

One-day event for administrative professionals



Lower North Island School Office Administrators' Conference

8.45am-4.00pm, Thursday 12th September 2024
Sky Stadium, Waterloo Quay, Wellington

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



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

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

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

"Smart Solutions for busy lives"

How to keep well and boost your energy in our busy world!

Join Claire for an inspiring talk aimed at enhancing your energy and well-being in today's fast-paced world. She will share practical strategies and solutions crafted to keep you energised and focused. You'll learn:

- How to combat fatigue and mental exhaustion
- Simple solutions for better sleep
- How to get your body rhythms back on track
- The key to amazing health and vitality
- Get the timing of meals right to support your mood and gut health
- Smart tricks to make it easier to eat well - without relying on a diet.

Profile

Claire Turnbull



Claire is a degree-qualified nutritionist and best-selling author. She has over 20 years of experience in the health and wellness industry, and is the owner of Mission Nutrition, a corporate wellness company.

Her passion to help people create healthier lives has made her a sought-after speaker, regularly appearing on popular shows like Breakfast TV, Fair Go, Seven Sharp, and Newstalk ZB. She has also worked with Diabetes NZ, Healthy Food Guide magazine, the Millennium Institute of Sport and professional rugby players.

Morning Tea

10.00am-10.30am

Workshops Session One

10.30am-11.45am

The Auditor

Morgan Paterson-Snaddon: Audit Manager, BDO

Morgan will cover essential school audit concepts, such as payroll, cyclical maintenance, sensitive expenditure, wellbeing payments and non-compliance issues. Additionally, he will discuss financial reporting from an auditor's perspective, sharing his personal insights into the process.

There will be plenty of time for questions.

Resourcing schools from the MoE's perspective

Ministry of Education

This session aims to provide a clear understanding of operational funding for schools and kura. The presenter will break down the funding components, guide you through interpreting the funding notice, and discuss the potential impact of upcoming changes to the Support Staff Collective Agreement on schools.

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

Matauranga 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.

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 & tricks to drive efficiencies.

SMS: Edge (MUSAC) - tips & tricks

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

Whether you're a beginner or a seasoned admin professional, Phil's invaluable tips and tricks will help to streamline your workflow.

SMS: eTAP - tips & tricks

Ainsley Lewis: Director/Software Architect, eTAP

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

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.

Google Drive, Docs, and Slides - updates, tricks and tips

David Kinane: e-Learning Innovator Sharp, Kinane Ltd

Google regularly updates its suite of tools with new collaboration and automation features. Join David as he uncovers hidden features that most users don't know about. He'll share his favourite productivity tools in Docs and Slides, and explore new add-ons that expand Drive's capabilities and solve issues at every skill level. But how do you know which are worth having and which are best to ignore? David will guide you on which are essential and which to ignore. Learn how seamlessly integrate Google AI into your workflow to automate repetitive tasks and work smarter, not harder. Plus, gain valuable tips, techniques, and best practices from one of the industry's top experts.

There'll be plenty of time for your questions, so bring them along!

How AI can increase your productivity and wellbeing

Amit Sarkar: Senior Lecturer, Ara Institute of Canterbury

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!

Working together as an admin team

Sherie Pointon: Admin Advantage

When we work together as a team we can achieve great things. By sharing responsibilities, the group can take advantage of the talent, knowledge, and experience of each team member. In this session Sherie will explore the requirements for team success, the stages of team formation, different communication styles, strategies, and ways to enhance each other's strengths, minimising any weaknesses. You'll come away with the knowledge to harness the collective power of your team through productive collaboration.

Workshops Session Two 11.45am-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.

School finances - GST, budgets, assets, general school accounting

Yasmin Sellars: *CES Senior Accountant*

Improving your understanding of the basics will lead to better financial management. Yasmin will cover GST, budgets, and assets, offering practical solutions for common accounting challenges.

School finances - from the MoE's perspective

Andrew Seagar: *School Financial Advisor, MoE*

This is a rare opportunity to directly engage with an MoE Financial Advisor, gain insights into the Ministry's viewpoint, and provide direct feedback.

Time will be allocated for questions.

Whakatauki - Māori proverbs and their significance in education

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

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

The Treaty of Waitangi

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

Sarah will focus on how working together to honour the Treaty strengthens us all. Learn how we can all contribute to a brighter future. Key points include:

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

Google Sheets: Too hard to start?

David Kinane: *PLD Facilitator*

David will simplify Google Sheets by starting with a basic overview, and then demonstrating how to create shareable charts and graphs, while also protecting your data. He'll also show how formulas automate tasks faster than manual input.

And if writing formulas seems intimidating too, AI tools can guide you step-by-step!

Time will be allocated for questions.

Unlock the potential of Microsoft Copilot for AI automation:

David Jackson: *Director, Ripped Orange*

Discover how Microsoft Copilot for AI Automation increases productivity, improves organisation, and streamlines workflows. Learn how Copilot can:

- 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.

Working alongside the leadership team

Sherie Pointon: *Admin Advantage*

The success of a school is underpinned by the indispensable work of the administration team. Your collaboration with the leadership team is a key determinant in achieving this success. Serving as the first point of contact for whanau 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.

Dealing with challenging people

Chris Wallace: *LDT Consulting Senior Facilitator*

Explore the dynamics behind challenging situations with 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.

Create habits that stick

Jo Fife: *CES/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 many 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 tiny changes and how they can create remarkable results
- Tips to create good habits or break bad habits
- The four laws behind behavioural change.

Networking Lunch 1.00pm-2.00pm

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.

LUNCH PROVIDED
Included in fee

Workshops Session Three 2.00pm-3.15pm

Xero: Tips & Tricks, ApprovalMax, etc.

Yasmin Sellars: *Finance Manager, CES*

You've been using Xero for years, but are you using it properly? Join Yasmin as she uncovers features that most Xero users don't even know about. She'll also demonstrate how integrating Xero with ApprovalMax boosts efficiency, cuts errors, and smooths your workflow.

Any questions or other topics you would like to be covered in the workshop, please email: yasmin@cessl.org.nz before 7th September.

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 to the Māori world view.

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.

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!

No matter your skill level, you'll learn techniques and best practices you can start using immediately.

Artificial Intelligence: Ignore it, or embrace it?

David Kinane: *PLD Facilitator*

Since 2022, free AI tools have revolutionised workflows. David will demonstrate the capabilities of AI in creating stunning visuals, generating text, and how it improves efficiency in daily admin tasks. See for yourself how these tools can be applied, then decide whether AI is the right fit for you.

Session 3 continued

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. Learn 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.

Healthy disagreement in the workplace

Chris Wallace: *Consulting Senior Facilitator, LDT*

Chris will share insights on effectively managing challenging workplace situations. Learn skills that will ensure 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 embracing different viewpoints.

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.

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 connection between our brain and body
- Understanding our 'happy hormones' and how we can use them to naturally lift our mood.

Conclusion

3.15pm-4.00pm

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!

Morgan Paterson-Snaddon

Audit Manager, BDO

Wayne Facer

Education Enterprises

Wayne has enabled schools across New Zealand to find new sources of funding and revenue streams, generating over \$50 million in the last seven years.

Ministry of Education

Yasmin Sellars

Client Finance Manager, CES

Yasmin is a Senior Accountant with a unique blend of experience in corporate and public practice, which makes her an expert in all financial matters.

Andrew Seagar

Finance Advisor, Ministry of Education

Mark Tahere

Co-Director, Toitoti Collective Ltd

As a Kaihautū at a Private Training Establishment (PTE), Mark focuses on integrating Te Reo Māori, Tikanga Māori, and the principles of the Treaty of Waitangi into his classes. He is dedicated to guiding Māori and Pasifika learners toward successful careers in the IT industry.

Sarah Tahere (Ko Ngāti Raukawa,

Ngāti Toa Rangatira me Te Atiawa ōku iwi

Co-Director, Toitoti Collective Ltd

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

Kate Bond

Hero Consultant (formerly Linc-Ed)

Kate combines her background in finance and education to provide personalised training and support to users, empowering schools to unlock the full potential of the Hero platform.

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.

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.

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, MoE

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

From initial training to ongoing support, job mentoring, and staffing strategies, Kris aims to reduce workloads and make payroll tasks easier.

David Kinane

Accredited DT/HM PLD Facilitator

David helps schools integrate digital technologies into their systems, with the goal of improving productivity and streamlining workflows.

He is contracted by the MoE to deliver support to schools in Northland, Auckland, and Waikato.

David Jackson

Managing Direct Orange

Ripped Orange is a computer training and solutions company that partners with Apple, Microsoft and Xero to help users adopt cloud and mobile technology.

Amitrajit (Amit) Sarkar

Senior Lecturer, Ara Institute of Canterbury

Amit has been engaged in both industry and academia for the past 20 years. His teaching focuses on software engineering, database development and work-integrated learning projects.

Courtney Ellingham Prebble

Customer Engagement Coordinator, Hail

Courtney helps schools across New Zealand build user-friendly websites and create publications through personalised training and ongoing support.

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 skills.

Chris Wallace

Consulting Senior Facilitator, LDT

Chris has over 20 years of experience leading teams in retail, sports, and education. He served as board chair at a large primary school for five years, and currently is a parent trustee for Burnside High School.

Dennis Edel

Dennis Edel: Chief Client Officer, SBS Wealth

Dennis tailors investment plans to fit clients' goals, whether it's saving for retirement, generating income, or maximising their investments.

Jo Fife

CEO/Owner, Workplace Wellbeing

Jo combines her leadership and coaching skills to build workplace well-being programmes, providing practical solutions for work-life balance and supporting professional growth.

Choose your workshops

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: 2.00pm-3.15pm**

Office Skills Development	Presenters	Session One	Session Two	Session Three
Finance				
The Auditor	Morgan Paterson-Snaddon	●		
The 'Dark Art' of banked staffing	Wayne Facer		●	
Resourcing schools from the MoE's perspective	MoE	●		
School Finances – GST, budgets, assets, general accounting	Yasmin Sellars		●	
Xero – tips and tricks, ApprovalMax, etc.	Yasmin Sellars			●
School finances – from the MoE's perspective	Andrew Seagar		●	
Culture				
Matauranga Māori in schools – cultural perspectives	Mark Tahere	●		
Whakataukī – Māori proverbs and their significance	Mark Tahere		●	
Matariki – Understanding the relevance of Māori New Year	Mark Tahere			●
The Treaty of Waitangi	Sarah Tahere		●	
Student Management Systems				
SMS: Hero (formerly Linc-Ed) – tips and tricks	Kate Bond	●		
SMS: Edge (formerly MUSAC) – tips and tricks	Phil Simms	●		
SMS: eTAP – tips and tricks	Ainsley Lewis	●		
MoE/Payroll				
Attendance reporting	Alison Anderson			●
EdPay – Latest developments and other means of delivery	EdPay Team	●		
Toolkit – Your payroll in clear sight	Kristine Donahoe			●
Software				
Google Drive, Docs and Slides, updates, tips and tricks	David Kinane	●		
Google Sheets: too hard to start?	David Kinane		●	
Artificial Intelligence. Ignore it, or embrace it?	David Kinane			●
Unlock the potential of Microsoft Copilot for AI automation	David Jackson		●	
How AI can increase your productivity and wellbeing	Amit Sarkar	●		
Hail: Digital newsletters and more ...	Courtney Ellingham Prebble			●
Day-to-day				
Working together as an admin team	Sherie Pointon	●		
Working alongside the leadership team	Sherie Pointon		●	
Dealing with challenging people	Chris Wallace		●	
Healthy disagreement in the workplace	Chris Wallace			●
Pre-planning for retirement	Dennis Edel			●
Personal Skills Development				
Create habits that stick	Jo Fife		●	
Lift your mood	Jo Fife			●

Sessions subject to change. Contact wayne@cessl.org.nz for more information.

Lower North Island Administration for Schools Conference
Thursday, 12th September, Sky Stadium, Wellington

Register online: www.cessl.org.nz | Email: eric@cessl.org.nz | Free call: 0800 205 267

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 _____

E-MAIL* _____

*Required fields

STEP 1: PROGRAMME	
8.00am - 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. **\$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 12th September 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.

Choose **ONE** workshop from each of the two morning sessions (10.30am 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)

