

## Management units & increased allowances

The government has granted the Ministry's request to increase the payment of Management Units from \$600 pa per unit to \$1,000 pa per unit, effective from 1 July 2015.

The Ministry has applied annually in our budget submission to have these units remunerated at a higher level in recognition of the additional responsibilities many teachers undertake.

We are grateful that over the course of the past few years the per unit payments have doubled from \$500 to \$600 initially and now to \$1,000.

Each school principal is granted an allocation of management units annually based

on their school roll.

These units are to be allocated to curriculum responsibilities, pastoral responsibilities and, to a smaller degree, some administrative responsibilities.

Whilst principals have discretion in the allocation of MUs, it is not expected that these will be granted to beginning teachers nor those staff who are carrying out responsibilities which are part of their job description or requirements.

As the Ministry's allocation of units to each school may vary annually, principals can only allocate management units one year at a time and

have the discretion to change their allocation to best suit the needs of the school.

The Ministry hopes that

these increased payments will encourage more teachers to aspire to taking on additional responsibilities.



## National Focus Areas Survey

Areas of national interest are seen as a tool through which we can look at the impact of a Ministry initiative.

The ideas generated assist by informing future planning and policy direction, to better support schools through quality learning and teaching and their own development.

Typically, the review team collects information to support these areas during the school review visits.

Planning and Development values this high level of participation and input by principals, teachers and students, but also appreciate that not all voices are captured through this method.

An online survey was therefore compiled to widen the scope for feedback but to also

**This survey aims to build a picture of how schools are contributing to the focus areas**

explore the different layers the three national focus areas for 2015 may have across all Cook Islands schools.

We recognize that each area of national interest will look

very different from school to school, while at the same time allowing schools to celebrate their own unique approach to quality education.

This survey aims to build

a picture of how schools are contributing to the focus areas, asking questions about:

- Quality Learning Programmes
- Student Wellbeing and Pastoral Care
- Teacher Professional Development Programmes

While participation in this quick survey is voluntary and anonymous, the Planning and Development team encourage all Principals and Teachers to take part.

It will only take 10 minutes.

To encourage you more there will be a \$20 Bluesky mobile top-up credit up for grabs for two lucky people who complete the online survey before 30 NOVEMBER 2015.

# Ministry of Education 2015/2016 Budget

The Ministry of Education Budget for 2015/16 was approved through Parliament in June 2015 to carry out core outputs from the MOE Business Plan. The new budget incorporates funding support from NZAID and distributed among the five output areas, Taku Ipukarea Kia Rangatira, Learning & Teaching, Learning & Community, Infrastructure Support and Corporate Services.

The Ministry received a slight increase to the base budget this year in the area of management units, electricity to the ministry head office, GFS contribution and UNESCO secretariat. We also received small reduction in the budget to accommodate the centralisation payroll system to MFEM.

	Output 1 Taku Ipukarea Kia Rangatira	Output 2 Learning & Teaching	Output 3 Learning & Community	Output 4 Infrastructure & Support	Output 5 Corporate Services	TOTAL
Personnel	365,992	389,229	410,579	9,299,974	378,917	10,844,690
Operation	702,788	780,573	682,223	828,078	519,638	3,513,301
Depreciation	11,776	26,658	21,062	281,220	21,648	362,364
<b>Total Budget</b>	<b>1,080,556</b>	<b>1,196,460</b>	<b>1,113,864</b>	<b>10,409,272</b>	<b>920,203</b>	<b>14,720,355</b>

## POBOC AND CAPITAL BUDGET

The other budget for the Ministry is the Payment on behalf of Crown (POBOC) and Capital procurement.

There is an increase to Private School funding due to an increase to management unit and also in the scholarship grant to cater for the management of NZAID funded scholarships to NZ and USP regional campus.

This year the Capital allocation also increased significantly to incorporate the NZAID support funding for fixed asset procurement ie furniture, computers, copiers, printers and other equipment.

POBOC	
Private School Funding	2,147,027
USP Contribution	285,000
Tertiary	759,855
Scholarship Grant	1,030,000
Capital	448,000

## ANNUAL AUDIT REPORT

Your 2014 audit account is well overdue and we thank all the schools that submitted their report to the Ministry for audit process.

It is a requirement under the Education Act for the annual financial report of schools to be audited and furnished to the Ministry. Once audit is complete the account will be published on our website for accountability and transparency.

This is also a requirement under the Public Expenditure Review and is a matter of performance review for principals.

## DISASTER MANAGEMENT OPERATION PLAN

This is a friendly reminder that you must demonstrate that you are regularly carrying out emergency drills from your Disaster Management Plan and update key personnel contacts in the event of any emergency events.

Ensure emergency resources are well stocked.

## FIXED ASSET REGISTER (FAR)

A reminder that any assets purchased by the school or received through donation to be captured in the school's FAR and accounted for as fixed asset in the financials. Depreciation expenses also need to be realised on these assets.

## PAYROLL

Please ensure staff apply for their leave online and this is approved by the Principal on a timely basis. If the staff are unable to do this then the principal or the school secretary can do this on their behalf.

If you are facing any issues with the online ESS, please contact finance division immediately for assistance. Reminder to please submit timesheets to MOE on a timely basis.

## FREIGHT

The Ministry recognises the difficulty and extra cost associated with transporting resources to Pa Enua schools. The Ministry has allocated an extra \$30k for supporting freight to Outer Island schools. This fund is held and managed by the Director of Finance and is provisioned in addition to schools normal operating budgets.



## CONTESTABLE FUNDS

Additional financial resources have been reserved for supporting strategies in Maori immersion schools and for pedagogy development across all schools. Funds are contestable, meaning schools are able to apply for and compete with other schools for this extra support. Applications must be made in writing to the Secretary of Education. Only applications that are clearly linked to school strategic plans will be considered.

Please contact Gail Townsend for further information.

# Spotlight on School Committees

## – The role of the Chairperson

The Ministry of Education would like to acknowledge all those who have committed to supporting their school. It has been a busy year to date for those involved in their school's committee. By now your school committee should have met at least a couple of times since your AGM, and now working towards achieving projects before the academic year is up.

Long gone are the days of meeting for meeting sake, with much discussion and decision-making taking place within our virtual world. Committee members are now able to work through many of their policy reviews and project matters timelier than before.

With that said, the school committee meeting has become an integral component to refocussing discussions, feedback and actions in a more formalized setting. The role of the Chairperson in managing school committee meetings is key.

### The Chairperson:

- Sets the tone of the meeting, ensuring meetings run in an orderly and productive manner;
- Encourages and facilitates discussion on all matters, allowing all members to contribute and express their views;
- Assists the committee reaches consensus on issues
- Ensures the timely execution of meeting protocol, guaranteeing the committee meet at least once every two months
- Meeting Protocol consists of but limited to:

### BEFORE

1. Ensure that the meeting is advertised through the school newsletter and/ or media, 7 days prior to the meeting.



2. With the assistance of the Committee Secretary, ensures that all reports and other documentation are ready and that everyone has copies, this includes an Agenda of the meeting. Sending documents out via email allows members to read through before the meeting, so you can get down to business.
3. Check that there are enough members present to make quorum, that being half the number of people on the committee plus one. Unfortunately, if quorum cannot be reached then the meeting is to be adjourned to a later date.

### DURING

1. Open meeting with prayer
2. Receive apologies

3. Amend where necessary and adopt minutes of the last meeting
4. Discuss matters arising from the previous meeting
5. Read out any inwards correspondence to the school committee
6. Presentation of reports from the Treasurer and the Principal
7. Discussion of General Business/ New Business
8. Schedule next meeting
9. Close meeting with prayer

For more information on school committee functions and responsibilities please visit our Ministry Website.

Alternatively, you can contact the Planning and Development team to discuss more.

## Planning and Development Education Reviews 2015

The following schools are due for a formal education review visit for the remainder of the 2015 academic year. Other schools may be added to the list if the need arises. Schools are entitled to request visits if they have any special interest areas or concerns.

**Mauke School\***

**Term 4**

**2nd – 6th Nov week 4**

**Arorangi School\***

**Term 4**

**16th – 20th Nov week 6**

The Northern group schools are all due for education reviews with visits being subject to transport availability.

\*Indicates schools with first time Principals.



# TE TAUTAI MATAORA



I tetai tuatau i topa ake nei, kua manako tetai au pupu tamariki e ka ano ratou i te tautai kanako. Kua akateatea mamao ratou i ta ratou pakau tautai; te koe, te matau, te tipi iti, te maunu, te kati e te pakete ei aao i ta ratou ika.

I a ratou e ano ra na runga i te aranui, kua akamata ratou i te imene i teia imene;

**Kotuku e ka rere ki tai  
Kotuku e ka rere ki tai  
Pao kanako, pao kanako ei  
Kinaki i ta matou apuka Mario e**

I a ratou e ano ra ma te imenemene, kua kite atu ratou i tetai kau mario para i te pae i te aranui. Kua ano atu ratou i te tapu mai ei kai na ratou i tai.

Kia tae ratou ki tai, kua poitirere ratou i te kiteanga e kua maro tikai te tai, tano meitaki no to ratou akakoroanga tautai.

Kua tapeka ratou i ta ratou kati e te matau, kua akateatea mamao i ta ratou marei kanako e kua akamata i te tautai.

Kare i roa to ratou tautaianga, kua kai mai tetai aka kanako nui na Tioni.

I taua taime rai, kua tuoro mai a Enere, "Aue taue! E ika ranuinui taku, teia e uuti nei i taku kati." Kia rauka mai ra teia ika na Enere, e vai patuku kekena ua rai.

I taua taime rai, kua kai mai ta Toka, e aka mango papera. I tona uuti mai anga kua ati te takiri. No to Toka aka noinoi kia rauka mai rai te mango papera, kua mou a ia i te kati, e kua uuti mai i te mango. I na

ra kua utiaia atu a ia e te mango.

Kia kite mai a Enere e Tioni i te tupu ra, kua ano mai raua i te tauturu i a Toka, i na ra, kua utiaia atu ratou katoatoa ki roto i te tai.

I to ratou topaanga ki roto i te tai, kua tuoro atu a Toka ki a Enere e Tioni kia tuku i te kati ko te uutiia ratou ki te moana. Kua matemate ratou i te kata i te mea e, kua mau pouroa ratou i te tai e kua ora te mango papera.

Kua akamata akaou ratou i te tautai i te-tai ika ei apai na ratou ki to ratou

ngutuare. Kua manuia tikai ta ratou tautai. Tuketuke ta ratou ika i mou mai. Te au ika rikiriki e te au mea nunui. Kua ki ta ratou au pakete.

Kua tama ratou i ta ratou ika, kua amani i tetai ika mata ei kai na ratou, kinaki ki te mario para. I te otianga ratou i te kaimanga, kua oki ratou ki te kainga ma te imenemene e te ruaraara no runga i ta ratou tautai i taua ra ra.

"No atu i na Toka ai kare i mou mai te mango papera, kua paunaia to tatou akakoronga tautai kanako. Kua kaikai tatou, kua ki to tatou kopu, e te apai nei tatou e tai pakete ika, ei kai na te ngutuare tangata."

Tataia e: Rose Lucky  
Mataiti: 10  
Apii: Mauke

## VALUES and CODE OF CONDUCT FOR PUBLIC SERVANTS (PSC Act 2009)

As public servants and employees of government, all Ministry of Education staff are reminded of the need to uphold the values and code of conduct of the Public Service (PSC Act 2009) at all times. We are all representatives of the government, and particularly the Ministry of Education in everything we do - both personally and professionally. Therefore, we must ensure that we are good role models, especially for our students and the community to ensure that our stakeholders place their faith and trust in us to provide the best educational opportunities for our children.

The PSC Act (2009) Part 4 (20) states:

Values of the Public Service - Subject to the Constitution and the rule of law, the Commissioner, every head of department, and every employee must uphold the following values in their work

- (a) Honesty - acting honestly, being truthful, and abiding by the laws of the Cook Islands;
- (b) Impartiality - providing impartial advice, acting without fear or favour, and making decisions on their merits;
- (c) Service - serving the people well through faithful service to the Government of the Cook Islands;
- (d) Respect - treating the people, the Government of the Cook Islands, and colleagues with courtesy and respect;
- (e) Transparency - taking actions and making decisions in an open way;
- (f) Accountability - being able to explain the reason for actions taken, and taking responsibility for those actions;
- (g) Efficiency and effectiveness - achieving good results for the Cook Islands in an economical way.

Schedule 4 of the PSC Act (2009) states:

### CODE OF CONDUCT

Every employee and every head of department of the Cook Islands Public Service must, in the course of their employment

- 1. behave with integrity and honesty; and
- 2. Exercise care and diligence; and
- 3. be professional, courteous, and treat everyone with respect and without coercion or harassment; and
- 4. Comply with all applicable laws relating to their employment; and
- 5. comply with all lawful and reasonable instructions; and
- 6. take reasonable steps to disclose and avoid any real or apparent conflicts of interest in connection with their employment; and
- 7. ensure the proper and prudent use of government resources; and
- 8. use official information only for official purposes; and
- 9. not improperly use their status or authority to seek or obtain a benefit for themselves or any other person or body; and
- 10. at all times act and behave in a manner that upholds and promotes the integrity, values, and good reputation of the Cook Islands Public Service; and
- 11. comply with any other conduct requirements as may be prescribed by regulations.