

One-day event for administrative professionals



Lower North Island School Office Administrators' CONFERENCE

8.45am-4.00pm, Thursday 19th August 2021

Sky Stadium, Waterloo Quay, Wellington

Who will benefit:

- Administrative staff
- Support staff
- Anyone who wants to be a more effective team member

- Interesting topics
- Expert Speakers
- Self improvement
- Networking
- Trade displays

Reserve your place now! Register online: www.cessl.org.nz

email: wayne@cessl.org.nz phone free: 0800 205 267

REGISTRATION
8.15am

INTRODUCTION
8.45am-9.00am

Welcome to Delegates and Housekeeping

Wayne Jamieson:
CES General Manager

KEYNOTE SPEAKER
9.00am-9.50am

"Wake up your WOW!"

Cath Vincent

Learn how to operate at maximum energy, confidence and motivation, no matter what challenges you face ...

Humans are creatures of habit. We do the same things and get the same results. Cath will reveal how you can do things differently so you work less but achieve more. Her unique 6-layer model for change will wake up your WOW!

She will help you to discover:

- what impacts your personal WOW;
- micro-changes that you can make straight away to get more of what you want;
- how to change your habits for greater success.



PROFILE

Cath Vincent
Motivational Speaker

Cath was a business consultant for over 20 years. She has worked on multi-million dollar infrastructure projects and launched businesses in the UK, Australia and New Zealand – including a software start-up which won a DTI award for innovation. Yet despite her corporate success, Cath remained unfulfilled until she decided to 'Wake up her WOW!' She emigrated to New Zealand and began a new career as a motivational speaker. Cath quickly gained international recognition, and within only three years she had won the National Speakers' Association Brightstar award. Cath is also host of the uplifting 'The Cath Vincent Show' which airs on Sky TV.

MORNING TEA
10.00am-10.30am

Workshops

1 10.30am-11.45am
Session One

School finances from an MOE perspective

David Hyland: *School Finance Advisor, MoE*

A special opportunity to meet an advisor from the Ministry and learn about the latest developments, ask questions and listen to colleagues' feedback.

SMS: KAMAR - tips and tricks

Kent Lendrum: *e-Learning Specialist*

Learn about the latest version of KAMAR and all the updates and shortcuts that you need to know.

SMS: MUSAC Edge Administration - tips and tricks

Phil Simms: *MUSAC*

This workshop will cover the core administration functions in Edge Student Manager, including:

- enrolments / leavers / caregivers / staff;
- calendar;
- classes and groups;
- list printing;
- notifications;
- finances and the Edge app.

SMS: eTAP - tips and tricks

Phil Hardie: *eTAP*

Useful tips and tricks to help you get the most from the eTAP School Management Software.

MoE ENROL: 101 and beyond

Jacqui Smith: *Team Leader, Data & Knowledge Team, Ministry of Education*

ENROL's data team represent the voices of users based on their queries throughout the year and balance their need for changes with all other users' needs. Topics will include:

- new features in ENROL;
- upcoming changes to ENROL;
- user feedback.

Organise your Google Drive

David Kinane: *e-Learning Innovator*

Learn how to organise folders, share files and keep track of files others have shared with you in Google Drive. Google Docs' powerful collaboration tools include revision history, the comment and chat features and the 'suggest' tool for tracking and automatically generating suggestions as you type.

Time will be allocated for questions.

Communication awareness in the workplace

Desirée Williamson: *Communication Works*

Effective communication underpins the smooth running of every successful workplace. But how do we get to shared understanding and mutual purpose? This workshop explores the vital role of self-awareness and empathy, but reminds us that we need to be strategic to avoid communication breakdown. Topics include:

- evaluate your communication style and the effect it has on others;
- improve your listening and questioning skills;
- use empathy and develop emotional intelligence;
- how to prevent a communication breakdown

Attendance and truancy

Sue Hughes: *Te Roopu Awhina (TRA)*

A look at the factors contributing to a student's absence or non-enrolment and which social support services are required to improve and maintain attendance.

2 11.45am-1.00pm
Session Two

Xero tips and tricks

Yasmin Sellars: *Finance Manager, CES*

An in-depth look at Xero and how you can save time by using the system to its full potential.

Please email any questions or topics you would like to be covered in the workshop to: yasmin@cessl.org.nz before 2nd September.

The "dark art" of banked staffing

Wayne Facer: *Education Enterprises*

Wayne will unravel the "dark art" of banked staffing with advice on how to exploit loopholes to gain the greatest benefit for your school. He will give examples of how to interpret banked staffing reports and spreadsheets and how to manage banked staffing over a changeable year.

BONUS: Additional resources which make banked staffing easier to understand will be forwarded to each delegate after the conference.

EdPay: making payroll easier

Clare Fulbrook: *Manager, Sector Capability and Service Design, Education Payroll*

The team from EPL will be demonstrating the latest enhancements and new functionality in EdPay.

Working effectively with refugee and migrant cultures

Maureen Zaya: *Refugee and Migrant Education Support, Ministry of Education.*

Expand your cultural awareness of students and families from diverse cultural and linguistic backgrounds. Gain a better understanding of the barriers to communication and engagement, and learn how to overcome them. Maureen will direct you to the resources provided by the Ministry of Education to support these students.

Gmail, Calendar and Contacts

David Kinane: *e-Learning Innovator*

How does Gmail differ from Outlook or Mail? Find out how to filter and organise mail, create folders, create events, issue invitations, create and manage multiple calendars, merge mail, make priority mailboxes and more tips and shortcuts. **Time will be allocated for questions.**

Productivity tips with Microsoft Office

David Jackson: *Microsoft Specialist*

Learn lots of new tips and time-saving tricks which make using MS Office more productive. Everyone will receive hand-outs to share with your team. Content will include:

- managing and sorting your email;
- controlling your calendar;
- quickly format a Word document;
- data analysis made easy with Excel.

Negotiate with persuasion and power

Desirée Williamson: *Communication Works*

A successful negotiation starts with a willingness to reach agreement and an understanding of the wants and needs of the other party. Role conflict also plays a part and you must be able to choose the resolution style which is most appropriate. This workshop will provide practical tools and strategies, including:

- why negotiation must involve a genuine desire to reach agreement;
- the importance of planning;
- how to differentiate between strategies;
- the power of persuasion;
- plan and put in place tactics and strategies with a focus on 'win-win'.

The Privacy Act and schools

James Hurler: *Office of the Privacy Commissioner*

Learn how to collect, handle and store personal information in accordance with the Information Privacy Principles of the Privacy Act 2020. James will also cover the principles which govern how your school can use and disclose personal information.

Resilience: staying well in times of adversity

Hannah Airey: *Workplace Well-being*

Life presents us with challenges, but challenges also provide an opportunity to change ourselves. How we react is dependent on our inner resources. This experiential workshop will provide evidence-based information and tools which you can put into practice at work and in your personal life.

BUFFET LUNCH 1.00pm-2.00pm

3 2.00pm -3.15pm Session Three

The dos and don'ts of school expenditure

Stephen Davy/Yasmin Sellars: *CES*

Topics will cover frequently asked questions:

- should principals and staff be paid BOT fees?
- BOT fees were introduced to reimburse costs – does that include loss of income too?
- must allowances paid to staff be approved by MOE and Novopay?
- appropriate vs inappropriate gifts/payments/reimbursements
- can you pay staff for additional services? e.g., a caretaker undertaking building work;
- what is income in advance – when is it allowed?
- a reminder of the 10% borrowing limit and why it is relevant to all schools.

The auditor and financial reporting

Sune Leroux: *Assistant Audit Manager, BDO*

A look at the audit process, procedures, timing, and issues that are commonly found while auditing school accounts. Sune will also look at financial reporting from an auditor's perspective.

SMS: Assembly - tips and tricks

Leanne Flack: *Relationship Manager, Assembly*

Maximise the tools within Assembly Student Management System to help you work smarter. Leanne will share tips to **save you time**, and to ensure you are getting the most out of the system. **Time will be allocated for questions and sharing tips and tricks.**

Cultural awareness: diversity in the workplace

Desirée Williamson: *Communication Works*

Cultural diversity presents huge potential, but also creates challenges. Desirée will provide tools that will enhance your cross-cultural competence:

- learn how to recognise Kiwi culture and why misunderstandings occur;
- discover how we 'signal' our culture through perception, hierarchy and language;
- ways to save face and promote understanding.

Hail: go beyond newsletters and create beautiful publications

Stuart Dillon-Roberts: *Technology Specialist*

Stuart will show you how Hail works and how easy it is to create, update and share your publications. Discover how you can create:

- enrolment packs;
- Information A-Z guides for new parents;
- notices and blogs;
- BOT minutes.

Google Sheets: tips and tricks

David Kinane: *e-Learning Innovator*

If you know how to use Excel then you'll feel at home in Google Sheets. In this workshop you will learn how to enter data; create charts and pivot tables; use autofill; and add formulas to make working with large sets of numbers easy. Sheets can also be used in combination with Google Forms and the autoCrat plug-in to generate invoices and many other automated functions which will speed up your workflow.

Time will be allocated to ask questions.

Modern ways of working with Office 365

David Jackson: *Ripped Orange*

Learn how you can use Office 365 to collaborate and digitise processes. Topics will cover:

- sharing and collaborating with documents;
- using Microsoft Teams;
- creating Forms with Microsoft Forms;
- creating newsletters with Microsoft Sway

Appraising support staff

Jacqui Pascoe: *Education Consultant*

Do the appraisal processes in your school contribute to growth, development and improved performance, or are they merely a 'must-do' compliance exercise? In this workshop we will explore the role of the appraiser and the appraisee to find out how a successful appraisal process can be achieved.

- the appraisal process;
- learning conversations;
- setting, monitoring and evaluating goals;
- which skills do appraisers need?

Five ways to wellbeing

Hannah Airey: *Workplace Well-being*

Hannah will introduce the 'Five Ways to Wellbeing' and the 'Whole Brain Thinking' models. These identify the thought processes of people who are under stress or are frustrated. You will come away from this workshop with a list of simple activities proven by scientific research to improve wellbeing.

CONCLUSION

3.15pm-4.00pm

Prizes drawn, complimentary drinks and nibbles

Presenters

David Hyland
School Finance Advisor, MoE

Kent Lendrum
KAMAR Student Management System
When Kent was a computer studies teacher, he built a simple database to help run his classes. He subsequently developed it into a successful software system which is now used by over 300 schools throughout New Zealand.

Yasmin Sellars/Stephen Davy
Client Finance Managers, CES
Yasmin and Stephen are senior accountants with a blend of corporate and public practice experience.

Phil Simms
MUSAC Student Management System
Phil joined MUSAC in 2001 after being a school teacher for 17 years. He is now account management and national sales manager.

Phil Hardie
eTAP Student Management System
eTAP software is used in 870 primary and intermediate schools around New Zealand. The company developed the first web-based Student Management System and is now the biggest supplier in New Zealand.

Jacqui Smith
MoE ENROL
Jacqui has worked at the Ministry of Education for 16 years. She was an IT business analyst before recently moving to a business improvement lead role with the data team where she is responsible for leading changes and enhancements to the ENROL system.

David Kinane
MOE Accredited PLD Facilitator
In 2017 David joined forces with Jacqui Sharp to create Sharp, Kinane Limited. Their team delivers digital technologies contracts to schools nationwide.

Desirée Williamson
Director, Communication Works
Desirée is an accredited Belbin Team roles facilitator and she designs and runs workshops on communicating effectively. In addition to her public and private clients, Desirée works with professional development providers.

Sue Hughes
Te Roopu Awhina (TRA)

Wayne Facer
Financial Advisor, Education Enterprises
Wayne has assisted nearly 500 New Zealand schools to make over \$50m in the last four years.

Clare Fulbrook
Manager, Sector Capability and Service Design, Education Payroll
Clare manages the service design team at Education Payroll.

Maureen Zaya
Refugee and Migrant Education Support, Ministry of Education.

David Jackson
Managing Director, Ripped Orange
David is a director of award-winning computer training company Ripped Orange. He specialises in helping users become more productive with Office 365 and Workflow Max.

James Hurlle
The Office of the Privacy Commission

Hannah Airey
Director, Workplace Wellbeing
Hannah works with organisations to transform and inspire a positive workplace culture. She is founder and chair of the Lotus Community Wellbeing Trust.

Sune Leroux
Assistant Audit Manager, BDO

Leanne Flack
Relationship Manager, Assembly SMS
Leanne joined Assembly in 2016 after being an office manager at a Catholic school for 7½ years. Her understanding of the pressures and requirements of an administrator's role helps her to ensure users maximise the benefits of Assembly.

Stuart Dillon-Roberts
Digital Technology Specialist, Hail
Stuart is a regular presenter at CES conferences. He founded Hail and works with schools across New Zealand to help to improve their digital technology use.

Jacqui Pascoe
Accredited Coach GCI (Growth Coaching International)
Jacqui is a self-employed leadership coach and education consultant. She is an ex-principal of Marshland School.

COVID-19 and CES response

CES is a member of the New Zealand Events Association and is committed to The Event Sector Voluntary Code. This means that we are:

- Enabling contact tracing
- Enabling good hygiene practices
- Encouraging a culture of best practice around COVID-19

To see the Code head to www.majorevents.govt.nz/the-code

The NZ COVID Tracer QR code will be accessible throughout ASC - we expect all delegates to scan the QR code or to sign in manually.

Best Practise

Check the Ministry of Health website to see the most up-to-date advice to follow. The Ministry of Health suggests people: Stay at home if you are unwell and call Healthline (for free) on 0800 358 5453 or your health care provider if you think you have symptoms of COVID-19.

Follow these basic hygiene measures while attending the event:

- **Hand hygiene** - frequently wash your hands for a minimum of 20 seconds, then dry them thoroughly. If you are unable to access soap and water, use an alcohol-based hand sanitiser containing at least 60% alcohol. If using sanitiser, ensure that you use enough to cover your hands and rub together until dry.
- **Coughing and sneezing etiquette** - sneeze or cough into the crook of your elbow or cover coughs and sneezes with a tissue, then put the tissue in a bin and clean your hands (as above).
- **Avoiding touching your face** - hard surfaces can be contaminated with infectious droplets. Hands can be contaminated after contact with these surfaces. If you need to touch your face, clean your hands first.
- **Cleaning surfaces and frequently touched items** - clean high-touch surfaces and items (for example door handles and phones) frequently with an appropriate cleaning solution to reduce transmission of germs in general.
- **Physical distancing**: when physical distancing isn't a requirement, you can still play it safe by continuing to keep a distance from people you do not know. Use your judgement. This will help to minimise the spread of COVID-19 if community transmission returns.

Lower North Island REGISTRATION FORM

Register at www.cessl.org.nz

Yes, I want to attend
the Lower North Island
Conference for every
ADMINISTRATOR



19th August 2021

ONLY ONE REGISTRANT PER FORM. PLEASE TYPE OR PRINT CLEARLY. (Photocopy this form for multiple registrations)

NAME _____

JOB TITLE* _____ SCHOOL* _____

OFFICE } SCHOOL ADDRESS* _____

WORK PHONE* _____ FAX* _____

MOBILE _____ E-MAIL* _____

* Required fields

STEP 1: PROGRAMME	
7.45am - 8.45am	Registration and Refreshments
8.45am - 9.00am	Introduction and Welcome
9.00am - 9.50am	KEYNOTE SPEECH
10.00am - 10.30am	Morning Tea
10.30am - 11.45am	SESSION ONE (choose one workshop)
11.45am - 1.00pm	SESSION TWO (choose one workshop)
1.00pm - 2.00pm	Buffet Lunch
2.00pm - 3.15pm	SESSION THREE (choose one workshop)
3.15pm - 4.00pm	Prize Draw / Conclusion / Complimentary drinks

STEP 2: COST & PAYMENT

Registration fee includes workshops, speakers, morning tea and buffet lunch. **\$395.00 + GST per person**. Places are strictly limited and final confirmation is subject to availability, so please register early. **Do not send money now:** CES will confirm your registration/s and invoice your school.

CANCELLATION OPTIONS

You may send a substitute in your place. Notification of cancellations seven days prior to the event will incur no charge. Cancellations received after 12th August 2021 will incur a \$90.00 cancellation fee to cover administration costs, catering, etc. 'No-shows' and 'non-notifications' will result in a cancellation fee of 50% of the total registration value per school, or 100% of one person's registration value, whichever is the greater.

Choose **ONE** workshop from each of the two morning sessions (10.00am and 11.45am), and **ONE** workshop from the afternoon session (2.00pm). Register early to secure your preferred place. Bookings are allocated on a first-come, first-served basis, so although every effort will be made to accommodate your choice, CES reserve the right to select an alternative. Please decide now which workshops you want to attend and complete this form..

STEP 3: CHOOSE YOUR WORKSHOPS

Please note: the organisers reserve the right to amend or change workshops as necessary.

SESSION 1. _____

SESSION 2. _____

SESSION 3. _____

STEP 4: DIETARY REQUIREMENTS

If applicable

I am a vegetarian (tick if vegetarian) I have special dietary requirements (please supply details below)



REGISTER: WWW.CESSL.ORG.NZ CALL FREE: 0800 205 267
EMAIL: scan this registration form and send to wayne@cessl.org.nz FREE POST: PO Box 414 Christchurch 8140
For further information contact the conference organiser Wayne Jamieson: 0800 205 267 or wayne@cessl.org.nz

Lower North Island School Administrators' Conference Thursday 19th August, Sky Stadium, Waterloo Quay

Choose your Workshops

Choose **one workshop** from each of the morning sessions and **one workshop** from the afternoon session. (See Step 1)

Note: each dot represents a workshop time.

● Session One: 10.30am-11.45am ● Session Two: 11.45am-1.00pm ● Session Three: 2.00pm-3.15pm

Workshops	Presenter	Session One	Session Two	Session Three
Finance				
Xero – tips and tricks	Yasmin Sellars		●	
The dos and don'ts of school expenditure	Stephen Davy/Yasmin Sellars			●
School finances from the MoE's perspective	David Hyland	●		
The 'dark art' of staffed banking	Wayne Facer		●	
The auditor and financial reporting	Sune Leroux			●
SMS				
SMS: KAMAR – tips and tricks	Kent Lendrum	●		
SMS: Assembly – tips and tricks	Leanne Flack			●
SMS: MUSAC Edge Administration – tips and tricks	Phil Simms	●		
SMS: eTAP – tips and tricks	Phil Hardie	●		
MoE/Payroll				
ENROL: 101 and beyond	Jacqui Smith	●		
EdPay – making payroll easier	Clare Fulbrook		●	
Culture				
Cultural awareness: diversity in the workplace	Desirée Williamson			●
Working effectively with refugee and migrant cultures	Maureen Zaya		●	
Software				
Hail: making your school newsletter sing	Stuart Dillon-Roberts			●
Organise your Google Drive	David Kinane	●		
Gmail, Calendar and Contacts	David Kinane		●	
Google Sheets – tips and tricks	David Kinane			●
Productivity tips using Microsoft Office	David Jackson		●	
Modern ways of using Microsoft 365	David Jackson			●
Day-to-day				
Workplace communication awareness	Desirée Williamson	●		
Negotiate with persuasion and power	Desirée Williamson		●	
The Privacy Act and schools	James Hurle		●	
Attendance and truancy from schools	Sue Hughes	●		
Appraising school administration staff	Jacqui Pascoe			●
Resilience: staying well in times of adversity	Hannah Airey		●	
Five ways to wellbeing	Hannah Airey			●

Professional Development

Big Commitment, Big Benefits

We know that you're an integral part of your school and being out of the office can be an inconvenience. But it's because you're so integral to your school that you need to keep abreast of the latest developments – and this conference will bring you right up to date.

The Most Up-To-Date Content

We cover the topics that matter most to today's school administrators and top it off with a masses of useful content to take away.

Great Chances for Networking

With over 150 school administrators at the event, it's a brilliant opportunity to forge new professional contacts.

Best Speakers

Hear from the best names in the education sector. The most influential speakers fly in from around New Zealand to present their expertise!

