

# NASDAP

## Newsletter 1 / 2009

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OFFICIAL NEWSLETTER OF THE NATIONAL ASSOCIATION OF SECONDARY DEPUTY AND ASSISTANT PRINCIPALS

## NASDAP Newsletter 1 / 2009

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### PRESIDENT'S REPORT March 2009



Nga mihi nui ki a koutou  
Haere ki tenei panui

Happy New Year to one and all and I trust that the 2009 school year began successfully. As I type this, March is already upon us and before we know it, Easter will be here and Term 1 will be near completion.

Executive met on Friday 6 March and we welcomed June Clark as the Executive member from East Coast/Hawke's Bay. June took the place of Phil Carmine, who resigned from NASDAP at the end of 2008. We look forward to working with June and know that she will ably represent the views of East Coast/Hawke's Bay members and make valuable contributions to Executive.

I would like to take this opportunity to thank Phil for his contribution to NASDAP over the past five years. Phil had an ability to 'cut to the chase' of any matter and his personal and professional insight will be missed. We wish Phil all the very best for the future.

Elections for positions of office were held for 2009 - 2010, and the status quo will remain:  
President – *Annette Taylor*, Assistant Principal, Nelson College  
Vic-President – *Penny Prestidge*, Deputy Principal, Avonside Girls High School  
Treasurer – *Annette Taylor*, Assistant Principal, Nelson College  
Secretary – *Sandy White*, retired Principal's PA.

Our guest speaker for this meeting was Steve Boviard, Principal of Lynfield College. We asked Steve to be our speaker, to follow on from the information that Professor Paul Rishworth provided us with last year on educational law. Steve gave us an invaluable insight into all the issues that a school faces when a disciplinary decision is challenged and ends up in the court system; not once but twice!

What Lynfield College went through has benefited all schools in New Zealand and whilst we would not wish court trials on any school, the Court of Appeal's summary has meant that the changes in the Ministry of Education guidelines will mean more clarification for schools. A much needed measure. All of the Executive members present were very grateful for Steve's presentation and we are sure that when you read the summary in the latter part of this *Newsletter*, you too will gain valuable information.

I wish to take this opportunity to remind you all to apply for the NASDAP Scholarship for 2010. It is deemed to be a prestigious award by the Ministry of Education and it is worth \$12,000. *Applications close on 30 July 2009 and information on how to apply is on our website – [www.nasdap.org.nz](http://www.nasdap.org.nz).* The award equates to approximately 10-12 weeks leave from your school and there is an expectation that successful applicants present their findings to their local APDP Network and at the bi-ennial conference. Please do not

hesitate to contact me should you require further information.

This year's recipient is Tim Tucker from Nelson College. He is using the scholarship to complete his Masters of Education and he has begun studying a paper entitled 'Educators as Leaders: Emerging Perspectives' and is negotiating what would be his thesis which is to review, analyze and refine a model of professional learning in secondary schools which he has been working on for the past year through his study and at Nelson College. We look forward to Tim's scholarship report later in the year.

Executive discussed other possible guest speakers for 2009 and it is hopeful that we can secure Rt Hon Anne Tolley, Minister of Education, for our 22 May meeting. We met with Anne in February of last year – now that she is Minister, it is hopeful she will come and talk to us again, about what she and the National party caucus have planned for the educational roadmap.

We continue to have positive relationships with NZQA, ERO, MOE, and PPTA. If there are any other speakers and/or other groups that you think we should be making contact with, please let me know. It is important that we provide valuable information to you all.

By the time you read this *Newsletter*, Easter will be only a few sleeps away. Enjoy the April vacation. If you travel, travel safely.

Arohanui

– *Annette M Taylor*

## EXECUTIVE NEWS

### NASDAP Executive 2007-2008



#### Northland

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



#### Auckland (south of Mahurangi to Counties/Manukau)

Sarah Stenson,  
Epsom Girls Grammar  
sn@eggs.school.nz



Gerri Shorter,  
St Cuthbert's College  
gshorter@stcuthberts.co.nz



#### Waikato, King Country, Thames Valley

Lynette Parish,  
Matamata College  
ph@matamatacollege.school.nz



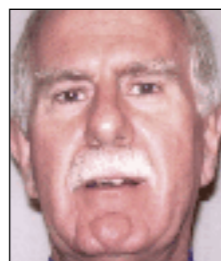
#### Western Bay of Plenty, Bay of Plenty

Betty Wakelin,  
Taupo-nui-a-tia College  
Betty.Wakelin@taupocollege.ac.nz



#### East Coast, Hawkes Bay

June Clark,  
Karumu High School  
JClark@karumu.school.nz



#### Taranaki, Manawatu and Wanganui

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



#### Wellington, Hutt Valley and Wairarapa

Geoff O'Halloran,  
TawaCollege  
GOHalloran@tawacol.school.nz



#### West Coast, Nelson and Marlborough

Annette Taylor,  
Nelson College  
(President/Treasurer)  
ta@nelcollege.school.nz



#### Canterbury and Aoraki

Penny Prestidge,  
Avonside Girls High School  
pprestidge@avonside.school.nz



#### Otago and Southland

Noreen Melvin,  
Southland Girls High School  
Noreen.Melvin@Southlandgirls.school.nz

### MINUTES OF THE NASDAP EXECUTIVE COMMITTEE MEETING FRIDAY, 6 MARCH 2009 at the CONFERENCE ROOM, AIRPORT, WELLINGTON

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

APOLOGIES : Noreen Melvin, Phil Keenan.

MINUTES OF LAST MEETING  
The minutes of the meeting held on Friday, 31 October 2008 were confirmed as read.

MATTERS ARISING FROM THE PREVIOUS MINUTES  
Scholarship 2010 – last year the deadline was changed to give people more time but there were still only two applicants. No award should be made if the Scholarship Committee thinks the applicants are not worthy. Tim Tucker will be the fourth recipient. Annette will promote the Scholarship in the *Newsletter*, the *Education Gazette* and also determine the possibility of using SPANZ. Members need to be aware that there are no costs for the scholarship to schools. Schools are reimbursed for the cost of the salary(ies) paid while the winner is on leave.

Sabbatical requirements for DP's are tougher than for teachers. The question was raised whether NASDAP can afford to offer Scholarships. The answer was "Yes" if schools pay their subscriptions. Shona's report should be publicised due to its excellence. NASDAP's profile has been lifted due to the Scholarships.

Our Guest Speaker is Steve Boviard, Principal of Lynfield College and he would be an excellent speaker for other meetings.

The *Newsletter* deadline is Wednesday 11 March 2009 – articles to be in RTF format please.

#### MEETING DATES FOR 2009

Friday 22 May at Wellington airport  
Tuesday 25 August (AGM on 27/8) at Hastings  
Friday 30 October at Wellington airport  
It was suggested that the Executive have a dinner meeting prior to the Conference in Hastings – Gerri to find suitable restaurant.

Suggested speakers for meetings in 2009 : Kate Gainsford, Rt Hon Anne Tolley and Patrick Walsh.

#### CONFERENCE

Conference Funding is an issue for the region hosting it. Areas might lend money to the conference organisers but it would need to be done legally as a fund base for conferences. It is proposed that conferences are held in all regions so that smaller regions do not always bear the costs of transport. Organising committees can apply to NASDAP for up to \$10,000. A proportion of the profits of each conference should come back into this fund after the conference, provided a profit is made. Conferences outside the main centres may struggle to make a reasonable profit due to smaller attendance. Conditions might need to be imposed on organising committees if they have a seeding loan.

It is important that schools incorporate conference attendees into their budget.

Unused Scholarship funds could be put aside for conference seeding grants as it would provide more training for more people and NASDAP aims to encourage more people into leadership roles.

NASDAP expects funds to be returned which it has lent to regions. Money needs to be set aside in a separate fund.

Executive members need to ask their regions which of the following options they prefer for future conferences:

- Percentage of the profit;
- If you make a profit, the percentage may be dependent on the profit made;
- Pay back up to a ceiling.

#### Background for Conferences

We don't want to stop regions running conferences because they do the work. Do regions want more support (not financial) from NASDAP with organising conferences? Conferences used to be held every year. They should be bi-ennial and it is a good idea to have them alternate between North and South Island, however, this is difficult due to the smaller number of schools in the South Island. Next year regions will be asked if they would be interested in hosting a conference in 2013. Partnerships could be formed between two smaller regions if this would help, or conferences could be held overseas as air travel is often cheaper.

#### Elections for the 2009-2010 year

Annette Taylor was nominated as President by Penny Prestidge, seconded by Lynette Parrish.

CARRIED

Penny Prestidge was nominated as Vice President by Roy Fletcher, seconded by Annette Taylor

CARRIED

Sandra White was nominated as Secretary by Gerri Shorter, seconded by Geoff O'Halloran

CARRIED

Annette Taylor was nominated as Treasurer by Lynette Parrish, seconded by Betty Wakelin  
CARRIED

#### CORRESPONDENCE

- 1) TRCC - AP/DP Training 6-11 July 2009 in Wellington.
- 2) Invitation for NASDAP President to meet with Kate Gainsford and Martin Henry 22 May at 3.30 p.m.
- 3) Invitation for two NASDAP Executive members to attend Ministry of Education "Design Group Day for Middle and Senior Leadership". This will be Lynette Parrish and Sarah Stenson, as they began working on this on our behalf in 2008.
- 4) ERO :
  - a) Managing Review Schedule; Graeme Stoop is now National Manager Reporting Services Special Adviser, Chief Review Officer; Makere Smith, National Manager of Maori Reporting Services. Differentiated ERO reports - reviews will be held over 2-3 years. Review may be held every 4-5 years for stable schools. Annette to reply supporting review timeframe change.
  - b) Personnel Changes in ERO.

#### MATTERS ARISING FROM THE CORRESPONDENCE

Executive were asked if anyone would like to make a presentation to the AP/DP Training. Annette to e-mail convenors that she or Geoff O'Halloran will make the presentation.

#### GUEST SPEAKER – STEVE BOVIARD Lynfield College



Mr Boviard spoke about his recent experiences with the court case which had nationwide implications for schools. He gave a background into what had happened prior to May 2007 which provoked the court case.

When dealing with the legal system there is no certainty and the sand is always moving under your feet. Principals like to be in control of things and this is not the case in law. Being open and honest with the Board, staff and colleagues repaid itself many times over. If at all possible, he always made sure

that the staff knew about issues that the school was facing if it was likely to be in the media. You need your Board on-side with you. As a result of that, the relationships between the Board, staff, etc. strengthen. The final issue was about the student's behaviour on a geography camp. When a staff member takes a group of students out of school it puts the staff member in a really difficult position if the student misbehaves. I tell students when they are going on camp now that they need to make sure the staff member with them has a good time too.

Colleagues at SPANZ, Principals' Council and independent schools were all supportive of the stance we took and the decision by the Lynfield Board to take the case to Appeal. Stick to your fundamentals. We know what is right and wrong and look after staff and students by providing staff and students with a supportive environment – this is fundamental. Ministry of Education offered words of encouragement and advice and coaching in dealing with the media.

By following the rules we got into trouble. Court of Appeal judges realised that the rules were not working and the Ministry of Education changed the guidelines. Do not underestimate the toll this places on staff. This stress may have caused one of my senior management team to retire earlier than they would probably have done. It is strange having your school as a case study.

#### *Rules for how we operate with suspensions and standdowns issues*

No matter how often you read the guidelines there are still things that crop up that you don't realise were in there. We are educators, not lawyers. Speaking with Ministry of Education in Wellington and ask what is now going to happen to the guidelines in light of the Court of Appeal ruling and they told me they were hoping to have a new set of guidelines very soon.

If you are unhappy with a High Court ruling, then you can appeal – it costs about \$10,000.

#### *High Court Ruling*

The Ruling may be downloaded from the Internet. Mr Boviard tabled three papers and spoke to them. One of the issues raised was that school reports are aimed at reporting on a student's achievements and identifying barriers that a student may face with learning. These reports can be used against teachers so care needs to be taken when writing reports. The judge thought that the Board had been right in excluding the student in the first instance but after he was re-instated that made it different.

Consultation with parents was an issue – at what stage should the parent be brought in when dealing with an incident? When you first interview a student, the issue may not be serious but on investigation,

can become more serious. At Lynfield the Principal always gets the parents in before a decision to stand down or suspend is made. That is not actually necessary in law, but he felt that it was important to do it. The judge said that if you follow the Ministry rules, you actually breach the student's natural justice. There are no fixed rules for natural justice.

Question: "If you get parents in before a suspension, then you would assume that you would do the same with a standdown?"

Answer: Standdowns and suspensions do not have to meet the same level as criminal law.

Question: "At what point does an investigation change from a lower level to a higher level and having to get the parents in?"

Answer: The judge said that you have to get a nominee if you can't get the parents in. Smaller schools don't have resources for, say, a staff member or Guidance Counsellor which raises problems. The Ministry of Education did say that it was impractical to have every parent come in at the start of every investigation.

#### *Court of Appeal*

The judge asks questions of the lawyer on what has been submitted. The High Court and Court of Appeal time can be a year apart. Lynfield College was appealing against the High Court ruling to get clarification for all schools. There were three reasons why the High Court didn't overturn the re-instatement:

- 1) The student shouldn't have been suspended, he should merely have been reinstated;
- 2) The Board asked one of the other students and they did that after the student's interview with the Board;
- 3) See No.75 of the ruling.

#### *Court Conclusion*

Minutes of meetings of Suspensions need to be very clear and follow the form on the back of the Guidelines for Standdowns and Suspensions. Use the space provided. Ministry of Education has been asked to change the form so there is more opportunity to give reasons. Guidance needs to be there. It is still Lynfield College's practice to get parents in as much as possible. Lynfield have their own set of procedures for the Board to operate when dealing with standdowns and suspensions. Mr Boviard's has analysed the standdowns and suspensions for the Board Report in February each year for the last seven years. It gives extremely valuable data and can be produced in various forms – by ethnic groups, etc.

Annette thanked Mr Boviard for his extremely interesting and thought-provoking presentation.

#### TREASURER'S REPORT

Not all schools have paid their subscriptions yet. These were sent to schools on 12 January 2009. Annette has purchased postage-paid stamped envelopes as it was cheaper to do that and reduces the cost of each newsletter sent by 10c.

Annette requested that accounts be allowed to be paid and the first instalment of the 2009 Scholarship be released today to Tim Tucker.

Moved Annette Taylor / seconded Betty Wakelin  
CARRIED

#### GENERAL BUSINESS

##### *Conference*

June Clark asked if Executive could encourage their regions to get their registrations in for conference. The 2009 NASDAP Bi-ennial Conference is from 26-28 August in Hastings.

*Committees that NASDAP Executive sit on*  
Annette could not attend the Leaders' Meeting Forum meeting – when minutes come they will be forwarded to all Executive Committee members. There are two other Leaders Forum meetings set for 2009; 26 June and 30 October.

SPAC summary comments were tabled. A discussion ensued on hours of work – breaks have to be 10 minutes in the morning, half an hour for lunch, and 10 minutes after lunch. The breaks do not have to be over two hours. Teachers are not entitled to a break if they have not been on site for 30 minutes. Please see information from Rob Willetts (at PPTA) later in this *Newsletter*.

##### *Payroll Reference Group*

Check out the website: [www.schoolpayroll.govt.nz](http://www.schoolpayroll.govt.nz)  
A paper was tabled giving a summary of this group's meeting with further comments by Geoff O'Halloran.

##### *Professional Development Opportunities*

PPTA are running a Good Employer Programme in conjunction with the Labour Department which is aimed at Principals and would also be good for DP's and Senior Managers.

A website [AsiaNZ.org.nz](http://AsiaNZ.org.nz) has subsidised trips to Asia and a good scholarship for a student to go to Singapore for four years.

##### *Issues for us to consider:*

- *NETS Referrals*  
Response time from some NETS units is creating problems. Students who are truant and taken off the roll are often out of school for 2-3 months.
- *CEC – 2009 is the right time for Assistant and Deputy Principals to discuss:*
  - 1) Pay rates
  - 2) Sabbaticals
  - 3) Acting Up Allowances

• *Jumbo Curriculum Days*

Some schools had not received the requisite information about the PPTA provided days. Principals and Branch Chairs have received information but information has not been disseminated.

• *Pressure on Schools*

Financial pressure is building on schools. Operating grants are not keeping up with costs. There are more difficult students to deal with than previously. Youth Guarantee Scheme – what will this mean for schools?

• *Newsletter*

If any Executive Committee members have information for the newsletter, could they e-mail it to Annette.

A suggestion was made to e-mail the *Newsletters* individually. Annette to check out website blogs and e-mailing of the newsletter with NASDAP's website providers.

**Regional Reports**

*Aoraki/Canterbury*

Will be having a meeting before the end of this term.

*Central North Island*

We had a meeting with NZCER on assessments. Nick Tuitase spoke about young people.

*Auckland*

First meeting has been held. They are going to visit the new schools that have been built in Auckland that have a totally different philosophy from traditional school buildings of the past.

*Hawkes Bay*

The majority of meetings have been centred on the up-coming conference.

*Wellington*

Howard Fancy talked in Term 4 of 2008 and next term Kate Gainsford will be talking.

*West Coast / Nelson / Marlborough*

Hopeful of a meeting early next term.

The meeting closed at 3.00 p.m.

## GENERAL NEWS

### 2009 Subscriptions and Registration

In mid January of this year, each school that was a paid-up member of NASDAP in 2008 was sent:

1. A 2009 Invoice
2. A 2009 registration form (which was on purple paper)

Subscriptions are due as soon as possible please. There are two options to pay your school's annual subscriptions:

1. Via direct credit – but it is important that your Finance Office follow the instructions carefully and do list the name of your school in the process OR
2. Via cheque

If you have not received the 2009 information or you need clarification, please do not hesitate to contact me. Prompt payment of subscriptions would be appreciated please.

Registration forms are vital so that regional Executive members know exactly who the AP's and DP's are within their regions.

– Annette M Taylor  
Treasurer

### Did you know?

That there is an organisation in America, called the Association for Supervision and Curriculum Development – ASCD?

ASCD is a membership organization that develops programs, products, and services essential to the way educators learn, teach, and lead.

They have a website – [ascd.org](http://ascd.org) and there is a wealth of information on the website.

There are some very good PD Online modules too.

Costs for a school are US\$900 per year – and you get 11 individual memberships.

This may be a good idea for

- a) PRTs each year
- b) New HODs
- c) MTeam

You can also get an individual membership and the costs for the different memberships are listed on the website.

CHECK IT OUT!

– Annette M Taylor  
President

## CHANGES to the ERA that come into force on 1 April 2009

Did you know that from 1 April 2009, there are changes to the ERA in relation to breaks for all employees?

Its minimum requirements for schools are that *each day employees are required to be on site* they are provided with:

- One ten minute break free from duty is provided before lunch;
- One 30 minute break free from duty is provided for lunch;
- One ten minute break free from duty is provided after lunch.

PPTA have been encouraging schools to consider the '4 break' model (available from a paper on the PPTA website – [ppta.org.nz](http://ppta.org.nz)) which can allow schools to provide the minimum entitlements for all staff members while also maintaining some staff available for duty at all times and without requiring extension to the start and finish times for students.

PPTA's advice is basically that schools cannot ignore the law. Any individual can make a complaint direct to the Department of Labour and there is a fine of up to \$10,000 for each breach of the law (as it applies from 1 April). Staff cannot have a majority vote which removes the minimum entitlement from an individual. The question is how to provide the minimum entitlements in ways which are not too disruptive of school operations and leaves schools safe from challenge.

Once most staff agree to the timing of the breaks then the school has the right under law to decline timing proposals from other individuals because it is not practicable to run different sets of timetabled breaks for different people. They must still get the minimum 10, 30, 10 breaks but they may have to have them at the same time as set out for others.

Rob Willetts from PPTA notes that STA has given conflicting advice. In its submission to the Select Committee it said the changes would require schools to alter timetables and duty etc but it has subsequently told schools (in different words) to ignore the legislation. The Department of Labour will not give formal advice on implementation of the law until after 1 April. PPTA has spoken to them about their advice and the response was that it made sense).

The Ministry of Education says it will not give advice on the interpretation of industrial legislation. There is no sign that there is an intention by the Government to repeal the legislation, and certainly not before 1 April.

If you want more information, please email Rob Willetts and/or check out the PPTA website. [rwillets@ppta.org.nz](mailto:rwillets@ppta.org.nz)

– Annette M Taylor  
President

## CONFERENCE

### NASDAP 2009 Bi-ennial Conference

Planning for NASDAP 2009 Conference is well under way. It is to be held in the **Hawke's Bay** from Wednesday **26** to Friday **28 August 2009**. Diary the dates now!



On behalf of NASDAP Executive, I would like to say thank you in advance to the Hawke's Bay Conference Planning Committee. I am positive that there will be a number of Assistant and Deputy Principals who will take the opportunity to come to the Bay for this conference.

– Annette Taylor  
President

### Items of Interest

Do you have anything that you wish other AP's and DP's to have access too? Articles/Books that you have read? Courses that you have attended where there were speakers that you think colleagues would benefit from?

Please email your Executive member details and we will get this loaded onto the web site. Sharing information is a valuable part of the function that we provide and we would be very grateful if you have anything to share.

We are endeavouring to ensure that there is up-to-date and valid information for all members on the website.

– Annette M Taylor  
President

## NASDAP Newsletter

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