

# Resource Teachers: Learning and Behaviour



## **RTLB Matters: Issue 7 2012**

23 May 2012

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### Annual Plans, Strategic Plans and Needs Analyses

*A quick word of reassurance...*

At the recent Cluster Manager forums I talked about your plans as being “formative”, “a line in the sand on 25 May”, “a work in progress”....

I know you want to submit shiny complete documents with all i's dotted and t's crossed. However, I have no expectation that all of you will be at that point on Friday. If your document is very much a ‘work in progress’ make sure you have thought about what is missing or incomplete and flag those aspects in your plan. You should also be flagging this with your Board.

Otherwise, please email your document(s) to me [anne.tuffin@minedu.govt.nz](mailto:anne.tuffin@minedu.govt.nz) on Friday 25 May – no extensions will be considered.

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### Quarterly Reporting to Boards

The Funding and Service Agreement between lead schools and the Ministry requires you to report quarterly to your Board.

Quarterly reports cover key outputs:

- The number of interventions in the cluster
- The number of interventions at individual schools
- The duration of the intervention(s)
- The outcome of the intervention(s)
- Any management or governance issues
- A risk assessment status report
- Any other matters arising

Thank you to those of you who have been sending me copies of these reports. I have found them very informative, and give me insights into your cluster that allow me to better support your work.

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### Cluster Advisory Group minutes

The Funding and Service Agreement also requires you to submit the minutes from each Cluster Advisory Group meeting to the Ministry within 10 working days of each meeting. Potential risks need to be highlighted to ensure they are mitigated.

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## Differences in funding from 2011

The total national RTLB funding remains unchanged from 2011. However, when the Ministry calculated the RTLB cluster budgets for 2012 there was an adjustment made to the LSF/Yr 11-13 budget line. The reason for this was twofold:

- There was historically a relatively large underspend in the LSF/Yr 11-13 budget line across clusters, and
- The funding of the new cluster manager positions needed to be found from within the total RTLB funding.

Whilst the amount allocated to the 2012 LSF/Yr 11-13 fund is less than in 2011, it better reflects the actual historic expenditure in this budget line across all clusters.

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## Year 11-13 Fund

I want to acknowledge the hard work you have all done to move the Yr 11-13 fund from pro-rata to needs-based allocation. I know many of you have had your 'difficult conversation' skills tested to the full. Some of you have uncovered practices that certainly needed to change, and there is now a much fairer allocation of funds across secondary schools in your clusters.

However, we are receiving feedback from some secondary schools and secondary school principals' groups that we haven't got it quite right with our Yr 11-13 Guidelines and application form. We are hearing that the termly application and paperwork are onerous given the small amounts of money involved, and that planning for annual programmes is compromised.

I will re-form the working group that developed the Guidelines to review the Guidelines and respond to the concerns we are hearing. At the same time, it may be timely to consider the use of the fund to support students achieve NCEA Level 1 and 2 through reader-writers.

**Please email your views on this issue.** If you could let me know the mood of your secondary schools, that would be very helpful.

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## RTLB training - Course Fees

For your information, this is the wording in the letter sent to RTLB when they win a study award:

*"Course fees will be provided directly to the training provider. The award pays domestic tuition fees direct to the university. You or your cluster are liable for student services, Building Levy, administration and other add-on University charges. You will also be expected to contribute to the cost of course materials. International tuition fees are not paid by this award. If you are not a New Zealand resident your cluster will need pay the difference between the domestic and international tuition fees.*

*Please note that you will receive several invoices from your university between February and May each year. Please discard the first invoice as the Ministry will be paying your tuition fees directly to the University. However, you will receive a final invoice in April or May with the total amount for your fees, please be aware that you may then need to pay any additional fees that are above the standard domestic tuition fee covered by your award."*

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## Release of extra RTLB positions

The RTLB Transformation created 25 new RTLB positions over the national 2011 total number of positions. The 25 positions nationally are included in cluster staffing entitlements (in Schedule B of your Funding and Service Agreement). However, many of you have been unable to appoint your full entitlement while we wait for attrition from over-entitled clusters nationally.

The Ministry can now release nineteen (19) of these positions and you will be informed if you are a cluster that will be able to advertise a position at this time. The remainder of the positions will be released later in the year.

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## The Rumour Mill

From time to time I hear the rumour that if the transformation isn't successful, the RTLB service will be disbanded in three years time. I can understand how the rumour may have begun, but it is not correct. The Ministry is wanting the RTLB service to become a consistently quality service across all clusters and is working very hard to make sure this happens. The RTLB transformation has put a strong governance and management system in place, and is supporting cluster managers and RTLB to focus on developing and improving professional practice and qualifications. In three years time, when ERO next reviews the RTLB service, we are confident the service will show marked gains on previous reviews

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## And finally.....

Promise yourself a rest this weekend – you deserve it!

Hei konā rā  
Anne

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