Critical need to know and action

1. Employment relations circular about the initiation of bargaining for the renewal of the Secondary and Area School Groundstaff Collective Agreement. Boards and principals must let any employees who may be covered by this collective agreement know about the upcoming bargaining. Further information on the bargaining is available from NZSTA.

2. Funding Review proposals go to next stage. Read more...

3. From Education Payroll: Information on tax changes to lump sum payments. Read more...

4. Please remember to do your end of year withdrawals in ENROL. Read more...

Heads up

1. Clarification on Schools Planning and Reporting for 2017. Read more...

2. Lists of accredited PLD facilitators will available early this week on the PLD website. Schools, kura and Communities of Learning | Kāhui Ako that have been allocated centrally-funded PLD support hours will also be able to view the facilitators available to them.

3. We’re developing a smart tool to help Communities of Learning | Kāhui Ako work collaboratively to design a quality, local curriculum for their learners.

4. In 2017, mentoring will be targeted at Māori and Pasifika students likely to be at risk of not achieving NCEA level 2 by the age of 18. Read more...

5. Do you have a focus on digital technologies in your school or kura? Enter your story for the Education Focus Prize for the Prime Minister’s Education Excellence Awards. There are four other award categories to consider entering. Entries close 4pm, 17 March.

6. NZ Police have called for public submissions on an information sharing agreement between several agencies about gang intelligence. Read more...

7. We’ve released comprehensive guidance on planning innovative learning environments (ILE) that considers the needs of all learners.

8. From Allergy NZ: Allergy and Anaphylaxis Guidelines for early childhood and schools. Read more...

9. Connected Learning Advisory – Te Ara Whītiki strategic thinking workshops and resources. Read more...
10. Final reminder: Learning spaces survey - Have you had your say? Read more...

**General information**

1. Applications for the Airpoints™ for Schools programme close 2 December
Your school can apply to receive up to $10,000 Aipoints Dollars™ to assist with its travel needs and ambitions. Visit airpoints.co.nz/schools

**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

**Communications/Events**

- Ministry key dates’ calendar
- Events
- Ministry newsletters
  - ESOL News Update – November 2016
  - Northern works: Issue 2, November 2016
- Education related websites
- Early Learning Bulletin
Critical need to know and action

Employment relations circular

Employment relations circular about the initiation of bargaining for the renewal of the Secondary and Area School Groundstaff Collective Agreement. Boards and principals must let any employees who may be covered by this collective agreement know about the upcoming bargaining. Further information on the bargaining is available from NZSTA.

Funding Review

Funding Review proposals go to the next stage. Read more...

Tax changes to lump sum payments will affect some school employees

It’s important that employees in your school are aware of tax changes that could impact them in pay periods 18 and 19. You can help communicate this through staff meetings and supporting your payroll officers to get this information out to your employees.

The Inland Revenue has changed its operational position on holiday pay to clarify the treatment of tax on holiday pay, annual leave on termination and accrued annual leave paid in advance. This is not specific to education – the changes are how Inland Revenue will treat all relevant lump sum payments for all New Zealanders across the year.

Since 1 April 2016, these types of payments have been taxed as “extra pay” and therefore at a lump sum rate. If a school employee receives a leave in advance payment or termination payment at the end of the school year, the net payment is likely to be different to what they may have expected to receive. This payment will be different for each individual.

The employees who are likely to be impacted are:

- Term time only non-teachers
- Fixed term teachers who have not worked for a full year
- Employees that are retiring or terminating their employment in a school.

A number of sectors process a large number of these types of payments at particular times of the year. For the education sector this is the period leading up to Christmas but the tax changes also affect employees during the year.

For more information visit the Novopay website.
You can begin to do your withdrawals in ENROL one month before your last day of term, using batch processing in ENROL or the bulk withdrawal facility in your Student Management System (SMS).

Before you withdraw your leavers make sure you’ve checked the following:

- Principals who want to communicate notes about a student to their future school, do not forget to tick the Teaching and Learning Notes in ENROL or in your SMS.
- If you are withdrawing a student whom you have referred to the Attendance Service for unjustified absence, and they are still working with that student, please inform the Attendance Service so it can close that case with your school.
- Do not withdraw excluded students until they are enrolled in another school. This includes students who would otherwise be leaving for intermediate or secondary school.

You can find instructions for batch withdrawals on page 25 of the ENROL User Manual.

If you make a mistake or you have any questions email the e-Admin Contact Centre at e.admin@education.govt.nz or call 04 463 8383.

**Heads up**

**Clarification on Schools Planning and Reporting for 2017**

As a follow up to Schools Planning and Reporting for 2017 information in the last Bulletin, we want to clarify that there are no changes to the requirements for charters, analysis of variance, and National Administration Guidelines (NAG) reporting due by 1 March 2017.

The changes made to the tools and templates and our Schools Planning and Reporting webpages are intended to make it easier for you to find the information you need to develop and submit your documents.

If you have any queries please contact your education advisor.

**Professional Learning and Development**

Lists of accredited PLD facilitators will be available early this week on the PLD website. Schools, kura and Communities of Learning | Kāhui Ako that have been allocated centrally-funded PLD support hours will also be able to view the facilitators available to them.
Smart tool to help Communities of Learning | Kāhui Ako

We’re developing a smart tool to help Communities of Learning | Kāhui Ako work collaboratively to design a quality, local curriculum for their learners.

Mentoring services 2017

In 2017, mentoring services will be targeted at Māori and Pasifika students who are likely to be at risk of not achieving NCEA Level 2 by the age of 18.

At the start of the new school year, the Ministry will work closely with schools to identify students who will benefit from mentoring to support their NCEA achievement. We will either fund schools directly or contract community mentoring providers to deliver mentoring services.

Prime Minister’s Education Excellence Awards

Do you have a focus on digital technologies in your school or kura? Enter your story for the Education Focus Prize for the Prime Minister’s Education Excellence Awards. There are four other award categories to consider entering. Entries close 4pm, 17 March.

Proposed information-sharing agreement between the NZ Gang Intelligence Centre Agencies

NZ Police has called for public submissions on an information sharing agreement between several agencies about gang intelligence. Education is not one of those agencies at present, but we are considering being part of it in future.

The purpose is to enable agencies to share information about members of gangs and people associated with them more efficiently. Agencies can already share information on a case-by-case basis, but the Agreement will allow information to be shared freely, as long as it is within set criteria.

We encourage you to:

• look at the media release by Minister Collins on the Beehive website
• visit the Information sharing about gangs webpage and make a submission if you wish.

Submissions close 5pm, 23 December.
Planning an innovation learning environment guide

We’ve released comprehensive guidance on planning innovative learning environments (ILE) that considers the needs of all learners.

Allergy and Anaphylaxis Guidelines for early childhood and schools

Allergies are a common condition in childhood, most are mild to moderate but some (e.g. food, insect venom, medications, and latex) can cause more serious allergic reactions including anaphylaxis.

Schools are recommended to have policies and procedures in place to ensure staff can respond in an emergency and also to manage the risk of accidental exposure to food (if necessary) appropriately.

Allergy New Zealand’s Allergy and Anaphylaxis Guidelines for early childhood and schools [PDF] provides useful information to help minimise exposure to triggers and to ensure staff are prepared to respond appropriately in a life threatening reaction.

More resources including free e-training is available at www.allergy.org.nz

Strategic thinking workshops and resources

Throughout November the Connected Learning Advisory - Te Ara Whītiki ran workshops across the country to explore the CLA roadmap for strategic leadership of digital technologies.

Over 400 school leaders and teachers attended, representing nearly 200 schools. Nearly 90 per cent of participants reported feeling confident or very confident to use the roadmap process to lead change back in their school or kura.

View the Strategic Thinking Roadmap resource.

For advice on integrating digital technologies with learning, contact the Connected Learning Advisory — Te Ara Whītiki by phone 0800 700 400 or through the online form

Learning Spaces Survey – Have you had your say?

A joint New Zealand/Australian project by The University of Melbourne and the Ministry of Education, is conducting research into how teachers can use learning spaces most effectively.

A short survey was sent to all principals about the learning spaces, teaching practices and types of learning in their schools.
Click on the links below to complete the survey in:

- English. Or copy and paste, this URL into your browser: https://goo.gl/OypBtO
- Māori. Or copy and paste, this URL into your browser: https://goo.gl/v4Rh8I

The survey closes 9 December. For more information visit www.iletc.com.au

**General Information**

Item 1 has been included in full in the index under general information.
Regional News

- Tai Tokerau
- Auckland
- Waikato
- Bay of Plenty - Waiairiki
- Taranaki, Whanganui, Manawatu
- Hawke’s Bay - Tairāwhiti
- Wellington
- Nelson, Marlborough, West Coast
- Canterbury
- Otago, Southland

Tai Tokerau | Hira Gage

Tēnā koutou katoa

2017 Professional learning and development approved allocations

The area allocation panel for the first round of centrally-funded PLD has met and the results of the panel decisions has been indicated to schools. Your education advisor can assist you with any queries. Schools with confirmed approval can now make contact with their preferred accredited facilitators.

NCEA Level 2 achievement

Many of our secondary schools have been involved in supporting targeted students identified as at risk of not achieving NCEA level 2, in particular those born in 1999. Through our advisor Doreen Bailey we have been in touch with schools to assist with special strategies to support these students. Some of our schools have taken up the opportunity to run additional learning programmes for the identified students to help them achieve the credits they require. Next year support for identified students, including the provision of mentors where required, will be managed directly by our Whangarei office.

Communities of Learning | Kāhui Ako

More schools, early childhood centres and iwi in Tai Tokerau are collaborating through Communities of Learning | Kāhui Ako and focusing on a whole pathway approach from 0-18 plus.

We are meeting with boards, particularly new members, to provide CoL information.

Please contact your education advisor or me directly on 027 501 5068 if you would like to join a CoL or need further information.
ASB Sporting Excellence - Congratulations to Alex Edwards

Kerikeri High School students won three of the prizes in this year’s ASB Northland Secondary Schools Sports Awards. The Sailing Team won the Top Team award, with Kyle Chen and Alex Edwards winning the high performance by a male and female student respectively in a sport not offered at a secondary school level.

Alex (pictured right) is the New Zealand Junior Spear fishing champion and was a member of the New Zealand women’s spear fishing team which won the Inter Pacific Spear fishing competition earlier this year in the Bay of Islands.

Feel free to call me on 09 436 8914 or email me at: hira.gage@education.govt.nz

Ngā mihi
Hira

Auckland | Isabel Evans

Kia orana

The Mt Roskill Community of Learning
The Auckland Ministry hosted Prime Minister John Key and Education Minister Hekia Parata when they visited the Mt Roskill Community of Learning – Puketapapa and Waikowhai Intermediate on 17 November.

Principals from the Puketapapa CoL discussed their successes and shared their views on the way CoL had contributed to a positive growth in collaboration among their schools. There was a clear focus on lifting student achievement.
Following the meeting Rt Hon John Key and Hon Hekia Parata visited Mt Roskill Primary School to see one of the across school teachers working with a class of 5 year old ESOL students in one of the schools new innovative learning environment spaces.

Then, they met with the principal, board chair and across school co-ordinator at Waikowhai Intermediate where the role of the across school co-ordinator was a focus. A case study of how the school is using a Teacher Led Innovation Fund project based on student learning maps was also shared. The group then spent time talking with Waikowhai Intermediate students about their learning.

Feel free to call me on 09 632 9333 or email me at: isabel.evans@education.govt.nz

E no’ora
Isabel

Waikato | Paula Rawiri

Kia ora koutou

Anei rā te mihi atu ki a koutou katoa.

Planning and Reporting - Writing a good Analysis of Variance

I have asked education advisors to highlight with principals and tumuaki the importance of a thorough and detailed Analysis of Variance as part of the school’s and kura self review and annual planning and reporting cycle.

In the Analysis of Variance, a school or kura reports on the progress it has made in achieving the student achievement targets it set for the year and discusses and evaluates the specific actions it took to reach these targets.

For example, if one of the key actions was to employ a teacher aide to release a teacher to work with a target group of students, does the outcome suggest that this was a good investment or not? If a school concentrated on strengthening school and home partnerships to raise achievement, what does the data and anecdotal evidence suggest about the success of this specific strategy? Did the professional learning and development the school or kura undertook help it move the targeted students? How do you know? And most importantly what are the next steps for the school or kura?

I encourage you to use the Ministry of Education AOV template available in English [Docx] or Te Reo Māori [Docx] as the headings “walk” a school or kura through the key information, clarify thinking, help a school and kura focus on the key actions around each target and also link the outcomes to next year’s student achievement targets and actions.
Enabling Good Lives

It’s always really great to hear about positive stories that are happening for young people across the Waikato. Enabling Good Lives is a partnership between the disability sector and government agencies aimed at long term transformation of how disabled people and families are supported to live everyday lives. The initiative brings funding from the Ministries of Health, Education and Social Development together in a single package that can be used flexibly, whether it is for employment, education, training, sports, recreation or connections within the community.

In the Enabling Good Lives Waikato site, Kylee who features on the video, tells an inspiring and compelling story of the power of giving disabled people choice and control over their supports. I hope you can find 14 minutes to watch this and be inspired.

Out and about

I was pleased to be able to join the Central North Island Secondary Principals Association (CNISPA) earlier this month to learn more about the future of digital assessment. I was also able to talk briefly about the work programme in the Waikato for the Ministry of Education.

If you would like me to come along to your association meeting then I’d be happy to do so. Please get in touch for 2017.

Feel free to call me on 07 850 8924 or email me at: paula.rawiri@education.govt.nz

Noho ora mai

Paula

Bay of Plenty - Waiariki | Ezra Schuster

Kia ora koutou and Talofa lava – firstly my thoughts and best wishes to those schools and kura affected by the earthquake earlier this month.

Support for earthquake affected schools

Several of you contacted me recently to ask how you can support the schools affected by the earthquake this month. Whilst you can contribute to Red Cross and other support agencies, the Marlborough Principals Association has set up a support fund that will be distributed amongst schools in the Marlborough and Kaikoura area in need. I’ve been told that the fund is to allow schools to do the extras for the staff and students that would not normally be covered by their operational grant, such as organising a fun day for their students or paying for school books for those in need.

If your school, staff, students and communities would like to help out those in need we ask they contribute to this support fund. Every school’s needs will be different and this fund will help meet them. We know from experience this sort of support is the most beneficial and very much appreciated.
Please email your senior education advisor or Janice Fernando at janice.fernando@education.govt.nz if you want to contribute to this fund and we’ll send you the account details and any other relevant information. Thank you for your support.

Learning Support pilot for Bay of Plenty-Waiariki

Following on from the Ministers announcement at the Special Education Principals Association New Zealand conference last week, I am really excited about our region being the pilot for a new service delivery model for Learning Support.

A key feature of the pilot will be providing a single point of access to liaise with families, schools and early learning centres and help them get the support they need promptly. When we consulted earlier this year with school leaders, families and early learning centres you told us the current system for learning support (special education) was too complex to navigate. We want to make the services easier to access.

We will work with you to develop and co-design a new service model that meets local needs. This will include local learning support teams to triage services, development of learning support plans in collaboration with Communities of Learning | Kahui Ako, schools and families and a lead practitioner who will be assigned to each child accessing learning support for the first time to ensure support plans are delivered and reviewed.

About 80 per cent of our schools and kura in Bay of Plenty-Waiariki are in CoL and several have identified learning support as an achievement challenge. This will make it much easier for schools, kura and early learning centres to work together to ensure children get the right services and I’m keen to explore how we can leverage off this. It will also make it easier to ensure that when children move schools their development plans move with them.

Education Payroll Limited – End of Year 2016 processes

This is a final reminder that the deadline for entering your End of Year data in Novopay Online is **today, Monday 28 November**. If you haven’t started this, please complete it ASAP! We still have a number of schools and kura who haven’t done this and I strongly recommend you get it done today. There are a number of resources to assist you and your school administrator. For more information go to the [End of Year 2016 webpage](#).

Regional and National Cross-Sector Forum

On 12 November, we held our last regional Cross-Sector Forum in Taupo with excellent presentations from Henk Popping (Otumoetai CoL lead) who shared his experience at the EDUCANZ meeting with CoL leads earlier in the month as well as the journey of the Otumoetai CoL. There were also presentations from Dr Craig Jones, Deputy Secretary for Evidence Data and Knowledge and a practical session for school leaders by Louise Gibson from Child Matters.

We had a great turnout with Taupo Mayor, David Trewavas opening things up with representatives from Tuwharetoa.

The following week, I had the pleasure of attending the last Ministerial Cross-Sector Forum for 2016 in Auckland with four of our regional members: Rebecca Wichmann (NZSTA) and three of
our principals: Suzanne Billington, Carmel Hoetawa and Nancy McFarlane. It was a great forum where the Minister announced the next stages of the funding review, Education Act as well as updates on Te Whariki, Modernising Learning Support and CoL. I was really proud of Nancy and Carmel who presented their respective CoL journeys to the forum. They were fantastic and received excellent feedback from forum members.

Rebecca Wichmann (NZSTA regional executive), Suzanne Billington (principal Tauriko School), Nancy McFarlane (principal Glenholme School), me and Carmel Hoetawa (principal, Mountview School)

Summer school at Te Kura
Te Kura is again offering summer school for students wanting to gain extra NCEA credits over December/January. For more information visit the Summer School 2016/17 webpage or contact Anil Singh, Regional Manager, Central North Region, Te Aho O Te Kura Pounamu by email anil.singh@tekura.school.nz or mobile 027 277 3071.

2017 Prime Minister’s Education Excellence Awards
I’d love to see more entries from our region in next year’s awards, 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.

Out and about
I had a great meeting earlier this month with the Bay of Plenty Rugby Union and Skills Recruitment Ltd to discuss how we can team up to better support education in our region.

Thanks to Bay of Plenty Rugby CEO Mike Me, Mike Rogers (CEO BoP Rugby), Henry Fa’afuli and Ati Aaifou-Olive (Key Skills Recruitment).
Kia ora koutou katoa

I know you are busy this term with NCEA exams, assessments and end of year events. I wish you well as you celebrate the successes of this year and the hard work and achievements of your staff and students.

Communities of Learning | Kāhui Ako update
Congratulations to the Palmerston North East CoL on the approval of their achievement challenges. The challenges they identified are in the areas of writing, mathematics, science and technology. We have other CoL moving into recruitment and working on their achievement challenges.

PLD area allocation panel
The PLD allocation panel has been busy evaluating proposals. We received 64 proposals from schools, kura and Communities of Learning | Kāhui Ako. All applicants have now been informed of the outcome of their requests. The next allocation occurs in April 2017. Please contact your education advisor if you have any queries.

Enrolment scheme workshops 2017
We are committed to working alongside schools to ensure the wider network operates efficiently and continues to provide opportunities, choice and great outcomes for our children.

Workshops will be held in your area to support schools in the operation of enrolment schemes. For those who attended the workshops in early September, the next workshops will cover similar ground. You are welcome to attend should you want a refresher or have a new principal or board members.

To help ensure transparency and fairness it’s important all schools are informed and understand the yearly cycle of enrolment scheme operation.

Meetings to discuss enrolment schemes will be held on the following dates in 2017.

Rogers and especially Ati Aaifou-Olive from Key Skills Recruitment for making the connection. It was also a great opportunity to reconnect with an old boy from my former school De La Salle, a Kiwi and Manu Samoa legend Henry Faafili who’s working at the Union as their strength and conditioning coach.

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

Ngā mihi

Ezra

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Taranaki, Whanganui, Manawatu | Jann Marshall

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

Ngā mihi

Ezra
National Māori Language Awards
On 11 November, five of my staff attended the Māori Language Awards ceremony in New Plymouth. The awards ceremony was organised by Te Taura Whiri te Reo Māori to recognise champions of Te Reo Māori from around New Zealand. The Ministry of Education sponsored two awards: one for Te Reo Māori-English Medium Education Champion and the other for Te Reo Māori-Māori Medium Education Champion.

Dr Huirangi Waikerepuru, a champion of Te Reo Māori and an expert in the Taranaki dialect, was presented with a ‘Lifetime Achievement Award’. He has been leading the revitalisation of the language since the 1970s.

The supreme award went to Air New Zealand for its programme of integrating Te Reo Māori and Māori values into their workplaces and interactions with customers.

A highlight of the evening was the outstanding performance by the Patea Māori Club who later won the arts and entertainment award, much to the delight of everyone present.

Messages from finalists, award recipients and hosts were inspirational and the range of innovative strategies to promote the use of Te Reo Māori was impressive. The message from Māori Language Commission Chair, Dr Wayne Ngata, was that “2016 will be seen as a pivotal year in
which revitalisation stopped being a dream, and became a plan.”

As we plan for 2017, it is important that we consider this statement and the significant contribution we might make to championing Te Reo Māori in our institutions.

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

Ngā mihi
Jann

Hawke’s Bay - Tairāwhiti | Roy Sye

Tēnā koutou

There’s less than one month until Christmas! I know many outside of education think that things wind down at the end of the year, but I realise only too well that most of you are still ‘full on’ right up to the last day ensuring everything is ticked off for 2016 while getting 2017 organised. The ‘To Do List’ seems to grow by the day! I’ll take the opportunity to provide a gentle reminder to those of you who have still to get your EOY Payroll finished off on Novopay!

Kaikoura earthquake

All our thoughts go out to those impacted by the earthquakes affecting the upper South Island and Wellington. The impact on people’s lives is huge and we hope the aftershocks settle down quickly. I was in Wellington on Wednesday morning and it was a little surreal in the CBD. The events of the last few weeks serve as an important reminder to all schools and early childhood services about the need to constantly review and refine your own evacuation, communication and response systems.

I also wish to remind schools and centres to get in touch with your education advisor or Ministry contact to advise us of your response in an emergency situation and to keep us updated as circumstances change. Give us a call, send an email or drop us a txt, as long as you get in touch!

Ministerial Cross-Sector Forum

On Friday I had the pleasure of attending the National Cross-Sector Forum in Auckland. This included updates on Communities of Learning | Kāhui Ako, Te Whāriki and Learning Support. It’s a very exciting time in education at the moment with so much happening. I encourage you to take the time to stay up to day through your networks and also via the Ministry website.

Funding Review

At the National Cross-Sector Forum the Minister announced that six of the seven components of the funding review will now be progressed to the next level for consideration. This will see expert
technical groups established to work through ‘modeling’, which would then come back to the sector for further consultation. Remember any proposed changes to funding would not come into effect until 2020.

**Centrally-funded PLD**

Those of you who applied for in the first round of centrally-funded PLD would have heard the outcome of the panel evaluation on 22 November. Thankfully if you missed out you won’t have too long to wait as the panels meet again in February. The PLD panels took the opportunity to identify some trends and patterns to help schools/kura and CoL improve future proposals.

The following may help your thinking:

- Stating the hours the school/kura or CoL is committing to the PLD, so the level of importance placed on this PLD is affirmed.
- CoL applications showing clear connections between the PLD requested and the ‘Within’ and ‘Across School’ CoL teacher work.
- PLD having a sustainable factor, the stronger proposals succinctly showed how internal expertise would be increased over time and the need for external expertise decreased accordingly.
- At times applications identified broad goals but the outcomes and measures were not strong.
- Data is critical to the panel’s decision making.

Five areas where the sector has identified PLD needs include:

- understanding inquiry models;
- cultural responsiveness;
- national priority areas;
- the collection of valid and reliable data;
- data moderation, analysis and use.

For schools/kura and CoL working in Māori medium settings, remember that journals may be submitted in te reo Māori.

Overall, despite being a long intensive day for each panel, members were positive about the changed process with one panel advising the Ministry that “being involved in this day has been some of the most useful PLD I’ve had”. One of the strengths of a regionally appointed panel, as opposed to a national panel, is the regional panel identify and respond appropriately to specific issues or circumstances that may have arisen in a school/kura and CoL.

**Keeping our schools fire-free**

The New Zealand Fire Service (NZFS) is reminding schools that between Guy Fawkes and Christmas there is a heightened risk of arson. Arson can have a significant impact on a school
and its community. The loss of teaching resources, children’s work, administration records, and in some cases, the living history of a school cannot be measured in dollar terms. The loss of buildings and assets places a great strain not only on the Ministry of Education’s resources, but on those of the school administrators and the local community.

All schools can take the following simple, low-cost steps to improve fire safety and reduce the likelihood of arson:

1. Keep rubbish bins and skips well away from outside walls.
2. Remove materials that can be used to set fires.
3. Install or increase security lights.
4. Involve the community.
5. Confront all fire-setting behaviour, no matter how small.

NZFS has updated its School Arson Reduction webpage and created a flyer which provides tips and helpful information to help reduce the likelihood of arson. If you have any questions about school arson email NZFS at fireinvestigation@fire.org.nz

New online guide for Innovative learning environments

There is a new guide available to assist teachers and principals when planning Innovative learning environments (ILE). The Inclusive Education website has been running for a couple of years and has 26 guides to help teachers and principals ensure schools are inclusive.

The guide on creating an inclusive ILE was commissioned by Learning Support in response to a need for information about how ILEs can support learners with particular needs such as hearing impairments or autism.

Information session for new migrants

Last week at the Citizen Advice Bureau in Napier, I spoke to a group of new migrants (and those who support new migrants) about the New Zealand education system. Answering their questions on how our system works; the variety of school types, how to choose a school, deciles, the NZ Curriculum, uniforms, international student requirements, qualifications, fees etc reminded me how ‘foreign’ and complex it can all seem to an outsider! The biggest reassurance I was able to give was the tremendous job our early childhood services, schools and teachers do in welcoming these children in and how quickly they pick up their English skills.

Congratulations to Maraekakaho School Extension Art Programme!

The students from the Maraekakaho School Extension Art Programme sculpted some amazing pieces for the biannual Wildflower Sculpture Exhibition, which is held in conjunction with the Holly Hospice Trail to raise funds for Cranford Hospice.

The students series “This is Us” featured sculptures made from wood, recycled metals, pinecones, chicken wire, plastic bottles, buttons, plant pots, toy cars and vinyl! Congratulations to the artist and parent Keryn Whitney who volunteers her time to work with the students. All your hard
work certainly paid off! The students’ work all sold with some of the proceeds going to Cranford Hospice. Head over to their Facebook page to check out their sculptures!

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

Ngā mihi
Roy

Wellington | Suze Strowger

Hello everyone

“Ma pango, ma whero ka oti ai te mahi”
With black and red the work is completed

This traditional Māori whakatauki refers to collaboration where if everyone does their part, the work will be successfully done. It certainly reflects how the Wellington region pulled together to look after our schools, kura and ECE services. I am very proud to be a part of this great education network and would like to take the opportunity to thank you all for the strong leadership you showed in keeping our tamariki safe. Many of you contacted us seeking support, guidance or just to check in. We received positive feedback on our email communications (four in total). It has reminded me that communication is the oxygen of leadership. In a crisis, information is everything. Thank you for the updates and great feedback.

I hope your staff and students are now feeling more settled back into a normal routine. Senior secondary students will be looking forward to the end of their exams this week.

Emergency management
Following the earthquake on Monday 14 November, 97 schools and 77 ECE services were closed across the Wellington region. On Tuesday 15 November severe rain conditions caused flooding. 30 schools and 23 ECE services closed due to flooding. There was some disruption for senior
students undergoing exams as several of our secondary schools closed. In total there are 13 schools with earthquake or flood related damage that will need to be repaired. We are supporting these schools.

Coming through two significant emergency events in the past weeks has certainly tested our preparedness as a region. Being able to continue to provide services and support to our schools, kura and ECE services in times of need is of course a major priority for us.

We now have a chance to reflect on what worked well and what can be done better across government. We will be working closely with councils and civil defence groups to get consistent messaging.

School closures
In my 16 November email out to schools and kura I included some information for you about how to record student absences due to emergency school closures. Here’s what you need to know:

- If your school was closed for the day, your system should record it as a non school day, and then you can adjust the days open for the week accordingly
- You do not need to make up those days
- Your education advisor will have been in touch to confirm the details of your closure
- We will send you a letter confirming that you were closed due to an emergency
- You will need to retain this letter for auditor purposes.

24 hour emergency response
It’s also timely to remind you that we have an emergency response contractor available 24 hours, seven days a week to assist with state school property related emergencies, their role is to:

- Coordinate the response effort with emergency services.
- Inspect school buildings and sites and arrange any urgent work to get school’s functioning as quickly as possible.
- Organise emergency accommodation, security and safety at the school, if needed.
- Prepare the scope of work in liaison with the school, the school’s project manager, property advisor and loss adjuster.

Our contractor is Cove Kinloch who can be contacted on 0800 372 4357.

Advice on the steps to follow after a major incident like earthquake or flood is available on our Checking your property after a major incident webpage.

Ministry resources
We also have some helpful resources on our website:

- Preparing for and dealing with emergencies and traumatic incidents
• Tips and Tools for supporting young people and colleagues after an earthquake

External links:
• How to prepare yourself personally for an emergency: www.getthru.govt.nz
• Resource for Primary and Intermediate level teachers: What’s the Plan Stan
• Employee Assistance Programme
• All Right? a Healthy Christchurch initiative led by the Canterbury District Health Board and the Mental Health Foundation of NZ has some great recommendations for wellbeing
• The Worry Bug

Updating contact details
As we head in to the Christmas school holidays it’s important that we have the current emergency contact details for both you and your board chair. You can be assured that these are treated confidentially and only used in an emergency. If you could please email your current mobile number and that of your board chair directly to Mata Gilbert at mata.gilbert@education.govt.nz we will update our records.

2017 secondment opportunities in the Wellington region
We currently have roles to fill in 2017 and see this as a great opportunity to offer secondments to senior leaders and managers in the sector. Both senior advisor and leadership advisor roles are available. Secondments are on existing terms and conditions of employment.

If you or any of your leadership team is interested in a secondment based at the Lower Hutt Office, please contact Andrea Williams, Education Manager by email andrea.williams@education.govt.nz or phone 04 463 8686.

Cross School Moderation – Ngā Whanaketanga Rūmaki Māori
Principals and teachers from eight of our dual setting schools (schools delivering English and Māori Medium) have established a cross school moderation process for their Māori medium teachers.

The roopu has been created based on identified needs from the schools involved. The second hui was held in Mātauranga House on 11 November. Prior to the hui each teacher had visited another school, after identifying a teacher teaching at the same or similar level with a similar focus area. The schools provided release so that the teachers could visit and work together with a focus on moderation. The day at Mātauranga House was full of rich moderation discussions and sharing of resources, ideas and perspectives.
I hope the last weeks of term 4 go smoothly. Not long to go now!

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

**Recent events**

I want to acknowledge and thank you all for your leadership in your school and across communities following the early Monday morning event. I also want to thank everyone for the extraordinary efforts made to get schools open especially for students sitting NCEA exams. Earthquakes and flooding all around and yet you just keep going. I feel humble to work with you all.

For the schools still affected in Kaikoura, Ward and Seddon I want to
acknowledge you all. You’ve been a tower of strength in your communities and I am amazed at what you’ve achieved so far. We’re here to support you now and will be there to support you in the months ahead. Remember you can call me at any time.

**Hira School providing aid to Kaikoura**

Hira School collected four huge tubs worth of baking, water, treats, nappies (hundreds of them!) and a classroom worth of pictures. These supplies were packed in with pilot Mit from Golden Bay Adventure Flights to be delivered to the people in Kaikoura who all might just need an extra chocolate cookie this week! It’s awesome what they could do in such a short amount of time.

**Donations for schools**

The Marlborough principals have set up an account for people who want to help and donate money. Please encourage people to use this facility. The account details to make donations are:

12-3167-0189654-50
Marlborough Schools Principals Association
ASB – Blenheim

**Communities of Learning | Kāhui Ako update**

Congratulations to Peter Knowles (principal St Canice’s School, Westport) on his appointment to the Buller Community of Learning leadership role and to Sarah Laugesen (principal Lynton Downs School) on her appointment to the Kaikoura Community of Learning leadership role. We look forward to supporting you both in your new roles and as you work collaboratively to support your CoL to address identified achievement challenges.

A group of Nelson/Marlborough/West Coast principals including those appointed to the CoL leadership role recently held a successful collaborative workshop to discuss their work and to establish a professional network. The workshop included a presentation from Cleve Hay and Owen Edgerton (NZSTA) and a discussion facilitated by Martin Hillier (senior adviser CoL, Ministry of Education) about data tools that can support CoL with their work.

**Stoke schools work together to develop enrolment schemes**

Congratulations to the principals and boards of Stoke, Birchwood and Nayland primary schools who worked together and with the Ministry developed enrolment schemes for their schools. This is a great example of a group of schools working together to meet the needs of their communities.
and assisting the Ministry to make the best use of current school infrastructure.

Shared newspaper notices, public consultation meetings, as well as regular contact with each other and the Ministry resulted in the efficient and effective development of their schemes. A job well done!

**Achievement at Buller High School**

Congratulations to Teren Gubb, a year 12 student at Buller High School of Te Rarawa descent. Teren not only won the Te Kura o Kawatiri Trophy this year but was also 1st in level 2 computer studies, 3rd in level 2 physics and 4th in chemistry. Not surprisingly Teren will be a prefect in 2017 and has a bright future ahead of him.

Please look after yourselves and each other as we head into the end of the year.

Kind regards
Erika Ross
03 539 1533 or erika.ross@education.govt.nz

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**Canterbury | Coralanne Child**

Canterbury Regional Newsletter | 28 November 2016

Kia ora

Thank you for all your calls and emails and for the ongoing support you have provided to your staff, students and community.

We are aware that following the recent earthquake and the series of ongoing aftershocks it is important that you access the support you need. Staff will react to the earthquake, the aftershocks and the impact on their lives and property in different ways and at different times. Despite lots of disruption, some staff may indicate that they are coping, while others who may have experienced less disruption may indicate that they are not. There are tips and tools for supporting young people and colleagues after an earthquake on our website.

In addition to the resources provided by the Ministry to support schools and ECEs there are some helpful links below that provide advice on recovery:

Wellbeing campaign has some great recommendations for wellbeing: [http://allright.org.nz/what-makes-us-feel-all-right/](http://allright.org.nz/what-makes-us-feel-all-right/)

The Worry Bug [http://www.theworrybug.co.nz/](http://www.theworrybug.co.nz/)
If you are finding it hard to cope and need support you can ring the Canterbury Support Line 0800 777 846. They can connect you with services or organisations that can offer you practical support, information or advice.

**Secondary Sector Review - progress to date**

Following a sector wide hui in July 2015, a Secondary Schools Working Party was set up to look at a wide range of issues effecting network sustainability and make recommendations to the CWCSPA. The group met several times identifying areas that required addressing for the sector to confidently construct a network that can provide world leading education to all learners.

The key resolution the working party made was around the need for an independent, sector wide review that could look at all the issues currently affecting the ability of secondary schools to move forward collaboratively. The review would provide impartial recommendations that would ensure the sustainability of the current network while addressing the issues raised by the schools.

This resolution was put to the sector at a hui on August 16 and was unanimously accepted. Initial feedback was requested from schools on the proposed terms of reference for the review. The responses were excellent and some very strong themes were identified which were put forward as the terms of reference. There were some reservations on some of the points raised, however, there was a general feeling that everything needed to be put on the table for closer examination during the review process.

A group was set up: Rōpu Whakahaere to make some decisions around the issuing of the contract to lead this work and also to receive the final report once it has been written. The Rōpu Whakahaere is made up as follows;

- CWCSPA - Neil Wilkinson
- NZSTA - Stephanie Smith – Regional Lead, Southern
- NZCER - Cathy Wylie –Chief Researcher
- MOE - Mark Doyle – Lead Advisor

The Rōpu Whakahaere considered many excellent suggestions as to who should be appointed to undertake the review. Following discussion and consultation with the CWCSPA Executive, it was decided that neutrality and independence was important and KPMG have been awarded the contract. The Letter of Engagement was recently signed and the engagement hui for each of the secondary principals and their Board Chairs has now been finalised.

The first phase of the project will be completed before the end of term 4 allowing KPMG to work over Christmas break to undertake their analysis. Phase two will continue into next year with their report with recommendations planned be tabled at a sector hui in April 2017.

**Learning Spaces Survey - Have you had your say?**

The University of Melbourne and the New Zealand Ministry of Education is conducting research into how teachers can use learning spaces most effectively. A short survey has been sent to all principals about the learning spaces, teaching practices and types of learning in their schools.
The online survey (5-7 minutes) is part of a major research study of learning spaces in Australian and New Zealand schools, funded by the Australian Government and 15 national and international partners, of which the New Zealand Ministry of Education is one.

To complete the survey please click here. The survey will close on 9 December 2016.

For more information about the project visit www.iletc.com.au

Reminder - Primary build capacities
As part of the Educational Renewal programme following the greater Christchurch earthquakes all schools in Christchurch undertook an extensive evaluation of their buildings.

A lot of work has been carried out to find appropriate build capacity for schools entering the build programme.

Please put one of the dates below in your diaries as we work together to create a sustainable network of schools into the future.

WHO: Primary principals and 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
(Two dates and times 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.

Mā te wā
Coralanne Child
Director of Education for Canterbury

Otago, Southland | Julie Anderson

Kia ora koutou and warm Pasifika greetings

I know over the last couple of weeks your thoughts would’ve been with your colleagues in Kaikoura, North Canterbury and Wellington. Ministry staff were airlifted into Kaikoura and are working with schools to ensure they can get back into “operation as usual” as soon as possible. The normality of school life is important in coping with the ongoing adversity in the children’s lives.

I understand Kaikoura High School is already offering their students the opportunity to sit remaining NCEA exams, if they wish to.

Kaikoura principals have been delighted at the support from across the country but note that
Critical need to know and action  |  Heads up  |  General information  |  Regional news  |  Archives  |  Send us feedback

donating money rather than goods would be the most helpful thing moving into the future, especially as the Defence Force is not allowing anything but essential goods to be transported into the town for some time.

**New senior advisors based in Invercargill**

We are thrilled to have Robyn Laidlaw join our Ministry team as a senior education advisor based in Invercargill. Robyn is a born and bred Southlander currently living in Bluff and has had the priviledge of holding a variety of positions in Invercargill all based around working with “at risk youth”.

She began her career in education in 2000 working at Mt Anglem College, then moved to Ruru Special School where she developed her interest in working with at risk students and students with behaviour issues. She’s spent time as part of the behaviour team at Ministry of Education and was a case manager at the Invercargill Student Support Network. Her most recent position was teaching at Southland Boys High School as head of learning support. Here she developed programmes for boys spanning across all year levels, creating clear and inclusive pathways for students.

Robyn is excited to be working in a support role for schools and looks forward to meeting with principals, school leaders and community stakeholders in Southland.

We are currently advertising for another part–time senior education advisor who we hope will also be based in Invercargill. We are pleased to have a more permanent presence in Invercargill to service Southland schools. Mary Geary is the manager education who works alongside these advisors and she spends a number of days each week in Southland.

**National Cross-Sector Forum, Friday 18 November, Auckland**

Vicki Nicolson, Port Chalmers School, and Sharon Livingstone, Otatara School, represented our region at the final National Ministerial Cross-Sector Forum for 2016.

The Minister addressed the forum and discussed the system levers that need to work together to build improvements for children in the education system. The Funding Review was a key focus. Technical sector groups will form to progress the ideas that sit around the six of the seven areas to be progressed further. Global funding has been removed from the discussions. Which ones eventually come into being is still to be determined and any possible major changes are not anticipated until 2020.

How to monitor progress, the importance of the competencies and values, and the ability to improve the outcomes for disadvantaged students were highlighted by the Minister. She noted form the work of Andreas Schleicher (OECD) that good assessment data and evidence gathering is “not about catching the teachers out but catching the kids in”.

Carmel Hoetawa (Taupo CoL) discussed their consultation process and the importance of linking
with local iwi, and Nancy McFarlane (Rotorua CoL) shared the three-year planning document they developed with support from their allocated expert partners. Tony Turnock, chief advisor communities of learning, noted there are now 1264 schools in CoL, equating to 52 per cent of all schools in the country. These are spread across all regions and include primary, intermediate and secondary schools and all deciles, relatively equally. The final round of approved CoL for 2016 is still to be announced.

The update of Te Whariki was also outlined and the key changes presented in the draft document relate to:

- updated context, language, examples and implementation advice.
- stronger bicultural framing, focus on identity, language and culture and on inclusion of all children.
- fewer, clearer learning outcomes (from the current 118 to 20).
- links to The New Zealand Curriculum and Te Marautanga o Aotearoa and Te Aho Matua.
- a streamlined structure that is more easily navigated.

Please take the opportunity to read about the proposed changes on our website www.education.govt.nz under the Te Whariki update consultation heading.

David Wales, national director of special education, highlighted the name change to learning support and the proposed change in the Ministry leadership structure that will see learning support sitting directly under the directors in each region. This will allow for a more integrated, local response linked with other aspects of educational provision for children.

**Newly appointed CoL leaders**

Congratulations to Chris Bryant, principal at Arrowtown Primary School, who has been appointed lead principal for the Wakatipu Basin CoL. We look forward to supporting Chris, the Wakatipu principals and their community in meeting the educational challenges in their fast-growing area. Please contact me if you wish to discuss any issues or ideas. I look forward to hearing from you.

Ngā mihi mahana

Julie

Email: julie.anderson@education.govt.nz
Direct Dial: 03 471 5217
Cell phone: 027 836 4846
## Events

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<thead>
<tr>
<th>Date</th>
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<tbody>
<tr>
<td>7-10 Jan 2017</td>
<td>International Congress for School Effectiveness and Improvement, Canada</td>
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<tr>
<td>22-26 Feb 2017</td>
<td>Te Matatini National Kapa Haka Festival, Hastings</td>
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