

*One-day event for administrative professionals*



**South Island**

**School Office  
Administrators'**

**CONFERENCE**

**8.45am-4.00pm, Wednesday 24th August 2022**

**Riccarton Park Function Centre, Christchurch**



**Reserve your place now! Register online: [www.cessl.org.nz](http://www.cessl.org.nz)**

email: [wayne@cessl.org.nz](mailto:wayne@cessl.org.nz) phone free: 0800 205 267

**REGISTRATION**  
8.15am

**INTRODUCTION**  
8.45am-9.00am

Welcome to Delegates and Housekeeping

Wayne Jamieson: General Manager, CES

**KEYNOTE SPEAKER**  
9.00am-9.50am

**Resilience during uncertainty**  
**Lauren Parsons**

Lauren is an award-winning wellbeing specialist who believes that everyone deserves to thrive.

Ongoing change undermines everyone's resilience. This session will give you practical tools to boost your resilience despite what's going on around you. You'll discover:

- Keys to mental resilience and avoiding negative thinking traps
- The biggest mindset mistake people make and how to fix it
- How to speed up the process from "oh no!" to "now what?"
- How to stand stronger and go the distance



**PROFILE**

**Lauren Parsons**  
Wellbeing Specialist

Lauren is TEDx speaker, author of *Real Food Less Fuss*, host of the Thrive TV show, and founder of the Snack on Exercise movement. With 20 years' experience she is a sought after speaker and consultant who helps schools and organisations create a high-energy, peak-performance team culture. Described as inspiring and life-changing, Lauren is a dynamic and highly-engaging presenter and master story-teller who will have you laughing, moving and learning in a memorable way. You will come away feeling uplifted and empowered!

**MORNING TEA**  
10.00am-10.30am

**Workshops**

**1 10.30am-11.45am**  
**Session One**

**Xero tips & 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](mailto:yasmin@cessl.org.nz) before 2nd September.**

**Kindo: simplify student finance, forms and fundraising**

**Leanne Flack:**

Business Development Manager, Kindo

Kindo is a well-loved tool in hundreds of NZ schools, making student payments admin easier and offering SMS-integrated services that take your student finance to the next level.

Learn how Kindo can support your school to:

Automate student finance

- Cut paperwork & data entry
- Reduce office queues
- Multiply donation income
- Simplify fundraising.

**SMS: Hero - tips & tricks**

**Kate Bond:** Hero Consultant

Discover how to become your very own administrative Hero! This session, led by Kate (a former primary school Executive Officer), will arm you with the powers to save valuable administrative time. Explore Hero's smart new features, essential tips & tricks, and key ways to drive efficiencies in your school office.

**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 queries received throughout the year and balance the need for change with all other users' needs. Topics will include:

- New features in ENROL;
- Upcoming changes to ENROL;
- User feedback.

**Te Reo: Māori pronunciation and greetings**

**Gemma Stewart:** Professional Learning Kaupapa Māori Manager, CORE Education

In this session Gemma will cover tips & tricks to correctly pronounce te reo Māori using common phrases, like greetings and farewells, as reference.

**Canva: creating posters, certificates and flyers with this free digital tool**

**Christina Rankin:** Digital Journey

Christina will demonstrate how to use Canva in your school. This hands-on session will explain how the design templates, free imagery and icons can be used to create flyers, certificates and posters. She will also show the new features that Canva has recently introduced.

**Power up your productivity with Google Drive, Docs and Slides**

**David Kinane:** e-Learning Innovator

Google Drive, Docs and Slides interlink to make a powerful tool. David will cover a range of new and old functions already built into each of these three essential G-Suite tools: watermarking, tracking changes in collaboratively constructed documents using suggesting and editing tools, watermarking, creating lists, cropping images into shapes and much, much more. In addition, he will explore the add-ons for each tool which are designed to automate tasks to save you time whilst increasing your confidence and productivity in G-Suite. **Questions will be encouraged throughout the session.**

**Assertiveness and confidence building**

**Ian Harper:** STEM:NZ

Ian will explain why you may be non-assertive or low in confidence and how you can develop actions to increase your assertiveness and confidence. After this session you will:

- Understand the relationship between self-awareness, self-esteem and confidence
- Learn how this affects your ability to be assertive
- Discover how and why you are not assertive and how to develop your assertiveness
- Practical assertiveness tricks.

## 2 11.45am-1.00pm Session Two

### How to read your monthly accounts

**Stephen Davy & Yasmin Sellars:**

*Finance Managers, CES*

This session looks at key aspects of monthly reporting and what you should be looking for: balance sheets, profit and loss, income statements and cash flows.

### 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 workshop participant after the conference.

### EdPay: continual improvements to schools' payroll

**Megan Pettis:** *Head of Capability and Service Design, Education Payroll Ltd*

Megan will present the EdPay roadmap and provide a demonstration of newly released features. She'll also preview what's coming next!

### Toolkit: the essential payroll add-on for schools - what is it and how does it work?

**Kristine Donahoe:** *Customer Experience Manager, Toolkit*

The Toolkit team regularly hears administrators don't have the time to learn more ways to automate and minimise manual processes. But the small investment of time needed will pay big dividends! Whether you're already confident, a novice or non-user, this workshop will show how you can quickly and easily establish a manageable, streamlined workload.

- Discover what's new and enhance the functions you already use
- Utilise school data setup and staff profiles option
- Establish best practice processes which will allow you to work seamlessly.

## Master your schedule with Gmail, Calendar and Contacts

**David Kinane:** *e-Learning Innovator*

Gmail, Google Contacts and Calendar interlink to make a powerful organisational tool. If you manage the calendar of several people, it is vital to know how these three tools work together to be able to master bookings and invite others. Using labels to locate, group and filter emails and contacts will help you to manage your workflow and prioritise your own work processes. David will also look at add-ons for Gmail and Calendar to further enhance your efficiency and productivity, including: event merge, colour coding and document signing. **Questions will be encouraged throughout the session.**

### Managing constant change

**Ian Harper:** *STEM:NZ*

A look at how we have responded to change, how effective our response was, and how to manage an ever-changing environment.

- Understand how our perception of change can trigger stress reactions.
- Learn how this creates feelings of negativity and powerlessness
- Discover techniques to manage change in our work and personal life
- Develop resilience to constant change.

### Ergonomic awareness: be a happy computer user

**Ross Thomson:** *Joyworkz*

Learn about the causes of computer work-related pain and how to set up your workstation. Ross will outline the steps required:

- OOS, RSI and other related pain issues
- DPI (Discomfort, pain & injury)
- Contributory factors to DPI
- The four reasons why our body gets sore
- What is good posture - and how to maintain it
- How to set up your desk ergonomics (for both office and home)
- Optimal workstation settings, including chair and monitor
- Reasons to stretch and move regularly
- On-line stretching exercises - the best sites.

### Boost your energy and your immune system

**Jo Fife:** *Director, Workplace Wellbeing*

Many people are feeling fatigued after dealing with the ongoing impact of the pandemic. This session will help you to understand the immune system and will suggest ways to boost your energy and build your immune system so your defences are as strong as possible.

## BUFFET LUNCH 1.00pm-2.00pm

## 3 2.00pm -3.15pm Session Three

### Getting the most from Xero reporting

**Stephen Davy & Yasmin Sellars:**

*Finance Managers, CES*

Xero and its add-ons are powerful tools. Are you getting the most from the software? In this session you will learn ways you can improve Xero reporting for the benefit of your school.

### Schools and operational funding

**Emma Coubrough:**

*Resourcing Group, Ministry of Education*

A presentation on operational funding fundamentals, including discussion of the components of operational funding and interpreting your operational funding notice. This will include a discussion about the ongoing implementation of the Teacher Aide Pay Equity settlement funding for schools and kura.

### Cultural awareness: diversity in the workplace

**Desirée Williamson:** *Communication Works*

Cultural diversity in the workplace presents huge potential, but also creates challenges. This workshop will introduce tools that will enhance your cross-cultural competency:

- 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.

### Tikanga - cultural considerations when dealing with whānau

**Gemma Stewart:** *Professional Learning Kaupapa Māori Manager, CORE Education*

Manaakitanga in our roles: this session will look at how you can make your interactions with whānau responsive to their cultural background for the best possible start for the tamariki at your school.

### Hail: go beyond newsletters and create beautiful publications

**Raechelle Donovan:** *Hail*

Hail is a school communications service loved by thousands of users in hundreds of schools all around New Zealand. Raechelle will demonstrate how Hail works and how easy it is to create, update and share your publications, including:

- Enrolment packs
- A-Z information guides for new parents
- Notices and blogs
- Board of trustees minutes.

Workshops continue next page ➤

Workshops continued:

### Google Sheets: making data accessible and productive

**David Kinane, e-Learning Specialist**

David will show how Google sheets can be adapted to suit many functions:

- Repetitive tasks can be handled with macros.
- When combined with Google Forms, admin tasks can be automated so that the software does the work, not you.
- Setting up Sheets with features like conditional formatting will improve the appearance of your data and give you an instant overview.
- Using formulas like COUNTIF will turn text-based data into numbers, enabling you to create graphs for sharing.

David will also look at add-ons which further increase the power of Google Sheets to manipulate data, including form builder and awesome table. **Questions will be encouraged throughout the session.**

### School administrators' open forum - bring a topic

**Cheryl English: Business Manager, Avonside Girls' High/Shirley Boys' High**

Cheryl will host an open session where you and your colleagues are invited to discuss topics of mutual interest with a focus on the school administration environment. **Bring-your-own-topic and join the conversation!**

### Managing time, managing results

**Dr Kathryn Owler: Joyworkz**

Managing your time helps you get the results you want in work and life. It is about prioritising what is most important and focusing your energies on achieving the desired outcomes. Kathryn will outline three effective principles to help you gain clarity, as well as reduce unnecessary stress:

- Tailor effective time-use strategies
- Set goals to guide focused action
- Plan in an agile way showing flexibility, while avoiding stressful, reactive 'crisis' situations.

### Don't worry, be happy

**Jo Fife: Director, Workplace Wellbeing**

The Covid-19 pandemic has taken its toll on many of us. This session will introduce you to positive psychology and show you how you can use positive psychology strategies to reduce stress and feel happier in your life and at work.

### CONCLUSION

**3.15pm-4.00pm**

**Prizes drawn, complimentary drinks and nibbles**

## Presenters

**Yasmin Sellars/Stephen Davy**  
**Client Finance Manager, CES**

Yasmin is a senior accountant with a blend of corporate and public practice experience.

**Leanne Flack**  
**Business Development Manager, Kindo**

Leanne's previous work roles include Office Manager at a Catholic school and until recently, Relationships Manager at Assembly SMS.

**Kate Bond**  
**Hero Consultant**  
**Student Management System**

**Jacqui Smith**  
**Team Leader, ENROL**

Jacqui has worked at the Ministry of Education for 17 years. She was an IT business analyst before moving to her current role where she leads improvements to the ENROL system.

**Gemma Stewart**  
**Professional Learning Kaupapa Māori Manager, CORE Education**

**Christina Rankin**  
**Digital Marketing at Digital Journey**  
Christina is a digital marketing expert with a creative background in design and photography. She helps schools nationwide with design projects for websites, social media and publications.

**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.

**Ian Harper**  
**STEM:NZ**  
Ian is the founder, principal director, primary consultant, programme designer and facilitator for his training and consultancy business STEM:NZ (Systematic Training, Education and Motivation).

**Stephen Davy**  
**Client Finance Manager, CES**  
Stephen is a senior accountant with a blend of corporate and public practice experience. He is also noted for his humorous observations!

**Wayne Facer**  
**Financial Advisor, Education Enterprises**  
Over the last six years Wayne has saved \$50m+ for schools throughout New Zealand.

**Megan Pettis**  
**Head of Capability and Service Design, Education Payroll Ltd**

**Kristine Donahoe**  
**Customer Experience Manager, Toolkit**  
Before joining Toolkit, Kristine worked as an executive officer at Kamo High and Riverview School in Northland where she was responsible for payroll, finance and property management.

**Ross Thomson**  
**Co-director, Joyworkz**  
Ross has over 45 years of work experience in both the engineering and the health industries. He runs training courses at Joyworkz along with providing solutions to ergonomic challenges in the workplace.

**Jo Fife**  
**Managing Director, Workplace Wellbeing**  
Jo works with organisations to create and implement strategies to improve the wellbeing of their people as well as training, coaching and facilitating on many wellbeing related topics.

**Emma Coubrough**  
**Finance Manager, Ministry of Education**

**Desirée Williamson**  
**Director, Communication Works**  
Desirée designs and facilitates workshops on all aspects of workplace communication. She is an accredited Belbin Team Role facilitator and uses her expertise to maximise both individual and team performance.

**Raechelle Donovan**  
**Customer Success at Hail**  
Having worked as a teacher, Raechelle is aware of the day-to-day pressure school staff face and how Hail can help. She provides support and training to Hail customers nationwide.

**Cheryl English**  
**Business Manager, Avonside Girls' High/Shirley Boys' High**  
Cheryl manages a team of shared staff who provide administrative support to Avonside Girls' and Shirley Boys' - New Zealand's first schools co-located on the same site. The logistics of relocating two large secondary schools, establishing a paperless office, archiving historical records and changing accounting software are some of the many challenges she and her team have worked through over the last three years.

**Dr Kathryn Owler**  
**Happiness at Work Coach, Joyworkz**  
Kathryn has a lifelong interest in vocational experience, specialising in fun at work. She has researched and written on the subject, including publishing her own book. Kathryn is co-director of Joyworkz, a workplace wellness company.

## Choose your workshops

Choose **one shop** 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	Presenters	Session One	Session Two	Session Three
<b>Finance</b>				
Xero – tips & tricks	Yasmin Sellars	●		
How to read your monthly accounts	Stephen Davy & Yasmin Sellars		●	
Getting the most from Xero reporting	Stephen Davy & Yasmin Sellars			●
The 'dark art' of staffed banking	Wayne Facer		●	
Schools and operational funding	Emma Coubrough			●
Kindo: simplify student finance, forms and fundraising	Leanne Flack	●		
<b>SMS</b>				
SMS: Hero – tips & tricks	Kate Bond	●		
<b>MoE/Payroll</b>				
ENROL: 101 and beyond	Jacqui Smith	●		
EdPay – continual improvements to schools' payroll	Megan Pettis		●	
Toolkit – the essential payroll add-on for schools	Kristine Donahoe		●	
<b>Culture</b>				
Cultural awareness: diversity in the workplace	Desirée Williamson			●
Te Reo: Māori pronunciation and greetings	Gemma Stewart	●		
Tikanga – cultural considerations when dealing with whānau	Gemma Stewart			●
<b>Software</b>				
Hail: Go beyond newsletters	Raechelle Donovan			●
Canva: creating posters, certificates and flyers	Christina Rankin	●		
Power up your productivity with Google Drive, Docs and Slide	David Kinane	●		
Master your schedule with Gmail, Calendar and Contacts	David Kinane		●	
Google Sheets – making data accessible and productive	David Kinane			●
<b>Day-to-day</b>				
School administrator's open forum – bring your own topic	Cheryl English			●
Assertiveness and confidence building	Ian Harper	●		
Managing constant change	Ian Harper		●	
Ergonomic awareness – be a happy computer user	Ross Thomson		●	
Managing time, managing results	Dr Kathryn Owler			●
<b>Personal Skills Development</b>				
Boost your energy and your immune system	Jo Fife		●	
Don't worry, be happy	Jo Fife			●

### COVID-19 and CES's 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

To help keep everyone safe, please stay at home if you or anyone in your house is unwell. *Check the Ministry of Health website to see up-to-date advice.*

Please follow these basic hygiene measures:

- **Vaccine Passes** – show your My Vaccine Pass for verification on entry to ASC22.
- **QR Code** – the NZ COVID Tracer QR code will be displayed throughout the venue. Please scan the QR code or sign-in manually.
- **Face Masks** – You may be required to wear a face mask in the workshops and when sharing public spaces inside and outside the centre.

- **Hand hygiene** – frequently wash your hands for 20 seconds and then dry thoroughly. Or use an alcohol-based hand sanitiser (dispensers will be available).
- **Coughing and sneezing etiquette** – sneeze or cough into the crook of your elbow or cover coughs and sneezes with a tissue.
- **Physical distancing** – play it safe by continuing to keep a distance from people you do not know.

\*This information is subject to change as public health advice is updated.

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

NAME \_\_\_\_\_

JOB TITLE\* \_\_\_\_\_

SCHOOL\* \_\_\_\_\_

HOME } \_\_\_\_\_

SCHOOL ADDRESS\* \_\_\_\_\_

OFFICE } \_\_\_\_\_

WORK PHONE\* \_\_\_\_\_

FAX\* \_\_\_\_\_

HOME PHONE / 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	<b>KEYNOTE SPEECH</b>
10.00am - 10.30am	Morning Tea
10.30am - 11.45am	<b>SESSION ONE</b> (choose one workshop)
11.45am - 1.00pm	<b>SESSION TWO</b> (choose one workshop)
1.00pm - 2.00pm	Buffet Lunch
2.00pm - 3.15pm	<b>SESSION THREE</b> (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 17th August 2022 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)