

**FUNDING AGREEMENT FOR DELIVERY OF  
PROFESSIONAL DEVELOPMENT PROGRAMMES**

**Contract Number 10-0276**

**INFORMATION & COMMUNICATION TECHNOLOGIES (ICT)  
PROFESSIONAL DEVELOPMENT REGIONAL CLUSTERS 2010–2012  
(THE 2010 ICT PD COHORT)**

**Between the Ministry of Education**

**And**

**the Board of Trustees of Waikanae School**

**DATE: 22/02/2010**

**Ministry of Education  
PO Box 1666  
117-125 Lambton Quay  
Wellington 6011  
Ph 04 463 7706  
Fax 04 463 8392**

## **FUNDING AGREEMENT**

**PARTIES:** This contract is between the Sovereign in right of New Zealand acting by and through Howard Baldwin, Acting Manager, e-Learning unit, Schooling Group, Ministry of Education (“the Ministry”)

**and** The Waikanae School Board of Trustees a statutory body corporate established under the Education Act 1989 ("the Board")

## **BACKGROUND**

**A** The Ministry has established the Information and Communication Technologies (ICT) Professional Development Programme with regional clusters of schools throughout New Zealand with the objective of providing regional professional leadership and development for staff in the effective use of ICT.

**B** The Ministry has agreed to provide funding for a professional development programme in ICT for the cluster of schools specified in Schedule One of this Funding Agreement (“the cluster schools”) and the Board has agreed that it will provide the programme in respect of the 2010 cluster schools.

**C** The Board and the Ministry have agreed to enter into this Funding Agreement to record their respective obligations in relation to the provision of a regional professional development programme for the 2010 cluster schools.

## THE BOARD AND THE MINISTRY AGREE AS FOLLOWS:

### 1 **Term**

This Agreement will start on the date of signing and finish on **1st February 2013**. However, either party can bring the Agreement to an end before the finish date under section 9 of this Agreement.

### 2 **Obligations of the Board**

- 2.1 The Board will provide the professional development programme in ICT ('the Programme') for the cluster schools as specified in the First Schedule.
- 2.2 The Board will provide written reports to the Ministry in accordance with the requirements of the Second Schedule.
- 2.3 The Board will forward information relating to the Programme to the Ministry upon request.
- 2.4 The Board will comply with the relevant Health and Safety Guidelines and requirements of each school when working on their premises. The Board will act in accordance with the State Services Commission Code of Conduct (Standards of Integrity and Conduct) at all times when providing services under this Agreement. The Standards of Integrity and Conduct are available at <http://www.ssc.govt.nz/display/document.asp?DocID=7063>.
- 2.5 You promise that you have no conflict of interest or contractual obligation to another person or organisation that limits your right or ability to perform the work under this Agreement. The Board agrees to notify the Ministry of Education if any such conflict does arise.

### 3 **The Board is not an employee**

You are an independent Contractor, not an employee, partner, joint venture partner or agent of the Ministry. You will be responsible for the payment of all amounts due and payable to the Inland Revenue Department.

### 4 **Funding**

- 4.1 The Ministry will provide funding to the Board as specified in Schedule Three.
- 4.2 The Board acknowledges that the funding provided under this Funding Agreement is in addition to the annual operations grant payment payable under section 79 of the Education Act 1989 and any other discretionary allowance made to the Board by the Ministry.
- 4.3 The funding provided by the Ministry under this Funding Agreement must be expended by the Board only to undertake the tasks specified in Schedule One. Any funds unspent at the end of this agreement must be returned to the Ministry of Education.
- 4.4 The Ministry may suspend or cancel payment of any installment of the funding if:
  - a. The Ministry considers that the Board has not complied with any of the terms and conditions specified in this Funding Agreement.
  - b. There are changes in government policy or in the amounts appropriated by Parliament which may affect the payment of the funding.
- 4.5 The Board may be required to repay part or all of any funding it receives under this clause if the Board fails to comply with any of the terms and conditions specified in this Funding Agreement.

### 5 **The Contractor is not to transfer this Agreement**

You agree that you will not transfer this Agreement to any other person or organisation.

## 6 Copyright

***Explanatory note:** The Ministry wishes to be able to share materials developed under this agreement with other schools and where possible to be able to utilise new ideas and systems without any new consents or payments being required. The Ministry recognises that some work may involve the use of material or software owned by others or may be an “add on” to such materials/programmes. Therefore it is critical that relevant warnings accompany the materials so that the Ministry and other school boards are aware of restrictions that may apply to the use of material developed under this agreement.*

- 6.1 All intellectual property rights (including copyright) in all works and material produced under this agreement (“new works”) shall remain the property of the Ministry.
- 6.2 Both parties shall continue to own all intellectual property rights that they held prior to the commencement of this Agreement.
- 6.3 The Ministry agrees that the Boards of all schools involved in the programme may continue to use material developed under this agreement.
- 6.4 The School Board will gain all consents (including consents from third parties) as may be necessary to enable the Ministry and any other party approved by the Ministry, to unconditionally use the works developed under this Agreement at no additional charge. For more details regarding copyright and privacy issues refer to [http://www.tki.org.nz/r/governance/copyright/index\\_e.php](http://www.tki.org.nz/r/governance/copyright/index_e.php)

## 7 Subcontract

The Board will not subcontract services without prior written consent from the Ministry of Education. Any subcontract must state that the copyright in all work produced by the subcontractor remains the property of the Ministry.

## 8 Variation and review

- 8.1 This Agreement may be varied by agreement in writing and any such variation will then form part of this Agreement.
- 8.2 During the term of this Agreement the Ministry or its agent shall carry out two annual reviews.
- 8.3 Each annual review is to begin by 1 September and conclude by 1 December.
- 8.4 The matters to be discussed in the annual review are:
- 8.5 the performance of the Contractor in delivering and reporting on the services as specified in the First and Second Schedules;
- 8.6 the financial statements prepared by the Contractor;
- 8.7 re-negotiation of the First, Second and Third Schedules of the Agreement to incorporate any changes as agreed by both parties.

## 9 Termination and Cancellation

- 9.1 Notwithstanding the following clauses either party may terminate this Agreement by giving the other party 1 month notice.
- 9.2 The parties may mutually agree in writing to cancel the Agreement at any time.
- 9.3 Either party may terminate this Agreement if the other party has either breached an obligation or failed to perform an obligation required under this Agreement.
- 9.4 Before it terminates the Agreement the party concerned shall give the party in breach written notice of the breach or non-performance and request that party to remedy the matter within 28 calendar days.

- 9.5 If the party in breach fails to remedy the matter within 28 calendar days of written notice issued under paragraph 9.2, then this Agreement shall be terminated in writing, effective immediately.
- 9.6 Where a notice of termination is served:
- a. We are only obliged to pay for work already performed; and
  - b. You are not obliged to undertake further work.
- 9.7 Neither party shall be liable to the other for damages, compensation or any other remedy at law or equity for termination of this Agreement.

**SIGNATURES OF THE PARTIES TO THIS AGREEMENT**

**Ministry of Education**

**Signed by**

Howard Baldwin, Acting Manager, eLearning unit, Schooling Group

.....  
(Signature)

For and on behalf of **THE SOVEREIGN IN RIGHT OF NEW ZEALAND ACTING BY AND THROUGH THE SECRETARY FOR EDUCATION**

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 2010

**Lead Schools**

**Signed by**

Bevan Campbell, Principal, Waikanae Primary School

.....  
(Signature)

For and on behalf of the Kapiti Collaboration

Dated at Waikanae School this 18<sup>th</sup> day of February 2010

**Signed by**

Allan Marsden, Principal, Paekakariki Primary School

.....  
(Signature)

For and on behalf of the Kapiti Collaboration

Dated at Waikanae School this 18<sup>th</sup> day of February 2010

## **FIRST SCHEDULE**

### **1. Background**

#### ***1.1 National Programme goals***

1. Increase the e-learning leadership and ICT capability of regional cluster schools.
2. Increase the understanding of the contribution that ICTs can make to effective learning across the regional cluster.
3. Strengthen professional learning communities and increase collaboration across the regional cluster schools.
4. Reflect and support government educational priorities.

#### **1.2 Programme Summary**

##### ***Background***

The Kapiti Collaborative proposal was coordinated through the local Principals' group which has a 22 year history of working together. It is a natural alliance of schools that matches existing professional structures within the Kapiti region. This association has been the basis of a highly successful ICT PD Super Cluster (2006-2009, 4 years, \$720,000, 15 Schools and 300 teachers). The idea of an ICT PD Collective was developed in 2005 as the principals in the Otaki and Kapiti areas realised that there was a distinct need to raise the skills levels of staff and students in the use of ICTs.

The main focus of the past four years' ICT PD has been to raise the ICTs skill levels for as many schools as possible in our geographical area (Paekakariki School to Manakau School). Within this region there are 22 schools offering varying types of education. Of these schools, 14 primaries and one secondary made up the Otaki Kapiti Collective. The Otaki Kapiti Collective contained 300 teachers and over 4500 students making it one of the largest ICT PD Clusters in the country. As a result of this it became known as a 'Super Cluster'.

The Super Cluster was comprised of two ICT PD Clusters, one starting in 2006 with 10 schools and the other starting in 2007 with the other five. It was agreed at the start that the Clusters would behave as one therefore one set of targets was written for both groups, funds were allocated on a four year basis and a single milestone was written.

It was also agreed that the Otaki Kapiti Collective would try to involve as many of the other schools as possible in the area that were not part of collective and that the professional development programmes being offered would also be available to them.

It was also agreed that even though the Otaki Kapiti Collective would work as one, all professional development would be centred on the needs of the schools. Therefore schools were given every opportunity to drive their own development and with professional, collegial and financial support of the Collective.

The Collective went through a range of development over that time with the 2006 focus centred on Empowering Teachers. It was felt that there was a strong need to raise the skill levels and confidence of teachers in using the ICTs first in order to ensure that teachers had the confidence to use ICTs in their classroom practice. This idea then developed through to 'Empowering Learners' in 2007, focusing on students and developing their skill levels as well as changing teachers' ideas on how they could do things differently in the classroom.

In 2008 the focus was 'Empowering Learning Communities'. By this stage schools had developed significant knowledge regarding effective teaching and learning practices incorporating ICT and relevant pedagogical practices. The 2008 focus allowed time for schools to consolidate what they had developed into being part of their school structure. Finally in 2009 the collective shifted the

focus to 'Sustain the Learning Communities' that had been developed. It was felt that the schools had come so far that it was important to look at ways to be able to sustain the development either through national funding initiatives or through local sources. The natural progression for 2010 and beyond is for further development which builds on the effective e-learning practice that has developed. This will be characterised by developing a shared understanding across the cluster of using ICT to use assessment practices which inform learning teaching with the ultimate goal being to raise student engagement and achievement.

### ***Key Programme Outcomes***

The Kapiti Collective (KC) will create extensive links between primary and secondary schools in the district where the innovative use of ICT will enable the sharing of data, the analysis of barriers to learning and the enhancement of teaching and learning programmes. The initiative will assist in the development of community-wide quality teaching practice with a key goal of raising student achievement, in particular for Years 7-10 students.

The overarching goal of the KC is to:

- Improve the quality of learning programmes by effectively analysing assessment data to improve teaching practice within and across schools. (The effective use of information and communication technologies for analysing and reporting assessment data and enhancing learning will be a feature of this project).

Three main strategies will be employed:

- Identifying good practice in collecting, analysing and using assessment data to inform programmes and use this as a benchmarking tool for individual schools to complete a gap analysis. Data from this analysis will be used to determine cluster-wide professional development.
- Increasing student engagement in learning by utilising effective pedagogical approaches that develop Key Competencies.
- Establish partnerships with other organisations to contribute to regional effectiveness of the project.

### ***Cluster Principles***

*The programme is based on the following understandings and underlying principles:*

- **Collaboration:** Collaboration within and between schools will continue to foster the development of strong professional relationships for professional learning and decision making.
- **Critical analysis:** Critical analysis of professional practice within and between schools will be integral to raising student achievement.
- **Communication:** Effective communication will be essential to all aspects of the leadership and management of the project.
- **Collegiality:** Collegiality between schools will lead to valuable sharing of pedagogical practice across the Kapiti Collaborative.

### ***Scope of the cluster programme***

The professional development programme will be delivered between February 2010 and December 2013. Schools from the Kapiti Region will be invited to participate in the programme. There will be at least 12 schools and approximately 12 Principals, 14 School Coordinators and 42 Lead Teachers involved. The cluster programme has dependencies on the following critical outputs/factors/projects:

- Rollout of KIWI (Kapiti Wireless Broad Band Network) to all participating schools by the Kapiti Collaboration
- Establishment of the Kapiti Collaboration LMS via KIWI
- Establishment of the Kapiti Collaboration shared site on the NZCER PAT Marking web site

### ***1.4 Assigned Personnel***

#### **Ministry of Education Contact**

Neil Melhuish Project Leader: e-Learning Capability Phone 04 463 7706 Email <a href="mailto:neil.melhuish@minedu.govt.nz">mailto:neil.melhuish@minedu.govt.nz</a>	Level 5 St. Paul's Square 45-47 Pipitea Street (PO Box 1666) Thorndon, Wellington 6140
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The assigned personnel for this project and their tasks are listed below. The Contractor is responsible for the staffing of the Project Director and the Professional Director positions. If personnel in these positions change over the period of the contract, the Contractor will be required to negotiate any replacement with the Senior Adviser responsible for this project.

#### **Designation: Governance Group**

##### **Name, Position:**

Richard Campbell	Principal Paraparaumu College
Tony Kane	Principal Kapiti College
Allan Marsden	Principal Paekakariki School
Bevan Campbell	Principal Waikanae School
Bruce MacDonald	Principal Kenakena School
Kaye Brunton	Facilitator ( <b>4 fte</b> )

##### **Key Tasks:**

1. Will lead and manage the implementation of KC Collaboration as per MoE requirements
2. Will develop the programme, in consultation with other schools
3. Will allocate funds and approve payments
4. Will gather reports from schools and submit milestones to the Ministry of Education
5. Will seek review from partner schools
6. Will set up annual plans and programmes aimed at improving educational standards of students using ICT as a key mechanism

**Designation: Lead School Principals**

**Names:**

Allan Marsden                      Principal Paekakariki School  
Bevan Campbell                      Principal Waikanae School

**Key Tasks:**

1. Will lead Governance group as per MoE requirements
2. Will collate and submit milestone reports to MoE
3. Will attend Management Board meetings
4. Will appoint Researcher
5. Will approve all expenditure

**Designation: Fund Holder Principal Representative**

**Name:**

Richard Campbell                      Principal Paraparaumu College

**Key Tasks:**

1. Will hold and dispense all monies as per MoE requirements
2. Will attend Governance group meetings
3. Will provide Monthly reports of income and expenditure to Management Board

**Designation: Professional Development Advisor/Facilitator**

**Name:**

Kaye Brunton                      Facilitator (4fte)

**Key Tasks:**

- Will be a full member and provide professional advice to Governance group
- Will collate and submit milestone reports to MoE
- Will write and submit milestone reports each term to the Governance group
- Will coordinate and organise the delivery of all planned Professional Development
- Will contract professional providers as necessary
- Will lead all KC meetings for School Coordinators
- Will attend Conferences as specified by management group
- Will facilitate or lead Principal, School Coordinator and Lead Teacher Workshops
- Will assist individual principals to review plans, policy in their schools
- Will visit classrooms and interview teachers
- Will provide reading material for School Coordinators and Lead Teachers
- Will evaluate programmes

**Designation: Wireless Network and KC LMS Manager**

**Name:**

Paul Norris

CEO Norrcom Ltd

**Key Tasks:**

1. Will provide advice and guidance to Governance group
2. Will report to the Governance Group as required
3. Will maintain Kapiti Wireless Network on behalf of the Kapiti Collaboration
4. Will establish and maintain Kapiti Collaboration LMS
5. Will, in collaboration with MoE personnel, install MoE Interoperability tool
6. Will ensure maintenance of student achievement and engagement data base as per Governance requirements
7. Will devise and implement privacy/security protocols so that Schools, Teachers, Parents can access data at appropriate levels  
(Rate to be \$3 per pupil plus gst based on full school rolls at 1 July 2009. To be adjusted each year on a prorata basis. See budget).

## 2010 Cluster schools

School Name or Trading Name	Paekakariki Primary School	Waikanae Primary School	Paraparaumu College
Status within KC	<b>Lead School</b>	<b>Lead School</b>	<b>Fund Holding School</b>
Legal Status and Years of Operation	N/A	N/A	N/A
MoE Number	2944	3056	248
GST Number	52-100-062	37-997-080	29-765-170
Date of last Audit	Jun-09	Jun-09	Jun-09
Principal or CEO	Alan Marsden	Bevan Campbell	Richard Campbell
Executive Officer	N/A	N/A	Margaret Millar
Finance Manager	N/A	N/A	Heather Newall
Address	Wellington Road, Paekakariki	Seddon Street, Waikanae 5036	P O Box 288, Paraparaumu.
Email	<a href="mailto:administration@paekakariki.school.nz">administration@paekakariki.school.nz</a>	<a href="mailto:b.campbell@waikanae.school.nz">b.campbell@waikanae.school.nz</a>	<a href="mailto:lwc@paraparaumucollege.school.nz">lwc@paraparaumucollege.school.nz</a>
Website address	<a href="http://www.paekakariki.school.nz">www.paekakariki.school.nz</a>	<a href="http://www.waikanae.school.nz">www.waikanae.school.nz</a>	<a href="http://www.paraparaumucollege.school.nz">www.paraparaumucollege.school.nz</a>
Main Phone Number	04 2928205	04 9026544	04 9025170
Fax	04 2928729	04 902 6547	04 9025171
Mobile		0274 522 618	
July 1 2009 ffte	9.19	25.82	87.44
July 1 2009 Total Roll	172	521	1409
July 1 2009 Year 10 Roll	N/A	N/A	290
July 1 2009 Year 9 Roll	N/A	N/A	329
July 1 2009 Year 8 Roll	23	69	0
July 1 2009 Year 7 Roll	14	80	0
Name and position of likely School Coordinator	Rana Te Maro Deputy Principal	Michelle Banks Deputy Principal	Graeme Richardson ICT Co-ordinator, Ragne Maxwell HOD English, Sharon Gilman Deputy Principal
Conflict of Interest	There are no Conflicts of Interest	There are no Conflicts of Interest	There are no Conflicts of Interest

Kapanui Primary School	Paraparaumu Beach Primary School	Raumati Beach Primary School	Kenakena Primary School	St Patrick's Primary school
Participating School	Participating School	Participating School	Participating School	Participating School
N/A	N/A	N/A	N/A	N/A
2871	2948	2974	2878	3017
55-480-850	51-507-385	11-296-122	51-852-583	55-403-651
N/A	N/A	N/A	N/A	N/A
Des Hedley	Keith Lambert	Michael John Farrelly	Bruce McDonald	Martin Elms
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
23 Rimu Street, Waikanae	Gray Ave, Paraparaumu Beach (P O Box 1443)	P O Box 2055, Raumati Beach 5032	Donovan Road, P O Box 1441, Paraparaumu Beach 5032	Box 540, Paraparaumu
<a href="mailto:principal@kapanui.school.nz">principal@kapanui.school.nz</a>	<a href="mailto:klambert@paraparaumubeach.school.nz">klambert@paraparaumubeach.school.nz</a>	<a href="mailto:raumati@gmail.com">raumati@gmail.com</a>	<a href="mailto:office1@kenakena.school.nz">office1@kenakena.school.nz</a>	<a href="mailto:principal@stpatspara.school.nz">principal@stpatspara.school.nz</a>
<a href="http://www.kapanui.school.nz">www.kapanui.school.nz</a>	<a href="http://www.paraparaumubeach.school.nz">www.paraparaumubeach.school.nz</a>	<a href="http://www.raumatibeach.school.nz">www.raumatibeach.school.nz</a>	<a href="http://www.kenakena.school.nz">www.kenakena.school.nz</a>	<a href="http://www.stpatspara.school.nz">www.stpatspara.school.nz</a>
04 902 5015	04 298 5775	04 902 5596	04 298 4011	04 2986780
04 902 5016	04 298 6962	04 902 8344	04 298 2011	04 298 6822
277531246		021 412 698	027 781 8315	027 2986780
29.17	34.03	36.83	22.65	9.62
510	628	613	481	134
N/A	N/A	N/A		
N/A	N/A	N/A		
53	78	70	56	15
69	95	81	68	12
John Brunton Deputy Principal	Jess Ward Deputy Principal	Bruce Henderson Deputy Principal	Jane Brooking Deputy Principal	Deputy Principal
There are no Conflicts of Interest	There are no Conflicts of Interest	There are no Conflicts of Interest	There are no Conflicts of Interest	There are no Conflicts of Interest

Kapiti Primary School	Paraparaumu Primary School	Kapiti College	Raumati South Primary School	Norrcom Ltd
Participating School	Participating School	Participating School	Participating School	Business Partner
N/A	N/A	N/A	N/A	6 years
2873	2949	247	2975	N/A
55-276-749	55-442-134	55-024-588	51-859-189	81-261-47
N/A	N/A	N/A	N/A	N/A
Graham Andrew Conner	Laura Diana Snowden	Anthony Joseph Kane	Graham McDonald	Paul Norris
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
Corner Kapiti and Rimu Roads, P O Box 134, Paraparaumu	Ruapehu Street, Paraparaumu 5032	Margaret Road, Raumati Beach	PO Box 2007 Raumati Beach Paraparaumu 5255	Unit 8, Lindale Complex, SH1 North, Paraparaumu
<a href="mailto:admin@kapiti.school.nz">admin@kapiti.school.nz</a>	<a href="mailto:admin@paraparaumu.school.nz">admin@paraparaumu.school.nz</a>	<a href="mailto:kaneto@kapiticollege.school.nz">kaneto@kapiticollege.school.nz</a>	<a href="mailto:office@raumatisouth.school.nz">office@raumatisouth.school.nz</a>	<a href="mailto:paul.norris@norrcom.com">paul.norris@norrcom.com</a>
<a href="http://www.kapiti.school.nz">www.kapiti.school.nz</a>	<a href="http://www.paraparaumu.school.nz">www.paraparaumu.school.nz</a>	<a href="http://www.kapiticollege.co.nz">www.kapiticollege.co.nz</a>	<a href="http://www.raumatisouth.school.nz">www.raumatisouth.school.nz</a>	<a href="http://www.norrcom.com">www.norrcom.com</a>
04 2985 605	04 298 7900	04 902 5121	04 2994579	04 905 6940
04 2985 606	04 298 7931	04 902 5126	04 2979590	04 905 2275
027 241 9099	0274 528 729	021 2160094	027 3896657	029 905 6940
16.57	11	68.51	19.73	
321	215	1002	378	
		242	N/A	
		203	N/A	
48	35	0	43	
41	33	0	40	
Graham Andrew Conner Principal	Karina Bird Deputy Principal	Andy Pook, Deputy Principal	Moira Titchener Deputy Principal and Allie Stevenson Assistant Principal	
There are no Conflicts of Interest	There are no Conflicts of Interest	Possible here is that Paul Norris (CEO Norrcom) is a member of the Kapiti College Board of Trustees	There are no Conflicts of Interest	Norrcom are the IT solutions provider for the majority of Kapiti schools.

## FIRST SCHEDULE... continued

### 2. The Programme

The operational outputs and outcomes of the programme are stated in the *Programme outputs and outcomes* table below.

#### *Programme Outputs and Outcomes*

Programme outcomes	Programme outputs (Deliverables)			Effectiveness of programme outcomes	
<i>What are the specific programme results that are planned?</i>	<i>What are the planned programme activities?</i>	<i>What is the scale and frequency of the programme activities?</i>	<i>What resources will be needed to carry out the programme activities?</i>	<i>What measures will be used to evaluate progress?</i>	<i>What evaluation of the measures will be carried out?</i>
<b>1.Programme Outcome A</b>  <i>Lead Teams of personnel will lead change within their own, and across KC schools. (1)</i>	<b>Activities</b>  Appoint School Coordinators (one per primary, two per College), and 62 Lead Teachers across the KC.  An evidence-based professional development programme will be developed for implementation ( Lead team PD Days, meetings , sessions etc within schools, Micro Conferences, Skills Weeks  Facilitator will conduct classroom observations and provide feedback for teachers	<b>Amount and Frequency</b>  12 schools 12 Principals 62 Lead Teachers March 2010  From Term 3, 2010  From Term 2 2010	<b>Resources and Budget</b>  Facilitator NZCER Other Professional Advisors Lead Teams within Schools(Expense part of \$87k in Prof Fees and Prof Costs as per budget)	<b>Effectiveness indicators</b>  Development of learning communities within and across schools focused on improving student achievement outcomes  Effective teaching practices beginning to be shared within and across schools  Teachers are beginning to change teaching practice in response to assessment data and shared conversations	<b>Evaluation of indicators</b>  School Milestone Reports including, informed comment on successes and issues in relation to indicators.  Teacher feedback through ongoing reviews e.g. surveys, self assessment matrix <ul style="list-style-type: none"> <li>• the changes made to teacher practice</li> <li>• degree of collaboration within and across schools</li> <li>• effectiveness of evidenced based practice across KC Schools</li> </ul> Teacher V Facilitator Interviews  Classroom observation feedback notes of teachers by Facilitator or Lead Team

2.Programme Outcome B	Activities	Amount and Frequency	Resources and Budget	Effectiveness Indicators	Evaluation of indicators
<i>All KC schools to access and Ultra Fast Broadband. (1,2)</i>	Agreement between Norrcom and the KC for the provision of technical services for 2010 to 2012	April 2010	Nil	The number of schools (0 to 12) accessing and use ultra fast broadband internet via KC network	School Milestone Reports including, informed comment on successes and issues in relation to indicators.
	Agreement between Telecom and Kapiti and Paraparaumu Colleges.	Jan 2010	Nil	Improved capability to collect and collate assessment information within and across KC schools	Principal and teacher feedback through an end of year survey on the effectiveness of the KC network and access to ultra fast board band
	Installation of fibre optic cable and ultra fast broadband into Kapiti and Paraparaumu Colleges.	Feb 2010	\$12k per school. Not part of KC budget.	Teachers are beginning to change teaching practice in response to improved e-learning potential	Interview between management team representatives and 12 principals
	Agreements made between supplying Colleges and receiving Primaries.	Beginning March 2010 as roll out proceeds	Variable on usage total = \$24K. Not part of KC budget.		Technical Report on degree to which roll out of KC Network has been achieved
	Installation of upgraded wireless technology on existing Kapiti Wireless Network.	Jan 2010	\$16k Not part of KC budget.		
	Raumati Beach School, Paekakariki School, Waikanae School, Kenakena School, Kapanui School install required hardware	Beginning Feb 2010	Estimate \$1500 per school. Not part of KC budget.		
	Raumati Beach School, Paekakariki School, Waikanae School, Kenakena School, Kapanui School connected to KC Wireless Network	Beginning Feb 2010	Estimate \$1500 per school. Not part of KC budget		
The KC Wireless network sustained and maintained	Beginning Feb 2010	\$3 per pupil to a total of \$19,152			

3.Programme Outcome C	Activities	Amount and Frequency	Resources and Budget	Effectiveness Indicators	Evaluation of indicators
<i>To identify and address the needs of the KC schools in relation to assessment practices. (1,2,3,4)</i>	<p>Design and implement a survey of current assessment practices across the KC.</p> <p>Collate survey results and compile database.</p> <p>Analyse practices across the KC.</p> <p>Individual KC school Action Plans developed approved by respective BOTs.</p> <p>Individual KC school Action Plans sent to Facilitator</p>	<p>Survey completed Term 2 2010</p> <p>Term 2 2010</p> <p>Term 2 2010</p> <p>An Action Plan from each of the 12 KC schools. Term 3, 2010</p>	<p>Survey Monkey</p> <p>Facilitator Expense part of \$87k in Prof Fees and Prof Costs as per budget)</p>	<p>All KC schools to have an approved Action Plan</p> <p>Appropriate assessment tools being used by the KC to gather meaningful and consistent achievement data.</p>	<p>Database of results of survey kept for analysis of trends over time with exiting survey in 2012.</p> <p>Analysis and findings from survey reported as part of Milestone Reports</p> <p>Individual School Action Plans supplied as appendix to part of Milestone</p>
4.Programme Outcome D	Activities	Amount and Frequency	Resources and Budget	Effectiveness Indicators	Evaluation of indicators
<i>To develop consistent assessment practice within and across KC schools to allow for valid comparisons of data to be made in order to raise student achievement</i>	<p>Develop procedures and protocols for data collection and analysis across the KC schools .</p> <p>Lead team PD Days</p> <p>PD days, meetings , sessions etc within schools</p> <p>Facilitator will conduct classroom observations and provide feedback for teachers</p>	<p>Term 2-4, 2010</p> <p>From Term2</p> <p>From Term 2</p> <p>From Term 2</p>	<p>Facilitator NZCER Other Professional Advisors Lead Teams within Schools(Expense part of \$87k in Prof Fees and Prof Costs as per budget)</p>	<p>Agreement reached on appropriate assessment tool procedures and protocol for gathering achievement data consistently across the KC. e.g use of asTTle, PAT STAR</p> <p>KC schools completing consistent assessments which allow for valid comparisons</p> <p>All KC schools will have completed data collection and entered data on KC LMS and NZCER website</p> <p>Teachers are beginning to change teaching practice in response to assessment data</p>	<p>Collection and analysis of data over time using agreed tools (e.g PAT STAR asTTle Me and My School, attendance data other) and protocols including Maori and Pasifika</p> <p>Teacher feedback through an end of year survey on</p> <ul style="list-style-type: none"> <li>• the changes made to teacher practice</li> <li>• effectiveness of evidenced based practice across KC Schools</li> </ul> <p>Teacher V facilitator Interviews</p> <p>Classroom observation feedback notes of teachers by Facilitator or Lead Team</p>

5.Programme Outcome E	Activities	Amount and Frequency	Resources and Budget	Effectiveness Indicators	Evaluation of indicators
<p><i>All KC schools will begin to use and share longitudinal student (Year 7,8,9,10) achievement and engagements data in order to raise student achievement.</i></p>	<p>Agreement in place between Norrcom and the KC for the provision of technical services for 2010 to 2012</p>	<p>March 2010</p>	<p>Donated Server</p>	<p>All KC schools will have completed data collection and entered data on KC LMS and NZCER website</p>	<p>Collection and analysis of data over time using agreed tools (e.g PAT STAR asTTLe Me and My School, attendance data other) and protocols including Maori and Pasifika</p>
	<p>Norrcom install server at Paraparaumu College</p>	<p>Feb 2010</p>	<p>LMS and MoE Interoperability tool @ \$3 per student to max of \$19,152</p>	<p>Technical aspects completed;</p> <ul style="list-style-type: none"> <li>• Agreement between Norrcom and KC.</li> <li>• Server installed at Paraparaumu College.</li> <li>• LMS Moodle installed.</li> <li>• Interoperability tool installed.</li> </ul>	
	<p>Norrcom install KC LMS (Moodle)</p>	<p>March April 2010</p>	<p>Facilitator NZCER Other Professional Advisors</p>		<p>All participating schools to have agreed privacy and secured protocols</p>
	<p>Norrcom and MoE install interoperability tool which will be linked to all KC schools LMS/SMSs</p>	<p>May June 2010</p>	<p>Lead Teams within Schools (Expense part of \$87k in Prof Fees and Prof Costs as per budget)</p>	<p>Effective teaching practices beginning to be shared within and across schools</p>	
	<p>Privacy and security protocols agreed between participating schools developed</p>	<p>June 2010</p>			<p>Teachers are beginning to change teaching practice in response to assessment data and shared conversations</p>
	<p>Agreement in place with NZCER</p>	<p>March 2010</p>	<p>Improved student achievement outcomes</p>	<p>Teacher feedback through an end of year survey on</p> <ul style="list-style-type: none"> <li>• the changes made to teacher practice</li> <li>• effectiveness of evidenced based practice across KC Schools</li> </ul>	
	<p>Select assessment tools and implement agreed assessment in all KC Schools.</p>	<p>March 2010</p>			<p>Improved levels of student engagement</p>
	<p>Transfer data from individual participating KC school sites</p>	<p>Data from each KC school entered for selected tools. Terms Two 2010</p>	<p>All participating KC schools complete Me and My School (NZCER) survey for Years 7,8,9,10 students.</p>	<p>Classroom observation feedback notes of teachers by Facilitator or Lead Team</p>	
	<p>All participating KC schools complete Me and My School (NZCER) survey for Years 7,8,9,10 students.</p>	<p>Term 3 2010</p>			<p>Analyse data and develop a Report of NZCER Survey findings.</p>
	<p>Analyse data and develop a Report of NZCER Survey findings.</p>	<p>Term 4 2010</p>	<p>Develop recommendations for professional development, based on NZCER Survey</p>		
<p>Develop recommendations for professional development, based on NZCER Survey</p>	<p>Term 4 2010</p>				

	<p>findings showing current level of student engagement in schools across the KC</p> <p>Explore methods of collating individual student attendance data via KC LMS (if technically possible)</p> <p>Develop recommendations, based on attendance data showing current level of student engagement in schools across the KC (if technically possible)</p> <p>Facilitator will conduct classroom observations and provide feedback for teachers</p>	<p>Term 4 2010</p> <p>Term 1 2011</p> <p>From Term 2</p>			
<p><b>6 .Programme Outcome F</b></p> <p><i>Develop relevant professional development programmes from data gathered from KC – Assessment practices and Student Engagement. (3,4)</i></p>	<p><b>Activities</b></p> <p>Collect data from the KC (Assessment/ Student Engagement) Analysis of data from assessment and student engagement survey will inform professional development programme planning</p> <p>An evidence-based professional development programme will be developed for implementation ( Lead team PD Days, meetings , sessions etc within schools, Mini Conferences, Skills Weeks)</p> <p>Facilitator will conduct classroom observations and provide feedback for teachers</p>	<p><b>Amount and Frequency</b></p> <p>Term 2 &amp; 4 2010</p> <p>From Term 2 2010</p> <p>From Term 2 2010</p>	<p><b>Resources and Budget</b></p> <p>Facilitator NZCER Other Professional Advisors Lead Teams within Schools (Expense part of \$87k in Prof Fees and Prof Costs as per budget)</p>	<p><b>Effectiveness Indicators</b></p> <p>Development of learning communities within and across schools focused on improving student achievement outcomes</p> <p>Effective teaching practices beginning to be shared within and across schools</p> <p>Teachers are beginning to change teaching practice in response to assessment data and shared conversations</p>	<p><b>Evaluation of indicators</b></p> <p>School Milestone Reports including, informed comment on successes and issues in relation to indicators.</p> <p>Teacher feedback through an end of year survey on</p> <ul style="list-style-type: none"> <li>• the changes made to teacher practice</li> <li>• degree of collaboration within and across schools</li> </ul> <p>effectiveness of evidenced based practice across KC Schools</p> <p>Teacher V Facilitator Interviews</p> <p>Classroom observation feedback notes of teachers Facilitator or Lead Team</p>

7.Programme Outcome J	Activities	Amount and Frequency	Resources and Budget	Effectiveness Indicators	Evaluation of indicators
<p><i>To investigate the possibility of e-portfolios for students in the KC. (1,2,4)</i></p>	Review and critique potential models of e-portfolios	Term 4 2010	Facilitator NZCER Other Professional Advisors Lead Teams within Schools (Expense part of \$87k in Prof Fees and Prof Costs as per budget)	Teachers classes schools are beginning to use e-portfolios	School Milestone Reports including, informed comment on successes and issues in relation to indicators
	Facilitator to source professional reading (research based) on the use of e-portfolios.	From Term 2 2010		Teachers are beginning to change teaching practice in response to e-learning potential	Teacher feedback through an end of year survey on <ul style="list-style-type: none"> <li>• the changes made to teacher practice</li> </ul>
	Facilitator to source effective models of e-portfolios for critiquing.	From Term 2 2010		Teacher V facilitator Interviews	
	Review survey analysis. An inventory of current e-portfolio practice across the KC schools.	Term 3 2010		Classroom observation feedback notes of teachers by Facilitator or Lead Team	
	A report will be provided of the identified best-practice models for review and discussion in the KC professional development programme	From Term 4 2010			
	Facilitator will conduct classroom observations and provide feedback for teachers	From Term 2 2010			

## SECOND SCHEDULE

### REPORTING

#### NON-FINANCIAL REPORTING: Milestones

The Contractor shall provide a Milestone Report to the Ministry together with a GST invoice within 5 working days of the expected date of completion of each milestone specified in this Schedule.

The Contractor shall provide a report summarising the work during the milestone period, commenting on any progress on milestone tasks, successes and emerging issues, and noting any planned modifications to the programme(s) as a result of ongoing formative assessment and reflection. Each progress report must include an explanation for any variance from the milestone tasks.

Milestone 2, 3, 4, 5, 6 shall contain information about the approaches to teacher professional development and programme effectiveness in relation to each of the intended programme outcomes.

Milestone reporting dates for this Agreement are as follows:

Milestone 1	4 June 2010 (Outputs and effectiveness)
Milestone 2	26 November 2010 (Outputs and effectiveness)
Milestone 3	4 June 2011 (Outputs and effectiveness)
Milestone 4	25 November 2011 (Outputs and effectiveness)
Milestone 5	3 June 2012 (Outputs and effectiveness)
Milestone 6	20 November 2012 (Outputs and effectiveness)

#### Work to be completed to achieve Milestone 1

- a) **Expected date of completion of milestone 1 is 4 June 2010.**
- b) **Details of the tasks to be completed by the Contractor to achieve this milestone are set out below.**

#### Milestone 1 Tasks

- 1.1. Liaise with the National Facilitator assigned by the ministry to this project and other key stakeholders.
- 1.2. Report on the outputs for Programme Outcome A for this milestone period as detailed in Schedule One, including:
  - description of the nature, number and duration of professional development activities
  - provide informed comment on successes and issues in relation to professional development models used
  - comment on emerging issues and explanations of variance
- 1.3. Report on the outputs for Programme Outcome B for this milestone period as detailed in Schedule One
- 1.4. Report on the outputs for Programme Outcome C for this milestone period as detailed in Schedule One
- 1.5. Report on the outputs for Programme Outcome D for this milestone period as detailed in Schedule One
- 1.6. Report on the **progress** (i.e. programme **effectiveness**) towards achieving Programme Outcome A for milestone periods 1 as detailed in Schedule One including:
  - What progress has been made towards achieving these goals?
  - What evidence supports this?
  - What are the key lessons for the cluster?
  - What are the next steps towards achieving the outcome?

- 1.7 Report on the **progress** towards achieving Programme Outcome B for milestone periods 1 as detailed in Schedule One
- 1.8 Report on the **progress** towards achieving Programme Outcome C for milestone periods 1 as detailed in Schedule One
- 1.9 Report on the **progress** towards achieving Programme Outcome D for milestone periods 1 as detailed in Schedule One
- 1.10 Submit the progress report to the Ministry (including electronic copy in PDF format) by the milestone date on each of the above tasks and relevant performance measures of this Agreement, and including:
  - an executive summary of progress, issues and any recommendations to the Ministry;
  - any emerging issues, risks, or opportunities particularly in relation to service delivery and reporting requirements; and
  - statement of account (disbursements schedule)

## **Work to be completed to achieve Milestone 2**

- a) **Expected date of completion of milestone 2 is 26 November 2010**
- b) **Details of the tasks to be completed by the Contractor to achieve this milestone are set out below.**

### Milestone 2 Tasks

- 2.1 Liaise with the National Facilitator assigned by the ministry to this project and other key stakeholders.
- 2.2 Report on the **outputs** for Programme Outcome A for this milestone period as detailed in Schedule One, including:
  - description of the nature, number and duration of professional development activities
  - provide informed comment on successes and issues in relation to professional development models used
  - comment on emerging issues and explanations of variance
- 2.3 Report on the **outputs** for Programme Outcome B for this milestone period as detailed in Schedule One
- 2.4 Report on the **outputs** for Programme Outcome C for this milestone period as detailed in Schedule One
- 2.5 Report on the **outputs** for Programme Outcome D for this milestone period as detailed in Schedule One
- 2.6 Report on the **progress** (i.e. programme **effectiveness**) towards achieving Programme Outcome A for milestone periods 1 and 2 as detailed in Schedule One including:
  - What progress has been made towards achieving these goals?
  - What evidence supports this?
  - What are the key lessons for the cluster?
  - What are the next steps towards achieving the outcome?
- 2.7 Report on the **progress** towards achieving Programme Outcome B for milestone periods 1 and 2 as detailed in Schedule One
- 2.8 Report on the **progress** towards achieving Programme Outcome C for milestone periods 1 and 2 as detailed in Schedule One
- 2.9 Report on the **progress** towards achieving Programme Outcome D for milestone periods 1 and 2 as detailed in Schedule One
- 2.10 Submit the progress report to the Ministry (including electronic copy in PDF format) by the milestone date on each of the above tasks and relevant performance measures of this Agreement, and including:
  - an executive summary of progress, issues and any recommendations to the Ministry;
  - any emerging issues, risks, or opportunities particularly in relation to service delivery and reporting requirements; and
  - statement of account (disbursements schedule)

## **SECOND SCHEDULE – Reporting**

### **Non Financial Reporting**

- 1 The Board will provide a Milestone Report and Disbursements Schedule within 5 working days of the expected date of completion of each Milestone specified in the First Schedule.
- 2 Each Milestone report shall be written in a template provided by the Ministry which may vary in response to the reporting requirements of the National Programme.
- 3 Each Milestone Report shall contain a summary of the Contractor's self-assessed performance on each of the milestone activities. Each summary must include explanations of any variances from the milestone tasks.
- 4 The National Support Services Facilitator assigned to your cluster will provide a report on your cluster's progress to the ministry upon request.

### **Financial Reporting**

- 1 You acknowledge the Ministry's expectation of transparency with regard to the use of funds paid to you under this agreement and agree to submit with each milestone report a Disbursement Schedule showing how the payments made by the Ministry and the contribution made by the cluster under this Agreement have been expended.
- 2 The Disbursements Schedule for the final milestone report must be accompanied by a certificate from the Board or their authorised delegate that all expenditure has been only for the purposes of delivering ICT Professional Development as specified and authorised in this agreement and does not include claims for leasing or purchasing capital items or any items that may bring the Board or the Ministry into disrepute.

### **Review**

1. During the term of this Agreement, the Ministry and the Board shall engage in an annual review:
  - (a) in 2010, the annual review is to begin by 1 September, and conclude by 15 December;
  - (b) there shall be a meeting or a series of meetings between the National Facilitator assigned to the cluster and the Contractor in which matters specified below are to be discussed, and where possible agreed;
  - (c) the Ministry and the Board shall be entitled to request from the other any financial or other information necessary for the purposes of the annual review.
2. The matters to be discussed, and where possible agreed in the annual review are:
  - (a) the performance of the Board in the delivering and the reporting on the services are as specified in Schedules One, Two and Three;
  - (b) the financial statements prepared by the Cluster;
  - (c) renegotiation of Schedules One, Two and Three as necessary in order to incorporate in the Agreement any changes made as a result of Government policy, or as agreed by the parties.

**THIRD SCHEDULE — Budget, Funding, Payments and Disbursements**  
**Budget Schedule**

Kapiti Collaboration Budgeted Fees & Costs 2010 to 2012			Phased Budgets					
Budget Item	Inputs <i>Quantity &amp; rates</i>	3 Year \$NZ Value	2010		2011		2012	
			Inputs	\$	Inputs	\$	Inputs	\$
<b>Professional Fees</b>								
Employment of a Part Time Facilitator Unit Payment.	3 RRRR Units @ \$2750	\$24,750		\$8,250		\$8,250		\$8,250
Employment of a Part Time Facilitator Salary	.4 fffte @ \$68980	\$82,776		\$27,592		\$27,592		\$27,592
Professional Advisors Guest Presenters External Experts Fees,	Fees as Shown	\$54,006		\$23,372	Fees as Shown	\$19,204	Fees as Shown	\$11,430
<b>Professional &amp; Other Direct Costs</b>								
Expenses for a Part Time Facilitator Conference Registration.	2 @ \$600	\$2,400		\$1,200		\$1,200		\$0
Expenses for a Part Time Facilitator Conference Travel Accom.	1 @ \$750	\$3,000		\$1,500		\$1,500		\$0
Expenses Part Time Facilitator Travel within KC	2000 km @ 58 cents per km	\$3,480		\$1,160		\$1,160		\$1,160
Expenses for Regional Cluster Network Meetings	As incurred Trvael etc	\$3,000		\$1,000		\$1,000		\$1,000
Conference Registration Management Team	5 @ \$600	\$6,000		\$3,000		\$3,000		\$3,000
Conference Travel Accom Management Team	5 @ \$750	\$7,500		\$3,750		\$3,750		\$3,750
KC Micro Conferences Costs Venue Hire	6 days @ 250 per day	\$4,500		\$1,500		\$1,500		\$1,500
KC Micro Conferences Costs Printing Admin etc		\$1,500		\$500		\$500		\$500
Catering for KC Micro Conferences and 2 Guest Speaker days	730 people @ \$15 per head	\$32,850		\$10,950		\$10,950		\$10,950
Website	Annual Hosting Fee @ \$600	\$1,800		\$600		\$600		\$600
Annual per pupil subscription to NZCER site	\$1.5 per student X 2087 Year 7 to 10 July 1 Roll	\$9,392		\$3,131		\$3,131		\$3,131
<b>Operational Indirect Costs</b>								
Maintenance of KC Loop, LMS, Interoperability Tool	\$3 per student X 6384 total July 1 Roll	\$57,456		\$19,152		\$19,152		\$19,152
<b>Teacher Development Funds</b>								
Teacher PD Days	2 x Call Back Days x 370 x \$280	\$310,800		\$103,600		\$103,600		\$103,600
Lead Team PD Days	4 workshops X 62 people @ \$280	\$118,048	90%	\$62,496	60%	\$41,664	20%	\$13,888
Lead Team PD Days	4 workshops X 62 people @ \$280	\$90,272	10%	\$6,944	40%	\$27,776	80%	\$55,552
	Sub Total	\$813,530		\$279,697		\$275,529		\$258,305
	GST	\$101,691		\$34,962		\$34,441		\$32,288
	<b>Total budget for programme</b>	<b>\$915,221</b>		<b>\$314,659</b>		<b>\$309,970</b>		<b>\$290,593</b>
	<b>Financed by</b>							
	<b>KC Contribution</b>	<b>\$458,528</b>		<b>\$129,696</b>		<b>\$150,528</b>		<b>\$178,304</b>
	<b>Proposed Ministry Contribution</b>	<b>\$355,002</b>		<b>\$150,001</b>		<b>\$125,001</b>		<b>\$80,001</b>

The sources of funding for this total budget are from the Ministry (cash) and cluster schools and their partners (cash and kind).

Ministry of Education funds are for delivering professional development services **direct** to schools only and should not be disbursed on developing, leasing or purchasing capital items (including software, digital learning objects or ICT hardware) or any items that may bring the Board or the Ministry into disrepute.

ICT Professional Development Clusters 2010-2012: Kapiti Collaboration 2010 Cohort

## Budget Funding Schedule

### Ministry's Payment Schedule

Payment:	Reporting schedule	Net	GST	Total
1-Jan-2010	Conditional on receipt and approval of <b>Programme Outline</b> †	\$22,916.67	\$2,864.58	\$25,781.25
1-Apr-2010	NSSF Progress report to Ministry – A (due 1.4.10)	\$22,916.67	\$2,864.58	\$25,781.25
1-Jul-2010	<b>Milestone 1</b> (due 4.6.10) (pay period to 4/06/10)	\$22,916.67	\$2,864.58	\$25,781.25
1-Oct-2010	NSSF Progress report to Ministry – B (due 1.10.10)	\$40,625	\$5,078.12	\$45,703.13
1-Jan-2011	<b>Milestone 2</b> (due 26.11.10)	\$40,625	\$5,078.12	\$45,703.13
1-Apr-2011	NSSF Progress report to Ministry - C (due 1.4.11)	\$28,125	\$3,515.62	\$31,640.63
1-Jul-2011	<b>Milestone 3</b> (due 4.6.10) (pay period to 3/06/11)	\$28,125	\$3,515.62	\$31,640.63
1-Oct-2011	NSSF Progress report to Ministry - D (due 1.10.11)	\$34,375	\$4,296.87	\$38,671.88
1-Jan-2012	<b>Milestone 4</b> (due 25.11.11)	\$34,375	\$4,296.87	\$38,671.88
1-Apr-2012	NSSF Progress report to Ministry - E (due 1.4.12)	\$20,000	\$2,500	\$22,500
1-Jul-2012	<b>Milestone 5</b> (due 3.6.12) (pay period to 8/06/12)	\$20,000	\$2,500	\$22,500
1-Oct-2012	NSSF Progress report to Ministry - F (due 1.10.12)	\$20,000	\$2,500	\$22,500
1-Feb-2013	On receipt and approval of final <b>Milestone (6)</b> (due 30.11.12) §	\$20,000	\$2,500	\$22,500
<b>Total</b>		\$355,000	\$44,375	\$399,375

† Payment will be made as soon as practical after Jan 1 2010 if the contract is signed prior to that date. If signed after Jan 1 2010, the payment will usually be made within a fortnight.

§ Payment will be made as soon as practical after the acceptance of your final milestone. This payment may not be made before January 15<sup>th</sup> 2013.

- 1) The Ministry will pay the Funding to the Board in accordance with the above table on the date shown when the Ministry receives and accepts to its satisfaction, reports as specified in the SECOND SCHEDULE and the services described in the FIRST SCHEDULE.
- 2) All payments will be on invoices presented with the appropriate documentation and will be paid after all cluster obligations have been met.

**THIRD SCHEDULE – Payments... continued****Disbursements Schedule**

This Schedule details how the amounts for Professional Fees, Professional & Direct Costs, and Funds have been disbursed and actual Sources of Funds.

The schedule will include the following details:

<b>ICT Professional Development Cluster:</b>	Kapiti Collaboration		
<b>Contract No.</b>	10-0276		
To: Howard Baldwin Acting Manager e-Learning Unit Ministry of Education PO Box 1666 WELLINGTON	From: Waikanae primary School Seddon Street Waikanae Kapiti		
<b>For Professional and Other Costs and Funding:</b>			
	<b>3yr Budget</b>	<b>Actually disbursed and accrued to-date</b>	<b>Actual Cumulative %</b>
Professional Fees	\$161,532.00	\$0.00	0%
Professional & other direct costs	\$75,421.50	\$0.00	0%
Indirect Costs	\$57,456.00	\$0.00	0%
Teacher Development Funds	\$519,120.00	\$0.00	0%
GST	\$101,691.19	\$0.00	0%
<b>Total</b>	<b>\$915,220.69</b>	<b>\$0.00</b>	<b>0%</b>
Accumulated % as budgeted for milestone # due on [date]			

**Funded by:**

	<b>3yr Budget Funding (including GST)</b>	<b>Actually received/booked/due or delivered to-date</b>	<b>Actual Cumulative %</b>
Ministry of Education	\$399,376.69	\$0.00	0%
Cluster contribution	\$515,844.00	\$0.00	0%
<b>Total</b>	<b>\$915,220.69</b>	<b>\$0.00</b>	<b>0%</b>
Accumulated % as budgeted for milestone # due on [date]			

Note:

Where the variation between budget and actual is material, explanations of reasons for the variation should be in the milestone report in accordance with the Financial Statement Reporting noted within the reporting schedule, and pursuant to clause 2.2, Board Obligations.