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WELCOME

The Te Whakarōputanga Kaitiaki Kura o Aotearoa Services Catalogue 2024 has been prepared for boards in the compulsory state and state integrated school sector. The catalogue lists the wide range of services available to boards and their principals from Te Whakarōputanga Kaitiaki Kura o Aotearoa under our arrangement with the Ministry of Education - Te Tāhuhu Matauranga.

The services we offer are to help boards meet their legal obligations and be good governors of their schools. We have also developed a series of services to help principals fulfil their role as the board's chief executive of the school.

Under the Education and Training Act 2020, school boards are a crown entity with significant authority and responsibilities. Whilst Te Whakarōputanga Kaitiaki Kura o Aotearoa will provide support and guidance on best practice we cannot direct a board on how it should exercise its authority or what decision it should make. Our role is to help the board make an informed decision. Similarly, our advice for principals is to help guide, them to fulfil their role based on the delegated authorities they have received from the board. The decisions a principal makes in respect of their operational duties is their responsibility.

Our services are delivered through our Advisory & Support Centre, Regional Advisory team and the Te Whakarōputanga Kaitiaki Kura o Aotearoa Resource Centre. The Advisory and Support Centre are our frontline team, you can contact them by calling our 0800 number or by email. On taking your call or receiving your email, your enquiry is directed to an ASC governance or employment advisor. Our ASC advisor will look to resolve your enquiry at point of contact or within 2 business days. However, if your matter requires ongoing support, you will be referred to a regional governance or employment advisor. As their name suggests our regional advisors are based within proximity to your school and will work with you to agree on next steps and clarify the support we can provide.

The Te Whakarōputanga Kaitiaki Kura o Aotearoa Resource Centre is our online information, and resource knowledge base. The resource centre has guidance prepared specifically for boards (Help for Boards) and principals (Help for Principals). You will also find under "Learning Events and Online Courses" the full array of resources, live workshops and online events to support your professional learning and development as a board member.

Boards and their principals operate in a dynamic and at times complex environment - you have our commitment that upon request we will be there to support and guide you within the scope of the services set out in this catalogue.

DISCLAIMER

The Te Whakarōputanga Kaitiaki Kura o Aotearoa Services Catalogue sets out the governance and employment resources and services, that are freely available to school boards and their principals. The catalogue refers to information and resources on the Te Whakarōputanga Kaitiaki Kura o Aotearoa website (including the Learning and Resource Centre) and all publications. These should not be your only reference source. We recommend that you also seek support and guidance from our advisory team as appropriate.

Te Whakarōputanga Kaitiaki Kura o Aotearoa endeavours to ensure that our information, resources, support and guidance are reliable and accurate at the time of delivery and publication, however:

- Neither Te Whakarōputanga Kaitiaki Kura o Aotearoa nor any of its employees, and contractors, make any express or implied representations or warranties regarding the material and resources contained or referred to on its website or publications.
- Te Whakarōputanga Kaitiaki Kura o Aotearoa, its employees and contractors do not accept any liability for any loss or damage which may arise from:
 - a. the use of any of the material or resources
 - b. errors in or omissions from the material or resources
 - c. inaccuracy of any information obtained through its website site and publications
 - d. the support and guidance provided by our advisory teams.
- Te Whakarōputanga Kaitiaki Kura o Aotearoa is not responsible for the content of other websites linked to or referenced on its website. The inclusion of, or reference to any link to another website, does not constitute an endorsement, verification or recommendation by Te Whakarōputanga Kaitiaki Kura o Aotearoa.
- Te Whakarōputanga Kaitiaki Kura o Aotearoa may change, delete, add to, or otherwise amend information contained in the Service Catalogue and its website without notice.
- The contents of the Service Catalogue, the information and resources on the Te Whakarōputanga Kaitiaki Kura o Aotearoa website and the support and guidance provided by our advisory teams is not legal or professional advice.

This disclaimer covers all online resources, publications, professional development and advisory services provided by Te Whakarōputanga Kaitiaki Kura o Aotearoa.

Board Governance Framework

Free services available to all school boards including principals

We maintain up to date guidance

We publish tools, templates, and sample policies

We provide individualised advice

We have a suite of policies (Te Whakarōputanga Kaitiaki Kura o Aotearoa Framework) which you

Term Task Checklist

Free services available to all school boards including principals

We maintain up to date guidance

We publish tools, templates, and sample policies

We provide individualised advice

Board term task checklists

Principal term task checklists

Community Engagement

We publish tools, We provide Free services available to all school boards We maintain up templates, and individualised including principals to date guidance sample policies advice A guide to community engagement Board guidance on the proactive release of information Consulting with your school community Guidance and support on partnering with Māori communities Guidance on partnering with New Zealand's diverse Pasifika communities



Board Meetings



Concerns & Complaints

Free services available to all school boards including principals	We maintain up to date guidance	We publish tools, templates, and sample policies	We provide individualised advice
Dealing with parent complaints at the board level	√	√	√
Principles of natural justice	√	√	✓

Culture & Relationships



Election, Vacancies & Succession Planning

Free services available to all school boards including principals	We maintain up to date guidance	We publish tools, templates, and sample policies	We provide individualised advice
Board member induction	✓	✓	✓
Board elections	✓	✓	✓
Appointing a presiding member	\checkmark	✓	✓
Managing casual vacancies on the board	√	√	√
Co-opting board members	√		√
Changing the number and type of positions on the board	✓		√
Succession planning for your board	√		√

Finance & Property

Free services available to all school boards including principals	We maintain up to date guidance	We publish tools, templates, and sample policies	We provide individualised advice
Governance role of finance in schools	√	√	√
Cyclical maintenance	✓		Governance role
10 Year Property Plan (10YPP)	√		Governance role
Governance role of property in schools	✓		✓
Finance and ethics (including conflict of interest)	√		Governance role
Budgeting in schools	✓		Governance role
Annual financial statements	✓		Governance role
Finance policies and processes	✓		√
Managing gifts and other sensitive expenditure	✓		Governance role
Fees, charges, and donations to schools	√		Governance role

Giving Effect to Te Tiriti o Waitangi



Health, Safety & Wellbeing

Free services available to all school boards including principals	We maintain up to date guidance	We publish tools, templates, and sample policies	We provide individualised advice
Board role in health, safety and wellbeing	✓	✓	✓
Health and safety governance (leadership)	✓	✓	✓
Board role in worker engagement and participation	✓		
Board role in risk identification, assessment, and management	√		
Board role in injury and illness management / support and rehabilitation	√		√
Board role in specific practice guidelines, rules, and regulations	✓		
Board role in monitoring, reporting and assurance	√		√
Board role in support Principal wellbeing - Guidelines so that the Board as the PCBU are able to understand their responsibilities to support principal, staff, and student wellbeing.	√		√







Inclusive Education

Free services available to all school boards including principals

We maintain up to date guidance

We publish tools, templates, and sample policies

Guidance on Inclusive education

Guidance on Inclusive education

Supporting students with special education needs

Information, Privacy & Copyright

Free services available to all school boards including principals	We maintain up to date guidance	We publish tools, templates, and sample policies	We provide individualised advice
Guidance to responding to Official Information requests (OIA), Privacy and LGOIMA	✓		✓
The role of the privacy officer in schools	✓		✓
Understanding privacy breaches	√		√
Collecting personal information about students	✓		
Sharing information safely	√		
The privacy and policy of CCTV use in schools	√		√
Copyright and creative commons	√		refer to copyright

Policies, Processes & Bylaws



Roles & Responsibilities

Free services available to all school boards including principals	We maintain up to date guidance	We publish tools, templates, and sample policies	We provide individualised advice
The roles and responsibilities of school boards	√	√	√
Board constitution and membership	√	\checkmark	√

√	✓	√
✓	✓	√
√	✓	√
√	✓	√
√	√	√
√		
√		√

Strategic Planning & Reporting

Free services available to all school boards including principals

We maintain up to date guidance

We publish tools, templates, and sample policies

Guidance on strategic planning and reporting

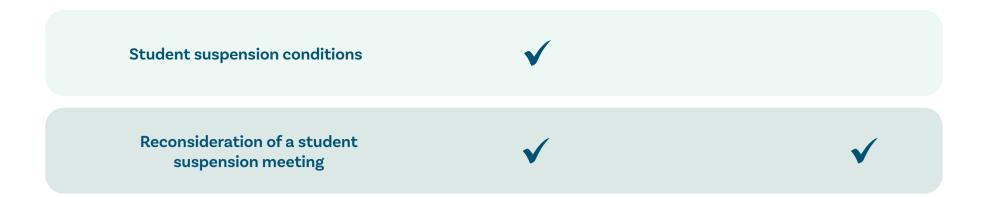
The Board's Annual report

Student Achievement



Student Behaviour Management





Board as Employer

Free services available to all school boards including principals	We maintain up to date guidance	We publish tools, templates, and sample policies	We provide individualised advice
The board role as the "employer of record" including delegated authorities to the Principal to enable legal compliance and best practice	✓	✓	√
The requirements for a legally compliant and effective Child Protection Policy	✓	√	√
Guidance on staff appointments	✓	√	✓
Advice and guidance in relation to Staff Surveys (culture/climate and wellbeing)	✓		✓
The Principals responsibilities and authorities in the management of staff Leave	√	√	√
The role and responsibilities of the Principal and the Board during Paid Union Meetings	✓		√
Board guidance on the "Career Structures in schools	✓	✓	✓
Best practice guidance for the Board and Principal on the management and resolution of Employment Issues	√	✓	√
Principal Recruitment - We provide advice and guidance in relation to the process	first steps and then refer	√	✓
Covering vacancies	√	√	√



Recruitment

Free services available to all school boards including principals	We maintain up to date guidance	We publish tools, templates, and sample policies	We provide individualised advice
Advertising and job descriptions	√		√
Safety checking and police vetting	✓		✓
Limited Authority to Teach (LAT)	✓		✓
Fixed Term Employment Agreements	✓	√	√
Guidance on decision making and Offering Employment	✓		√
Casual Employment Agreements	✓	✓	√
Permanent Employment Letters of Offer	√	✓	√
Fixed Term Letters of Offer and Notices	√	✓	✓

Kāhui Ako

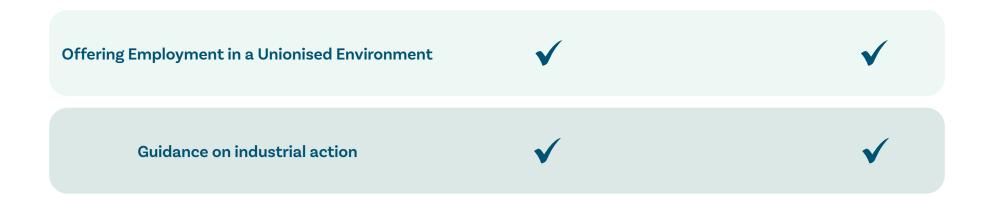


Being a Good Employer

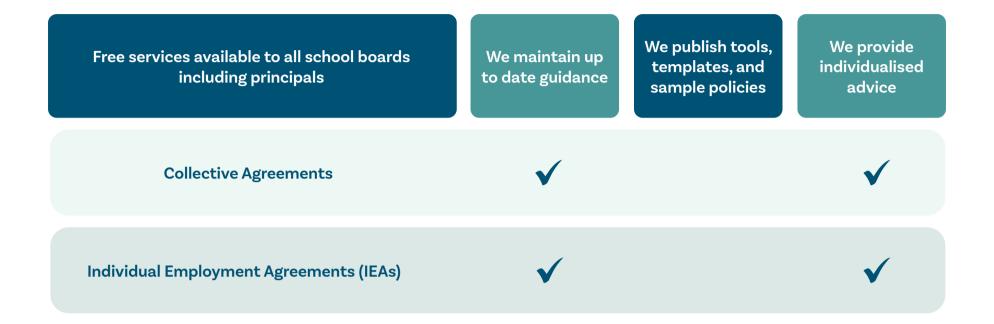


Employment in a Unionised Environment





Interpreting Employment Agreements



Managing Employment Matters



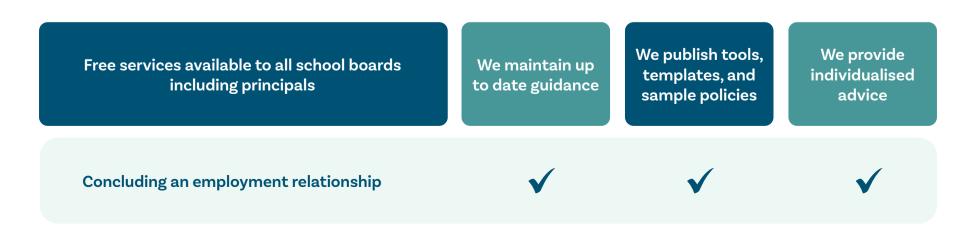
Managing Leave



Reviews & Restructures

We publish tools, We provide Free services available to all school boards We maintain up templates, and individualised including principals to date guidance sample policies advice Best practice guidance, resources and documentation for schools required to undertake a Surplus staffing, CAPNA process. Support and guidance on the impact and legal responsibilities of Principals when addressing a reduction in staffing entitlement

Concluding Employment Relationships



Pay Equity

We publish tools, We provide Free services available to all school boards We maintain up templates, and individualised including principals to date guidance sample policies advice **Explanatory guidance and advice on Pay Equity** in the Education Sector that supports and clarifies the ministry material **Administration and Support** Staff-implementation support and guidance to schools Kaiārahi i te reo - implementation support and guidance to schools Science Technicians, Science Assistants and Lab Managers - implementation support and guidance to schools **Librarian and Library Assistants** implementation support and guidance to schools Therapists - implementation support and guidance to schools

Emergency Staffing Scheme

Free services available to all school boards including principals

We maintain up to date guidance

We publish tools, templates, and sample policies

We provide individualised advice

Assistance for boards of eligible schools who require a Principal to be appointed on a short term basis whilst undertaking the recruitment of a permanent appointee

Professional Learning & Development

We publish tools, We provide Free services available to all school boards We maintain up individualised templates, and including principals to date guidance sample policies advice Help for Boards online - a dedicated site for school boards and their members to support them to govern effectively in their school. Help for Principals online - a dedicated site for principals and school management to support them to manage day-to-day employment matters in their school. Self-paced online courses covering the fundamentals of school boards. Live Learning Events focused on topics of interest delivered face-to-face, online via Zoom or by webinar. A Learning Library with recordings of past events and other learning resources. Customised advice - We deliver tailored professional development for boards if required as assesses by our regional advisors

If you are seeking information on maintaining up to date guidance or individualised advice please contact us:

Advisory Support Centre

0800 782 435 - Governance & Employment matters

0800 353 284 - Election matters

For Employment matters: eradvice@tewhakaroputanga.org.nz For Governance matters: govadvice@tewhakaroputanga.org.nz For Election matters: electionsadvice@tewhakaroputanga.org.nz

For tools templates and professional development please refer to our Resource Centre website:

https://www.nzstaresourcecentre.org.nz/

