

RTLB: Cluster Manager Forum

12th & 13th March 2013

Brentwood Hotel, Wellington

March 2013

Programme for the Day

Day 1 – Tuesday 12 March 2013

Lead School Principals, Cluster Managers

Morning

8:45 Registration Coffee/Muffins

9:00 Mihi Whakatau – Formal Welcome

9:15 Embedding the RTLB Transformation

10:00 The role of the Lead School Principal

11:00 Morning Tea

11:30 Finances

12:30 Lunch

Programme for the Day

Afternoon

- 1:30 **The Role of the RTLB Cluster Manager**
- 2:30 **The Local RTLB Service and its Community**
- 3:00 **Afternoon Tea**
- 3:15 **Plenary Session**

Principals depart if they wish at 4:00pm.

- 4:00 **RTLB Professional Practice #1**
- 5:00 **Close**

Embedding the RTLB Transformation

Brian Coffey

Group Manager, Special Education Strategy,
Early Years and Learning Support, Ministry of Education

- Overview of the Transformation
- Property
- Payroll and Staffing
- New Initiatives and the Future of the RTLB Service

Embedding the RTLB Transformation continued.

Overview of the Transformation

- Transformation Goals
- Key achievements

Embedding the RTL B Transformation continued.

Property

- Current property policy for RTL B
- Problems with the current policy
- Developing property policy to meet RTL B service delivery needs

Embedding the RTLB Transformation continued.

Payroll and Staffing

- The need to keep RTLB staffing separate from School staffing
- Banking staffing
- Interim tool to assist the management of banking staffing
- Long-term solution to separate RTLB from School being developed

Embedding the RTLB Transformation continued.

New Initiatives and the Future of the RTLB Service

- Amalgamation of other Resource Teachers?
- National RTLB Advisory or Reference Group?
- Service hubs?
- IWS?
- Inclusive Education PLD?
- High quality, evidence-based practice – RTLB held in high regard by the schooling sector
- Inclusive Schools

The role of the Lead School Principal in relation to the Cluster Manager and Board

Panel: Michael McMenamin, New Plymouth Boys' High School

Phil Palfrey, Manurewa East School

Ian Hastie, Avalon Intermediate

Lynda Taylor, Leeston School

Colin Davies, NZSTA

Chair: John McGowan, Campbells Bay School

Morning Tea



Finances

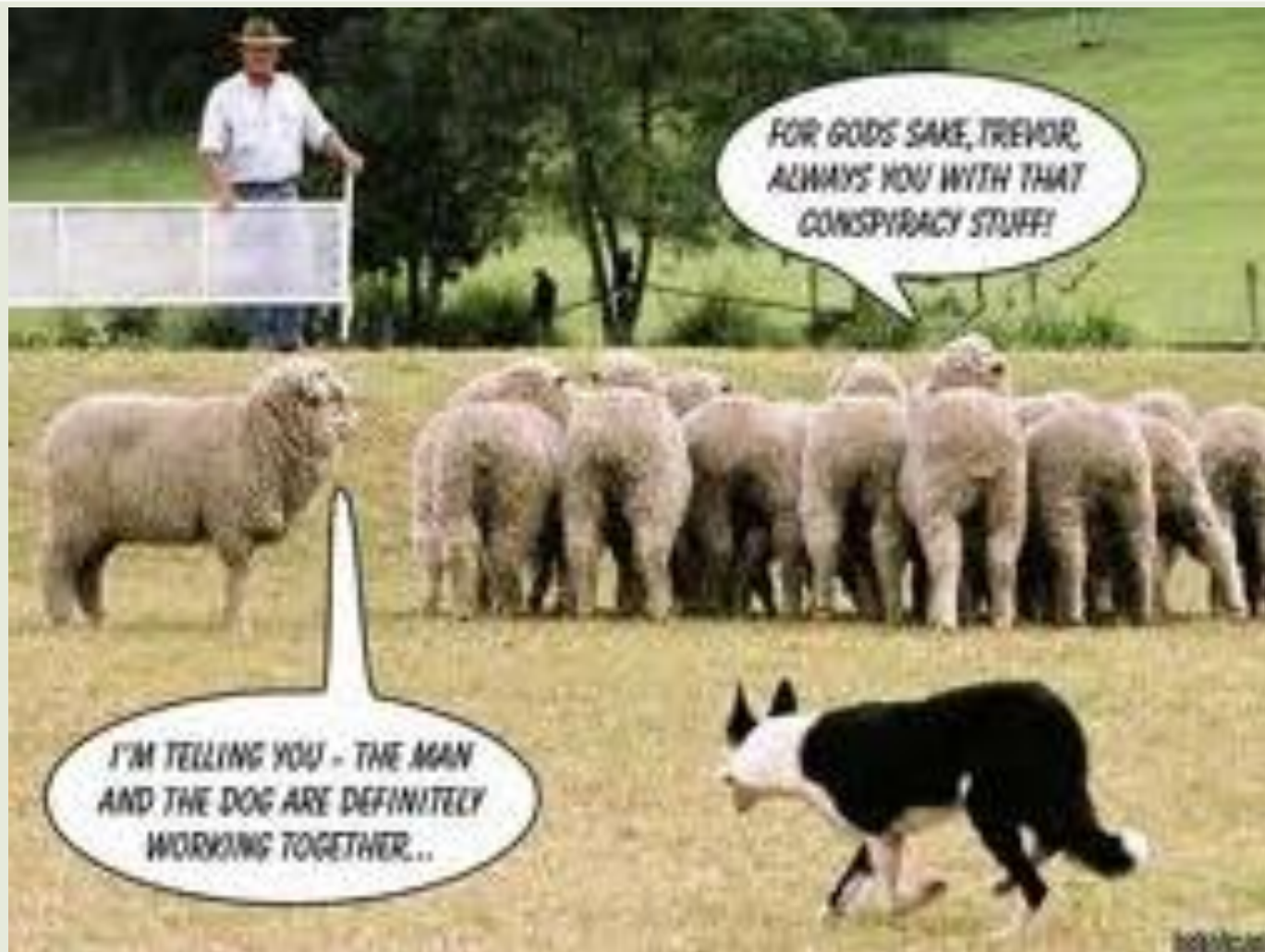
Managing the RTLB Budget and Banking Staffing

Panel: Rubina Wheeler and Terri Kellett, Nawton School

Tony Hunter, Tahuna School

Regional Ministry Finance Advisors: Fiona Hollingworth,
Phil Carver, Carmel Riordan, Ann Clarke

Chair: Dennis Coxon, Taradale Intermediate



Lunch

Programme for the Day

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The Role of the RTLB Cluster Manager

Enabling Factors

Panel: Chris Greer, New Plymouth Boys' High School
Jenny Baber, Pakuranga Intermediate
Ian Johnson, Cobden School
Margaret Stewart, Freyberg High School

Chair: David Bullôt, Tawhero School

The Local RTLB Service and its Community

Cluster Schools, Host Schools, Other Agencies, CAGs and Local Ministry

Panel: Richard Limbrick, Arahoe School

Sarah Grant, Gisborne Girls' High School

Pateriki Toi and Rob MacDonald, Taipa Area School

Karyn Bennett, Manurewa East School

Chair: John Bangma, Mairehau School

Afternoon Tea



“Mr. Osborne, may I be excused? My brain is full.”

Plenary Session

Facilitators: Brian Coffey, Ministry of Education
Ezra Schuster, Ministry of Education
Phil Palfrey, Manurewa East School

RTLB Professional Practice #1

RTLB Training

Presenters: Dr Alison Kearney & Dr Mandia Mentis,
Massey University

Day 1 – 12 March 2013

Close



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Day 2 – Wednesday 13 March 2013

Cluster Managers only

Morning

8:15 Coffee

8:30 Introduction to the day

8:40 Professional Practice #2

10:10 Morning Tea

10:30 Professional Practice #3

12:00 Lunch

Programme for the day

Afternoon

- 1:00 **Professional Practice #4**
- 2:00 **Professional Practice #5 Workshop**
- 3:15 **Plan next CM Forum / Evaluation / Feedback**
- 4:00 **Close**

Introduction to the day

Anne Tuffin

RTLB Project Manager, Ministry of Education

Day 2 – 13 March 2013

Professional Practice #2

Building School Capacity: Aligning School and RTLB Referral Systems

Presenters: Richard Limbrick, Eng Leong Lim & Ruth McAllum,
Arahoe School

Morning Tea



How the customer explained it



How the project leader understood it



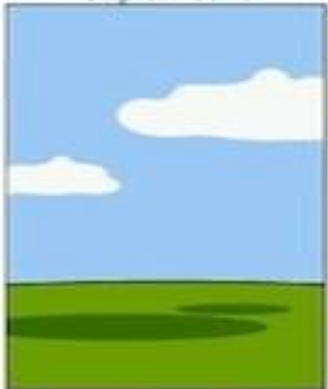
How the engineer designed it



How the programmer wrote it



How the sales executive described it



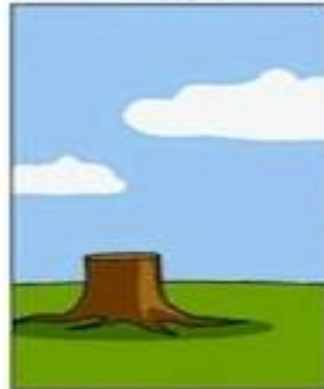
How the project was documented



What operations installed



How the customer was billed



How the helpdesk supported it



What the customer really needed

Professional Practice #3

Performance Management, Difficult conversations and Competence

Presenters: Peter Hall, NZSTA
Carol Shand, Teachers Council

Lunch



Programme for the afternoon

Afternoon

1:00 Professional Practice #4

2:00 Professional Practice #5 Workshop

3:15 Plan next CM Forum / Evaluation / Feedback

4:00 Close

Professional Practice #4

Professional Development & Supervision for CMs

Problem-solving model

Presenters: Clare Lawrence, Ministry of Education
Lyn Evans, Motueka South School

Professional Practice #5

Workshop

Putting Problem-solving model to the test

- SLS (ex-managed pool clusters)
- Use of LSF/Yr 11-13
- Annual/Quarterly
- Delivery to Māori
- Delivery to Pasifika
- Case management
- Choosing a database

Reports

Closing Tasks

- Plan next CM Forum
- Evaluation
- Feedback

Close

