



Resource Teacher: Learning and Behaviour Service

Newsletter

April 2017, Newsletter No. 34

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From the editor

Term 1 changes

Term 1 has ended with a change of a lead school principal and several cluster managers.

Lead School Principals:

We farewell and thank Phil Palfrey for his contribution to the RTLB service in his role as lead school principal of cluster 12, Manurewa East School in Auckland

We welcome Richard Arthurs who will be acting lead school principal for Manurewa East School.

Cluster Managers:

We farewell and thank the following cluster managers for their commitment to the RTLB service during their time as cluster manager:

- Eng Leong Lim, cluster 6 in Auckland Central
- Paul Mitchell, cluster 16 in Hamilton
- Karen Campbell, cluster 38 in Cromwell.

We welcome

- Lin Avery – acting manager cluster 6
- Graeme Nobilo – acting manager cluster 16
- Trevor McDonald – acting manager cluster 38
- Phillipa Wooffindin and Clare Williams – co-managers cluster 13
- Ray Webb – manager cluster 10.

ERO reviews

We look forward to the ERO reviews of RTLB clusters in terms 2 and 3.

This is an opportunity for clusters to share evidence of how the transformation of the service has contributed to clusters capability and capacity to monitor and evaluate service provision and improved outcomes for learners.

Lianne Kalivati, Learning Support
National Office

For your calendar

RTLB Annual and Financial Reports

Clusters' Annual Reports, Financial Reports and supporting documentation for **2016** (including the Declaration and RTLB staff snapshot) are due on or before 31 May, 2017.

Please submit your cluster's reports to the RTLB mailbox, RTLB.Enquiries@education.govt.nz

Qualitative Reports

The Term 1 2017 qualitative report is due to the Ministry on Friday 5 May (Term 2).

Please email the report to the RTLB enquiries mailbox RTLB.Enquiries@education.govt.nz .

National Lead School Forum 2017

The National RTLB Lead School Forum for lead school principals and cluster managers is planned for 6-7 September, Brentwood Hotel, Wellington.

Data collection dates for 2017

We would appreciate it if you could follow up with your teams to ensure data is entered and ready for the Ministry to access on the dates listed below:

- Friday 5 May 2017
- Friday 28 July 2017
- Friday 20 October 2017
- Friday 9 February 2018 (2017 data)

Ministry of Education Secondments

Michael Harrison (cluster 30 lead school principal) and Paul Mitchell (cluster 16 manager) spent a significant amount of time supporting continuous cluster improvement in term 1.

As Paul has resigned from his position as cluster 16 manager, he will no longer be available to continue this work. A new cluster manager has been identified to work alongside Michael in term 2. Please contact Michael at principal@nbrtlb.com if your cluster would like support in term 2.

Case numbers

The Ministry are working on the capability to generate reports on RTLB case numbers. This is a work in progress, but some preliminary data follows:

Case Types	Number
Individual student cases in 2015	14625
Group of student cases in 2015	1163
School cases in 2015	1786
Individual student cases in 2016	14038
Group of student cases in 2015	1335
School cases in 2016	1855

Tools and resources for Communities of Learning | Kāhui Ako

An [online toolkit](#) has been developed by the Ministry that includes resources and services that Kāhui Ako can use to meet achievement challenges and deliver personalised learning pathways for all children and young people. The toolkit is organised into six domains, or areas of potential development for Kāhui Ako, these are:

- **Teaching** collaboratively for the best learning outcomes for every child.
- **Leading** for achievement and progress for every child and every teacher.
- **Evidence** guiding our practice and actions.
- **Pathways** developing and connecting along the whole educational journey for every child.
- **Partnering** with families, employers, iwi and community.
- **Building** a thriving Community of Learning.

Check out the toolkit on <http://kahuiako.education.govt.nz/>.

Case file disposal



The lead school's board of trustees takes ultimate responsibility for running the RTLB services for the cluster. As such, the service is delivered by the school and not the ministry and so the RTLB student records are the responsibility of the board of trustees of the lead school.

Case files

1.5 Student Progress records.

RTLB records fall under the auspices of the Schools Retention and Disposal Schedule as "Student progress records (1.5)". The disposal action for this class of records is to "Keep for as long as the school needs them for school business or reference purposes, then they may be **destroyed with the permission of the board of trustees**".

Privacy considerations – refer to: Section 6 Privacy Act 1993.

Record of work – without names of teachers or students

Professional practice guidelines should be followed by specialist teachers.

5.16 Teaching Materials including work books, unit plans, notes.

Keep for as long as the school needs them for school business or reference purposes, then they may be destroyed with the permission of the teacher and/or the board of trustees as applicable. Disposal should be by secure document bin or shredding. Please keep a record of what and when a disposal has been made.

Please note that this schedule (Disposal Authority 221) is currently under review.

Ministry Bulletins and library

Ministry Bulletins for School Leaders

The Bulletin is the Ministry's central fortnightly communication channel for sending information to schools.

2017 Bulletins:

- [Ministry Bulletin for School Leaders | He Pitopito Kōrero Issue 66](#)
- [Ministry Bulletin for School Leaders | He Pitopito Kōrero Issue 67](#)
- [Ministry Bulletin for School Leaders | He Pitopito Kōrero Issue 68](#)
- [Ministry Bulletin for School Leaders | He Pitopito Kōrero Issue 69](#)

What's new in the library?



The Ministry of Education Library provides support to all RTLB. If you haven't already signed up to use the service you can email the Library team at education.library@education.govt.nz. They'll send you a login and password for their website.

Here are some highlights the team have selected specially for RTLB.

Leadership practices that promote effective whole school behaviour management: a study of Australian primary schools,

by John De Nobile, Mariam El Baba & Teola London.

School leadership & management 36 (4), 2017, p. 419-434 (*article*).

Explores elements of leadership practice that support the effective implementation of whole school behaviour management systems and policy in Australian primary schools.

Pioneers, drivers, integrators, & guardians,

by Suzanne M. Vickberg & Kim Christfort.

Harvard business review 95 (2), 2017, p. 50-56 (*article*).

Describes four personality types that can be found within teams. Presents tips on how managers can make the most of the work styles and perspectives of these personality types.

General Information

RTLB Enquiries mailbox

- for enquiries regarding the RTLB service please email RTLB.Enquiries@education.govt.nz

In-Class Support mailbox

- for enquiries regarding In-Class Support, please email In-Class.Support@education.govt.nz

Local Ministry offices

- for contact details and information on your local ministry office and 10 regions covering New Zealand, visit <http://www.education.govt.nz/ministry-of-education/regional-ministry-contacts/>

Communities of Learning | Kāhui Ako

- for information about the Communities of Learning | Kāhui Ako, visit <http://www.education.govt.nz/ministry-of-education/col/>

RTLB online toolkit

- The Professional Practice online toolkit <http://rtlb.tki.org.nz/>

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