



# New Zealand School Trustees Association

## MEMBERSHIP HANDBOOK 2011/12

## **WELCOME TO ALL OUR MEMBER BOARDS/ PROSPECTIVE MEMBER BOARDS**

Greetings from the New Zealand School Trustees Association (NZSTA) and we look forward to you being part of the national organisation representing school boards of trustees.

We know that competent and skilled trustees enhance the effectiveness of boards and the performance of their schools. NZSTA supports trusteeship in this critical work through the provision of national/regional representation and advocacy on behalf of member boards. The NZSTA is also committed to providing essential services to support members in their governance and employer roles, including the ongoing development of trustees and boards through high quality professional development opportunities.

In delivering these services, NZSTA is conscious of the need to demonstrate value for members who continue to support it through annual subscriptions, course participation and event attendance.

This handbook provides full details of all our services. We know that you will be impressed by the quality and value of these services provided to our membership.

We recommend that you take time to familiarise yourself with its contents and enjoy the benefits available to you as a member of NZSTA.



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# NZ SCHOOL TRUSTEES ASSOCIATION – ABOUT US

## WHO WE ARE

The New Zealand School Trustees Association (NZSTA) is a membership organisation with over 90% of boards currently members. This reflects some 2,200 school boards of trustees comprising around 14,500 individual trustees

NZSTA is a “not for profit” incorporated society with charitable trust status.

As the national organisation representing school boards of trustees, NZSTA:

- promotes excellence in school governance in New Zealand
- provides national/local representation and advocacy on a wide range of matters of importance to boards
- delivers comprehensive support services to assist boards in their trusteeship/employer role
- promotes and facilitates ongoing trustee professional development through education and training

## WHERE WE CAME FROM

NZSTA began in 1989 with the introduction of “Tomorrow’s Schools”. It was initially formed from the remnants of the old School Committees’ Federation, the Secondary School Boards’ and the Education Boards’ Association. Member boards of trustees took control of NZSTA following the inaugural annual general meeting in May 1990, when member boards adopted the first NZSTA constitution. Since 1990 member boards of trustees have “owned” and controlled NZSTA through a governing board and/or council elected by the membership.

## OUR CREDENTIALS

Since that time, NZSTA has established its credibility with members, other stakeholder groups, Government, the Ministry of Education and other agencies as the national organisation that speaks for school trusteeship within New Zealand.

NZSTA is the sole recognised national organisation representing the interests of school boards of trustees. As a membership driven organisation, it is dedicated to serving the needs of its membership. It has no other purpose. As such, NZSTA is totally familiar with:

- education structures
- key contact points

- utilising networks
- all issues relevant to trusteeship
- the principles of good governance
- the need to provide timely sound, relevant and focused advice and guidance across a wide range of trusteeship issues
- the need to deliver pragmatic solutions to employment problems
- the need to front up to the school gate where necessary (unlike others, we do make “house calls”)

The credibility of NZSTA continues to grow in strength, along with its membership, to the point that NZSTA is now routinely consulted on, and involved in, all matters of significance which may affect the role of boards of trustees. NZSTA is also routinely involved in all relevant matters of policy formulation within the compulsory education sector, and is recognised as the national organisation representing boards of trustees in its submissions to Government Select Committees.

## **QUALITY CONTROL**

NZSTA places high importance on the quality of the representation/advocacy and services it delivers on behalf of member boards. All services are delivered to national standards to ensure that all members can be assured of receiving high quality and consistent services.

Membership opinion on issues important to member boards/trusteeship generally is important to NZSTA, and is used in all policy considerations. Where the current views of members are not known on a critical issue, then surveying is commonly used to ensure a current viewpoint is identified/established.

All services delivered by NZSTA are subject to regular “user satisfaction” surveying to ensure that NZSTA is meeting members’ needs.

## **STRATEGIC DIRECTION**

NZSTA’s Mission Statement, as adopted by the national governing body on 12 December 2009, is:

### **Mission**

To lead and strengthen school governance in New Zealand.

The way we will do this is by:

- ensuring trustees receive the information, training, and support required to carry out their responsibilities
- representing boards’ views on educational issues

- providing leadership to trustees
- developing and maintaining a culture of continuous development
- operating in a way consistent with the principles of The Treaty of Waitangi

### **Core Values**

We believe in:

- effective community led governance
- an adequately, and equitably state funded system of education
- a membership that is well respected, represented and supported
- honouring and embodying the principles of the treaty of Waitangi

### **GIVING EFFECT TO THE STRATEGIC DIRECTION**

To achieve the strategic direction established by the governing body, NZSTA will pursue the following strategic themes:

- improve the value and quality of all services and supporting processes
- cultivate longterm relationships with influential stakeholders and positively influence their opinion on governance issues
- provide trustee professional development through education and training
- build financial strength to support improved service
- provide quality assistance through the national and branch offices and helpdesk advisers

### **CONSTITUTION**

The constitution can be viewed online at [www.nzsta.org.nz](http://www.nzsta.org.nz)

## **OUR STRUCTURE**

NZSTA is governed by a National Board with National Council being the nationally elected representation body. Every two years member boards of trustees elect regional representatives to the National Council, who in turn elect the President and National Board.

### **NATIONAL BOARD (2010 - 2012)**

**PRESIDENT** Lorraine Kerr  
**BOARD** Tony Coffin  
Chris Haines  
Leayne Huirua  
Jacky Stafford

## **NATIONAL COUNCIL (2010 - 2012)**

Eric Dodd (Chair)	Northland
Graham Henricksen	Auckland
April Taelangi	Waikato
Hali Osborne	Bay of Plenty
Jeanette McKenzie	Central East
Murdoch McKenzie	Central West
Grant Reese	Wellington/Wairarapa
Sarah Doherty	Marlborough Nelson West Coast
Tony Deavoll	Canterbury
Caroline Rickerby	Otago
Malcolm Jones	Southland
Larry Jessup	Te Koru Puawai
Alec Tairua	Te Koru Puawai
Hare Kereopa	Te Koru Puawai
Gina Haremate-Crawford	Te Koru Puawai
Kaumatua and Kuia	Raymond and Eliza Nelson

## **NZSTA REGIONAL CHAIRPERSONS**

### **NORTHLAND**

Trish Schoonderwoerd [paradise.tangi@paradise.net.nz](mailto:paradise.tangi@paradise.net.nz)

### **AUCKLAND**

Graham Henricksen [graham\\_444@yahoo.co.nz](mailto:graham_444@yahoo.co.nz)

### **WAIKATO**

April Taelangi [Chairperson.WaiSTA@xtra.co.nz](mailto:Chairperson.WaiSTA@xtra.co.nz)

### **BAY OF PLENTY**

Jill Jack [Upthehill@clear.net.nz](mailto:Upthehill@clear.net.nz)

### **CENTRAL WEST**

Murdoch McKenzie [keeweez@ihug.co.nz](mailto:keeweez@ihug.co.nz)

### **CENTRAL EAST**

Roberta Karangaroa [Roberta\\_Karangaroa@xtra.co.nz](mailto:Roberta_Karangaroa@xtra.co.nz)

### **WELLINGTON/WAIRARAPA**

Grant Reese [reeseg@xtra.co.nz](mailto:reeseg@xtra.co.nz)

### **MARLBOROUGH/NELSON/WEST COAST**

Sarah Doherty [sarahdoherty35@yahoo.com](mailto:sarahdoherty35@yahoo.com)

### **CANTERBURY**

Tony Deavoll [Deavoll@xtra.co.nz](mailto:Deavoll@xtra.co.nz)

### **OTAGO**

Glenn Hutton [glen.hutton@xtra.co.nz](mailto:glen.hutton@xtra.co.nz)

### **SOUTHLAND**

Chris Haines [chaines@nzstanb.org.nz](mailto:chaines@nzstanb.org.nz)

## **NATIONAL OFFICE**

Level 3  
Aurora Chambers  
66-68 The Terrace  
Wellington 6011

(04) 473 4955 (phone)  
(04) 473 4706 (fax)  
0800 STAhelp (782 435 Helpdesk)  
[admin@nzsta.org.nz](mailto:admin@nzsta.org.nz)  
[www.nzsta.org.nz](http://www.nzsta.org.nz)

## STAFF

### NATIONAL OFFICE

Ray Newport	General Manager rnewport@nzsta.org.nz
Steve Williams	Manager, Business Services swilliams@nzsta.org.nz
Maura Marron	Accountant mmarron@nzsta.org.nz
Elaine Hines	Manager, Training and Development ehines@nzsta.org.nz
Colin Davies	Manager, Service Delivery cdavies@nzsta.org.nz
Mary Hall	Adviser: Policy Analyst mhall@nzsta.org.nz
TBA	Adviser: Human Resources
Dianne Crisp	Administration Officer, Business Services dcrisp@nzsta.org.nz
Cate Newton	Training Administrator cnewton@nzsta.org.nz
Beverley Dixon	Executive Assistant bdixon@nzsta.org.nz

### HELPDESK

Ron Mulligan	Adviser: Trusteeship rmulligan@nzsta.org.nz
Jackie Shorland	Adviser: Trusteeship jshorland@nzsta.org.nz
Victoria Innes	Adviser: Trusteeship vinnest@nzsta.org.nz

### PERSONNEL/INDUSTRIAL RELATIONS ADVISORY SERVICE

*(the advisers are in identified locations but cover areas within those regions)*

Eric Woodward	Personnel/Industrial Relations Adviser, Auckland ewoodward@nzsta.org.nz 027 434 2377
Wayne Parkinson	Personnel/Industrial Relations Adviser, Auckland wparkinson@nzsta.org.nz 027 444 4510
Gary Reading	Personnel/Industrial Relations Adviser, Auckland greading@nzsta.org.nz 027 430 6678

Peter Murphy	Personnel/Industrial Relations Adviser, Hamilton pmurphy@nzsta.org.nz 027 450 0938
Kate Lethbridge	Personnel/Industrial Relations Adviser, Hamilton klethbridge@nzsta.org.nz 027 683 7863
Saskia van Zijp	Personnel/Industrial Relations Adviser, Napier svanzijp@nzsta.org.nz 027 223 6511
Brian Ahern	Personnel/Industrial Relations Adviser, Palmerston North bahern@nzsta.org.nz 027 280 3201
Erin Walter	Personnel/Industrial Relations Adviser, Palmerston North ewalter@nzsta.org.nz 027 450 0937
TBA	Personnel/Industrial Relations Adviser, Blenheim helpdesk@nzsta.org.nz 0800 782 435
Kirsty Macnab	Personnel/Industrial Relations Adviser, Christchurch kmacnab@nzsta.org.nz 027 431 9103
Lynne Guy	Personnel/Industrial Relations Adviser, Dunedin lguy@nzsta.org.nz 027 444 0222

The details on this page are up to date at the time of publishing. Current national office and branch staff and their contact details can be viewed online at [www.nzsta.org.nz](http://www.nzsta.org.nz)

## **REGIONAL COORDINATION SERVICES**

As at the 30 April 2011, NZSTA will be providing regional coordination/support for regional executives/facilitating professional development opportunities from five regional administration hubs, as follows:

- Auckland – servicing Auckland and Northland
- Waikato – servicing Waikato, Bay of Plenty and Central East
- Wellington – servicing Wellington/Wairarapa and Central West
- Christchurch – servicing Canterbury and Marlborough/Nelson/West Coast
- Southland – servicing Otago and Southland,
- and a National Office in Wellington.

Each region has a personnel/industrial relations adviser and a regional coordinator, as well as your local regional representation body.

## **NZSTA REGIONAL ADMINISTRATION HUBS (FROM 30 APRIL 2011)**

TBA  
NZSTA Coordinator  
NZSTA Auckland/Northland Regional Administration Hub  
PO Box 12847  
Penrose  
Auckland 1642  
ph 09 579 0106 / fax 09 579 0109  
aucklandcoordinator@nzsta.org.nz

Diane Carson  
NZSTA Coordinator  
Waikato/Bay of Plenty/Central East Regional Administration Hub  
PO Box 9166  
Hamilton 3200  
ph 07 839 2402 / fax 07 839 2404  
dcarson@nzsta.org.nz

Lynne Currie  
NZSTA Coordinator  
NZSTA Wellington/Wairarapa/Central West Regional  
Administration Hub  
PO Box 44293  
Lower Hutt 5010  
ph 04 560 2942 / fax 04 560 2943  
lcurrie@nzsta.org.nz

Carol Burton  
NZSTA Coordinator  
NZSTA Canterbury/MNWC Regional Administration Hub  
PO Box 4505  
Christchurch  
ph 03 386 3400 / fax 03 386 3403  
cburton@nzsta.org.nz

Owen Edgerton  
NZSTA Coordinator  
NZSTA Otago/Southland Regional Administration Hub  
PO Box 5325  
Moray Place  
Dunedin  
ph 03 474 1273 / fax 03 474 1761  
oedgerton@nzsta.org.nz

### **THE BENEFITS OF MEMBERSHIP AND OTHER SERVICES**

NZSTA provides a number of services which are of direct benefit to member boards of trustees and these are outlined below. However, it is important to remember that members also directly benefit from being a critical part of a strong national organisation which gets its strength from a large collective membership. It is this collective strength which enables NZSTA to be a key part of all important education related decisions, and in national policy formulation. It is also this collective power of membership which allows NZSTA to obtain and operate "free to board" services.

Our services include:

## PERSONNEL/INDUSTRIAL RELATIONS ADVISERS

NZSTA employs a team of advisers with offices located throughout the country and operates (under a Ministry of Education contract) a **free and confidential** advisory service to all boards and principals. Our advisers are skilled and experienced in employment matters and it pays to get in touch with them early if a problem arises or could potentially lead to problems.

The advisers are normally busy or “on the road” and therefore calling them on mobile is probably the best option or you can email them. For more general assistance or inquiries then our helpdesk can also be a useful resource.

## HELPDESK FOR “TRUSTEESHIP” MATTERS

NZSTA, through a Ministry of Education contract, provides a helpdesk service which is free to all boards of trustees. Our team of advisers in Wellington have both practical and legal backgrounds, and are well able to handle, on a **confidential** basis, the vast range of calls that come through **0800STAhelp** (0800 782 435, fax 04 473 4706 or email [helpdesk@nzsta.org.nz](mailto:helpdesk@nzsta.org.nz)) on trusteeship matters (as well as the more general industrial topics).

We also have a policy analyst working on a range of policy matters that are affecting, or may affect member boards of trustees.

## REGIONAL COORDINATORS

NZSTA coordinators support regional representational activity as well as ensuring that high quality local professional development is available to meet your board’s needs. This professional development may be on a “free to board” basis, or through the NZSTA cost recovery programme.

An important development in 2011 is the introduction of an automated professional development registration system. All boards can access this system from the NZSTA Homepage, [www.nzsta.org.nz](http://www.nzsta.org.nz) to see either those Professional Development courses available within your geographic region, or nationally, or you can approach your NZSTA regional coordinator for your training needs.

NZSTA has recently reviewed its coordination services. From 30 April 2011, NZSTA will employ NZSTA regional coordinators in five regional administration hubs, located as follows

- Auckland, (servicing the coordination needs of Auckland and Northland)
- Hamilton, (servicing the coordination needs of Waikato/Bay of Plenty/Central East)
- Wellington, (servicing the coordination needs of Wellington/Wairarapa/Central West)
- Christchurch, (servicing the coordination needs of Canterbury/Marlborough/Nelson/West Coast)

- Dunedin, (servicing the coordination needs of Otago/Southland)

**MEMBERS BOOKING FACILITATION/TRAINING/MENTORING FOR NON MoE CONTRACT DELIVERY THROUGH NZSTA REGIONAL COORDINATORS HAVE PRIORITY RIGHTS AND A MEMBERS' ONLY RATE.**

## **COMMUNICATIONS**

Board chairs and principals receive regular memos on current issues and important information via the email tree.

NZSTA also maintains a useful website ([www.nzsta.org.nz](http://www.nzsta.org.nz)). Member boards have their own exclusive membership area on the site, from which membership related material, including publications etc, can be accessed.

Only NZSTA members receive the NZSTA magazine, *STAnews*.

**MEMBERS HAVE ACCESS TO THE "MEMBERS ONLY" AREA OF THE NZSTA WEBSITE.**

## **PROFESSIONAL DEVELOPMENT**

NZSTA provides professional development services nationally.

Some of these professional development services may be provided free to boards of trustees under MoE contract in some areas, but we also provide a range of local and national cost recovery programmes for trustees which operate independently of any MoE contract.

NZSTA's professional development philosophy of high quality delivery based on nationally consistent high quality resources underpins all of the Association's professional development activities.

Professional development for trustees is led by our Manager, Training and Development (Elaine Hines). Cate Newton is our national Training Administrator and is looking forward to taking your bookings and helping with any training queries you have. For the latest professional development schedule or to register for a session please go to [www.training.nzsta.org.nz](http://www.training.nzsta.org.nz) or email Cate ([cnewton@nzsta.org.nz](mailto:cnewton@nzsta.org.nz)).

**MEMBERS ATTEND NZSTA COST RECOVERY FACILITATION/ PROFESSIONAL DEVELOPMENT/MENTORING AT SIGNIFICANTLY LOWER FEES THAN NON MEMBERS.**

## **PROFESSIONAL DEVELOPMENT FOR STUDENT TRUSTEES AND BOARD CHAIRS**

NZSTA has partnered with the Spirit of Adventure Trust and Outdoor Pursuits Centre (OPC) to provide student trustees with the opportunity of a lifetime. Two NZSTA subsidised trips on the Spirit of New Zealand and two subsidised trips at OPC Great Barrier Island and Tongariro are made available to student trustees each year.

For the first time in 2010 NZSTA partnered with the Spirit of Adventure Trust to provide board chairs with the opportunity of a lifetime. This three day experience focused on the roles and responsibilities of board chairs and included various leadership activities. This was so successful that in 2011 this experience will be offered to board chairs twice.

All of the above trips include up to 10 hours of board of trustees governance professional development, facilitated by NZSTA approved facilitators.

## **NZSTA CONFERENCE**

The 2011 NZSTA Conference will be held in Auckland. In 2010 it was held in Christchurch with over 630 trustees attending. NZSTA conferences provide boards of trustees with a great opportunity for professional development and networking.

While all board of trustee members are welcome to attend the NZSTA annual conference, member boards who have paid their annual NZSTA subscription prior to conference will be able to register for conference at a substantially discounted rate compared to non member boards.

Boards who wish to attend and vote at the NZSTA Annual General Meeting, which is held during the conference, will need to have paid their NZSTA membership fee prior to 31 March of the year in which the conference is held.

Planning for conference every year begins the day after the last conference. We hope to see all member boards there!

**MEMBERS ATTEND THE NZSTA ANNUAL CONFERENCE AT SIGNIFICANTLY LOWER REGISTRATION FEES THAN NON MEMBERS.**

## **TRUSTEE ELECTIONS 2010 AND MID TERM ELECTIONS 2011**

Looking forward, NZSTA has nationally coordinated seven triennial elections since the introduction of Tomorrow's Schools. We expect to continue this relationship with the Ministry of Education into the future. We operate a separate trustee elections website and 0800 helpline as part of the contracted services for the national coordination of triennial elections/mid term elections.

## **REPRESENTATIONAL ACTIVITIES/ADVOCACY**

NZSTA represents its membership through a strong presence on a number of groups at a national and regional level eg, Schools Consultative Committee, Operational Funding Review, REAP, Secondary Leaders Forum, Property, Leadership Development Reference Group, School Support, Teachers Council, plus many more. Submissions and making representations on behalf of boards

is another aspect of our work, and along with this we undertake research on particular matters eg, operational grant funding.

The NZSTA President and General Manager also advocate directly with the MoE/Ministers Office on behalf of individual member boards when they are experiencing problems which cannot otherwise be resolved.

We also regularly meet with key people, agencies and groups in the sector eg, Minister of Education, MoE, ERO, Teachers Council, Unions.

The representational work and advocacy is supported by National Council, a full time president and a policy analyst.

**THE PRESIDENT, NZSTA REPRESENTATIVES AND NZSTA STAFF  
ALWAYS REPRESENT MEMBERS' INTERESTS, AND ADVOCATE ON  
MEMBERS' BEHALF AS THE FIRST PRIORITY.**

## **CONSULTATION**

Education is always a busy sector with boards facing any number of issues. We continually consult and work with boards and other stakeholders on such things as the Primary, Area and Secondary Work Programmes, Review of operations grant, changes to transport policy, speed around schools, legislative changes and many more....

**NZSTA CANVASSES MEMBERS VIEWS ON IMPORTANT/  
POTENTIALLY DIVISIVE ISSUES.**

## **EMERGENCY STAFFING SCHEME (ESS)**

Since 1995 NZSTA has administered this scheme on behalf of the Ministry of Education. The ESS scheme continues to fill an important role in providing "last resort" emergency staffing cover for mainly small schools which are experiencing difficulties in replacing a principal. For more information please contact Elaine Hines (National Coordinator ESS) on ehines@nzsta.org.nz.

## **RESOURCES**

We have a number of resources such as the ACC/NZSTA health and safety kit, printed copies of the current collective agreements, *Trusteeship A Guide for School Trustees* (the Grey Book), *Boards Leading Change* booklet and other NZSTA guidelines. There is also a *Trustee Handbook* (the Black Book) available free to NZSTA members, which was last updated in 2009 (available on NZSTA website <http://www.nzsta.org.nz/newsandpublications/publications/memberpublications/trusteehandbook/>). Extra copies can be purchased. Our website contains a number of templates for employment and related matters.

**MEMBERS RECEIVE NZSTA PUBLICATIONS/RESOURCES FREE,  
OR AT A SIGNIFICANTLY DISCOUNTED COST.**

## **DISCOUNTS**

A practical benefit of NZSTA membership is access to discounts. For example, members are eligible for a substantial discount (from \$5,000 to \$2,500) on employer liability excess through NZSTA's partnership with brokers Crombie Lockwood.

NZSTA has arranged for boards of trustees to receive substantial discounts on purchases made through GSBSupplyCorp, and NZSTA will be pursuing the ability for boards of trustees to participate in the "whole of Government" procurement scheme

Other discounts or benefits for NZSTA members are always being looked for.

**MEMBERS RECEIVE A \$2,500 DISCOUNT ON THEIR EMPLOYER LIABILITY EXCESS THROUGH THE CROMBIE/LOCKWOOD SCHOOLS SCHEME.**

## **COPYRIGHT LICENCES**

NZSTA provides a 'One Stop Shop' copyright licensing scheme for the benefit of its membership from 1 June to 30 September of each year. A 5% discount on the cost of copyright compliance is available to member boards (email [mmarron@nzsta.org.nz](mailto:mmarron@nzsta.org.nz) for details).

Savings made from being a member of NZSTA can go a long way to covering your NZSTA membership fee.

**MEMBERS RECEIVE A DISCOUNT ON COPYRIGHT LICENSING WHICH WILL LARGELY COVER THEIR NZSTA MEMBERSHIP FEE.**

## **EMERGENCY PREPAREDNESS NETWORK**

Since November 1998 NZSTA software has been purchased by over 1,000 schools and colleges, with more recent changes including an online version now being available at a low annual fee. Some 500 schools are now utilising the online version, which means the school data is available to emergency services so that they may be fully prepared in attending an emergency situation at a school.

NZSTA has worked to ensure that the price negotiated is a favourable price, and represents a saving to members (email [mmarron@nzsta.org.nz](mailto:mmarron@nzsta.org.nz)).

## **SCHOLARSHIPS**

NZSTA members are entitled to apply for a scholarship for professional development/research as part of the \$20,000 worth of scholarships provided annually by CrombieLockwood /Vero Liability.

**MEMBERSHIP ENTITLES ELECTED BOARD MEMBERS TO APPLY FOR A CROMBIE LOCKWOOD/VERO LIABILITY SCHOLARSHIP EACH YEAR.**

## **FURTHER INFORMATION**

Go to our website [www.nzsta.org.nz](http://www.nzsta.org.nz), and look up our NZSTA Services section. It's updated regularly and there you can find the background material for the above and useful links and resources.

