

# Board View

**NOTE FOR SCHOOL ADMINISTRATORS:** please consider photocopying this column and providing a copy to each of your school board members – thank you.

## The Ministry newsletter keeping boards up-to-date

[www.minedu.govt.nz/boards](http://www.minedu.govt.nz/boards) - check out the new web section from the Ministry of Education with information and resources specially for boards.

### Immediate election 2010 priorities

The common election date for the board elections next year is Friday 7 May 2010.

The Ministry and NZSTA suggest holding your board election on this date – which will be featured in national publicity.

This is a recommended date only and you can select any date between February 1 and May 11. But you need to start organising everything now.

Boards need to appoint a returning officer, preferably this year.

Your returning officer can be a board employee, for example one of the office staff or a teacher aide. They could also be someone in the community like a JP or a semi-retired accountant with a few hours on their hands.

We strongly recommend agreeing the fee for doing the job at the same time you appoint your returning officer.

Once your board sets its election date and a returning officer is appointed, the board must not interfere in the election process.

The election is to be run by the returning officer alone, leaving you free to get involved in promoting trusteeship and encouraging members of the community to stand as candidates.

The board (and not the returning officer) could organise events where candidates meet one another or set up question and answer sessions that explore trusteeship.

Please note, a Ministry grant will cover the cost of running an election. The exact figure will be available on the NZSTA website shortly.

The likely approach is to provide every board with a base grant of about \$550 and a per pupil amount of about \$6.00. Intermediate schools (with students in Years 7 and 8) will get about \$9.00 per pupil.

To work out the likely funding total, we recommend the following steps.

- 1) Multiply the per pupil amount by the roll.
- 2) Add that total to the base grant to get your likely funding total.

Keep in mind that 70 per cent of the total will be included in your Operations Grant instalment in January 2010.

The final 30 per cent will be included in your July 1 Operations Grant instalment, providing the parent representative election goes to a vote and following declaration of the election result. All the necessary election processes and paper work needs to have been carried out too.

More information about the election will be available in the next edition of Board View. In the meantime, trustees are welcome to contact the NZSTA Helpdesk will any election queries. Contact the helpdesk on:

- 0800-782 435

### Support to implement the National Standards

The Ministry of Education has developed a range of support and information to help schools implement the National Standards.

Information includes printed and online material and web-based seminars. Ministry of Education regional offices and school support services staff will provide face-to-face support where requested.

A self-review tool has been developed that will support boards of trustees, school leaders and teachers to plan their implementation of the National Standards in reading, writing and mathematics.

It will assist them to identify areas of strength and areas that they may wish to focus on, in order to lift achievement in reading, writing and mathematics.

Your board can use the tool as part of the regular self-review process to identify professional strengths and learning needs. Advisors and facilitators will use the self-review tool as part of their work with schools.

The self-review tool will be available online from mid November.

National Standards packs will be distributed this month and will include:

- a foldout, *National Standards: Information for Schools*
- a literacy book, *The New Zealand Curriculum: Reading and Writing Standards*
- a numeracy book, *The New Zealand Curriculum: Mathematics Standards*.

Three copies of the pack are going to boards of trustees in schools with students in Years 1-8. A copy is going to every primary and secondary principal and two copies to every primary and secondary school for reference. Every teacher in Year 1-8 is receiving one of the packs and Year 9 teachers get a reference copy.

Additional National Standards packs will be available and free to order online at:

- [www.thechair.minedu.govt.nz](http://www.thechair.minedu.govt.nz)

The pack and further information will also be available on the New Zealand Curriculum website, go to:

- <http://nzcurriculum.tki.org.nz>

Starting today, the Ministry is delivering a series of one-hour online webinars about the National Standards. The webinar series covers the same content as the face-to-face regional information sessions.

The webinars will initially be held over five weeks, Monday to Thursday, with varying session times, including 9am, 12pm, 3.30pm and 7pm.

If you have not previously attended training with us, register your interest for an online webinar by emailing the e-Admin Training team at:

- [eadmin.training@minedu.govt.nz](mailto:eadmin.training@minedu.govt.nz)

Please send us:

- full name
- contact email address
- contact phone number
- school name and Ministry number
- board position/role.

Once registered you will be able to see the full timetable and book a session by going to the e-Admin Training website at:

- [www.e-admintraining.co.nz/schools](http://www.e-admintraining.co.nz/schools)

For more information, email the team at:

- [eadmin.training@minedu.govt.nz](mailto:eadmin.training@minedu.govt.nz)

The next few issues of the *Education Gazette* will include extensive information about the National Standards and support the Ministry is offering.

Today's issue contains a special pull out with details of the National Administration Guideline changes, as well as a summary of the support for schools.

Refer to pages 2-7 for information about the reading, writing and mathematics standards and to look at how some schools are planning to work with the standards.

The 23 November issue will include more information about assessment, reporting and the self-review tool. It will also look at how teachers can engage with the standards.

The 7 December issue will provide information about planning, students with special education needs and the Māori-medium standards.

Ongoing information and support will respond to the emerging needs of teachers, principals and boards. Refer to *Board View* and *Principal View* for regular updates.

## Novopay – payroll user authorisations due this month

South Island schools are being asked to return their Novopay payroll user authorisation forms to us by Friday 27 November.

As employers, boards will be involved directly in the Novopay access authorisation process.

You will need to sign the form to authorise your principal's access because no one can authorise their own Novopay access. With your delegation, the principal can authorise other Novopay users in your school.

Schools need to tell us who will be using Novopay and what type of access they will have. We need this information to organise South Island users' access to online training and their ids and passwords before Novopay starts mid-next year.

The forms are quick and simple to complete. The main thing is to select the right access for your payroll users. Novopay allows different payroll staff to work on records for different employee groups. There is detailed information about the access types in the information sheet sent to schools and boards.

If you have any questions about this process, please check out the Education Service Payroll website. Click on the icon called 'Preparing for Novopay' on the left hand side of the Novopay section. Go to:

- [www.schoolpayroll.govt.nz/site/novopay/default.aspx](http://www.schoolpayroll.govt.nz/site/novopay/default.aspx)

We'll update you again in the next *Board View*.

## Ministry-funded training for boards

Many trustees have engaged in and enjoyed web-based training since July and are now interested in other training opportunities to build on the experience.

The Ministry funds a package of training and support available to boards of trustees. Each part of this package provides a different level of training and support and is designed to be accessible, flexible and tailored to varying needs - from information provision to face-to-face tailored training and support.

The following information explains each part of the package and how you and your board can access each part.

### *Webinar and e-workshop training*

This training focuses on the planning and reporting cycle and understanding and interpreting data. Sessions are delivered by web conference using the internet (including dial up) and a separate phone line. Feedback is collected after the session and follow up support can be provided.

To access this form of training, please email the Ministry's e-Admin Training team at:

- [eadmin.training@minedu.govt.nz](mailto:eadmin.training@minedu.govt.nz)

### *Face-to-face tailored training and support*

This training matches the needs of a board or cluster of boards to the particular skills and experience of a training provider. It can be provided in a seminar-style format with a cluster of boards or to individual boards depending on the results of a risk and needs assessment.

To discuss access to this form of training, contact your local Ministry of Education office.

### *Industrial and advisory services*

These services are provided under contract by the NZSTA.

The services includes the 0800 Helpdesk, available to help boards on all matters related to governance. NZSTA can be contacted on:

- **0800-STA HELP**
- [www.nzsta.govt.nz](http://www.nzsta.govt.nz)

### *General information and support*

General information and support is provided through a board 'landing page' on the Ministry's website. It links to a wide range of resources and information that support the role of boards. Check out the webpage at:

- [www.minedu.govt.nz/boards](http://www.minedu.govt.nz/boards)

## What Made a Difference? e-workshops available until 27 November

The *What Made a Difference?* e-workshop series continues with sessions offered at 11.30am, 1.30pm, 5.30pm and 7.00pm until Friday 27 November.

The e-workshops run for 1.5 hours and build on the content of the *What Made a Difference?* webinar.

Participants' feedback has been overwhelmingly positive. They have enjoyed looking in more depth at the planning and reporting cycle and interacting and sharing knowledge and ideas with trainers and other trustees from across the country.

As part of the session, trustees are invited to bring an example student achievement target and the related strategic and annual goals for that target from their school charter. Doing so will mean that learning is applied to individual school situations.

All trustees who participated in a *What Made a Difference?* webinar session will have been invited to take part in an e-workshop. If you have not received an invitation, please contact the Ministry's e-Admin Training team at:

- [eadmin.training@minedu.govt.nz](mailto:eadmin.training@minedu.govt.nz)

Like webinars, e-workshops are available free to all trustees of state and state integrated schools. All you need is internet access (dial up works fine) and a separate phone line.

## Upcoming webinar: Make a Difference

Mark your diaries! The next series of board webinars will start on Monday 8 March, 2010 and sessions will be available for the following two weeks.

Content for the *Make a Difference* webinar will include:

- steps to finalising annual targets, the annual plan and annual report
- trustee elections and succession planning
- National Standards
- more.

Keep an eye out for the invitation to be sent in February, 2010. If you have not yet taken the opportunity to engage in webinar training, please send your contact details to our e-Admin Training team at:

- [eadmin.training@minedu.govt.nz](mailto:eadmin.training@minedu.govt.nz)

Please note that your contact details will be used by the Ministry for the sole purpose of providing information and training.

Further details will be provided early next year.

## Paying employees in advance is illegal

Please note that advance payments to employees are illegal under the Education Act 1989.

Boards of trustees need to have confidence that processes and systems are in place in their school to meet legislative requirements, relating to the Employment Relations Act 2000 and Education Act 1989.

Past financial audits by the Office of the Auditor General (OAG) identified that some schools had prepaid employees by falsifying time and wage records.

The findings mainly related to the banking staffing time period for balancing. Not only is this practice illegal, but there are risks, eg, the person may not subsequently complete the work.

The OAG has asked us to remind you that:

- advance payments are illegal under the Education Act 1989
- the Employment Relations Act 2000 requires the employer to maintain accurate wage and time records for their employees
- falsifying wage records to prepay employees, eg, stating an employee has worked in the school on dates they didn't, is in breach of the Act
- payments of this nature fall within the Ministry's fraud policy and boards and/or individuals are liable to prosecution.

The correct process is as follows:

- employees should only be paid for work done
- time worked should be accurately recorded
- instruction to the Payroll Service Centre must be to pay for time that employees have worked within that fortnight.