

One-day event for administrative professionals



Hamilton **School Office** **Administrators'** **CONFERENCE**

8.45am-4.00pm, Thursday 4th July 2019,
Distinction Hotel, 100 Garnett Avenue, Te Rapa



Who will benefit:

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

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

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

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

REGISTRATION 8.15am-9.00am

INTRODUCTION 9.00am

Welcome to Delegates and Housekeeping

Wayne Jamieson: Marketing Manager, CES

KEYNOTE SPEAKER 9.00am-9.50am

Children and the law

Fiona Bell: B. Hort Sci, BASS (sw), B Theo
Social Worker-in-School

Fiona will look at the major pieces of legislation which affect the day-to-day lives of children: the Children, Young Persons and their Families Act; the Care of Children Act; the Domestic Violence Act; and a brief overview of the Vulnerable Children's Act. Understanding the legislative framework will provide you with the base for more informed interaction when dealing with distressed children who may be part of on-going investigations, or are in the midst of custody disputes.

MORNING TEA 10.00am-10.30am

"The speakers were absolutely amazing and inspiring ..."

Jackie Wilson-Baker

Workshops

1 10.30am-11.45am Session One

Google Sheets: tips and tricks

David Kinane, e-Learning Specialist

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

Time will be allocated to ask questions.

Overview and discussion on using Office 365 apps

David Jackson: Microsoft Specialist

The range of features offered with Office 365 is regularly updated. In this workshop David will highlight some of the new functions and how they can be applied in your school.

Topics will include:

- OneDrive;
- OneNote (digital notebook);
- Microsoft Teams;
- Microsoft To-do;
- using SharePoint to create an intranet.

Google Slides: tips and tricks to create newsletters

Jacqui Sharp, e-Learning Specialist

If you have been using Publisher to design your newsletters but would like to create them in Google then this is the workshop for you! Discover short-cuts and handy tips; learn how to make graphics look great, crop images into different shapes, use the explore function, add new fonts, export to PDF and change orientation. Find out how you can use Slides to make a multimedia newsletter with embedded videos and animated images for your school's website.

Time will be allocated to ask questions.

Operational funding notices - how to read them, how funding is calculated

Sarah Young/Bridget Curtis:

Ministry of Education

Learn how to understand your school's resourcing entitlements.

2 11.45am-1.00pm Session Two

Organise your Google Drive

David Kinane, e-Learning Specialist

A look at organising folders in Google Drive, including sharing and keeping track of files others have shared with you. Find out about Google Docs's powerful collaboration tools including Revision History, Comment and Chat, and the Suggest tool used for tracking and suggesting changes within documents.

Time will be allocated for questions.

Excel: hands-on workshop for intermediate users

David Jackson: Microsoft Specialist

This workshop includes how to construct and use Excel's functions to analyse and report on data. David will cover basic SUM and conditional formulas like IF, AND OR, and also provide an overview of Lookup functions including VLOOKUP, and presenting data as a Pivot Table or Charts.

Limited to 16 people: early booking essential.

Google Forms - let the software do the work

Jacqui Sharp: e-Learning Specialist

Google Forms is a great way to communicate with staff, parents and your community. Find out how you can create forms to survey parents on specific issues, staff for their meal preferences at 'Three-way conferences' and many other administrative functions. Used in combination with Google Sheets, Forms can collate, sort and organise data that has been collected from parents, teachers and students.

Time will be allocated for questions.

Continual improvements to schools' Payroll

Claire Fulbrook: Education Payroll (EPL)

This workshop will look back at 2018 to review how EPL used the "Better Every Day" philosophy to ensure continual improvements to their services. Corey will then look forward to 2019 and how EdPay is progressing and what can you expect to see in the future.

Tips and tricks for administrators working with parents and children

Fiona Bell, Senior Practitioner, Oranga Tamariki

Fiona will share her knowledge and some practical tips and tricks to assist you when dealing with challenging children and adults.

BUFFET LUNCH 1.00pm-2.00pm

3 2.00pm -3.15pm Session Three

Gmail, Calendar and Contacts

David Kinane, *e-Learning Specialist*

Jacqui will demonstrate how to manage Gmail tools: filter mail, create folders, and sort using labels. Learn how to customise Calendar and manage appointments; create multiple calendars; import contacts from Outlook and configure your Contacts; add labels to create mailing groups; and set priority contacts.

Time will be allocated for questions.

Going paperless with Microsoft Forms

David Jackson: *Microsoft Specialist*

Microsoft Forms allow you to gather information electronically, from anyone. In this workshop we will build a form, that includes options and use it to collect and report on information.

Google add-ons and extensions

Jacqui Sharp: *e-Learning Specialist*

Learn about useful add-ons and extensions that make Google Slides, Docs, Sheets, and Chrome even more powerful and useful administration tools. There are add-ons for grammar checks, inserting diagrams, adding signatures, coloured tables; merging documents, inserting icons, making QR codes, splitting screens, condensing tabs, adding avatars, inserting images and macrons. *Time will be allocated for questions.*

MoE ENROL: legal requirements around enrolments

Alan Ryan: *Ministry of Education*

Enrolling domestic Time-Bound Students is straightforward. But confusion can arise where a student's visa status is ambiguous or does not allow them to be enrolled as a Domestic Student – and the option to enrol them as an International Fee-paying Student is inappropriate. There are times when the enrolment category '28 Day Waiver' and subsequent extensions may be appropriate. Alan will work through this enrolment category and Immigration New Zealand's Visa View service which allows school administrators to check prospective students' visa status without the hassle of having to ask their parents/guardians for documentation.

The impact of family violence on vulnerable children

Fiona Bell: *Senior Practitioner, Oranga Tamariki*

This workshop will cover the impact of violence on children and how this affects their ability to function within the school environment.

PRIZES DRAWN, DRINKS 3.15pm-4.00pm

Presenters

Fiona Bell *B. Hort Sci, BASS (sw), B Theo*
Senior Practitioner

Oranga Tamariki, Grey Lynn

Fiona has been a practicing social worker for 10 years and all her work has been with children and families. She has worked as a community social worker, Social Worker-in-Schools, and statutory social worker for Oranga Tamariki in a diverse range of communities, from small country towns to inner-city Auckland. Fiona is passionate about improving the outcomes for vulnerable children.

David Kinane

MOE Accredited PLD Facilitator

David is an MoE-accredited PLD facilitator and has created a business with Jacqui Sharp, (Sharp, Kinane Limited) to deliver the PLD contracts. With their team of facilitators they are managing and delivering numerous Digital Fluency and Digital Technologies PLD contracts throughout the country. David has been a specialist ICT-elearning consultant, advisor/facilitator/teacher since the 1990's.

David Jackson

Managing Director, Ripped Orange Computer Training and Solutions

Ripped Orange was recognised by Microsoft in 2017 as Learning Partner of the Year for their innovative Cloud Trainer service. David has extensive experience with, CRM and related technology and how to apply these to business scenarios.

Jacqui Sharp

MOE Accredited PLD Facilitator

Jacqui is an MoE-accredited centrally funded facilitator for PLD contracts and DT/HM PLD contracts. In 2017 she joined forces with David Kinane to create Sharp, Kinane Limited to provide greater support to schools over a wider area of the country. Jacqui set up Jacqui Sharp and Associates in 1998, specialising in helping schools to implement digital technology and e-Learning into their class curriculums.

Sarah Young/Bridget Curtis

Ministry of Education

Claire Fullbrook

Education Payroll Ltd (EPL)

EPL is a core part of New Zealand's education sector and manages the payment of the people at the heart of our education system. It is responsible for paying around 90,000 teachers and support staff in around 2,500 schools.

Alan Ryan

Adviser, Ministry of Education

Convince the Principal



Justifying Your Attendance at the Administrators' Conference 2019

Because we recognise that resources for professional development are limited, we have provided a few tips to help you justify your school's investment in your attendance.

Tips for Making Your Case

You need to clearly articulate the connection between your school's requirements and the conference. Although you understand the value of the workshops, your Principal may not.

- **Be results-oriented:**

Focus on what new information or ideas you will bring back to your school that will help improve workflow or opportunities for leadership.

- **Share your learning:**

Offer to prepare and deliver a short presentation to share what you learned at the conference. Distribute copies of workshop handouts too.

- **Connect with your peers:**

Take advantage of the opportunity to meet colleagues, presenters, and the organisers to learn about promising practices, new technology, and engage with people who share your expertise and passions.



Hamilton

School Administrator's Conference

8.45am-4.30pm, Thursday 4th July, Hamilton

Workshops Schedule

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

Note: each dot represents a workshop time.

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

Workshops	Presenter	10.30am-11.45am	11.45am-1pm	2pm-3.15pm
Office Skills Development				
Google Sheets: tips and tricks	David Kinane	◆		
Organise your Google Drive	David Kinane		◆	
Gmail, Calendar and Contacts	David Kinane			◆
Overview and discussion on using Office 365 apps	David Jackson	◆		
Excel: hands-on workshop for intermediate users	David Jackson		◆	
Going paperless with Microsoft Forms	David Jackson			◆
Google Slides: tips and tricks	Jacqui Sharp	◆		
Google Forms - let the software do the work	Jacqui Sharp		◆	
Google Add-ons and Extensions	Jacqui Sharp			◆
Operational Funding Notices: how to read them	Sarah Young/Bridget Curtis	◆		
Continual improvement to schools' Payroll	Claire Fulbrook		◆	
MoE ENROL - legal requirements around enrolments	Alan Ryan			◆
Personal Skills Development				
Tips and tricks for working with parents and children	Fiona Bell		◆	
The impact of violence on vulnerable children	Fiona Bell			◆

Professional Development

Big Commitment, Big Benefits

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

The Most Up-To-Date Content

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

Great Chances for Networking

With over 70 school administrators at the event, it's a brilliant opportunity to forge new professional contacts.

Best Speakers

Hear from the best names in the education sector.

We've brought together leading presenters and trainers from around New Zealand to present their expertise! **Register now!**

**8.45am-4.00pm, Thursday 4th July,
100 Garnett Avenue
Distinction Hamilton Hotel & Conference Centre**