitioners and CoL leads are only a phone call away to help CoL and schools that have their inquiry to a point that they are now ready to apply for centrally-funded PLD.

We appreciate that this is a very busy time of year for you all but please also remember that the managers education, education advisors, SAF practitioners and CoL leads are also willing to come and talk with your CoL, schools and staff about all aspects of the new centrally-funded PLD model in December, January and February. Your sector panel colleagues have provided really useful feedback and comments that could help inform your future applications. Please contact your education advisor to arrange a meeting.

Incredible years
The Incredible Years Programme in Hawke’s Bay is a joint initiative between Birthright Hawke’s Bay Child & Family Care, Family Works, Hawke’s Bay DHB, Child Youth & Family Services, Napier Family Centre, Te Taiwhenua O Heretaunga and the Ministry of Education. The Incredible Years is a research-based programme that aims to increase children’s social skills at home, early childhood centre and school. Day and night parent courses are held in both Napier and Hastings. The application form is available here. For more information please get in touch with Lyn Kerr on 06 831 0671 or at lyn.kerr@education.govt.nz

Prime Minister’s Education Excellence Awards 2017
These awards recognise and celebrate outstanding achievements in early childhood education, primary and secondary schooling. We encourage you all to enter; last year, Te Puna Reo o Puhi Kaiti in Gisborne won the Atatū Award for Excellence in Teaching and Learning. There are some fantastic prizes up for grabs, so if you know of a school or centre doing something awesome encourage them to apply! You can get more information and enter online here. Entries close 17 March 2017 so you have heaps of time to prepare an awesome application.

Congratulations to Mike Bain!
Te Mata School Principal Mike Bain has been awarded the prestigious Woolf Fisher fellowship. The late Sir Woolf Fisher, co-founder of Fisher and Paykel, was a passionate supporter of education in New Zealand, and in 1960 founded the Woolf Fisher Trust for the advancement of scientific and general education in New Zealand through fellowships and scholarships. The fellowship is a fully-funded 10 week sabbatical. Congratulations Mike! I know the Hawke’s Bay sector, particularly the Havelock North CoL will benefit from your experience.
Iron Māori

Congratulations to the ‘MoE TriHardz’ team of Rochelle, Doug and Donna who competed in Saturday’s Quarter Iron Māori event at Pandora Pond in Napier. Ka mau te wehi team!

If you have any recent appointments that you would like to share with the region or if you would like to use this platform to get a message to others in the sector, please email Bianca Burns at bianca.burns@education.govt.nz

Feel free to call me on 06 833 6898 or email: roy.sye@education.govt.nz

Ngā mihi
Roy

Wellington | Suze Strowger

Hello everyone

On 8 November, I visited schools in the Wairarapa and talked with Principals. It’s the best part of my job and I’d like to thank Geoff Shepherd (Kuranui College) and Shelley Power (Wairarapa College) for hosting me.

I also attended the Mana College senior prize-giving. What a fantastic celebration of student achievement, school culture and a community that’s certainly going places. Well done to John Murdoch and all the team at Mana College.

Professional Learning and Development
Area Allocation

The PLD allocation panel has been busy evaluating proposals - we received over 60 proposals from schools, kura and Communities of Learning | Kāhui Ako. We intend to let you know the results of the allocation on 22 November.

Please contact Ella Tavernor at ella.tavernor@education.govt.nz or on 04 463 7032 if you have any queries.
Critical need to know and action | Heads up | General information | Regional news | Archives | Send us feedback

Record breakers
What an inspiring achievement and wonderful show of community wairua to see Wairarapa taking on the Guinness World Record for the biggest haka.

Wairarapa school students showed up en masse at Trust House Memorial Park in Masterton on 2 November. The official count of 6104 students performed the haka, Ko Wairarapa, written by Paora Ammunson in the late 1980s.

Russell Thompson, Principal of Masterton Intermediate commented that:

“It was a proud moment to see all the schools working together as one. Now we have done this, we are keen to see Ko Wairarapa being used more often for school activities, and for students in the same whanau to stand together.”

The current record of 4028, set in France in 2014 by French rugby fans has well and truly been smashed. While word is still to be received from Guinness World Record that Wairarapa are the new holders, there's no doubt here! Well done to Russell and all the schools of Wairarapa for successfully orchestrating this massive event. You've done your region and New Zealand proud.

View Māori Television’s coverage here and TV3s News Hub coverage here

NZ Curriculum Localised
Congratulations to Waiopehu College year 12 geography students and Dave Stout, their HOD Geography. Dave contextualised the curriculum by exploring a significant local environmental issue within an authentic learning context.

Prior to the 1950’s, Lake Horowhenua was once at the centre of a healthy wetland ecosystem. Decades of nutrient run-off from surrounding market gardens and dairy farms coupled with pollution have made the water toxic. The lake trustees, council and wider community were keen for local youth to get involved in the project to restore the lake to its former pristine state.

Students have been involved in riparian planting to absorb excess nutrients. They’ve also consulted with the local community and have produced reports which will soon be presented to the local council.

You can read more about the project in the Education Gazette
Communities of Learning | Kāhui Ako

On 1 November, the Naenae and Taita-Stokes Valley CoL principals came together to work on identifying their achievement challenges with facilitator Lesley Brown from the University of Canterbury. It was a day of collaboration, laughter and focused thinking.

This is a great example of two CoL successfully working together. Their steering group has organised themselves into sub-committees with equal representation from both CoL. The sub-committees are driving the changes they have envisioned for their two complementary CoL. This process has enabled them to work in more than one area at a time, distributing the existing leadership for maximum impact.

The lead principal’s appointment group is progressing with assistance from a national appointments panel member, while the entire steering group is advancing the stewardship group formation beginning with a combined board of trustees evening.

Next year will be an exciting time for all associated with the two CoL, as they begin to implement their vision.

Guidance for New Zealand Schools on Behaviour Management to Minimise Physical Restraint
On 3 November you will have received a letter from the Acting Secretary for Education, Katrina Casey. The letter informed you of the newly released Guidance for New Zealand Schools on Behaviour Management to Minimise Physical Restraint resources now available on our website.

If you are currently using seclusion for any student please contact me. I will prioritise the necessary support to enable you to stop using seclusion and replace it with safer practices.

Feel free to call me on 027 229 4009 or email me anytime at: suze.strowger@education.govt.nz
Kind regards
Suze
Kia ora and greetings

There has been a lot of exciting activity around the region since the last bulletin.

**Forum for Communities of Learning | Kāhui Ako leads**

On 3-4 November, CoL leads came together for a forum jointly hosted by the Ministry of Education and EDUCANZ.

The Minister opened the forum and presentations covered:

- Launch of the new CoL curriculum tool
- Ways data can inform the work of CoL
- Understanding progress and progress tools
- The role of expert partners.

Feedback was that the forum was very informative, assisted in strengthening networks, enabled leads to share their experiences and clarified future directions to enhance CoL leadership.

**Cross-sector forum**

A number of principals, agencies and Iwi attended our last 2016 regional cross-sector forum in Nelson on 4 November. Our keynote speaker was Tim Bell - tim.bell@canterbury.ac.nz - a lecturer in Computer Science at Canterbury University. His main research interest is computer science education and he has been actively involved in curriculum design in NZ and around the world. Tim’s “Computer Science Unplugged” project for students of all ages is widely used internationally, and its books and videos have been translated into about 20 languages. Tim was engaging, thought provoking and relevant and I would recommend him to anyone reviewing the design of their local curriculum.

The afternoon speakers included Claire Douglas (deputy secretary graduate achievement, vocations and career) who explored the tertiary pathways for CoL; Wendy Logan, General Manager Marlborough Kindergarten Association; and Trish Casey, Chief Executive Nelson Tasman Kindergartens. Wendy and Trish explored effective ways for ECE to engage with CoL.

**Support for schools and kura**

I have now met with sector representatives in Blenheim, Nelson and Greymouth to discuss the establishment of regional support networks. As outlined in **issue 59 of the bulletin** (17 October), these networks will work collaboratively to provide timely and appropriate support for schools. In addition, the networks will give schools the opportunity to give us feedback on our service and support so that we are able to refine and better meet your needs. I look forward to working with these groups.
Understanding Behaviour, Responding Safely Workshop
The ‘Guidance for New Zealand schools on behaviour management to minimise physical restraint’ was released on 3 November. The ‘Understanding behaviour, responding safely’ training workshop is now available for schools. The power point, with notes and a flow chart is available here

Principals are invited to download this material to guide internal discussions and decisions about a school’s practice and training needs.

Schools will be able to request training through their local Ministry office. Please contact your education advisor or service manager to make your request.

Top of the south junior kapa haka competition
Seven teams competed in Nelson for a place at the national competition. The regional winner was Te Kura Kaupapa Māori o Tuia te Matangi, based in Richmond. The principal Lara Wharerau was thrilled to see the group judged top in all criteria. The school will be busy fundraising to get to the nationals in Gisborne next year.

National Young Designer Award
Congratulations to Sophie Usui, a year 13 textiles technology student from Nayland College, for winning the 2016 National Young Designer Award in Christchurch. Her design featured a hand painted gold Māori koru obi and delicate spring blossom flowers.

Sophie won a scholarship to the Design and Arts College and was named a top 20 finalist in the Animation College’s Light and Dark Secondary School Character Competition earlier this year. Have a look at her creation here

NZ Aquabot Champs focus on sci-tech-engineering youth learning
Congratulations also to the Motueka South High School team that won the NZ Aquabots national title for their age group. This win comes with the opportunity to compete in America in May 2017 at the United States National Sea Perch competition.

Celebrate science event
A three day science event was recently held at the Victory Community Centre aimed at inspiring young people into careers in science.

Activities included story telling about the de Science show, opportunities to take part in a variety of science activities and workshops for exciting things such as rocket making. We can expect to see interest in science “lift off” anytime soon perhaps???
Rockfest
Stoke school hosted the Nelson Schools Musicplanet Rockfest event in their hall. Aimed at developing confidence, networks and inspiration in local school bands, this was the brainchild of the principal of Stoke School in 2008 and has become an annual event with 23 bands participating this year.

As we head to the busy end of year time in schools, remember we are here to support you.

Feel free to call me on 03 539 1533 or email me at: erika.ross@education.govt.nz

Kind regards
Erika

Canterbury | Coralanne Child

Canterbury Regional News | 14 November 2016

Kia ora
November is always a busy time of the year, and more importantly it can be a stressful time for students as they sit their exams. I wish all your senior students all the very best with these. I hope they are successful in demonstrating everything that they have achieved during the year and in their exam preparations.

I also thank you for your dedication in preparing and guiding the students. You are a big part of our increased NCEA achievement for Canterbury students.

A Communities of Learning leaders’ forum was recently held at National office. It was a great chance for the leaders to discuss their work, to share experiences and to plan in a consistent way. The Minister of Education attended the forum and spoke about her vision for Communities of Learning.

An OECD group of national experts in effective learning environments held their annual meeting in Auckland last week. At this year’s meeting, the delegates focused on how school infrastructure can support inclusive education, earthquake resilience in a Christchurch context and New Zealand examples of the link between pedagogy and school design. I have included more information later in the newsletter.

Lincoln Primary School celebrated the opening of their new modular buildings last week. Lincoln Primary is the first school in Christchurch to get these modular buildings and I would like to acknowledge the work of all those involved in the project. Not only will modular buildings help us respond to the changing needs in our region, they provide schools with wonderful new flexible
spaces that can be easily adapted to support schools teaching and learning activities and future changes in practice.

Much work has been carried out to find appropriate build capacity for our schools entering the build programme and I have included more information later in the newsletter.

**OECD Visit of National Experts in Effective Learning Environments**

OECD delegates from NZ, Ireland, Japan, London, Mexico, Norway, Paris, Greece, Turkey and the Netherlands were here to share information on effective learning environments. The delegates are highly respected experts on effective learning environments, and following their meeting in Auckland we hosted them in Christchurch where they visited Halswell, Waitākiri and Marshland Schools.

New Zealand’s schools are of great interest in the international community. Our curriculum puts the students at the centre of learning, and each school has a unique vision for how it delivers quality teaching and learning.

**About the group of national experts on effective learning environments**

The group of national experts on effective learning environments was established by the OECD in 2013. It meets annually with a focus on discussing the Learning Environments Evaluation Programme (LEEP).

LEEP aims to produce instruments and analysis that informs school leaders, researchers, policymakers and others about how investments in learning environments, including the physical learning environment, translate into improved education, health, social and well-being outcomes, leading to more efficient use of education resources. The group has an interdisciplinary approach and a range of expertise including educators, designers, policymakers and researchers.

**Lemonwood Grove School**

Lemonwood Grove School (new school) is a Year 1 – 8 primary school currently under construction in Rolleston. The school is opening in time for Term 1 2017. The project is also part of the Christchurch School Rebuild Innovation Programme.

With the help of Southbase Construction, a “Planting Day” was held for the community on Saturday, 5 November. As well as planting garden beds, there was a bouncy castle and BBQ. It was a great example of how the school continues to strengthen their relationships within their new community ahead of opening.

Congratulations to all it was a great day.
Primary Build Capacities
As part of the Educational Renewal programme following the Christchurch earthquakes, all schools in Christchurch underwent a build programme that would help ensure the future proofing of education delivery across the city for the next 50 years and beyond.

As part of that process, rebuild capacities had to be decided on to ensure all learners across the city had the opportunity to attend their local school.

To do this there needed to be a set of underlying guiding principles:

- Local provision for local students
- Ensuring that each school provided sufficient space for all learners in their catchment
- Future proofing the network to allow for forecast growth across the city
- Allowing for some growth in the network whilst ensuring that there is not unnecessary over-capacity in any one area
- Maintaining a sustainable network of schools across the city
- Ensuring that the current network of schools can continue to operate in an effective and efficient manner long term
- Maintaining proportional provision across each delivery type
- Ensuring a sustainable network whilst retaining delivery type across the network

With these principles in mind, and looking to work alongside the sector, much work has been undertaken to find an appropriate build capacity for schools entering the build programme. Over the coming months, the Ministry will have the opportunity to work alongside many more schools to assist, where necessary, with education briefs and data analysis to ensure a co-created decision around the direction of education and the rebuild capacity of each school.

This link illustrates a small part of the full picture that is examined to ensure that we create a sustainable network of schools into the future. Please put one of the dates below in your diaries:

- **WHO:** Primary Principals, Board of Trustees Chairperson or representative
- **PURPOSE:** Information and data sharing on the rebuild process to date
- **WHERE:** Ministry of Education offices: 39 Princess St, Addington
- **WHEN:** Tuesday 6 December or Thursday 8 December (Same information REPEATED)
- **TIME:** 5:00pm – 7:00pm
- **RSVP:** Erin King: erin.king@education.govt.nz

If we can assist you in any way please do not hesitate to contact us.

Feel free to call me on 03 378 7345 or email me at: coralanne.child@education.govt.nz

Mā te wā, Corlanne Child, Director of Education for Canterbury
Kia ora koutou and warm Pasifika greetings

The Regional PLD Allocation Panel’s first allocation meeting was held on 8 November with approximately 25 per cent of our schools submitting proposals. We have a good number of hours to support professional learning and look forward to more and ongoing applications in the March round. Please connect with your education advisors for any advice and support around your applications.

Over the last few weeks, we held the regional cross-sector forum with a key note from Professor Richie Poulton, a curriculum update session, as well as the national CoL leadership day. These are reported on below.

The 2017 Prime Minister’s Education Excellence Awards opened for entry on October 17 and Chris Rowe (retired from ERO) who is promoting the awards is available to discuss with you any questions about them including the application process.

Regional cross-sector forum
The final Otago/Southland regional cross-sector forum was held at the Edgar Centre on 28 October. Professor Richie Poulton from the Dunedin Multidisciplinary Study spoke on “Why the education system should focus on socio-emotional skills”. In sharing stories, data and evidence from the study, he focused our attention on the importance of self-control as a key determinant of adult life outcomes. This link takes you to a PDF copy of his power point presentation

Pauline Cleaver, Associate Deputy Secretary Early Learning and Student Achievement, and Pam Streeter from our national curriculum team updated us on the new Year 1-8 Learning Progressions in Reading, Writing and Mathematics, the Digital Technology Curriculum and possible directions for CoL to support collaborative thinking around curriculum. This was built on further at the national CoL leadership day.

National CoL leadership forum
Around 40 appointed CoL leaders met in Wellington for two days on 3-4 November to share challenges and plan forward directions, in conjunction with people from the Education Council, the Ministry and the wider research field. The programme included a key note from the Minister on her vision for CoL, and from company director Melissa Clark-Reynolds who spoke on strategising, innovation, change management and leading others. Mary Chamberlain and Robyn Baker shared their progress on the Community of Learning/ Kāhui Ako curriculum tool to support CoL in developing an overall framework linking achievement, curriculum and community resources.

The highlight was a presentation by the two CoL leaders from Marlborough and Rotorua around planning to achieve their overall goals. Their individual approaches have developed out of their work with the CoL principals and teachers and guidance from the expert partners assigned to support each CoL.
Newly appointed CoL leaders

Congratulations to Gary Pasco who has been appointed lead principal for the Southern Area Schools CoL and to Stan Tiatia who is lead principal for the Invercargill CoL. We look forward to supporting both principals with their work in pulling their communities together to widen opportunities and lift achievement for the students in their communities of learning.

Prime Minister’s Education Excellence Awards 2017

A message from Chris Rowe

Very few schools or early learning services in this region have entered the awards in the past. Longford Intermediate and Middle School in Invercargill have been finalists in recent years. From my time in ERO managing evaluations in this region, I am confident that we have schools and early learning services that have demonstrated the capability to compete successfully for these awards and gain the national recognition they deserve.

The preparation of entries will be based on your effective internal evaluation (self-review) and evidence-based reporting of the improved and sustained outcomes for children and young people.

The intention of the Prime Minister’s Education Excellence Awards is to reinforce, illustrate, and publicly recognise and celebrate education excellence. The award categories (engaging, leading, teaching and learning, governing and a 2017 focus award for innovative use of digital technologies) represent the dimensions of quality drawn from NZ research and are supported by New Zealand curriculum documents and education strategies.

Key Dates

• Awards’ entries open: Monday 17 October 2016
• Awards’ entries close: Friday 17 March 2017
• Finalists will be announced in May 2017

The Awards ceremony is to be held on Tuesday 27 June 2017 in Auckland, where the winners in each category and focus prize will be announced.

Further information

The website www.pmawards.education.govt.nz has information on the background to the awards, the entry form, information on resources that can be used by entrants, a list of FAQs, and videos of previous finalists and winners to showcase their case studies and provide a guide for future entrants.

Please feel free to contact me if you have any questions that are not covered on the website. My contracted role is to encourage entries and facilitate support from MOE sources.

Ngā mihi, Chris Rowe: chrisrowenz.ed@gmail.com cell:0275481690

Please also contact me if you wish to discuss any issues or ideas. Ngā mihi mahana, Julie julie.anderson@education.govt.nz Direct Dial: 03 471 5217, Cell phone 027 836 4846
## Events

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<tr>
<td>07-10 Jan 2017</td>
<td>International Congress for School Effectiveness and Improvement, Canada</td>
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<td>22-26 Feb 2017</td>
<td>Te Matatini National Kapa Haka Festival, Hastings</td>
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Welcome

In this first edition newsletter we will provide you with updates and developments related to the AoG IT Hardware contract and we welcome your feedback regarding what you’d like to see in the future.

This edition covers:

- The AoG IT Hardware Buyer’s Guide
- Insource: access to AoG agreement details
- Catalogues and pricing guides
- The Centre of Expertise

AoG IT Hardware Buyer’s Guide

The Buyers Guide provides an overview of the AoG IT Hardware contract including:

- Features & benefits of the contract
- Scope of products and services available
- Panel of suppliers
- Joining process

Update: We have listened to your feedback and refreshed the Buyer’s Guide, our goal is to ensure that readers understand how the AoG IT Hardware contract operates.

inSource: access to AoG contract information

inSource is your one-stop secure web-based library for all things AoG. Whilst the Buyer’s Guide provides an overview of the contract, inSource provides more detailed and specific collateral to help you assess how the AoG IT Hardware contract (along with all other AoG contracts) can best meet agency and school requirements.

Update: All collateral has been updated to ensure the resources are relevant and useful to our readers. For example, the new one page Supplier Comparison Guide replaces the 13 page Supplier Attributes Model. If you do not have an inSource log-in please email: insource@mbie.govt.nz

Catalogues and pricing guides

In the recent Agency Survey the CoE learnt that participating agencies wanted access to supplier catalogues and pricing guides.

Update: Supplier catalogues, portals, and pricing guides are now available on inSource on the Supplier Information page.

Your Centre of Expertise

We are eager to hear from agencies and schools to understand how we and suppliers can better serve your needs. Please don’t hesitate to adopt us as your first point of call for any AoG IT Hardware inquiries.

Liz Carter | 04 901 9815 | Ryan Challis | 04 901 8629 |
ITHardware.coe@mbie.govt.nz

Ministry of Business, Innovation and Employment | New Zealand Government Procurement

Why are you getting this email? The IT Hardware CoE has your name as a contact for the procurement of IT Hardware. Please contact us via ithardware.coe@mbie.govt.nz to add another person and/or remove yourself as a contact.
**THE INCREDIBLE YEARS PARENT PROGRAMME**

The Incredible Years Programme in Hawke’s Bay is a joint initiative between Birthright HB Child & Family Care, Family Works Hawke’s Bay, Hawke’s Bay DHB, Napier Family Centre, Te Taiwhenua O Heretaunga and the Ministry of Education HB.

Parents, you may fill this form in yourself or a referrer may do so on your behalf.

Please record both Parent names if they both wish to attend.

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Comments: (for example are there any issues that may make it difficult to attend) e.g. transport, childcare

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I have had the Privacy Statement explained to me: ________________________________

Signed Parent/Caregiver

**Course time preference (please TICK)**

- [ ] Day
- [ ] Night

**Course location preference (please TICK)**

- [ ] Napier
- [ ] Hastings
- [ ] Central Hawke’s Bay
- [ ] Other [ ]

**Referrer / Contact Person details if you are referring parents to Incredible Years**

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Please complete, print & sign and post, fax or email to:

Napier Family Centre PO Box 3041 Onekawa, NAPIER 4142 Ph: 06 843 7280
Fax: 06 843 7281 Email: Lorraine.t@napierfamilycentre.org.nz
The Incredible Years is a research-based programme that aims to increase children’s social skills at home, early childhood centre and school. It has also been found to be helpful in reducing aggression and behaviour problems.

The programme also helps to:

- develop positive family relationships
- provide parents with strategies to prevent misbehaviour
- provide a support network for parents

What the course covers:

- play / special times
- praise & rewards
- effective limit setting
- preventing & handling misbehaviour
- problem solving
- communication

Programme Details:

- for mothers, fathers and caregivers only (sorry no children) – bring a support person if you wish.
- the programme is suitable for those caring for children between 3-8 years.
- Each session runs for 2.5 hours.
- 14 sessions in total.
- breaks for school holidays.
- is run in a small group (14- 18 adults), with 2 trained facilitators.
- no cost
Privacy Statement

To the Parent/Caregiver

This is an important statement about the use of the information collected for the Incredible Years Programme.

Please read this section carefully and discuss with a member of the Incredible Years Team if you are unsure of anything below.

1. Information collected from this referral and enrolment form will be used to help decide whether the Incredible Years programme is right for you and your family/whānau.

2. The information we collect will be used to help us support you and your family/whānau through the programme.

3. We may share some of the information we collect with other organisations (health, social services, education) who may be working with you or who could provide support to you and your family/whānau. If we do this, we will let you know.

4. The information that we collect from you may also be used for statistical and/or research purposes. When information is used in this way, your privacy will be protected and you and/or your child will not be identified.

5. You have the right to access the information that we have collected about you and your family/whānau and you can correct it if necessary.

6. The information will be stored securely and held at the offices of the people providing the programmes.

If you would like to talk about a programme please make direct contact with:
The Incredible Years Coordinator at the Ministry of Education Hawke’s Bay  (06) 833 6730

If you would like more information you can visit the following websites:

- [http://www.minedu.govt.nz/theMinistry/EducationInitiatives/PositiveBehaviourForLearning/ProgrammesAndInitiatives/ForParents/AboutIncredibleYearsProgramme.aspx](http://www.minedu.govt.nz/theMinistry/EducationInitiatives/PositiveBehaviourForLearning/ProgrammesAndInitiatives/ForParents/AboutIncredibleYearsProgramme.aspx)