

Vice-President's Report August 2005

This term I noticed that '**Teachers' Registration**' was listed on my job description at my new school. Hence, it was timely for me that Jenny Thomas, Manager of Registrations at the New Zealand Teachers' Council, had been invited to address the recent NASDAP Executive meeting. Just how timely it was, was borne out when Jenny began her presentation with three questions, which she asked us to respond to in writing! Here are the questions for you to test yourself:

- **What are the key elements of the Satisfactory Teacher Dimensions?**
- **What are the personal attributes considered as *"fit to be a teacher"*?**
- **What are the four key headings in the Code of Ethics for Registered Teachers?**

To check your answers, consult the NZ Teachers' Council website www.teacherscouncil.govt.nz

How did you go?

If you are like me, a little revision would not go astray - after all, as senior managers, we need to be confident about this material in order to fulfil our responsibility to ensure high professional standards.

Jenny emphasised that a large number of teachers will be renewing their Registered Teacher's Practising Certificate this year. Hence, as senior managers, we

need to be vigilant in ensuring that our schools update our databases to keep track of the up-to-date expiry date and category of registration for each teacher.

Another important topic at our meeting was the **NASDAP Scholarship**. After weighing up the arguments, the committee voted to exclude sitting Executive members from being eligible for this award in order to remove any potential conflicts of interest. The selection committee are now in the final stages of deciding who will be the inaugural recipient. An announcement is expected by Friday 30 September.

Finally, our discussions revealed that some NASDAP members are unaware that you can now receive an **electronic pay slip**, which arrives by email each pay period. To receive it, you need to ensure that your school sends off your email address to the payroll people. It is probably a good idea to compile a list of email addresses for all teachers in your school who want to take this up and send it off in one go.

Enjoy the rest of your term

Sheryll Ofner

NASDAP Executive 2005 - 2006

The following members were elected to the NASDAP Executive for 2005 - 2006:

Upper, Central and Lower Northland

Roy Fletcher, Otamatea High School
ohsdp@ihug.co.nz

Auckland (south of Mahurangi to Counties/Manukau)

Sheryll Ofner, Howick College (Vice
President)

sheryll.ofner@howick.school.nz

Julia Scott, TEAM Solutions
j.scott@ace.ac.nz

Waikato , King Country, Thames Valley

Lynette Parish, Matamata College

[ph@matamatacollege.
school.nz](mailto:ph@matamatacollege.school.nz)

Western Bay of Plenty, Bay of Plenty

Ali Painter, Rotorua Lakes High School

[paintera@rotorualakes.sc
hool.nz](mailto:paintera@rotorualakes.school.nz)

East Coast, Hawkes Bay

Phil Carmine, Hastings Girls High School
phil@hastingsgirls.com

Taranaki, Manawatu and Wanganui

Phil Keenan, Stratford High School
kp@stratfordhigh.school.nz

Wellington , Hutt Valley and Wairarapa

Geoff. O'Halloran, Tawa College
GOHalloran@tawacol.school.nz

West Coast, Nelson and Marlborough

Annette Taylor, Nelson College for Girls
(President/Treasurer)

[annette.taylor@ncg.school](mailto:annette.taylor@ncg.school.nz)
.nz

Canterbury and Aoraki

Penny Prestidge, Avonside Girls High School

[pprestidge@avonside.](mailto:pprestidge@avonside.school.nz)
school.nz

Otago and Southland

Joyce Whyman, East Otago High School

[jae.whyman@xtr](mailto:jae.whyman@xtra.co.nz)
a.co.nz

Co-opted as Secretary

Lynlee Smith, Geraldine High School
ap@geraldinehs.school.nz

Please feel free to contact your executive member on any issue.

Reply from PPTA re two Motions passed at the 2005 AGM in Rotorua on 16 June 2005 .

The information below was received from Rob Willetts via email. This information was circulated to all schools in late Term II. NASDAP Executive has discussed Rob's reply and believes that his responses answer the two motions that were voted on at the AGM. We believe that if any AP or DP is experiencing difficulty with implementation of their minimum non-contact time, they contact Rob Willetts or Trevor Bleakley at PPTA National Office for their professional advice immediately.

Annette Taylor, President.

Hi Annette,

I was shown a copy of the 16 June NASDAP minutes today

There is an error in there, which should be addressed urgently because it is giving incorrect information to your members.

The first motion from the floor states that APs and DPs do not get the fifth non-contact hour next year. This is not true.

All teachers who are employed full time are guaranteed

the five non-contact hours as an absolute minimum from the start of 2006. See STCA clause 5.2.3 (c).

In addition to this there is a guarantee of an additional one hour per permanent unit up to three hours per week. See STCA clause 5.2.5 (a).

Thus, the absolute minimum guaranteed non-contact for 2005 for a teacher with three or more permanent units is 7 hours per week (maximum contact time 18 hours per week). This becomes 8 hours guaranteed non-contact (maximum 17 hours per week contact) in 2006.

In addition, the STCA clarifies that where teachers are getting in excess of these provisions existing policy on allocation of non-contact time should continue. See STCA clause 5.2.5 (b).

Should you wish to seek clarification on contract matters at any stage I am more than happy to provide this to members.

Regards
Rob Willetts.

NASDAP Professional Development Database

NASDAP are in the process of establishing a National and International Professional Development Database for member schools. We wish to do this so that

everyone has access to key note speakers and/or workshop presenters for any professional development that schools offer to their staff.

NASDAP would like to hear from you about any professional development that you believe other schools would be interested in using within their schools. Please email Annette.Taylor@ncq.school.nz the appropriate details; name, contact details [including email] and the area of their expertise.

Once the database has been established, this will be emailed to member schools. The database will also be able to be accessed via the website and each NASDAP Newsletter will feature a segment on any updates.

NASDAP Executive

August 2005

MINUTES OF THE NASDAP EXECUTIVE Term III Meeting 12 August 2005 , 9.00am

Wellington Airport Conference Centre

PRESENT: Phil Carmine , Geoff O'Halloran, Sheryll Ofner , Ali Painter , Lynette Parish, Penny Prestige, Julia Scott , Lynlee Smith, Joyce Whyman

APOLOGIES: Roy Fletcher , Phil Keenan, Annette Taylor

MINUTES OF PREVIOUS MEETING:

Motion: That the wording of the minutes be changed from "2009 Conference to be held in Hawkes Bay " to "there was some discussion as to whether 2009 conference may be held in Hawkes Bay ".

Moved Phil

Seconded: Lynlee

Carried

Motion: That the minutes of the previous meeting be accepted with the above amendment.

Moved: Lynlee

Seconded: Julia

Carried

Sheryll chaired the meeting due to Annette being unwell. The committee wish Annette well in her recovery.

MATTERS ARISING:

Biennial Conference.

- Thank you to Lynette Parish and her team for a very successful biennial NASDAP Conference held in Rotorua 14-17 June 2005
- Still have not got a bottom line on conference accounts. Monies are still coming in.

Financial Liability for conferences.

- Due to illness Annette has not had the opportunity to investigate this.

- FULL FINANCIAL STATEMENTS including running sheets after the conference not yet available.
- Issue to be carried over till the next meeting.

Investigating the modernisation of the newsletter.

- Due to illness Annette has not had the opportunity to investigate this apart from identifying three possible firms that could be contacted for quotes.
- It did take Allan extra time to prepare the last newsletter, an extra cost of \$178.00.
- Does the white paper in the middle make any difference?
- Do like the larger font
- Is anything more going to be worth the money that will be spent?
- Geography teachers' publication 89c per copy for publication much the same size as our newsletter.
- Front page sells. First impression is going to be the best.
- Perhaps need to see that Allan has the appropriate equipment for photographic reproduction.
- Investigate new font.

- Sheryll to get Derek to come up with a couple of concept drawings. Julia to bring the Geo teachers' publication to the next meeting. Committee will then look at coming up with some guidelines for future publications.

Professional Development Database.

- Due to illness Annette has not had the opportunity to establish this.
- Data base of all the international speakers visiting the country - Lynette to contact Rosalie Goldsworthy to get a heading under NASDAP on-line.
- Lynette and Julia to take over responsibility for this.

Web Site

- Many members are complaining that it is very difficult to access the site. Should we maintain this when we have NASDAP On-line? Lynette to raise with Rosalie
- This raises the issue of passwords for NASDAP On-line. The system we have at the moment is not working. We need a system where we can put in our own passwords. Lynette to raise with Rosalie

MATTERS ARISING FROM THE AGM (raised due to the nature of the issues, and needing to make some immediate response)

- Comments from Rob Willetts (PPTA) re the two motions at the AGM. (Copy attached below). Annette will write a statement for the Term III newsletter to ensure that all schools are informed of the information as per PPTA in case they missed the email.
- Rob and Trevor both understand that the information recorded in the newsletter were motions from members from the floor during the AGM and not NASDAP "stirring."
- Was raised at the last SPAC meeting two weeks ago. Minutes of that meeting are not yet available, but should be shortly.
- SPAC members will be writing papers on 6-7 issues arising out of the workload report that impinge on senior management workload - Contestable Funding, moderation, issues in the collective contract - eg acting Principal, ops funding and support fund, compliance culture versus accountability, professional development for AP/DPs, sharing good practice.
- Need to find a way to put things into the contract that aid holders of significant management units
- Allowances for those in senior management i.e. study allowances, half day teacher release every two weeks, day of the week.

- Role of the DP as a career path, not as a stepping stone to a Principalship.
- Judi Allison PPTA putting together a brief on moderation that Penny is also involved with as a long time moderator.
- Survey on how often Principals are out of the school
- Given that there was a request for Executive to contact the Ministry of Education to discuss the further application of the Aspiring Principals Programme, there has been a request for Darren Gammie (who spoke at the biennial conference) to talk to Executive as soon as possible. Annette has tentatively booked Darren for the final meeting of 2005 - 28 October 2005 at 11.00 am . At this point he is still unable to confirm. Thank you Julia Scott for organising this.
- Master teacher concept - time and money allowance - could benefit DP/AP workload in coaching and mentoring, because this is something that we are already doing. AP/DP do not want to just be relief and discipline they want to be the master teacher. Might be a good idea to look at the Master teacher concept and practice as in the UK .

TREASURER'S REPORT:

Tabled via email

Motion: That the treasurer's report be accepted

Moved: Lynlee

Seconded: Sheryll

Carried

CORRESPONDENCE INWARDS:

- Thank you note from Annette for flowers and best wishes for improved health.

CORRESPONDENCE OUTWARDS:

- Nil

GENERAL BUSINESS:

Scholarship 2006.

- Selection committee has met on two occasions already and the selection process is underway. Good quality of applicants. It is expected that the committee will be able to announce the result by Friday 30 September.
- Because it is the first year of the award the committee is taking its time to get the process right.
- The committee will submit a report at the end of the process with a number of recommendations, and observations about the selection process.

Motion: that we go into committee

Moved: Sheryll Seconded: Julia Carried
unanimously

- There was an extended "in-committee" discussion on the selection process to date

Motion: That we come out of committee

Moved: Ali Seconded: Julia Carried
unanimously

Motion: That no currently serving executive committee member be eligible for the award.

Moved: Sheryll Seconded Lynlee Carried
with two abstentions

Ministry of Education Payroll Group.

- Geoff O'Halloran attended a meeting in June 2005.
- Rob McIntosh in charge
- 2005-2008 three year lead-in
- Group to meet every two months
- Went through terms of reference.
- Five major contracts involved - what they want to do is set them up electronically. To be done in conjunction with unions

- Next week another meeting (Thursday, August 23)
- Opportunity for e-pay
- Horror stories or questions that need to be asked please e-mail Geoff and he will take concerns to the meeting.

Student Management Systems

- Integris, Musac, Kamar, E Minerva, PC School – came and spoke to the Wellington DAPA with a 10 minute presentation for each and then a tour around each of the sites. Geoff sure that the providers would be very willing to come to similar events in other areas if they were approached. Could be very helpful for schools in your regions.
- Ian Munro quite happy to help make individual choices if you want to ring him.
- CD still not out. Supposed to be out in July. Should be available very soon.

Newsletter Items.

- Please can we have articles of interest, book reviews, minutes of what local groups are doing?
- Good practice ideas – SPAC – Geoff would like to collect ideas from anyone who has some to share with other members.
- Lynette – SEI Conference

- John Hattie - Sheryll
- Jan Roberston's book Coaching for Leadership - Julia
- Dr Mei Lei - Purposeful Data - Sheryll
- **Deadline for next Newsletter:** Midnight Wednesday 24 August 2005 to ALLAN WEBB eduwebb@xtra.co.nz

Possible Speakers for Future Exec Meetings Brainstorm:

- New Minister of Education?
- NZQA - Karen Sewell
- Someone looking at other facets of our jobs - marketing,
- Mary Munro - downsizing the curriculum
- NZCER - Jane Gilbert. What sorts of things are they looking at the moment?
- Ministry Person responsible for alternative education.
- Group Special Education Head
- Pastoral care issues

If Julia can't get Darren for the 28 October meeting she will liaise with Sheryll and Annette on an alternative speaker.

Other:

- Issues surrounding taking on difficult kids. Data on pushing difficult students ahead a year.
- Sheryll requested the Executive's endorsement for her to represent NASDAP views on the New Zealand Curriculum Project Educational Reference Group. The committee agreed to do so.

GUEST SPEAKER - JENNY THOMAS - NEW ZEALAND TEACHERS COUNCIL:

Jenny Thomas was welcomed back to the executive, to talk about her new role on the New Zealand Teachers' Council. Jenny's new role is Manager of Registration for the Teachers' Council. Previously she was DP at Kapiti College . Jenny was also a founding member of the NASDAP so expressed the fact that she was really pleased to be back with the group today. A summary of Jenny's presentation follows.

- Very busy year for registrations.
- Want to show that the council is changing, has got a future and is looking forward to it. 90,000 teachers on the database of which about 60,000 are currently teaching and need to have a current practising certificate. In ECE new legislation has now made it compulsory for person responsible to be registered so about another 6,000 coming on

board. By 2012 all ECE teachers will have to be registered.

- Began with a quick quiz - What are the key elements of satisfactory teacher dimensions? What are the personal attributes considered in 'fit to be a teacher'? What are the 4 key headings in the Code of Ethics for Registered Teachers?
- Outline of the Presentation - Professional Learning Communities, Code of Ethics, Professional Leaders' Responsibilities, Beginning Teachers, Overseas' Applicants, Limited Authority to Teach, Complaints and Mandatory Reports.
- Sample forms distributed to the group, however the advice is always to go to the web site and get the latest form available.
- Went through mission statement, and objectives of Teachers Council.
- All teachers must be registered and contractors and support staff must be police vetted. All working on the school site must be police vetted.
- Teachers Council is really looking at providing more professional leadership in the future.
- What does it mean to be a profession? Some discussion around the points raised by Jenny,

about what are the most important aspects of a 'profession'.

- Teachers' Council is an autonomous Crown Entity which is basically self-funded, by teachers' contributions.
- Code of Ethics –an aspirational document with a moral vision, a commitment to on-going professional development, and a commitment to the profession.
- Impact of Teachers – raise achievement and reduce disparity. Between 16-60% of differences in student outcomes can be attributed to teaching.
- Some clarification of the three categories of registration – provisional, subject to confirmation, full. Like all people in a teaching position day relievers do need to be registered.
- Provisional – what about the beginning teacher who is provisionally registered and does not meet the satisfactory teacher dimensions. If they continue to be in that position it may be time to look at competency. Time frames need to be given to meet the criteria. May remain provisionally registered, due to their number of hours (part-time) for example, but a teacher gets five years provisional registration when they are first registered.

- Because of issues of teacher supply some of the professional issues surrounding the need to have a trained and qualified teaching profession with all registered has not yet been dialogued sufficiently and that is something that Teachers Council recognises needs to be changed.
- People have to have 2 years satisfactory teaching experience in the past five years to maintain full registration, but once have full registration, can keep STC registration by getting a practising certificate and paying \$120 every 3 years. If they want to return to Full they need to undergo a 10 week programme of advice and guidance when return to the teaching profession.
- Those working in places like Museums and Life Education trusts, need to become an approved settings (see web site for list of those that qualify).
- Went through the process of each application. All applications are individually assessed. Resourced to complete 80% of routine applications within 4 weeks. Have been meeting this standard all this year.
- MUST have a police clearance if been 12 months in one country – get it from that country before they leave it. If you have staff leaving for a year's leave be sure that they know this.

- There is an understanding that it is going to be difficult to get police clearances at times (e.g. from some of the more isolated nations or where communication is difficult to make) people must provide evidence that they have tried and tried and tried. Give the advice about getting an overseas police clearance now before people leave so that some of the difficulties are overcome.
- From some places - Japan , USA - will need to provide finger prints to get a police clearance.
- The response rate from the Call centre enquiries is much more efficient than in the past.
- Professional Leaders Responsibilities - in terms of ensuring that all teaching staff are registered, what category that registration is and that they have a current practising certificate. At the end of five years provisional registration lapses and therefore so does the current practising certificate, even though the two dates may not be the same. Therefore, some provisionally registered teachers may need to reapply for registration before the practising certificate expires.
- Need to be employed for at least 12.5 hours per week and complete a supervised advice and guidance programme.
- Drew attention of Executive to the publication by the Teachers Council and the MOE 'Towards Full

Registration' Handbook put out by Learning Media for guidance. Most questions answered here, but if need further assistance refer to the Council web site, or phone into the main office.

- Without a current practising certificate a teacher can only work a maximum of 10 days in one year. It is illegal to work more than this
- Beginning teachers are the future of the profession – we need to be modeling best practice, not just settling for the way that things have been done in the past – need to be doing coaching, mentoring, feed forward, reflective journaling practice.
- NZTC will audit the advice and guidance programmes for Beginning Teachers to ensure that they are happening. What would an audit consist of? Need to see Outline of advice and guidance programme, reflections by the beginning teacher on teaching, a log of meetings with supervising teacher, written feedback, evidence of professional development.
- Reflective practitioner – whether the teacher is the beginning teacher or a teacher who has been in the profession for a long time there is a need to be this.
- A professional learning community – Teachers Council, associated agencies, Teachers, professional leaders, supervisors

- Overseas Applicants - some advice - (all material is on the web site). **Do not** employ someone from overseas until they have completed the registration process.
- Limited Authority to Teach - may not hold a permanent appointment - teacher aides do not need a LAT and it is not usual for day relievers to be given a LAT unless the school is in a very difficult situation. Day relievers need to be a registered teacher - Itinerant music teachers do need a LAT or a practising certificate. Guidance Counsellors need to be registered including those who do not have any classroom contact time. Discussion is taking place about what constitutes "instructs students" and the LAT policy.
- Complaints and Mandatory Reports - new legislation came into effect in September 2004. Amendments to the Education Act 1989. Rules available on the website. Complaints Assessment committee and Disciplinary Tribunal established. New powers for dealing with complaints about competence and conduct
- NZTC wants to continue to promote and develop the standing of the teaching profession.
- NZTC is in a very different space now than it was in the past and is looking ahead and wanting to be responsive to teacher needs.

If you have any questions about issues raised in the summary of Jenny's presentation, please feel free to contact her: jenny.thomas@teacherscouncil.govt.nz
The web site address is: www.teacherscouncil.govt.nz
or you could phone the New Zealand Teachers Council on 04 471 0852.

Meeting closed at 2.55pm

Next Meeting: 28 October, 2005 . Wellington Airport

REPORTS FROM REGIONAL GROUPS

Wellington DAPA Association

Wellington DAPA organised a successful seminar on student management software. The seminar was held at Westpac Stadium on 18th Aug and was attended by over 70 participants. Those attending were the five accredited software providers for secondary school, representatives of the MOE project plus representatives from 21 Wellington schools. The college representatives were a mix of DP's / AP's, EO's and IT specialists.

The format of the day was a short presentation from the MOE's Paul Sailer explaining the project. Ian Munro, MOE, then introduced a short presentation from each vendor. The seminar participants then spent the rest of the day talking with the vendors informally.

Feedback from participants was positive. They spoke of the opportunity to see all accredited providers

together as being an important way of being able to compare and also starting the decision process with regard to SMS.

Vendors saw the day as an efficient use of their resources being able to see a large group of colleges in one place.

Wellington DAPA would like to acknowledge the support of the MOE in putting together the day.

CLINT HAWKE, Wellington DAPA Chair

Central North Island SEI Conference

Senior management teams from 18 schools throughout the Central North Island attended a conference in Rotorua in early August, hosted by Murray Williams from the Ministry of Education, to share ideas and information about the Student Engagement Initiatives taking place in their schools. A range of topics were highlighted on the first day with an emphasis on changes to school structures or systems which targeted at risk students - Lytton High School's Junior school organisation; Fairfield College's range of classroom settings and endeavours to reduce new entrant disruptions, Te Kuiti High School's community approach to reducing truancy and the Hamilton North Schools collaboration with Police and Social Services to locate and support at risk students.

Participants then made up groups from various schools to discuss issues such as

- how BOTs can be informed/encouraged to approach the possibility of suspension in a different way
- developing the strength and power of an effective pastoral care system
- ways to involve parents/whanau/community
- the effectiveness of teachers' classroom practice in engaging students

The groups were charged with including a list of active recommendations that staff could develop the next day in their own school groups.

The second day also included a very informative presentation on the successful "High on Life" programme running in Taranaki and Wanganui which aimed to provide strong, supported interventions when it came to students making choices about drugs and alcohol.

A second Conference was run in Taupo a week later for another 17 schools.

Lynette Parish, Matamata College

UPCOMING CONFERENCE

**2007 NASDAP Biennial National Conference will be
in Nelson**

The dates will be Wednesday 22 August 2007 – Friday 24 August 2007 and it will be held at “The Rutherford.”