



NZSTA
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**SERVICES
CATALOGUE
2023**

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WELCOME

The NZSTA Services Catalogue 2023 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 NZSTA under our arrangement with the Ministry of Education – Te Tāhuhu Mātauranga.

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 NZSTA 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 NZSTA 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 NZSTA 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 NZSTA 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 NZSTA 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.

NZSTA endeavours to ensure that our information, resources, support and guidance are reliable and accurate at the time of delivery and publication, however:

- Neither NZSTA 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.
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 - 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.
- NZSTA 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 NZSTA.
- NZSTA 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 NZSTA 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 NZSTA.

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 (NZSTA Framework) which you can adapt for your school board | ✓ | ✓ | ✓ |

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

| 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 |
|--|---------------------------------|--|----------------------------------|
| 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 | ✓ | | ✓ |

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| Guidance and support around boards role in community relationships | ✓ | ✓ |
| Managing media relationships | ✓ refer to a consultant or region | ✓ |

Board Meetings

| 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 meeting processes and protocols | ✓ | ✓ | ✓ |
| Board meetings and resolutions via electronic means | ✓ | ✓ | ✓ |
| Public-excluded business (PEB) | ✓ | ✓ | ✓ |
| Board member honorarium and tax | ✓ | ✓ | ✓ |
| Board members missing three meetings without prior leave | ✓ | | ✓ |

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

| 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 culture | ✓ | ✓ | ✓ |
| Board relationships and conflict resolution | ✓ | ✓ | ✓ |

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 | ✓ | ✓ | ✓ |
| 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

| 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's role in giving effect to Te Tiriti o Waitangi | ✓ | ✓ | ✓ |
| Ka Hikitia - Ka Hāpaitia (The Māori Education Strategy) | ✓ | | |
| Tau Mai Te Reo (The Māori Language in Education Strategy) | ✓ | | |

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. | ✓ | | ✓ |

Minimising the use of physical restraint



Inclusive Education

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 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

| 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 on policies, processes, and bylaws | ✓ | ✓ | ✓ |
| Board code of conduct | ✓ | ✓ | ✓ |
| Board delegations | ✓ | ✓ | ✓ |
| Board bylaws | ✓ | | ✓ |
| Board committees | ✓ | ✓ | ✓ |
| Setting school dates, school closures, and varying school hours | ✓ | | ✓ |
| Consulting on cohort entry for children starting at your school | ✓ | | ✓ |
| Conflicts of interest | ✓ | ✓ | ✓ |

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 | ✓ | ✓ | ✓ |

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| Board member register and Appendix 2 | ✓ | ✓ | ✓ |
| The role of the principal on the board | ✓ | ✓ | ✓ |
| The role of the presiding member | ✓ | ✓ | ✓ |
| The role of staff representative | ✓ | ✓ | ✓ |
| The role of the student representative | ✓ | ✓ | ✓ |
| The role of the parent representative | ✓ | | ✓ |
| The role of the proprietor appointee | ✓ | | ✓ |
| The role of an appointee to the board | ✓ | | ✓ |
| The role of the board secretary | ✓ | | ✓ |
| Statutory interventions in schools | ✓ | | |
| Best practice advisory support and bespoke guidance on the Boards responsibilities to oversee the success of their school and review the professional leadership of their principal. | ✓ | | ✓ |

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 | We provide individualised advice |
|---|---------------------------------|--|----------------------------------|
| Guidance on strategic planning and reporting | ✓ | | ✓ |
| The Board's Annual report | ✓ | | ✓ |

Student Achievement

| 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's role in Student achievement | ✓ | ✓ | ✓ |
| Students at risk of not achieving their potential | ✓ | | ✓ |
| The National Curriculum | ✓ | | |
| Student achievement data, monitoring, and reporting | ✓ | ✓ | ✓ |

Student Behaviour Management

| 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's role in stand-downs, suspensions, exclusions, and expulsions. | ✓ | | ✓ ² |
| Student suspension meetings | ✓ | | ✓ |

² Once a student is suspended - we provide advice/guidance on process to board

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|---|---|--|---|
| Student suspension conditions | ✓ | | |
| Reconsideration of a student suspension meeting | ✓ | | ✓ |

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 | ✓ <small>first steps and then refer</small> | ✓ | ✓ |
| Covering vacancies | ✓ | ✓ | ✓ |

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| Interviewing and decision making | | ✓ | ✓ |
| Letters of offer | ✓ | ✓ | ✓ |
| Industrial Action Guidance for School Boards and Principals | ✓ | | ✓ |

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

| 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 |
|--|---------------------------------|--|----------------------------------|
| Role of the board in Kāhui Ako appointments and Stewardship Groups | ✓ | | ✓ |
| Employment advice on Teacher - Within school including letters of offer | ✓ | ✓ | ✓ |
| Employment advice on Leadership role including letters of offer | ✓ | ✓ | ✓ |
| Employment advice on Teacher - Across community/between schools including letters of offer | ✓ | ✓ | ✓ |

Being a Good 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 |
|---|---------------------------------|--|----------------------------------|
| Guidance on Equal Employment Opportunities | ✓ | | ✓ |
| Personnel files and record keeping | ✓ | | ✓ |

Employment in a Unionised Environment

| 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 |
|---|---------------------------------|--|----------------------------------|
| Paid union meetings | ✓ | | ✓ |
| Union engagement | ✓ | | |

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|--|---|---|
| Offering Employment in a Unionised Environment | ✓ | ✓ |
| Guidance on industrial action | ✓ | ✓ |

Interpreting Employment Agreements

| 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 |
|---|---------------------------------|--|----------------------------------|
| Collective Agreements | ✓ | ✓ | ✓ |
| Individual Employment Agreements (IEAs) | ✓ | ✓ | ✓ |

Managing Employment Matters

| 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 |
|---|---------------------------------|--|----------------------------------|
| Misconduct | ✓ | ✓ | ✓ |
| Mediation support | | | ✓ if required |
| Flexible Working Arrangements | ✓ | ✓ | ✓ |
| Classroom Release and Non-Contact Time | ✓ | | ✓ |

Managing Leave

| 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 |
|---|---------------------------------|--|----------------------------------|
| Employee sick leave | ✓ | | ✓ |
| Employee annual leave and requests for leave during term time | ✓ | | ✓ |
| Employee parental leave | ✓ | | ✓ |
| Managing employee leave balances | ✓ | | ✓ |
| Disregarded sick leave or support staff | ✓ | | ✓ |

Reviews & Restructures

| 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 |
|---|---------------------------------|--|----------------------------------|
| 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

| 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 |
|---|---------------------------------|--|----------------------------------|
| Concluding an employment relationship | ✓ | ✓ | ✓ |

Pay Equity

| 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 |
|---|---------------------------------|--|----------------------------------|
| 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 | ✓ | | ✓ |

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

| 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 |
|---|---------------------------------|--|----------------------------------|
| 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 assessed 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@nzsta.org.nz
For Governance matters: govadvice@nzsta.org.nz
For Election matters: electionsAdvice@nzsta.org.nz

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

www.nzstaresourcecentre.org.nz/



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