

One-day event for administrative professionals



South Island School Office Administrators' Conference

8.45am-4.00pm, Tuesday 13th August 2024
Riccarton Park Function Centre, Christchurch

- Interesting topics
- Expert Speakers
- 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 Audit Process

Amy Goodman: Audit Partner, BDO Christchurch

Join Amy for an expert's guide to the audit process:

- Who's involved in a school audit?
- Key steps in the process
- Making it smooth for everyone
- Common issues and recent audit findings.

School finances from the MoE's perspective

Alex Dieudonne: School Finance Advisor, MoE

This is a rare chance to get answers to all your questions, gain insights into the Ministry's perspective, and provide direct feedback.

Alex will discuss these frequently-raised issues:

- The executive officer's responsibilities
- Resourcing notices and charges
- Donations management
- Staffing considerations
- Property-related matters
- Nice-to-knows.

Time will be allocated for questions.

The Treaty of Waitangi

Sarah Tahere: Co-Director, Toitoti Collective Ltd

The Treaty has been the centre of debate since it was signed in 1840. Sarah will touch on some of the well-known challenges, but her main focus will be working 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 the Treaty's principles into our personal and professional lives.

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: Edge (MUSAC) - tips & tricks

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

Whether you're new to Edge or a seasoned admin professional, this session will offer invaluable tips and techniques that will streamline your workflow. Phil will focus on these core admin functions:

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

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.

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!

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
- Enrolment packs, A-Z information guides, board meeting minutes, and more - all in one place
- Notices and blog posts.

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 1.45pm-1.00pm

Resourcing schools from the MoE's perspective

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

This session will give you a comprehensive understanding of how operational funding works for schools and kura. Bridgette will cover its various components and provide guidance on how to easily interpret the operational funding notice. She will also discuss the upcoming changes to the Support Staff in Schools' Collective Agreement, and its impact on schools.

Time will be allocated for questions.

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

Yasmin Sellars: *Senior Accountant, CES*

Gain a strong understanding of the basics - GST, budgeting, and asset management - so you can confidently tackle common accounting challenges. Yasmin will offer practical solutions, empowering you to effectively manage your school's finances.

Whakatauki - Māori proverbs and their significance in education

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

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

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.

Artificial Intelligence - Ignore it, or embrace it?

David Kinane: *PLD Facilitator*

Since December 2022, the proliferation of free AI tools has 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.

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 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.

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

Rae McDonald: *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. Rae 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.

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.

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.



Workshops Session Three 2.00pm-3.15pm

The 'dark art' of banked staffing

Wayne Facer: *Consultant, 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, 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 topics you would like to be covered in the workshop, please email: yasmin@cessl.org.nz before 8th August.

Matariki - understanding its relevance to education today

Mark Tahere: *Co-Director, Toitō 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.

Google Sheets: Too hard to start?

David Kinane, *PLD Facilitator*

Do you think Google Sheets is daunting? This session simplifies it for you. David will start with a basic overview, and then demonstrate how to create charts and graphs while also protecting your data. He'll also show how Google Sheets' formulas can automate tasks in a fraction of the time compared to manual methods. And if writing formulas seems intimidating too, AI tools can guide you step-by-step!

Time will be allocated to ask questions.

Workshops continued:

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.

Healthy disagreement in the workplace

Chris Wallace: *LDT Consulting Senior Facilitator*

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.

Building meaningful relationships (with Lego!)

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

Join Rae 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.

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
- The four laws behind behavioural change
- Tips to create good habits or break bad habits.

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!

Amy Goodman

Manager, Audit Partner, BDO

Amy specialises in FMC clients, particularly in financial services, superannuation schemes, and manufacturing. She has experience in fraud investigations, reviewing solicitor trust accounts, and AML/CFT assessments.

Wayne Facer

Consultant, Education Enterprises

Wayne is the go-to expert for navigating the often complex world of banked staffing. His financial expertise has enabled schools across New Zealand to find new sources of funding and revenue streams, generating over \$50 million in the last seven years.

Bridgette Hickey

Group Manager Resourcing, MoE

Bridgette oversees allocation of resources to schools.

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.

Mark Tahere

Co-Director, Toitoti Collective Ltd

With over a decade of teaching experience in mainstream and bilingual schools, Mark has embraced diverse learning approaches. As a Kaihautū at a Private Training Establishment (PTE), he focuses on integrating Tikanga Māori, Te Reo Māori, and the principles of the Treaty of Waitangi into his classes. Mark is dedicated to guiding Māori and Pasifika learners toward successful careers in the Information Technology 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 Māori, Tikanga Māori, and the Treaty of Waitangi into policies and practices, bridging gaps between cultures, and strengthening community relationships. 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)

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.

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, ENROL

Alison evaluates and develops education policies, conducts research, analyses data, and suggests changes to improve educational outcome 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.

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.

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, sport, and education. He has served as board chair at a large primary school, and currently is a parent trustee at Birmsode High School.

Rae McDonald

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

Rae designs workshops which utilise hands-on tools to raise self-awareness, encourage open expression, and align motivation with shared goals.

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 Audit Process	Amy Goodman	●		
The 'Dark Art' of banked staffing	Wayne Facer			●
Resourcing schools from the MoE's perspective	Bridgette Hickey		●	
School Finances – GST, budgets, assets, general accounting	Yasmin Sellars		●	
Xero – tips and tricks, ApprovalMax, etc.	Yasmin Sellars			●
School finances from the MoE's perspective	Alex Dieudonne	●		
Culture				
Whakatauki – Māori proverbs and their significance	Mark Tahere		●	
Matariki – Understanding its relevance to education today	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			●
Latest developments in EdPay and other means of delivery	EdPay Team		●	
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		●	
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			●
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			●
Personal Skills Development				
Create habits that stick	Jo Fife			●
Lift your mood	Jo Fife		●	

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

South Island Administration for Schools Conference
Tuesday, 13th August, Riccarton Park Function Centre

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 6th 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.

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)



Register online: www.cessl.org.nz | Free call: 0800 205 267
 Or scan this registration form and email to eric@cessl.org.nz Free post: PO Box 414 Christchurch 8140

For further information contact the conference organiser Eric Yu (eric@cessl.org.nz)