

**MINUTES OF THE NASDAP EXECUTIVE COMMITTEE MEETING
HELD ON FRIDAY, 5 MARCH 2010 at the CONFERENCE ROOM, AIRPORT,
WELLINGTON**

PRESENT:

Annette Taylor, Penny Prestidge, Roy Fletcher, Betty Wakelin, Noreen Melvin, Sarah Stenson, June Clark, Lynette Parish, Gerri Shorter, Geoff O'Halloran, Sandra White (Minute Secretary).

APOLOGIES:

Phil Keenan

MINUTES OF LAST MEETING

The minutes of the meeting held on Friday, 22 May 2009 were confirmed as read.

Annette, did you have a meeting at your AGM?

Annette Taylor/Roy Fletcher **CARRIED**

ELECTION OF OFFICERS

After a discussion over spreading the workload of the President, Annette Taylor was nominated as President by Gerri Shorter, seconded by Betty Wakelin. **CARRIED**
Roy Fletcher and Noreen will take over the Newsletter; Annette and Penny will check the newsletter; Lynette, Sarah and Gerri will assist with the website;

Penny Prestidge was nominated as Vice-President by Annette Taylor and seconded by Geoff O'Halloran. **CARRIED**

Sandra White was nominated as Minute Secretary by Sarah Stenson and seconded by Lynette Parish. **CARRIED**

Annette Taylor was nominated as Treasurer by Lynette Parish and seconded by Gerri Shorter. **CARRIED**

It was moved that a position as Membership Secretary was created. June Clarke was nominated by Annette Taylor as Membership Secretary, seconded by Roy Fletcher. **CARRIED**

The database to be stored on the web so it can be accessed.

Communications Committee – website - new members (***Annette – not sure what this means but had it written down??***)

The Newsletter deadline is midnight, Wednesday 17 March 2010.

TREASURER'S REPORT

Annette tabled her report which detailed \$6,570 owing in subscriptions. Personalised letters to be sent out requesting payment.

Money will be transferred from the term deposit into an account to cover payments.

Schools will be requested to send in their payments **as well as** the blue registration form to June. A copy of the registration form to go to Lynette. A Google account needs to be set up. Annette to send all blue forms so far received to June. Annette will send to everyone a copy of their schools' database. June will get **all** regions and will update and liaise with each region. E-mail addresses and school addresses to be added to the database. The Kawerau College Secondary Schools' address book is useful for this, available from Kawerau College.

Moved that the Treasurer's Report be accepted and the Accounts payable be approved.

Annette Taylor /Geoff O'Halloran **CARRIED**

CORRESPONDENCE

Inwards

- ERO Annual Report – 30 June 2009
- Connex Event Innovators [Rotorua] 29 July 2009
- Book Discussion Scheme 24 August 2009
- Darwin Convention Centre 1 September 2009
- Teachers 09 Spring Issue [NZTC] 1 September 2009
- ERO "RTL" Report 30 September 2009
- PPTA 3 September 2009 – thanking the Hawkes' Bay Conference Committee for the opportunity for Mychael Stevenson to present workshops
- IRD 29 September 2009 – Non-Profit Body Tax Exemption
- Ministry of Economic Development [Companies Office] 7 October 2009 – advising of change of details for filing annual reports
- Ministry of Education 22 October 2009 – thanking Annette Taylor for being one of four people involved in writing the APDP Synthesis for the BES Leadership
- TRCC Annual Report 10 November 2009
- Kevin Shore from Wanganui High School 18 November 2009 – requesting NASDAP's help with his study

- IRD 20 November 2009 – Non-Profit Body Tax Exemption – further correspondence
- IRD 19 January 2010 – Non-Profit Body Tax Exemption approved
- E-mail 15 February – Karly Liddell, Global Education.

Outwards

IRD letter dated ???

It was moved that the additional clause in the Constitution in relation to the non-profit body exemption be ratified by the 2010 AGM.

Annette Taylor / Roy Fletcher **CARRIED**

Matters Arising from the Correspondence

Kevin Shore is to be asked to speak to the NASDAP Executive at the next meeting and also for NASDAP committee members to take part in his questionnaire to evaluate and clarify results to be sighted. This is seen as a wonderful, timely initiative.

The inwards correspondence was approved and the outwards correspondence ratified.

Annette Taylor / Geoff O'Halloran **CARRIED**

(Annette – not sure what you want me to do with the 2nd document you sent me – its attached at the bottom).

ROLE OF NASDAP EXECUTIVE

The role of NASDAP Executive was clarified – it is a body acting as a unified voice for all AP's/DP's, to foster professional development, establish and maintain links, to facilitate and maintain autonomy and to facilitate a bi-ennial conference.

4.1 – 4.7 of the Constitution ***(Annette – I have no idea what all this was so presume you have a copy of it??)***

- 1) Professional development and leadership
- 2) Leaders leading leaders – professional guidance and monitoring
- 3) Workshops needed

GENERAL BUSINESS

Suggestions for Conference

Sarah Stenson to send Geoff O'Halloran suggestions for the 2010 Conference. Forums were excellent at previous conferences, also networking. Information to be put on the website. Building a network of peers was also seen as useful for new members. 6-8 people around tables is helpful for discussions / networking.

Best practice co-ordination; network of peers, not random, NASDAP news – weekly / fortnightly / monthly link; Listserve – Lynette to look at this. Broad range discussion development of professional development appeal to the needs of all AP's/DP's around the country.

Jennifer Garvey-Berger was suggested for a NASDAP workshop national tour as well as local and overseas speakers. Also speakers from businesses not just schools.

Coaching

Team Solutions were suggested for coaching. A project is needed and the coach would work with perhaps 5 people on that project for the whole year. It would be evaluated at the end.

Australian Growth Coaching Seminar suggested as a cluster of schools is involved. 65% of the impact of learning something is due to coaching; 25% is feedback; 10% telling someone what is there and 10% research.

Our representation on committees needs to be re-focussed in the future. Sarah Stenson to be contacted if anyone is interested in a coaching project. A stronger advocacy role needed complementing SPAC. The link needs to be strengthened.

Kate Gainsford of PPTA is also to be asked to speak at the next NASDAP Executive meeting regarding new and improved communication regarding working together. A letter to be sent. At the recent meeting disquiet was raised about representation by PPTA.

NASDAP AGM

The NASDAP AGM is 16-18 June 2010 in Taupo.

Scholarship

With the drop-off in subscriptions, it was suggested that the Scholarship may need to change –

- a) Leave it as is;
- b) Have the Scholarship bi-ennially
- c) No Scholarship
- d) Change the Scholarship to a Fellowship
- e) Travelling Fellow
- f) Study Tour for 2010

It was agreed to explore b, d and e options with the members in light of the return of educational scholarships to other members. The Scholarship will be kept as is for 2010 but would seek to change it for 2012. NASDAP Executive would like to see some accountability to share information from scholarships.

Annette to check with Julia Davidson regarding Principal's Study Tours. Regional meetings could be put on the website to aid communication with members.

It was decided that to save funds the Executive will meet only 3 times a year, however, a further special meeting may be called for if needed.

NASDAP Seminars / Workshops

User-Pay system – NASDAP to set aside some money and charge regions. A percentage to come back to NASDAP. Organisers could communicate with other regions. It was suggested that they be held in Auckland and Christchurch as there are larger venues and accommodation, transport is easier and more people will attend in larger centres. A liaison person would need to look after the speaker(s). NASDAP could pay for flights to Wellington, accommodation and transport to and from the hotel. Attendees would cover the hireage of the venue plus extra fees of the speaker.

Roy commended the Auckland delegates for organising a professional development conference.

If someone organises a professional development event, other delegates can be informed and invite others from their regions to attend. Regions contribute if they attend. We need to disseminate information out to the regions as to what professional development is available.

The NASDAP calendar for the year to be put on the website.

Larger centres are not having regional conferences so are not taking up the money available to smaller centres.

Geoff: not sure what you mean by :

Idea to co-ordinate first of all and offer it around to people and people pay for what costs are involved and then we see how it works and it can offer more responsibility if we can do that.

Quality teaching partnership has been cancelled which give regions funding for conferences (\$4,000).

Auckland professional development Workshops – 21 May (back-up 1 July)

Auckland ASDAP could get a speaker in and organise the workshop. Executive members from the area could let other regions know and they contact ASDAP. NASDAP could get involved in hosting the speakers and looking after them. The vast majority of the profits could go back into the region but the NASDAP component could go back to NASDAP. NASDAP would do the communication with the rest of the country. NASDAP's role could be expanded later if necessary. The NASDAP website would advertise professional development. Costs would be incurred if other regions pick up the speaker. Executive to discuss with regions and bring it back to the next meeting.

Kiwi Leadership Hui ?? (who) attended a writing party.

The next meeting will be held on 7 May – Guest Speakers Kate Gainsford and Kevin Shore (subject to availability). Annette to check with Kevin regarding sharing of information. The following meeting will be on 20th August.

Teachers Council professional fees are increasing.

Leaders' Forum – e-mail sent out by Annette – keen to get more schools in the trials.

Roadshow – Bali Haque and Tony Turnock.

The Payroll Reference Group meeting was postponed. Geoff to write an article for the newsletter.

Day Relief – Novopay will not allow access to make it compatible with other systems.

A letter from Ministry of Education expressing concern that teachers were not being paid for Associate Teacher allowances at the correct rate. Geoff O'Halloran to clarify if it is specific to Canterbury or around country.

Geoff suggests that NASDAP should be involved in the Truancy Advisory Group. A representative should be provided from NASDAP.

Secondary Schools' EAR – early notification has interfaced with SMS in Gazette – early notification funding given for that.

Roy - NZQA – Principals' Nominees Roadshow – Literacy and Numeracy standards was very vague. Special endorsements – Principals Nominees should put in submissions. Roy unsure as to who it should go to. Concern that dates have been put back. At the Roadshow, ask questions regarding the rule “*No teacher should submit any grades to NZQA unless they have to ?? against their internal verification process. An audit should be undertaken by the Principals' Nominees.*”

Noreen – Southland : Year 7-13 is a concern. NASDAP ask schools what they are doing (*Annette – not sure what was meant by this*). We were asked to provide feedback on the Year 10 standards in Literacy – incredibly worthwhile. What systems do schools have for dealing with students entering New Zealand. (*Sarah to give her a name*).

Geoff – Wellington : Some schools are getting their students who are doing Chemistry, Biology, Physics to do Science. It was suggested a letter be sent to NZQA because it gives those students an advantage.

2010 Conference

Any ideas to Geoff O'Halloran. Geoff to contact Learning Network and Auckland University Centre to see what they have organised (ACEL).

Annette thanked all for attending.

The meeting closed at 2.35 p.m.

Next Committee Meeting : **7th May 2010.**

Friday 26 February 2010

There are three meetings for 2010; the remaining two are 25 June and 29 October.

A Review by LFQG on University Entrance

- Literacy and Numeracy and now
- University Entrance itself

In relation to UE, reviewing four issues:

1. Special Admission criteria
2. UE being applied to all degree level programmes at Universities and other education providers
3. Common standards in addition to programme level restrictions
4. Relationship between common standard and NCEA Level 3

B NZVCC hinted that more Universities might follow Auckland's model of "the best 80 credits" for basic entry

C NZQA are investigating Marking of External Examinations to "Improve discrimination between grade levels in externals." Communication will be sent to schools in the immediate future

D Subject Endorsement

1. To motivate students to achieve their potential in one or more subjects and
2. Enhance NCEA creditability

Students will gain an endorsement for a subject where they achieve:

1. 14 or more credits at Merit or Excellence and
2. At least three credits from External Assessment Standards and three from Internal Assessment Standards

Highly likely in 2011, there will be endorsement in Levels 1, 2 and 3.

E Literacy and Numeracy, Including Unit Standards

Targeted consultation is currently underway with a network of key stakeholders and interested parties. Draft Unit Standards were tabled for the Leaders Forum to look at.

F Ministry of Education

Sitting alongside the LFQG reviewing University Entrance, literacy and numeracy requirements will be considered as part of this.

There are proposals being explored:

- 10 credits literacy and
- 10 credits numeracy - both from Achievement Standards at Level 6 of the NZC AND
- A set of Unit Standards (10 credits for Numeracy and 10 credits for Literacy) from Adult Learning Progressions – not NZC, but equivalent to Level 4/5 on the NZC

Standards Review

Draft Level One and Two standards are available on TKI with the exception of Technology Knowledge and Skills Standards.

Assessment resources have been developed for new and significantly changed standards.

Internal Assessment – Level One trialling now and in Term 2; Level Two trialling in Term 2.

External Assessment – Level One trialling in Term 3.

MOE would like more schools to be involved in the trials. If interested, email:

Tony.Turnock@minedu.govt.nz

Resources can be obtained from the following Websites:

1. Middle Leaders
<http://nzcurriculum.tki.org.nz/Ministry-curriculum-guidelines/secondary-middle-leaders>
2. Teaching and Learning Guides
<http://seniorsecondary.tki.org.nz>
3. Standards Review and timelines
<http://www.tki.org.nz/e/community/ncea/alignment-standards.php>
4. Level One Assessment Resources and Exemplars
<http://www.tki.org.nz/e/community/ncea/alignment-standards.php>

Annette M Taylor [Ms]

President