

# NASDAP

Meeting of the **National Association of Secondary Deputy & Assistant Principals**  
Held Friday, 22 May 2015 at the Wellington Airport Convention Centre

## MINUTES

**Present:** Campbell Howlett (Chair) (CH)  
Kevin Dean (KD)  
Karen Mitchel (KM)  
Jocelyn Hale (JH)  
Penny Prestige (PP)  
Steve Read (SR)  
Warren Henderson (WH)  
Sheena Millar (for Pip Woodward) (SM)  
Stella Bond (SB)

**Apologies:** Pip Woodward  
Sarah Stenson  
Annette Taylor

**In attendance:** Teresa Martin (Minutes)

### 1. Welcome

Campbell Howlett welcomed everyone to the meeting.

### 2. Approval of Minutes from Last Meeting

**Moved:** Penny Prestige

**Seconded:** Steve Read

**Carried**

### 3. Election of Officers

#### 3.1 President

Campbell Howlett called for nominations for this role. Penny Prestige nominated Campbell Howlett.

**Moved:** Penny Prestige

**Seconded:** Warren Henderson

**Carried.**

#### 3.2 Treasurer

**AGREED** that the status quo will remain and Annette will remain as Treasurer.

*Note:* Treasurer's report is in progress and will be forwarded.

#### 3.3 Deputy

Campbell Howlett called for nominations for this role. Penny nominated Jocelyn Hale.

**AGREED.** Jocelyn Hale elected unopposed.

### 3.4 Correspondence

No inwards or outwards correspondence since the last meeting.

## 4. Matters Arising

### • Conference/Workshops

Most people are registered for the upcoming conference and it is being actively promoted in the regions. KM advised the Executive of updated list of speakers. Currently waiting on feedback from email re workshops. The NASDAP workshop will be facilitated by JH. The visibility of the NASDAP Board is very important.

KM looking for items in the teaching and learning stream. Curriculum based. Focused on change and future ready material but need material that will focus on those who are first timers. Need material that is far-reaching/nationwide, not just Auckland focused.

SB requires information in relation to budget forecasting for 2017. Suggested SB contact a member of the Finance committee, or contact Ants Cotton in his role of Treasurer. SB reiterated the importance of budget / conference data being shared with the next planning group. **AGREED** that this information should be stored so it is readily available for successive planning committees each year.

Sponsorship for the conference is on track.

### • Learning Tour

CH raised the issue of the learning tour. SB has contacted Simon Brakespear with a view to him taking the learning tour to the regions. He has indicated that he is keen to do this. A date needs to be confirmed circa August 2016. SB requested those present cross reference dates for August 2016, as there is the potential to clash with regional conferences. Need to co-ordinate with the regions for setting the date. Any of the earlier weeks in August 1/8/15 or 22 August. Simon Brakespear specialises in innovation, future and where we are heading in education. He is Australian based and travels extensively/internationally.

Discussion re plans for Simon Brakespear and the logistics of him touring.

- His fees have not yet been finalised. This goes to the issue of affordability and will affect the duration of the tour.
- Suggested that he be live-streamed between regions. Need to be mindful smaller regions are often left out.
- Suggested sponsorship to cover his costs.
- Approach MoE for funds, possibly Universities, to share cost as he could speak at universities too.
- SB wants to get a feel as to how wide ranging his presentations are expected to be so it can be put to him. Will then discuss financials with his business manager.
- Suggested it would be advantageous not to go to large centres – suggested a different target. He needs to talk about deputy principals and how they are advancing on education, needs to be specific. Should go to regions as opposed to main centres. A full day could be built around his presentation.

- PP suggested e.g. Hanmer Springs as a central point for the South Island.
- Attendees to supply SB with suggested sites as hubs.
- Looking at five centres.

## 5. Website

- JH has received only some of the information suggested for the website update. CH referred to previous Minutes and the items promised.
- JH will make new pages to accommodate the new information.
- JH encouraged attendees to make updates themselves.
- Access information is:
  - [www.nasdap.org.nz/admin/login](http://www.nasdap.org.nz/admin/login)
  - Contact Inbox Design
  - enter email address (must be registered with Sheldon)
  - [sheldon@inboxdesign.co.nz](mailto:sheldon@inboxdesign.co.nz) – contact Sheldon regarding password. Email him and he will set you up. Anything on the website can be changed at any time.
  - Or send to CH or JH any updates you may have e.g. links to websites.
- Agreed the importance of staying relevant.
- Regional pages are important to keep going. Important place to source information. CH has loaded Louise Roe's presentation which is of interest. (Effective/Difficult Dialogue Presentation). This may assist with further regional meetings.
- Next meeting will be with Martin Henry from PPTA who will look at competency e.g. support and guidance. This is a follow on from the Effective/Difficult Dialogue Presentation and will focus on, from the PPTA aspect, legal requirements e.g. what is the documentation we need for support and guidance for staff prior to going to a competency proceeding?
- Need professional help for those who struggle with competency and there are many factors that can influence competency.
- Very important to keep regional pages up to date.
- This leads into resources – what sort of resources does NASDAP want to see distributed? e.g. WH talked about suspensions – the suspension checklist and report. This information may be useful for other schools – it also involves issues around legal processes. Include internal templates which may assist other schools with their updating of it.
- PP raised the ownership issue regarding templates but agreed that this is useful information to share.
- WH talked about the importance of legal processes.
- SB suggested a framework (template) to determine what key areas need to be covered and built up over time. Such key areas to include appraisal, digital citizenship, contracts,

discipline, modern learning mind sets, timetable models, student reporting, student voice, academic counselling, professional development, broad issue of attendance.

- Templates need to be varied and pick what works with your school.
- Needs to be developed as a recognised point of reference area.
- Potential to present at conference to assist with presence promotion for NASDAP.
- Teach NZ lists sabbaticals
- KM – have started a curriculum review – reviewing processes or models; using technology to initiate change in schools – how do you use technology to make the changes – how do you start to do things, how do you approach it?
- CH clarified we do see value in a resource bank. Will need a disclaimer and make it clear that the website information is not perfect but it is a starting point.
- Need to load reports and articles too.
- Further suggested material is student reporting, academic counselling and student voice.
- Regarding the conference, workshop time estimates are 45 – 60 mins.
- Modern Learning Mindsets and professional development suggested workshop topics.
- With regard to conference material, focus is on the pedagogy that sits behind it.
- What is the sort of professional development that NASDAPs require?
- Discussion re website and number of visits. Sheldon can provide analytics. Total visits for the past 30 days = 345 unique visits, 1799 page views and 49.3% bounce rate.
- When regional conferences are being run, a link should be circulated [www.NASDAP.org.nz/regional](http://www.NASDAP.org.nz/regional) page or the conference page and this is another way to direct traffic through the website.
- Suggested that to generate interest to assist with attracting relevant website material a prize be offered. Anyone who has contributed to the website is eligible to be in the draw.
- The website will be promoted at conference as a revolving repository of information.
- PP has had a request for a generic email address to be set up on Gateway. The address is to ensure that emails when require the attention of the AP/DP will be automatically directed to the right person at each school.
- JH will continue to monitor list updates.
- JH expressed concern about NASDAP's marketing. There is not enough information. Suggested creating an electronic booklet to provide information on what NASDAP does, the benefits, etc. Need to forward an electronic package e.g. *"Pay me and welcome package, and what we do, you can use all of our resources"*. Make the website first point of call.
- Suggested building contacts through the websites e.g. a buddy up/mentoring system to build support. A map is on the website making it easy to locate the nearest NASDAP member.

- Suggested a list be established and listed on the website identifying members/ contacts by areas of expertise.

## 6. Survey

CH thanked SR for the data supplied. Key findings/points:

- Huge variation in conditions in terms teaching hours and salary units attached to roles. Information has been broken down by school roll and leadership team size.
- Most senior leadership members working 50/60 hours or more. In terms of this result, 82% are members of PPTA and of this result 72% did not feel they were being effectively represented by PPTA.
- Will write a letter to MoE/PPTA advising results.
- 96% of senior leader members felt that the senior management allowance was inadequate in terms of numbers and value.
- Re the higher duties allowance, the common result was five days and that it should be accumulative, not necessarily five consecutive days.
- Salary enhancements – 42% getting cellphone bills paid for.
- Teacher Study Awards – good gender balance.
- APDP study awards – slight female bias.
- Kevin/Steve have drafted letters to MoE & PPTA. Want to spend time during this meeting critiquing it prior to sending.
- **AGREED** that the data be placed on the website, as should the finalised correspondence to MoE and PPTA.
- **AGREED** that the information should form part of the NASDAP presentation.
- MH referred to the individual comments attached to the data. Should NASDAP be noting it from a support point of view? **AGREED** it should be analysed for trends.
- NASDAP's role is to feed the message.
- Response rate to survey significant and data presents a good overview.
- Review of the PPTA letter for finalisation.
  - Detailed data will not be included in the letter
  - **AGREED** upon completion of amendments, letter will go to Campbell for signature (on behalf of the NASDAP Executive) and will then be sent to Martin Henry and Angela Roberts.
  - **AGREED** the letter will be put up on the website on 6 June
- Review of the MoE letter for finalisation.
  - **AGREED** upon completion of amendments, letter will go to Campbell for signature (on behalf of the NASDAP Executive) and will then be sent. Electronic copy to be sent initially, followed by a hard copy.
- A big vote of thanks to Steve and Kevin for their work around the letters.

- Suggested that there should be an annual survey.
- Are there any other matters that members should be canvassed on?
- Keep some parts of this survey as a standard and then adapt on a year-by-year basis in order to keep relevant. Put a suggestion box on the website inviting contributions to assist with formulating survey questions.
- The Executive wished to formally extend its thanks to Steve and Kevin for the dissemination and collation of the survey, together with the responses on behalf of NASDAP. It has provided the Executive with the information required to provide to NASDAP members thereby garnering further support. Thank you.

### **Conference presentation**

Discussed – *“what is it we want in the conference presentation?; who do we want to present?”*

- Conference should include a presentation informing what NASDAP does, where it is going and discuss the results of the survey.
- Put a teaser up about the survey results on a presentation slide, leave it there.
- Need a steer from KM as to where information can be slotted in.
- Need to impart information re NASDAP to non-members e.g. what it can do for you.
- Good opportunity to get feedback from attendees about what they want, how does NASDAP stay relevant?
- KM will work with KR to put information together about NASDAP and how it can assist. Utilise the Tui ad format? i.e. teachers get 14 weeks holiday per year, have weekends off, finish at 3:00pm
- The idea of the presentation – standalone workshop. Present the survey, have copies of the letters available, get feedback, reiterating NASDAP’s role.
- Have a roster to cover the site at the stand, however, if the stand cannot be covered at all times, have a PowerPoint display looping.
- May have to have someone on the registration desk at all times.
- Promotional material suggested - silicon wristband with a USB drive with the survey stats loaded onto the band.
- Supply a bowl of wrapped lollies at the stand.
- Friday 28 August is the next Executive Committee meeting.
- An informal get together scheduled the night before the conference opening. KM to organise the venue for this. The Depot? Suggested 7:00pm.
- KM to arrange with Mind Lab to offer free sessions/workshops for attendees on the Tuesday.

### **7. Report From Regions – See p. 10**

### **8. SPAC – (Senior Principals Advisory Council)**

- Discussion re Police attendance/supervision at school functions.
- Shutting down of Yik/Yak. Contact Yik/Yak and give the school co-ordinates and they will do a geo-fence to shut it down.
- For school functions, it is legal to have stated on the ticket that as a condition of entry, guests can be searched.
- General guidelines are - never do a search by yourself, discuss with another DP if you have a reasonable/genuine suspicion and with reasonable suspicion the Police can assist.
- Keep a track of information to back up the decision making process.
- PP noted a number of new booklets
  - *Digital Technology – Safe and Responsible Use in Schools* – Circulated by Wellbeing in Schools (MoE);
  - *Bullying Prevention and Response*. Kevin said there is some excellent material in this;
  - *Guidelines for the Surrender and Retention of Property and Searches* (SPANZ/MoE).
- Links to the above publications should be on the NASDAP website.
- Concerns whether ECANZ will be ready to go (the new teacher registration body). This is to replace Teachers Council.
- ECANZ should be up and running in July.
- How many schools pay registration – this is relevant to the survey.
- Discussion re registration requirements.
- Discussion re guidance counsellors retaining teacher registration.

## **8.2 SQAG (Secondary Qualifications Advisory Group)**

SB briefed the Executive on the most recent meeting which took place on Wednesday, 20 May 2015. SB was unable to attend but was able to provide information to the Executive from the Agenda/Minutes.

- NCA Workload Advisory Group set up 2014. A short-term advisory group where NZQA tapped into APDPs/Principals and targeted each of the curriculum areas, put a “think tank” together in Wellington, a couple of initial meetings then broke into sub-groups, targeting the impact of NCEA in terms of workload. A draft report has been disseminated from that group and that document as to be discussed at Wednesday’s meeting. Document will be summarised for further dissemination. Watch this space. Will be good to see the outcomes.
- NZ sign language – developing work on standards for that area.
- Derived grades were being looked at in terms of huge workload involved in PN processing, special assessment conditions and how they can fine tune.
- Future state (which is a move to the digital pathway) is an item that is a regular standing agenda item. It has shifted from Steve Bargh and Richard Thornton is now heading up the whole area. Lot of research being undertaken. It is now a

timeframe of how quickly we will move to those scenarios, time trials have been undertaken e.g. school exams mid-year did the special assessment by way of audio rather than reader/writer i.e. the computer reading the material to the students. Feedback has been positive. Marking and then moving to assessment any time anywhere, the readiness for that and what impact it has on schools, e.g. provision of school devices to take place of paper.

- NCA student app that is available. Profile builder for vocational pathways – available on KMAR and EDGE.
- TKI website review finished end of April – haven't heard outcomes yet. Will link with POND etc.
- Drivers licences – looking at the potential to be linked to qualifications and working with NZTA to make that happen – in negotiation – has potential.
- Best practice workshops which have run for several years and sometimes works well sometimes not especially in terms of numbers – looking at moving to another model - need ongoing professional development approach. There are questions around proposed new model – SB does not think this should be progressed.
- Discussion around UE figures.
- The issues of the moderation reports, quality of information being fed back to staff and lack of consistency and clarity around same, together with how the principal can use the data has been raised a number of times. SB said it is difficult to get the school perspective across.
- Regarding the digital assessment pathway and Education Perfect being used a medium for the pilot programmes. KM concerned about using Education Perfect who are a private business. SB stated that unfortunately the decision-making process has been completed.
- Regarding grades and assessment, exam conditions. Assessment conditions must be the same as exam conditions. Discussion re assessment/ exam/test conditions that conditions were similar in an assessment/exam environment. Naturally occurring evidence. NZQA should be able to provide a template for this.
- SB said please do not hesitate to get in touch with her for further information or progress matters. SQAC are open to listening.
- Discussion re Ian Hunter. This matter should be raised with SQAG. Word limits and SQAG to provide guidelines.
- Discussion re the fairness of NZQA - everyone should have the same amount of time for every standard. Logistical reasons for lack of change e.g. students not making their mind up on how many standards they will sit until they arrive to sit it.
- WH tabled the concern re NZQA's reconsideration policy and enquired as to anyone had had a response to the question that was emailed to his region/and the Executive and their regions. SB has sighted information from Wednesday's meeting.

- PP briefed the Executive on the Student Management System meeting. Conversations relating to a community database – can schools in a geographical community have a communal database and if there is commonality what information should be stored? What has prompted this coming under the spotlight? PP thinks IES. Discussion re information management.
- Suggestion for the website – tracking year 9 and 10 achievement. General consensus is watch this space but national standards will go through to nine and 10 eventually. ERO have suggested this in the past but cannot provide a nationally consistent model.

## **Regional reports**

### **Northland – Kevin Read**

- Circulated a report end of last term. Included information on the Digital Horizons conference that a group of DPs are working on. Coming up beginning of next term. Will have 500 – 600 secondary teachers from all over Northland attending. Finalising that and will have workshops out soon for selection. Trying to get as many presenters and sponsors as possible. Having meetings by way of video conferencing/AVL (Audio Visual Link).
- Attendance still a major problem around the schools.

### **Auckland – Karen Mitchel**

- Focus is on the conference.
- Workshop on 8 May 2015 facilitated by Margaret Ross – focus on contentious meetings. Supplied a model and guidelines to go through (this was in KM's report). 34 people attended. Venue was Westlake Girls High School. Very successful.
- Also had the AGM. James Clark (President), Teresa Bosch Treasurer and Michelle (Secretary). Three members of the Executive stood unopposed.

### **Waikato/Thames – Jocelyn Hales**

- Having a meeting in two weeks. Will meet at Paeroa College.
- Wants to host something in Hamilton by end of term. Will discuss further with CH.

### **Southland/Otago – Steve Read**

- Committee meeting on 14 May 2015. Organising a mini conference in November over two days. Themes: appraisal systems, appraisal connector, wellbeing and mindfulness.
- Next meeting end of June – theme will be communications.
- Will push conference in term 3.
- Will send the report through to CH

### **Bay of Plenty – Sheena Millar**

- Gathering held on 26 March around *bring your own devices* and school sharing
- Meal at the restaurant

- Next meeting 1 July 2015 – innovation and education – looking at the different approaches schools are exploring and trialling and thinking about around curriculums, system thinking and management and leadership issues

#### **Taranaki - Stella Bond**

- Met on 26 March 2015 – Spotswood College hosted the meeting. In attendance was:
  - Matthew McGregor on Creative Commons
  - Senior Sergeant Thomas McIntyre CPTED (Crime Prevention Through Environmental Design).
  - Michael McMenamain – retired Headmaster New Plymouth Boys High School
  - Warwick Foy – Manager Innovation, Education
  - Last Friday went to Wanganui – briefed on SQUAG & NASDAP
- Next APDP day 18 June in Taranaki

#### **Hawke's Bay – Campbell Howlett**

- Meeting on 30 March – Louise Roe –presented the *Difficult Dialogues* speech. She is the DP at Takapuna Grammar. Very well attended.
- Next meeting on 26 June and Martin Henry will be there to look at competency.
- 14 August and Christina will be coming from the Teachers Council.

#### **Wellington – Warren Henderson**

- First meeting of the year reported on last time.
- Meeting for term 2 scheduled for 8 – 12 June. Will visit local trade academies. WellTech will put on a bus trip – will try and have this plan for term 3.
- Need a student focus support focus meeting – trying to progress.

#### **Canterbury – Penny Prestige**

- Growing capacity from within – the theme.
- Darren Shand was the speaker. Very well received
- Next big meeting is in June. Concern about numbers. This time it will start at 11:00am.
- Also running supervision groups – small cluster groups of 6,8, 10 people who meet once a term in an afternoon and topics vary i.e. sometimes topics are pre-set, sometimes issues are brought to the table. Group of DPs to network. PP about to join a new group.
- *Second Chance* concept currently circulating in Canterbury. The concept works thus - – if a school has a child at the suspension stage, negotiations can be undertaken with a school nearby to give the child a fresh start; move them sideways for an agreed period. It is viewed as a turn-around programme for individuals.

KM referred the Executive to Ed-Web – a free subscription of webinars. Upon registration, slides are then available free. Ed-Web covers a whole range of topics.

**Meeting finished at 2:40pm**

**Next meeting 28 August 2015.**