



Small Schools Newsletter

November 2007

Kia ora

I hope you all enjoy the final three week and best wishes to Karen and Lance who are hosting ERO next week! A final newsletter for the year to give you some tentative dates for 2008.

Tour of the Town Meeting-Thursday 29 November

Due to pending ERO visits, audit visits, school camps and just being too busy this day was cancelled at the last minute as the numbers dwindled down to two! Several have expressed interest to have this opportunity again next year and perhaps open it up to invite some/all of your staff if keen and able! If you are interested in this as an option for next year let me know.

A Message From Roger Hornblow

Dear Nicky,

Could you cut and paste the following out to the crew that were at Kaikoura If you think they have the headspace.

Roger's Friendly Reminder service.
How's the Principals Job Description revamp going??

Revamping our Principal's Job Description

The Professional Standards really don't cut it when we are trying to provide a framework and accountability for quality and 'leadership'. I feel that the Professional Standards are all about 'management', hence the need for a revamp.

There is no one way to involve your staff in this activity but it is essential that they consider the wide range of tasks you need to do and the range of clients that all have a vested interested in how you perform. If this process is done well then it gets some staff's hidden agendas out of the way.

Put up on the wall a week before the meeting a poster that has...

What does an ideal principal look like?

Staff meeting

Setting the scene.

As a staff, we need to start looking at what an ideal principal looks like. The purpose of this is to revamp the principals JD into something that is meaningful and will drive a worthwhile Principals Appraisal system.

1/ Up on the wall I have the headings from the Professional Standards..... Professional Leadership, Strategic Planning, Staff Management, Relationship Management, Financial and Asset Management, Statutory and Reporting Requirements. Refer to these and say that at the end of this process all our ideas need to fit under these headings.

Have 4 areas where staff can put up post-its.

Make up your own but I think the following 4 'P' areas give staff plenty of scope to put their ideas.

People (Communication and interaction with Pupils Staff Parents and Agencies)

Property (Managing finances, buildings etc.)

Purpose (Vision, planning and leading the school forward.)

Patchwork (Any other ideas that add colour, personality, identity to the JD)

All ideas that go up need to be initialled (it brings in accountability and ownership of ideas – esp. any controversial ideas/thoughts) so that we know who to go to if the idea needs to be clarified or developed.

In this process please remember that you are asking staff to do something that they have never done before...write their boss's Job Description. They need ideas to start them off. Grab some statements from my JD (attached) and these should help start the ideas flowing.

Staff also need to know the purpose for doing this... Is it a one off, is it the start of something bigger, what is the plan for future (see Amberley's 3 year plan attached) *Have just emailed Roger to say there was no attachment so will send on when it comes!*

At the end collect all the sheets and staple the post-its so they don't get lost. Collate the items under the Prof Standards headings and no doubt they will end up looking something like my JD because staff want similar attributes from their leader.

Roger

Roger Hornblow

Principal

Amberley School

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Small Schools Cluster Meetings for 2008

Some dates for your diary for next year.

Term 1: Building a Learning School – Roger Hornblow

- **Wednesday 2 April 2008** - 3:30-5:00 session (For teachers)
- **Thursday 3 April 2008** – 9:00-3:00 session (For principals, middle managers)

The feedback after our last session with Roger was that you were all keen to attend his second workshop which will look at curriculum design and you will leave with another CD packed with practical ideas to support you with the process. More details will be sent out at the start of 2008 and to enable us to keep the costs to a minimum I will open these sessions up to all schools.

Term 2: PD session on the New Curriculum with Gary Hildyard –Thursday 22 May-Week 3

(He doesn't know about this yet but will soon!)

Term 3: Kaikoura Meeting –Invite ChCh school/principal to present. –Thursday 7 August – Week 3 (Will get feedback from you to decide who or what!)

Term 4: All too busy!

Instead of having our meetings on week 9 each term I suggest we try to hold them earlier in the term next year as the end of term is busy enough anyway! Suggest we strive for week 3 instead.

New Zealand Curriculum Online

Ensure you are receiving the New Zealand Curriculum Update, which will provide monthly updates on resources and developments relating to the New Zealand Curriculum.

The update can be accessed here.

<http://centre4.interact.ac.nz/468/60252>

This month's update features information about:

- * The NZ Curriculum Online - the new website
- * From the NZ Curriculum to school curriculum - the first items of a pack of resources to help schools during implementation
- * More implementation resources
- * Share and read school curriculum stories
- * Online discussion: exploring the opportunities and challenges of the NZC

Email: cmponline-help@list.tki.org.nz

Have a fantastic holiday break wherever you may be. You all deserve every minute!

Nicky