

*One-day event for administrative professionals*



# **ASC** School Administrators' Conference

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

**Wednesday, 4th September 2024**

Waipuna Hotel & Conference Centre, 58 Waipuna Road, Mt Wellington, Auckland

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

## Registration 8.00am-8.45am

## Welcome to Delegates and Housekeeping

Jonathan Brooks, General Manager, CES  
8.45am-9.00am

## Keynote Speech 9.00am-9.50am

### Keynote Speech

## "Embracing change, and the power of resilience"

Has a setback ever left you feeling lost? Join Paula as she unveils the secrets to transforming adversity into personal growth. She'll share her journey of navigating challenges, setting powerful goals, and bouncing back stronger than ever. Through Paula's honest and inspiring talk, you'll discover the tools to not just survive, but thrive with resilience and unwavering determination – *register today!*



### Keynote Speaker Profile Paula Bennett

#### National Director of Customer Engagement and Advisor, Bayleys Realty

Paula is a former politician who served as both Deputy Prime Minister and a cabinet minister overseeing major portfolios in social housing, finance, and state services. She now brings her expertise to Bayleys Realty where she excels in building relationships with corporate clients, government agencies, and major property developers. Paula is a strong advocate for leadership initiatives supporting women – particularly in commercial real estate – and takes great pride in her Maori heritage and Tainui whakapapa (ancestry).

## Morning Tea 10.00am-10.30am

## Workshops Session One 10.30am-11.45am

### The Auditor

**Brendon Foy: Audit Partner, RSM**

Brendan will discuss essential school audit concepts, such as procedures, timing considerations, and common issues faced during school account audits. Additionally, he will explain financial reporting from an auditor's perspective, sharing his personal insights into the process.

### School finances – GST, budgets, assets and general school accounting

**Bronwyn Guy: Client Finance Manager, CES**

This session is a great opportunity to get a better understanding of school finances, effective management strategies, and common accounting challenges faced by all schools. **Feel free to provide feedback or ask any questions!**

### Mātauranga Māori in schools – appreciating cultural perspectives

**Mark Tahere: Co-Director, Toitoti Collective Ltd**

Discover the unique aspects of customary Māori knowledge (Mātauranga Māori), and learn how it can foster an inclusive and culturally responsive school environment. Mark will lead you through the process of building meaningful connections, and highlight the importance of local iwi knowledge in strengthening communities.

### Te Reo Māori: how to use it in everyday interactions

**Sarah Tahere: Te Reo Mentor,  
Co-Director, Toitoti Collective Ltd**

The Māori language is rich in traditional Māori knowledge, and when understood it introduces new and innovative ways to interact with others. Sarah will show how to use Te Reo in daily life:

- Everyday Māori language basics
- Formal and informal greetings/responses
- Email signatures and responses.

*(Repeated in Session Three.)*

### Attendance and engagement

**Lisa Chandler: Attendance Advisor (ACES)**

Lisa will analyse the factors contributing to student absenteeism and non-enrolment, identifying the social service supports required to improve and sustain attendance. Topics covered include:

- The role of the Attendance Services in schools
- Effective attendance administration
- Attendance codes
- Collaborating with ASA
- Referring cases to the Attendance Service.

**Time will be allocated for questions.**

### SMS: Hero – tips & tricks

**Kate Bond: Hero Consultant**

Become your school's administrative Hero! Benefit from Kate's experience as a former executive officer as she explores Hero's new innovations and smart workflows for the school office, with essential tips and tricks to drive efficiencies.

### SMS: eTAP – tips & tricks

**Ainsley Lewis: eTAP Consultant**

Learn best practices from one of the industry's top experts. Ainsley will share tips and time-saving tricks you can start using immediately.

### SMS: Edge (MUSAC) – tips & tricks

**Phil Simms: Account Management & National  
Sales Manager, Edge Learning Solutions**

Whether you're new to Edge or an admin professional, Phil's tips and tricks will help you streamline your workflow. Phil will cover:

- Managing enrolments, leavers, caregivers, staff
- Efficient calendar scheduling
- Class and group organisation
- Printing lists
- Notifications management
- Financial management through the mobile app.

### Google Sheets in admin

**Jacqui Sharp, e-Learning Specialist  
Sharp, Kinane Ltd**

If you're familiar with using Excel, transitioning to Google Sheets will feel intuitive. In this workshop, you'll learn how to enter data, create charts, use auto-fill, and apply formulas to simplify working with large sets of numbers. Jacqui will also show how to seamlessly integrate Sheets with Google Forms and the autoCrat plug-in for automating repetitive tasks like generating invoices.

**Time will be allocated to ask questions.**

### Hail: Digital newsletters, and more

**Courtney Ellingham Prebble:**

**Customer Engagement Coordinator, Hail**

Courtney will showcase Hail's capabilities, demonstrating how simple it is to create, update, and share school newsletters and other publications. See how Hail enables you to create:

- Digital newsletters that automatically sync with your Student Management System
- Enrolment packs, A-Z information guides, board meeting minutes, and more – all in one place
- Notices and blog posts.

### Working together as an admin team

**Sherie Pointon: Admin Advantage**

Great things happen when we work together as a team! In this session, Sherie will explore what's needed for success, guiding you through the stages of team formation, different communication styles, and ways to enhance each member's strengths, minimising any weaknesses. You'll gain the knowledge to harness the collective power of your team through productive collaboration.

## Dealing with challenging people

**Chris Wallace:** *LDT Consulting Senior Facilitator*

Explore the dynamics behind challenging situations and difficult individuals. Discover self-awareness techniques to consciously manage your responses and communication style, leading to improved outcomes. Key points covered will include:

- Understanding why someone may appear challenging, due to circumstances, or behaviour
- Practical tactics for dealing with angry people.

## Setting the scene for your later years

**Rae McDonald:** *Workplace Trainer / Facilitator, Organisation Development Institute (ODI)*

This interactive workshop uses the 'Emotional Culture Deck' to help you set intentions for your later years – focusing on the pursuit of wisdom, self-actualisation, and the potential to leave a legacy. Rae will also address common life challenges like menopause, children leaving home, family dynamics, health, and more.

Walk away with a practical action plan that will motivate you to continue on your new journey.

**Workshops  
Session Two  
11.45pm-1.00pm**

## The 'dark art' of banked staffing

**Wayne Facer:** *Education Enterprises*

Wayne will unravel the complexities of banked staffing with advice on how to exploit loopholes to maximise benefits for your school. He'll provide guidance on interpreting banked staffing reports and spreadsheets, as well as managing staffing levels throughout a variable financial year.

**BONUS:** *Additional resources for reference will be supplied to each participant after the event.*

## Xero: tips & Tricks

**Bronwyn Guy:** *Client Finance Manager, CES*

Join Bronwyn for an in-depth look at the Xero accounting system, exploring its often overlooked capabilities that streamline day-to-day operations. She will demonstrate how to harness its full potential and provide valuable tips and practical advice for maximizing efficiency.

## Whakataukī – Māori proverbs and their significance in education

**Mark Tahere:** *Co-Director, Toitō Collective Ltd*

Mark will lead you through traditional Māori proverbs, unveiling their symbolic meanings and offering insights into the Māori way of thinking. This knowledge will deepen your cultural understanding and bring a fresh perspective to your daily interactions with tangata whenua.

## The Treaty of Waitangi

**Sarah Tahere:** *Co-Director, Toitō Collective Ltd*

The Treaty of Waitangi has been the centre of debate since the signing in 1840. Sarah will touch on some of the challenges, but her main focus will be how to work together to honour the Treaty in a way that strengthens us all. Key points include:

- Why the Treaty is so important
- Our obligations to the Treaty
- How to incorporate Treaty principles into our personal and professional lives.

## Attendance reporting

**Alison Anderson:** *Senior Policy Analyst, MoE*

Alison will talk about how data analytics and predictive modelling tools can help schools identify patterns of absenteeism, predict at-risk students, and tailor interventions to address specific needs.

**There will be plenty of time for questions.**

## Latest developments in EdPay and other means of delivery

**Senior Leadership Team:** *Education Payroll Ltd*

EdPay is introducing innovative technology and new delivery methods to meet the evolving needs of education sector payroll requirements. Gain valuable insights into the latest developments and take part in an interactive session where you're encouraged to share your thoughts.

**Extra time will be allocated for questions to ensure a thorough understanding of these advancements.**

## Toolkit: Your payroll in clear sight

**Kristine Donahoe:**

*Customer Experience Manager, Team Toolkit*

Manual processes slow you down, but Toolkit simplifies payroll and finances by providing instant access to the data you need. Join Kristine as she demonstrates how Toolkit can streamline your workflow and improve productivity. Learn how to:

- Master Toolkit's latest features and unlock the power of existing functions
- Maintain school data setup
- Simplify data setup, staff profiles, and more!
- Best practices made easy.

## Streamline your workflow with Google's add-ons, extensions, smart chips and building blocks

**Jacqui Sharp,** *e-Learning Specialist Sharp, Kinane Ltd*

Join Jacqui for a practical demonstration of Google Workspace's latest technological advancements. Discover how integrating features like smart chips, building blocks, extensions, and add-ons can:

- Streamline your workflow by automating repetitive tasks and simplify complex processes
- Save time and improving efficiency by achieving more in less time with these powerful new tools.

## Unlock the potential of Microsoft Copilot for AI automation:

**David Jackson:** *Director, Ripped Orange*

Discover the power of Microsoft Copilot for AI Automation to unlock productivity, organisation, and streamlined workflows. Learn how to:

- Efficiently manage and sort your emails
- Control and optimise your calendar
- Accelerate Word document formatting
- Simplify data analysis with Excel
- Integrate with other Office apps for seamless workflow automation

## The Privacy Act and your school

**Camelia Petrus:** *Founder, Core Purpose Ltd*

Learn the correct way to gather, manage, and store personal information in accordance with the Privacy Act of 2020. Camelia will guide you through the dos and don'ts, ensuring you understand how to responsibly use and share personal information while staying compliant with the latest privacy protection standards.

## Pre-planning for retirement

**Dennis Edel:** *Chief Client Officer, SBS Wealth*

This informative workshop provides a roadmap to navigate retirement planning. Dennis will cover goal setting, investment options, and healthcare considerations. Whether retirement is near or far, you'll gain the knowledge and tools you need for a confident future.

## Healthy disagreement in the workplace

**Chris Wallace:** *Senior Facilitator, LDT Consulting*

At work, it's crucial that disagreements remain constructive, avoiding unhealthy or hostile conflicts. Chris will share insights on effectively managing challenging situations. Learn skills that will ensure workplace disagreements stay constructive by fostering dialogue and respecting diverse perspectives. Key points covered include:

- Assertive communication instead of aggressive or passive approaches
- Engaging in dialogue and respecting different viewpoints

## 'Pause for you' - taking time to understand the menopause

**Rae McDonald:** *Workplace Trainer / Facilitator, Organisation Development Institute (ODI)*

If you're a woman aged 35 to 60, or if you know someone in this age group, this workshop is designed for you! This life phase brings about changes to our bodies and minds – most of it not spoken about. Chris will demystify the stages and bodily signals associated with menopause, equipping you with a deeper understanding of this natural life phase. You'll learn healthy coping mechanisms for potential stress factors and what to expect during and after menopause.

## Create habits that stick

**Jo Fife:** CEO / Owner, Workplace Wellbeing

Our habits, both good and bad, have a huge impact on our personal and professional lives. Real change only comes from the compounding effect of small actions, repeated frequently enough to become second nature. Jo will share the science of 'building habits that stick' using insights from world-renowned expert, James Clear. You will learn:

- The power behind making many tiny changes and how they can deliver remarkable results
- The four laws behind behavioural change
- Tips to create good habits, or break bad habits.



## Networking Lunch 1.00pm-1.45pm

A buffet meal is included with the seminar fee, and we're happy to accommodate your dietary needs, including vegetarian, vegan, and allergy options.

**Please let us know in advance so we can make the necessary arrangements.**

## Workshops Session Three 1.45pm-3.00pm

### Resourcing of schools from the MoE's perspective

**Bridgette Hickey:** MoE Manager Operational Resourcing & Funding Te Pae Aronui

In this session, you'll learn how operational funding works for schools and kura. Bridgette will explain its various components and offer advice on interpreting the operational funding notice. She'll also discuss upcoming changes to the Support Staff in Schools' Collective Agreement and how they will affect schools.

**Your feedback is encouraged, and time will be allocated for questions.**

### Matariki - understanding the relevance of Māori New Year

**Mark Tahere:** Co-Director, Toitoti Collective Ltd

Join Mark on a journey into the rich tapestry of Māori storytelling as he explores Matariki, the Pleiades star cluster. Learn to decipher the language of ngā whetū (the stars) and their cultural and spiritual significance in Māori everyday life.

### Why Tikanga Māori is so important

**Sarah Tahere:** Co-Director, Toitoti Collective Ltd

In this workshop, Sarah will explore both the Māori 'way of knowing' (traditional knowledge) and the Māori 'way of doing' (customs). Topics will include:

- Understanding Tikanga Māori and its significance
- Identify the Tikanga Māori specific to your school
- Incorporating Māori into your personal and workplace relationships.

*(Repeated from Session One)*

### Attendance and engagement

**Lisa Chandler:** Attendance Advisor, ACES

Lisa will analyse the factors contributing to student absenteeism and non-enrolment, identifying the social service supports required to improve and maintain attendance. Topics covered include:

- The role of Attendance Services in schools
- Effective attendance administration
- Collaborating with ASA
- Attendance codes
- Referring cases to the Attendance Service

**Time will be allocated for questions.**

### Managing files and folders in Google Drive for administrators

**Jacqui Sharp:** e-Learning Innovator, Kinane, Sharp Ltd

Discover more efficient ways to organise folders, share files, and keep track of shared files in Google Drive. Jacqui will demonstrate Google Doc's powerful collaboration tools, including revision history, commenting features, and the real-time chat for clear communication. Plus explore the 'suggest' tool for tracking and generating suggestions automatically as you type. You will also learn how to add smart chips and building blocks to further automate your workload and free up your time for more important tasks.

**Time will be allocated for questions.**

### How AI can increase your productivity and wellbeing

**Amit Sarkar:** Senior Lecturer, Ara

Discover the transformational impact of AI and how it is reshaping many of our everyday processes to enhance productivity and contribute to staff wellbeing. Amit will offer insights into the practical applications of AI in everyday work processes, comparing AI programs designed to assist with tasks such as writing, note-taking, creating presentations, and more!

### Know your employment rights

**Julie-Anne Roberts and Thu Zar Kye:** Pay Equity Negotiation Team Members, NZEI (Te Riu Roa)

Get to know your Union's collective agreement, and consider how to resolve employment issues. Topics will include job security, pay grading, allowances, and other employment entitlements.

### Working alongside the leadership team

**Sherie Pointon:** Admin Advantage

The success of a school is underpinned by the indispensable work of the administration team and its close collaboration with the leadership team. Serving as the first point of contact for whānau and the community, school admins possess a wealth of information that can provide valuable insights. Sherie will explore ways to strengthen communication lines between admins and the leadership team, and the "value-add" that you contribute to informed decision-making.

**Please bring a copy of your school's annual plan for discussion.**

### School Administrators' Open Forum

**Lianne Taylor:** Office Manager and Principal/s' PA, Royal Road School

Join this relaxed and informal discussion group and share innovative ideas and best practices that are making a difference in your school.

Network with colleagues, gain fresh perspectives, and discover solutions you can implement right away. **Everyone is encouraged to contribute, so come ready to share and learn!**

### Dealing with change

**Chris Wallace:** Consulting Senior Facilitator, LDT

Too often, people are expected to accept changes to work systems, processes and tasks without considering their individual needs. Embracing change requires understanding your own needs. This workshop addresses this challenge and provides strategies to navigate the unexpected. Gain insights into your personal needs with the aim of making change less disruptive for everyone. Topics include:

- Recognising common reactions to change
- Meeting your personal needs during periods of change.

### Building meaningful relationships (with Lego!)

**Rae McDonald:** Facilitator, Organisation Development Institute (ODI)

Join us for an inspiring and fun workshop where you'll use Lego and building blocks to unlock insights on how relationships evolve and grow in your workplace. Expect laughter and "aha" moments as small actions deliver big takeaways!

### Lift your mood

**Jo Fife:** CEO, Workplace Wellbeing

Life has its ups and downs, and one of the best things we can do for ourselves is to understand how we can use our 'happy hormones' to improve our mood instantly, and long term. Jo will cover:

- What mental health is, and understanding the mental health continuum
- The link between our brain and body
- Understanding our 'happy hormones' and how we can use them to naturally lift our mood.



## Keynote Speech

3.00pm-3.50pm

### “Energy: Get it, guard it, give it EVERYTHING!”

Your energy impacts EVERYTHING! What you eat, how you move, and the people you surround yourself with can dramatically influence your energy levels. To perform at our best, we need the best energy. Lisa is passionate about helping us become more aware of these factors and overcome any self-imposed limitations holding us back. She wants you to be intentional, live consciously, and use your personal power to your advantage. Prepare for an experience that will leave you feeling inspired, energised, and ready to transform your outlook on life!

## Keynote Speaker Profile

### Lisa O'Neill

#### Mentor, Speaker, Podcaster

Feisty, funny and fabulous! Lisa brings a dynamic mix of provocation, straight talk, and inspiration to our event, acting as a catalyst for action. She is an accomplished author with seven books to her name, her latest work focusing on taking control of your energy – how to acquire it, protect it, and share its positivity with others.

## Conclusion

### 3.50pm-5.30pm

#### Prizes drawn, complimentary drinks and nibbles

Join us for complimentary drinks and nibbles, mingle with the presenters, chat with your colleagues, and don't miss your chance to win fantastic prizes! See you there!

## Workshop Presenters

### Brendon Foy Audit Partner, RSM

Brendan is an expert in auditing state schools. He has over 20 years experience in public practice, working with commercial and not-for profit organisations, as well as state sector entities on behalf of the Office of the Auditor General.

### Wayne Facer Financial Advisor, Education Enterprises

Wayne is the go-to expert for navigating banked staffing. As an independent education consultant, he has generated over \$50 million for New Zealand schools in the last seven years. His financial skill enables him to help schools find new sources of funding and revenue streams, allowing them to provide better education and services.

### Bridgette Hickey Group Manager Resourcing & Funding, Ministry of Education

Bridgette oversees and guides the efficient allocation of resources to schools.

### Bronwyn Guy Client Finance Manager, CES

Bronwyn is a senior Chartered Accountant with a unique blend of experience acquired through years of service in both corporate and public practice. Her background includes working in schools, which has given her a good understanding of their operational and financial procedures.

### Mark Tahere Co-Director, Toitoti Collective Ltd

Mark's been teaching for over ten years in both mainstream and bilingual schools. Now working as a Kaihautū at a private training provider, he puts a strong focus on weaving Maori culture (Tikanga Māori), language (Te Reo Māori), and the principles of the Treaty of Waitangi into his lessons. His main aim is to help Maori and Pasifika students achieve successful careers in the Information Technology industry.

### Sarah Tahere (Ko Ngāti Raukawa, Ngāti Toa Rangatira me Te Ahiawa ōku iwi Co-Director, Toitoti Collective Ltd

Sarah works with schools and tertiary institutes to integrate Te Reo Māori, Tikanga Māori, and the principles of the Treaty of Waitangi into policies and practices, bridging gaps between cultures, and strengthening community relationships. Sarah is currently pursuing a Master's degree in technological futures, focusing on improving support for urban Māori students.

### Lisa Chandler Attendance Advisor Auckland City Education Services (ACES)

### Kate Bond Consultant, Hero (formerly Linc-Ed)

With her background in finance and education, Kate understands the daily challenges faced by schools. At Hero, her role is to provide personalised training and support, to help users unlock the platform's full potential, making their daily tasks easier and increasing productivity.

### Ainsley Lewis Director/Software Architect: eTAP

Ainsley is the visionary behind eTAP. He has been driving its development since its inception and remains at the forefront of innovation, shaping the ongoing evolution of the software.

### Phil Simms Edge Learning Solutions (formerly MUSAC)

After teaching for 17 years, Phil joined ELS and has been involved in Support, Marketing, and Sales. His expertise in ELS software and his educational background led to his promotion as Head of Sales.

### Alison Anderson Senior Policy Analyst, MoE

Alison evaluates and develops education policies, conducts research, analyses data, and suggests changes to improve educational outcomes and address challenges in the schooling system.

### EdPay Senior Leadership Team Education Payroll Ltd

The EdPay team is dedicated to building strong relationships with schools to ensure that EdPay consistently meets payroll requirements.

### Kristine Donahoe Customer Experience Manager, Toolkit

Before joining Toolkit, Kristine worked as an executive officer at Kamo High and Riverview Schools in Northland where she was responsible for payroll, finance and property management. Her mission is now to help Toolkit users streamline payroll tasks and reduce their workload by using the platform to its full potential. She provides initial training, ongoing mentoring, staffing strategies, and continued support.

### Jacqui Sharp e-Learning Innovator, Sharp/Kinane Ltd

Jacqui is an accredited facilitator who is funded by the Ministry of Education to help schools with professional learning and development. She works with PLD, DT/HM, and PaCT contracts to provide schools with the tools and resources they need to succeed. In 2017, Jacqui partnered with David Kinane to bring digital technologies to schools across New Zealand.

Presenters continue next page ➤

Presenters continued:

**David Jackson**  
Director, Ripped Orange

Ripped Orange is a tech solutions company that has been supporting business users for over ten years. They partner with industry leaders such as Apple, Microsoft, and Xero to help users to adopt cloud and mobile technologies. In 2017, Microsoft awarded Ripped Orange the Learning Partner of the Year accolade for their pioneering Cloud Trainer service. David heads the implementation of cloud-based software for clients in Australasia and actively contributes to team expansion efforts in New Zealand.

**Courtney Ellingham Prebble**  
Customer Engagement Coordinator, Hail

Courtney envisions a world where online communication is effortless for everyone. She's committed to ensuring users get the best out of Hail by delivering comprehensive training, ongoing support, and a great customer experience. Courtney also assists schools to create user-friendly websites and produce publications, including articles, newsletters, and magazines.

**Amitrajit (Amit) Sarkar**  
Senior Lecturer, Ara Institute of Canterbury

Amit has been engaged in both industry and academia for the past 20 years, and his main areas of teaching are software engineering, database development and work-integrated learning projects. He has a solid grounding in current industry practices and excels at creating a constructive learning atmosphere and helping students bridge the knowledge gap.

**Camelia Petrus**  
Founder, Core Purpose Ltd

Camelia specialises in leadership development and organisational change. She holds a Postgraduate Diploma (PGDip) in Industrial Organisational Psychology and is accredited in Emotional Intelligence & Leadership and Workplace Behaviour. Camelia is also the content developer for CES's e-learning course, 'Privacy Act online course for schools.'

**Julie-Anne Roberts and  
Thu Zar Kyee**

Pay Equity Negotiation Team Members,  
NZEI (Te Riu Roa)

**Sherie Pointon**  
Director, Admin Advantage

After 20+ years of administrative experience in public and non-profit sectors, Sherie founded her own company to help other business support professionals stay current with the latest trends and office skills.

**Lianne Taylor**  
Office Manager/Principal/s PA,  
Royal Road School

Lianne is a highly experienced office manager and PA renowned for her exceptional organisational skills, efficiency, and ability to handle multiple tasks simultaneously.

**Dennis Edel**  
Chief Client Officer, SBS Wealth

Dennis helps people plan their financial future. He works closely with clients to create an investment strategy that fits their goals, whether it's saving for retirement, generating income, or just getting the most from their investments.

**Chris Wallace**  
LDT Consulting Senior Facilitator

With over 20 years of experience leading teams in retail sports, and education, Chris is dedicated to helping people and organisations grow and succeed. He served as the board chair at a large primary school for five years, and currently acts as a parent trustee for Burnside High School.

**Rae McDonald**  
Workplace Trainer / Facilitator,  
Organisation Development Institute (ODI)

Rae specialises in designing and leading customised workshops that create a secure environment for people to address challenges and refine their leadership styles. She uses hands-on tools like the Emotional Culture Deck and Lego to develop self-awareness, encourage open expression and align motivation with shared goals.

**Jo Fife**  
CEO/Owner, Workplace Wellbeing

Jo combines her team leadership experience, coaching, and facilitation skills with a personal understanding of stress and burnout. She specialises in developing comprehensive wellbeing programmes for workplaces, offering practical solutions that address work-life balance and support professional development.



**Visiting Auckland?  
We've arranged a special  
room rate of \$209 (Incl.GST)  
for out-of-town delegates!**

Great news! We've secured a special room rate of \$209 per night (including GST) for ASC delegates at the Waipuna Hotel in Auckland. To reserve your room, call the hotel toll-free at 0800 WAIPUNA (0800 924 786) and quote the **Promo Code CES0924** to ensure you receive the discounted conference rate. This exclusive offer expires 16th August 2024. **Reserve your room now!**



**Attention: Out-of-Towners!**  
**You're invited to a  
'Meet and Greet' at  
Waipuna Hotel's  
Regent Room**

CES has organised a social hour for all ASC delegates visiting from out of town. Join us Tuesday evening before the event and mingle with your colleagues while enjoying complimentary drinks and nibbles. We look forward to seeing you there!

**Date:** 3rd September  
**Time:** 5:30pm-6:30pm  
**Location:** Waipuna Hotel, Regent Room  
*No need to be a hotel guest to attend!*  
*Please RSVP by Friday, 16 August  
to [eric@cessl.org.nz](mailto:eric@cessl.org.nz).*



## Choose your workshop

Choose **ONE** workshop from **each** of the two morning sessions and **ONE** workshop from the afternoon session. (Refer to Step 1, back cover.) **Note: each dot represents a workshop time.**

**Session One:** 10.30am-11.45am | **Session Two:** 11.45am-1.00pm | **Session Three:** 1.45pm-3.00pm

Office Skill Development	Presenters	Session One	Session Two	Session Three
<b>Finance</b>				
The Auditor	Brendan Foy	●		
The 'Dark Art' of banked staffing	Wayne Facer		●	
Resourcing of schools from the MoE's perspective	Bridgette Hickey			●
School Finances - GST, budgets, assets, general accounting	Bronwyn Guy	●		
Xero - tips and tricks, ApprovalMax, etc.	Bronwyn Guy		●	
<b>Culture</b>				
Mātauranga Māori – appreciating cultural perspectives	Mark Tahere	●		
Whakataukī – Māori proverbs and their significance	Mark Tahere		●	
Matariki – understanding the relevance of Māori New Year	Mark Tahere			●
Te Reo Māori – how to use it in everyday interactions	Sarah Tahere	●		
The Treaty of Waitangi	Sarah Tahere		●	
Why Tikanga Māori Māori is so important	Sarah Tahere			●
<b>Attendance and Engagement</b>				
Attendance and engagement ( <i>Sessions 1 &amp; 3 repeated</i> )	Lisa Chandler	●		●
<b>Student Management System</b>				
SMS: Hero (formerly Linc-Ed) – tips & tricks	Kate Bond	●		
SMS eTAP – tips & tricks	Ainsley Lewis	●		
SMS: Edge (formerly MUSAC) – tips & tricks	Phil Simms	●		
<b>MoE/Payroll</b>				
Attendance reporting	Alison Anderson		●	
Latest developments in EdPay and other means of delivery	EdPay Team		●	
Toolkit: optimise payroll with smart workflows	Kristine Donahoe		●	
<b>Software</b>				
Google Sheets in Admin	Jacqui Sharp	●		
Google add-ons, extensions, smart chips & building blocks	Jacqui Sharp		●	
Managing files and folders in Google Drive for admin	Jacqui Sharp			●
Unlock the potential of Microsoft Copilot for AI automation	David Jackson		●	
Hail: Digital newsletters and more ...	Courtney Ellingham Prebble	●		
How AI can increase your productivity and wellbeing	Amit Sarkar			●
<b>Day-to-day</b>				
The Privacy Act and your school	Camelia Petrus		●	
Know your employment rights – NZEI (Te Riu Roa)	Julie-Anne Roberts / Thu Zar Kye			●
Working together as an admin team	Sherie Pointon	●		
Working alongside the leadership team	Sherie Pointon			●
School Administrators' Open Forum	Lianne Taylor			●
Pre-planning for Retirement	Dennis Edel		●	
Dealing with challenging people	Chris Wallace	●		
Healthy disagreement in the workplace	Chris Wallace		●	
Dealing with change	Chris Wallace			●
Setting the scene for your later years	Rae McDonald	●		
'Pause for you' – taking time to understand the menopause	Rae McDonald		●	
Building meaningful relationships (with Lego!)	Rae McDonald			●
<b>Personal Skills Development</b>				
Create habits that stick	Jo Fife		●	
Lift your mood	Jo Fife			●

Sessions subject to change. Contact [wayne@cessl.org.nz](mailto:wayne@cessl.org.nz) for more information.

# Administration for Schools Conference

# REGISTRATION FORM

Register at [www.cessl.org.nz](http://www.cessl.org.nz)

Yes, I want to attend  
ASC 2024  
The Conference for  
Every ADMINISTRATOR

**ASC**  
4 September 2024

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\* \_\_\_\_\_ HOME PHONE / MOBILE \_\_\_\_\_

EMAIL\* \_\_\_\_\_

\*Required fields

- I am a Diamond Delegate (Please tick if you have attended every ASC conference since 2006)
- I am Gold Delegate (Please tick if you have attended a minimum of five ASC conferences)

STEP 1: PROGRAMME	
8.00am - 8.45am	Registration and refreshments
8.45am - 9.00am	Introduction and Welcome
9.00am - 9.50am	<b>KEYNOTE SPEAKER: Paula Bennett</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 - 1.45pm	Buffet Lunch
1.45pm - 3.00pm	<b>SESSION THREE</b> (choose one workshop)
3.00pm - 3.50pm	<b>KEYNOTE SPEAKER: Lisa O'Neill</b>
3.50pm - 4.15pm	Prizes drawn / Conclusion
4.15pm - 5.30pm	Complimentary drinks and nibbles

### STEP 2: COST & PAYMENT

Registration fee includes workshops, speakers, morning tea and buffet lunch. **\$425.00 + 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 28th August 2024 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.

### STEP 3: CHOOSE YOUR WORKSHOPS Please note: the organisers of ASC 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 online: [www.cessl.org.nz](http://www.cessl.org.nz) | Free call: 0800 205 267**  
Or scan this registration form and email to [eric@cessl.org.nz](mailto:eric@cessl.org.nz) Free post: PO Box 414 Christchurch 8140

For further information contact the conference organiser, Eric Yu ([eric@cessl.org.nz](mailto:eric@cessl.org.nz))