

**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 10 December 2010**

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

**BETWEEN** For and on behalf of the Sovereign in right of New Zealand acting by and through Howard Baldwin, Manager, e-Learning Innovation unit, Schooling Group, Ministry of Education (“the Ministry”) (Referred to in this variation as the “Ministry”)

**AND**           **Waikanae School**

**WHEREAS:**

- A. The Ministry and the Contractor signed a contract dated 10<sup>th</sup> December 2010 (“the Principal Agreement”) to provide services to the Ministry in relation to a professional development programme in ICT for a cluster of schools.
- B. Clause 14 of the Principal Agreement authorises the parties to vary the Contract by mutual written agreement. Any such variation shall be read together with and deemed part of the Agreement. This variation records the programme plan and budget for 2011 based on a self-review of progress carried out by the cluster.
- C. This Agreement records that variation.

**THE PARTIES AGREE AS FOLLOWS:**

1. Schedule One; the services are varied by: adjusting the activities/outputs to reflect the changes to the programme plan and budget for 2011 based on a self-review of progress carried out by the cluster. This schedule has the new 2011 programme inserted.
2. Schedule Two; the reporting is varied by: adjusting the reporting schedule and requirements. This schedule is replaced with the new version attached.
3. Schedule Three; there is no variation effect on the total programme budget provided by the Ministry. The Payment Schedule has been changed to reflect the recent change in GST to 15%. This schedule is replaced with the new version attached.
4. The Ministry and the Contractor confirm in all other respects to the Principal Agreement.

**Ministry of Education**

This contract is between the Sovereign in right of New Zealand acting by and through Howard Baldwin, Manager, eLearning unit, Schooling Group  
*(Referred to in this contract as the "Ministry")*

.....  
(Signature)

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

**Lead School**

**Signed by**

Peter Foster Chairperson Waikanae Primary School

.....  
(Signature)

Bevan Campbell Principal Waikanae Primary School

.....  
(Signature)

For and on behalf of Kapiti Collaboration

Dated at Waikanae School this 10th day of December 2010

## FIRST SCHEDULE

**Schedule One** is hereby varied by inserting the following 2011 programme details:

### 1. Background

#### 1.1 National Programme goals

The regional ICT PD programme will reflect and support the Ministry's educational priorities by:

1. Increasing the e-learning leadership and ICT capability of regional cluster schools.
2. Increasing the understanding of the contribution that ICTs can make to effective learning across the regional cluster
3. Fostering new and existing relationships with Government, Local Government, business and members of the community to strengthen the cluster
4. Strengthening professional learning communities and increase collaboration across the regional cluster schools.
5. Developing the capability of the sector by sharing online professional reflections to inform colleagues of the challenges and opportunities afforded by e-learning

[For priorities refer to:

<http://www.minedu.govt.nz/theMinistry/PublicationsAndResources/StatementOfIntent/SOI2010To2015/StrategicDirection.aspx>]

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

The professional development programme will be delivered between 31 January 2011 and 18 December 2011. Schools from the Kapiti region(s) will be invited to participate in the programme. There will be at least 12 schools and approximately 12 Principals and 300 teachers involved. The cluster programme has no dependencies on other critical outputs/factors/projects.

#### **2011 Cluster schools**

List the schools involved in the programme in 2011, and highlight any variations to the list from 2010. Indicate if the school or its personnel have a specific role.

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 ftte	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	Andrea Stonehouse, 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@paraparauubeach.school.nz">klambert@paraparauubeach.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.paraparauubeach.school.nz">www.paraparauubeach.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.

## 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 Ministry personnel responsible for this project.

Note that there is a requirement for personnel in cluster leadership roles to participate and/or contribute to the Ministry's e-learning web presence (Currently in development on TKI and VLN) in addition to the revised online milestone reporting requirements.

### 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 ftte)</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. participate and/or contribute to the Ministry's e-learning web presence;
2. Will lead Governance group as per MoE requirements
3. Will collate and submit milestone reports to MoE
4. Will attend Management Board meetings
5. Will appoint Researcher
6. 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:**

- participate and/or contribute to the Ministry's e-learning web presence;
- 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).

## FIRST SCHEDULE... continued

### 2. The Programme

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

#### Programme Goals, Implementation and Success Indicators

Programme Goals 2010-12	Programme Implementation 2011			Success Indicators for Programme Goals
<i>What are your cluster goals?</i>	<i>What are the planned programme activities for the second year?</i>	<i>What resources do you need?</i>	<i>How will you measure how effective your activities are?</i>	<i>What measures will be used to evaluate progress towards your goals?</i>
<p><b>National Goal 1</b> Increase the e-learning leadership and ICT capability of regional cluster schools.</p> <p><b>Your programme Goals</b></p> <p><b><i>To develop evidence-based learning communities both within schools and across the Kapiti Collaborative as a whole.</i></b></p>	<p><b>Activities</b></p> <p>Establishment of a series of working parties around central themes of the KC.</p> <p>Regular meetings of Principals and working parties up to twice per term.</p> <p>Two Thirsty Thursday sessions for all KC teachers per term.</p> <p>Mathematics Working Party – to plan a programme to enhance mathematics teaching across the KC based on identified strengths and gaps.</p>	<p><b>Resources and Budget</b></p> <p>Six working parties of up to 12 teachers in each meeting at least 2x per term.</p> <p>12 Principals meeting once per term.</p> <p>Key note presenters. Afternoon tea and light refreshment for at least six planned events to be attended by approximately 120 teachers.</p> <p>Up to 12 teachers meeting 2x per term.</p>	<p><b>Effective delivery</b></p> <p>Minutes of working party meetings will be kept. Effectiveness reports required by all working parties at the end of Terms 1, 2, 3.</p> <p>Action plans and termly evaluations from Principals.</p> <p>Evaluation of Thirsty Thursdays completed mid-year and end of year.</p> <p>Assessment information from PAT Mathematics testing and Numeracy Diagnostic Interviews analysed and used to develop programme – comparisons done at end of 2011 (with 2010 data)</p> <p>Survey of KC teachers re Mathematics teaching.</p>	<p><b>Progress indicators and measures</b></p> <p>Effectiveness reports will indicate how the work of the working party has:</p> <ul style="list-style-type: none"> <li>➤ Developed knowledge and capability in their specified areas.</li> </ul> <p>Principal evaluations will indicate:</p> <ul style="list-style-type: none"> <li>➤ Progress towards achieving goals specified in action plans.</li> </ul> <p>Thirsty Thursday evaluations will indicate:</p> <ul style="list-style-type: none"> <li>➤ What knowledge/capability has been gained;</li> <li>➤ How the knowledge/capability will be used to enhance teaching and learning.</li> </ul> <p>Assessment analysis will indicate:</p> <ul style="list-style-type: none"> <li>➤ Improvements in student achievement in Mathematics;</li> <li>➤</li> </ul> <p>Mathematics survey will indicate:</p> <ul style="list-style-type: none"> <li>➤ development of teachers' understanding of effective Mathematics pedagogy;</li> <li>➤ teachers' proficiency in the teaching of Mathematics;</li> <li>➤ changes in teaching practice as a result of KC programme.</li> </ul>

	Facilitated walk-throughs across KC classrooms.	Groups of up to 40 teachers over Terms 1/2/3 involved in either visiting or being visited in their classrooms with facilitated discussions.	beginning and end of year.  Discussions and observations. Evaluations completed by all teachers involved.	Teachers will demonstrate and discuss their knowledge of strategies and resources that are effective in improving student achievement.  Evaluations will indicate extent of changes to perceptions about teaching and learning.
<p><b>National Goal 2</b> Increase the understanding of the contribution that ICTs can make to effective learning across the regional cluster.</p> <p><i>To enhance hardware and software accessibility, knowledge and capability across the Kapiti Collaborative.</i></p>	<p><b>Activities</b></p> <p>ICT/Events working party established to determine needs and plan a programme for the KC.</p> <p>To run workshops determined by the above.</p> <p>Collect asTTle writing data cross the KC.</p> <p>Work with Norrcom towards establishing KC Moodle.</p>	<p><b>Resources and Budget</b></p> <p>Up to 12 teachers meeting 2x per term.</p> <p>At least one event per term held for KC teachers. Costs for planned events will include Teacher Release, catering, venue hire.</p> <p>Set up costs for cluster facility on e-asTTle website.</p> <p>Meetings with Norrcom.</p>	<p><b>Effective delivery</b></p> <p>Survey beginning and end of year to identify needs of KC teachers. Meeting Minutes and Effectiveness Reports.</p> <p>Evaluations from participants.</p> <p>asTTle writing data collected from all KC schools.</p> <p>Moodle established by end of 2011.</p>	<p><b>Effectiveness indicators</b></p> <p>Comparative data from survey will indicate:</p> <ul style="list-style-type: none"> <li>➤ development in teachers' knowledge and capability in the use of ICT to enhance teaching and learning;</li> <li>➤ changes made to teaching practice in response to planned ICT events.</li> </ul> <p>Attendance at workshops and events. Evaluations indicate:</p> <ul style="list-style-type: none"> <li>➤ What knowledge/capability has been gained;</li> <li>➤ How the knowledge/capability will be used to enhance teaching and learning.</li> </ul> <p>Analysis of writing data to identify strengths and needs of the KC in terms of student achievement and teacher practice in writing.</p> <p>The Moodle repository being used by teachers to access:</p> <ul style="list-style-type: none"> <li>➤ shared assessment information</li> <li>➤ resources</li> </ul>
<p><b>National Goal 3</b> Strengthen professional learning communities and increase collaboration across the regional cluster schools.</p> <p><i>To gather and use assessment information effectively within and across schools and the</i></p>	<p><b>Activities</b></p> <p>Assessment Capability Working Party - PAT data from all KC schools entered on KC NZCER website and used to assist further inquiry.</p>	<p><b>Resources and Budget</b></p> <p>Ongoing costs of maintaining KC/NZCER website.</p>	<p><b>Effective delivery</b></p> <p>KC/NZCER will now have data for 2010 and 2011 entered.</p>	<p><b>Effectiveness indicators</b></p> <p>KC/NZCER data will be analysed to identify:</p> <ul style="list-style-type: none"> <li>➤ variance in student achievement from 2010 to 2011 in Reading and Mathematics;</li> <li>➤ areas in need of further inquiry – student achievement and teacher practice;</li> <li>➤ achievement of various target groups i.e. gender, Maori, Pasifika.</li> <li>➤</li> </ul>

<p><b>KC as a whole.</b></p>	<p>Assessment Capability Working Party - asTTle writing test administered, marked and moderated within schools across KC schools.</p> <p>Assessment Capability Working Party - Transition assessment information transferred effectively from Year 8 to Year 9.</p> <p>Cohort Tracking Working Party – sharing profiles, identifying trends, issues, barriers and moderation.</p> <p>Mathematics Working Party – to plan a programme to enhance mathematics teaching across the KC.</p>	<p>asTTle testing costs for each KC school. Meeting costs (as specified in Goal 1).</p> <p>Meeting costs (as specified in Goal 1).</p> <p>Meeting costs (as specified in Goal 1)</p> <p>Meeting costs (as specified in Goal 1) Keynote speakers/mathematic experts and/or advisors utilized to support programme.</p>	<p>KC will have Writing as well as Reading and Mathematics assessment information.</p> <p>A streamlined system for effectively transferring data across primary and secondary sectors will be developed.</p> <p>A clear picture of the tracked cohort will be presented in a report.</p> <p>A coherent professional learning programme around effective Mathematics teaching for KC teachers planned and implemented.</p>	<p>Writing data will be analysed to identify:</p> <ul style="list-style-type: none"> <li>➤ areas in need of further inquiry – student achievement and teacher practice;</li> <li>➤ achievement of various target groups i.e. gender, Maori, Pasifika.</li> </ul> <p>Year 9 teachers will use assessment information to group students and identify learning needs and implications for literacy, numeracy and subject teachers. Teachers demonstrated and discussed their knowledge of strategies and resources that are effective in improving student achievement.</p> <p>Collaboration with primary and secondary teachers – sharing of issues, trends and effective practices. A much clearer picture of the needs of the tracked cohort will be developed.</p> <p>The implementation of an effective professional learning programme in Mathematics teaching evaluated through the review phase of our inquiry cycle using Mathematics achievement information. Teachers demonstrated and discussed their knowledge of strategies and resources that are effective in improving student achievement</p>
<p><b>National Goal 4</b> Foster new and existing relationships with Government, Local Government, Businesses and members of the community that will strengthen the cluster.</p> <p><b>To continue to build and strengthen relationships with outside providers and community members.</b></p>	<p><b>Activities</b></p> <p>Assessment Capability Working Party – work with NZCER to further develop KC shared website.</p> <p>ICT/Events Working Party – to work with Norrcom to develop UFB, Moodle and KAREN possibilities.</p> <p>ICT/Events Working Party – to plan an event in Term 3 to showcase teacher and student work with ICT.</p>	<p><b>Resources and Budget</b></p> <p>See above</p> <p>Costs related to setting up Moodle.</p> <p>Venue costs, possible equipment hire, catering.</p>	<p><b>Effective delivery</b></p> <p>KC/NZCER will now have data for 2010 and 2011 entered.</p> <p>Moodle established by end of 2011.</p> <p>The successful showcasing of student and teacher work through a collaborative event in Term 3.</p>	<p><b>Effectiveness indicators</b></p> <p>Comparisons made using KC/NZCER website information (see above under Goal 3).</p> <p>Moodle being utilised by teachers.</p> <p>Showcasing event presents high number of quality work by teachers and students.</p>

National Goal 5*	Activities	Resources and Budget	Effective delivery	Effectiveness indicators
<p>Develop the capability of the sector by sharing online professional reflections to inform colleagues of the challenges and opportunities afforded by e-learning</p> <p><b>To share and collect the learning stories of the KC schools.</b></p>	<p>ICT Working Party to plan reflections.</p> <p>Develop and upload at least 4 summary articles to the VLN by 30 June 2011.</p> <p>Develop and upload at least four summary articles to the VLN by 30 December 2011.</p>	<p>20 hours Working Party time</p> <p>Access to collaborative online environment.</p>	<p>Active participation by a range of cluster personnel, timely delivery of online reflections</p> <p>Summaries inform programme planning.</p> <p>Summaries have a sound evidence basis.</p>	<p>Approval of national facilitator as part of milestone process</p> <p>Summaries uploaded to VLN.</p> <p>Unsolicited queries about practice from other schools</p> <p>Other's professional comments added to article</p>

*\*In 2011 there will be an increased emphasis on professional reflection in milestone reporting. Clusters are required to develop their progress reporting (i.e. outcomes) for a national audience of their peers (i.e. Principal, teachers, and facilitators). These reports will be shared with the sector online in the Virtual Learning Network [VLN] (<http://www.vln.school.nz/>). You will negotiate with your National facilitator the number and type of professional reflections you will complete as part of your milestone reporting in 2011. You should state the programme goals you will address, how often this will happen, and the format/environment that you will collate your ongoing reflections in (e.g. GoogleDocs, WikiEducator, VLN, Microsoft Live@Edu etc.). Summaries will be uploaded into the VLN in the form of an article with embedded and linked multi-media artifacts. Further information on this process will be provided by the National Facilitation team.*

## **SECOND SCHEDULE – Reporting**

**Schedule Two** is hereby varied by replacing the existing Schedule Two with the following:

### **Non Financial Reporting**

- 1 The Contractor 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 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.
- 3 Progress reporting must include an explanation for any variance from the milestone tasks, budget or personnel.
- 4 Milestone reporting shall be written in a format as specified by the Ministry which may vary in response to the requirements of the National Programme.
- 5 The National Support Services Facilitator assigned to your cluster will provide a report on your cluster's progress to the ministry upon request.

### **Work to be completed to achieve Milestone 3 which is due on 3 June 2011**

#### **3 Activities carried out and results achieved during the Milestone 3 period.**

##### **Specifically:**

- 3.1 Liaise with the National Facilitator assigned by the Ministry to this project.
- 3.2 Report on your programme implementation during the milestone period and provide an explanation for variation from the planned programme as necessary.
- 3.3 Upload reflective summaries of progress into the VLN website as per your programme plan.
- 3.4 Provide a summary of progress towards cluster programme goals. Include any relevant information that is not recorded in your online professional reflections at this point.
- 3.5 Provide detail of changes to programme personnel or roles.
- 3.6 Provide a disbursement schedule showing expenditure to June 30<sup>th</sup> 2011 and provide an explanation for variation from budget as necessary.

### **Work to be completed to achieve Milestone 4 which is due on 25 November 2011**

#### **4 Activities carried out and results achieved during the Milestone 4 period.**

##### **Specifically:**

- 4.1 Liaise with the National Facilitator assigned by the Ministry to this project.
- 4.2 Report on your programme implementation during the milestone period and provide an explanation for variation from the planned programme as necessary.
- 4.3 Upload reflective summaries of progress into the VLN website as per your programme plan.
- 4.4 Provide a summary of progress towards cluster programme goals. Include any relevant information that is not recorded in your online professional reflections at this point.
- 4.5 Provide detail of changes to programme personnel or roles.
- 4.6 Complete the contract review and variation template.
- 4.7 Complete any survey tool as required by the Ministry for the purpose of national programme evaluation.
- 4.8 Provide a disbursement schedule showing expenditure to December 31<sup>st</sup> 2011 and provide an explanation for variation from budget as necessary.

**SECOND SCHEDULE... continued****5 Work to be completed to achieve Milestone 5**

- 5.1 Expected date of completion of Milestone 5 is 3 June 2012.
- 5.2 Details of the tasks to be completed by the Contractor to achieve this milestone will be developed during the 2011 annual review.

**6 Work to be completed to achieve Milestone 6**

- 6.1 Expected date of completion of Milestone 6 is 1 February 2013.
- 6.2 Details of the tasks to be completed by the Contractor to achieve this milestone will be developed during the 2011 annual review.

**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 2011, 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

**Schedule Three** is hereby varied by replacing the existing Schedule Three with the following:

#### Budget

The Ministry will provide funding to the Board up to a maximum amount of \$405,324 GST inclusive for the three years of this contract.

#### 2010 Budget variation

Funds carried over from 2010 are \$2,158.00

The reasons for this accrual are: Under expenditure in Professional Fees and Professional Costs for 2010 and over Expenditure in Teacher development Costs. The net being an underspend of \$2150 The actual costs in these Professional Fees and Professional costs of \$5700 is due to the lower than expected costs of engaging Guest Speakers/Advisers etc. The overspend in Teacher development Costs was due increase numbers of workshops and higher levels of attendance than expected.

The actions that have been taken to ensure the accuracy of future budgeting are: No actions are being taken to ensure greater accuracy as the net variance is less than 2 percent. In the Boards view this level of variance is not excessive.

These funds (\$2150) are included in the total budget for 2011 as detailed below and will be disbursed by the 30<sup>th</sup> June 2011.

#### 2011 Programme Budget

<b>Total Fees &amp; Costs Budget</b>				
i.e. Resources planned to be applied to this ICT PD Cluster programme.				
	<b>Budget Item</b>	<b>Rates</b>	<b>Inputs for 2011</b>	
	Description		<b>Quantities</b>	<b>Value</b>
<b>MoE Funding</b>	<b>Professional Fees</b>			
	Project Facilitator Salary	68980	0.4	27593
	Project Facilitator Units	2750	3	8250
	Professional Advisors Guest Speakers	2947.83	6	17687
			<b>Total</b>	53530
<b>School Funding</b>	<b>Professional Fees</b>			0
				0
				0
				0
				0
				0
				0
				<b>Total</b>

<b>MoE Funding</b>	<b>Professional and other direct costs</b>			0
	Expenses for a Part Time Facilitator Conference Registration.	600	2	1200
	Expenses for a Part Time Facilitator Conference Travel Accom.	750	1	1500
	Expenses Part Time Facilitator Travel within KC	0.58	2000	1160
	Expenses for Regional Cluster Network Meetings	500	2	1000
	Conference Registration Management Team	600	5	3000
	Conference Travel Accom Management Team	750	5	3750
	KC Micro Conferences Costs Venue Hire	6	250	1500
	KC Micro Conferences Costs Printing Admin etc.	125	4	500
	Catering for KC Micro Conferences and 2 Guest Speaker days	15	750	10950
	Website	600	1	600
	Annual per pupil subscription to NZCER site	1.5	2087	3130
	<b>Total</b>			28290
<b>School Funding</b>	<b>Professional and other direct costs</b>			0
	List subcontractors, travel, accommodation, short term rentals etc.			0
				0
				0
				0
				0
				0
		<b>Total</b>		
<b>MoE Funding</b>	<b>Indirect operational costs</b>			0
				0
				0
				0
				0
				0
				0
				0
				0
		<b>Total</b>		
<b>School Funding</b>	<b>Indirect operational costs</b>			0
	Maintenance of KC Loop, LMS, Interoperability Tool	3	6384	19152
				0
				0
				0
				0
		<b>Total</b>		

<b>MoE Funding</b>	<b>Teacher Development Funds</b>			0
	Funding schools for teachers released for contracted ICT PD			0
	Working Parties various schools as participating	282	30	8460
	Kapanui Primary School	280 X .5	4 x 5	2800
	Kapiti Primary School	280 X .5	4 x 4	2240
	Paekakariki Primary School	280 X .5	4 x 4	2240
	Paraparaumu Beach Primary School	280 X .5	4 x 5	2800
	Paraparaumu Primary School	280 X .5	4 x 4	2240
	St Patricks Primary School	280 X .5	4 x 4	2240
	Raumati South Primary School	280 X .5	4 x 5	2800
	Raumati Beach Primary School	280 X .5	4 x 5	2800
	Paraparaumu College	280 X .5	4 x 10	5600
	Kapiti College	280 X .5	4 x 9.5	5320
	Kenakena Primary School	280 X .5	4 x 5	2800
	Waikanae Primary School	280 X .5	4 x 5	2800
			<b>Total</b>	45140
<b>School Funding</b>	<b>Teacher Development Funds</b>			
	Funding schools for teachers released for contracted ICT PD			
	Kapanui Primary School	280 X .5	4 x 5	2800
	Kapiti Primary School	280 X .5	4 x 4	2240
	Paekakariki Primary School	280 X .5	4 x 4	2240
	Paraparaumu Beach Primary School	280 X .5	4 x 5	2800
	Paraparaumu Primary School	280 X .5	4 x 4	2240
	St Patricks Primary School	280 X .5	4 x 4	2240
	Raumati South Primary School	280 X .5	4 x 5	2800
	Raumati Beach Primary School	280 X .5	4 x 5	2800
	Paraparaumu College	280 X .5	4 x 10	5600
	Kapiti College	280 X .5	4 x 9.5	5320
	Kenakena Primary School	280 X .5	4 x 5	2800
	Waikanae Primary School	280 X .5	4 x 5	2800
		<b>Total</b>	36,680.00	
<b>MoE</b>		<b>Sub Total</b>	126960.00	
		<b>GST (@15%)</b>	19044.00	
		<b>Total Budget from MoE Funds</b>	146004.00	
<b>School</b>		<b>Sub Total</b>	55832.00	
		<b>Total Budget from School Funds</b>	55832.00	
<b>Grand Total</b>			201836.00	

**2011 Budget Funding Schedule (these \$ values exclude GST)**

<b>Provider</b>	<b>Type</b>	<b>2010 Actual Funding levels</b>	<b>2011 Projected Funding levels</b>
Ministry of Education	Cash	\$110,000.00	\$125,000.00
<b>Cluster Schools</b>			
Total School Contributions	Cash and/or Kind	\$65,956.00	\$55,832.00
Total Budget Funding		\$175,956.00	\$180,832.00

1. The sources of funding for this total budget are from the Ministry (cash) and cluster schools and their partners (cash and kind).
2. 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.

## THIRD SCHEDULE... continued

## Ministry's Payment Schedule

Payment Status	Payment	Reporting schedule	Net	GST	GST Rate	Total
Completed	1/01/2010	Conditional on receipt and approval of <b>Programme Outline</b>	\$22,916.67	\$2,864.58	12.5%	\$25,781.25
Completed	1/04/2010	NSSF Progress report to Ministry – A (due 1.4.10 )	\$22,916.67	\$2,864.58	12.5%	\$25,781.25
Completed	1/07/2010	<b>Milestone 1</b> (due 4.6.10)(pay period to 4/06/10)	\$22,916.67	\$2,864.58	12.5%	\$25,781.25
Completed	1/10/2010	NSSF Progress report to Ministry – B (due 1.10.10)	\$20,625.00	\$3,093.75	15.0%	\$23,718.75
	1/01/2011	<b>Milestone 2</b> (due 26.11.10)	\$20,625.00	\$3,093.75	15.0%	\$23,718.75
	1/04/2011	NSSF Progress report to Ministry - C (due 1.4.11)	\$28,125.00	\$4,218.75	15.0%	\$32,343.75
	1/07/2011	<b>Milestone 3</b> (due 4.6.10) (pay period to 3/06/11)	\$28,125.00	\$4,218.75	15.0%	\$32,343.75
	1/10/2011	NSSF Progress report to Ministry - D (due 1.10.11)	\$34,375.00	\$5,156.25	15.0%	\$39,531.25
	1/01/2012	<b>Milestone 4</b> (due 25.11.11)	\$34,375.00	\$5,156.25	15.0%	\$39,531.25
	1/04/2012	NSSF Progress report to Ministry - E (due 1.4.12)	\$30,000.00	\$4,500.00	15.0%	\$34,500.00
	1/07/2012	<b>Milestone 5</b> (due 3.6.12) (pay period to 8/06/12)	\$30,000.00	\$4,500.00	15.0%	\$34,500.00
	1/10/2012	NSSF Progress report to Ministry - F (due 1.10.12)	\$30,000.00	\$4,500.00	15.0%	\$34,500.00
	1/02/2013	On receipt and approval of final <b>Milestone (6)</b> (due 30.11.12)	\$30,000.00	\$4,500.00	15.0%	\$34,500.00
	<b>Total</b>		<b>\$355,000.01</b>	<b>\$51,531.25</b>		<b>\$406,531.26</b>

§ 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 (apart from Milestone 6) will be by automatic payment into the lead school account. The Milestone 6 payment will be on an invoice presented with the appropriate documentation and will be paid after all cluster obligations have been met.
- 3) 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 regular Disbursement Schedules showing how the payments made by the Ministry under this Agreement have been expended.

**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>		The Kapiti Collaboration	
<b>Contract No.</b>		10-0276	
To: Howard Baldwin Manager e-Learning Unit Ministry of Education PO Box 1666 WELLINGTON		From: Waikanae School Seddon Street Waikanae	
<b>For Professional and Other Costs and Funding:</b>			
	<b>3yr Budget</b>	<b>Actually disbursed, accrued or committed to 31 Dec 2010</b>	<b>Actual Cumulative %</b>
Professional Fees	\$168,907.00	\$49,929.00	29.56%
Professional & other direct costs	\$83,238.00	\$26,656.00	32.02%
Indirect Costs	\$ 53.00	\$53.00	NA%
Teacher Development Funds	\$102,606.00	\$31,202.00	30.40%
GST	\$50,524.00	\$13,480.00	26.68%
<b>Total</b>	<b>\$ 405,324.00</b>	<b>\$121,320.00</b>	<b>29.93%</b>
Accumulated % as budgeted for Milestone 2 due on 26 November			

**Funded by:**

	<b>3yr Budget Funding</b>	<b>Actually received, due, or committed to 31 Dec 2010</b>	<b>Actual Cumulative %</b>
Ministry of Education	\$354,800.00	\$110,000.00	31.00%
School and other non-Moe contribution	\$175,660.00	\$65,956.00	37.54%
<b>Total</b>	<b>\$530,460.00</b>	<b>\$175,956.00</b>	<b>33.17%</b>
Accumulated % as budgeted for Milestone 2 due on 26 November			

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 in the Principal Agreement.

**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 10 December 2010**

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

**BETWEEN** For and on behalf of the Sovereign in right of New Zealand acting by and through Howard Baldwin, Manager, e-Learning Innovation unit, Schooling Group, Ministry of Education (“the Ministry”) (Referred to in this variation as the “Ministry”)

**AND**        **Waikanae School**

**WHEREAS:**

- A. The Ministry and the Contractor signed a contract dated 10<sup>th</sup> December 2010 (“the Principal Agreement”) to provide services to the Ministry in relation to a professional development programme in ICT for a cluster of schools.
- B. Clause 14 of the Principal Agreement authorises the parties to vary the Contract by mutual written agreement. Any such variation shall be read together with and deemed part of the Agreement. This variation records the programme plan and budget for 2011 based on a self-review of progress carried out by the cluster.
- C. This Agreement records that variation.

**THE PARTIES AGREE AS FOLLOWS:**

1. Schedule One; the services are varied by: adjusting the activities/outputs to reflect the changes to the programme plan and budget for 2011 based on a self-review of progress carried out by the cluster. This schedule has the new 2011 programme inserted.
2. Schedule Two; the reporting is varied by: adjusting the reporting schedule and requirements. This schedule is replaced with the new version attached.
3. Schedule Three; there is no variation effect on the total programme budget provided by the Ministry. The Payment Schedule has been changed to reflect the recent change in GST to 15%. This schedule is replaced with the new version attached.
4. The Ministry and the Contractor confirm in all other respects to the Principal Agreement.

**Ministry of Education**

This contract is between the Sovereign in right of New Zealand acting by and through Howard Baldwin, Manager, eLearning unit, Schooling Group  
*(Referred to in this contract as the "Ministry")*

.....  
(Signature)

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

**Lead School**

**Signed by**

Peter Foster Chairperson Waikanae Primary School

.....  
(Signature)

Bevan Campbell Principal Waikanae Primary School

.....  
(Signature)

For and on behalf of Kapiti Collaboration

Dated at Waikanae School this 10th day of December 2010

## FIRST SCHEDULE

**Schedule One** is hereby varied by inserting the following 2011 programme details:

### 1. Background

#### 1.1 National Programme goals

The regional ICT PD programme will reflect and support the Ministry's educational priorities by:

1. Increasing the e-learning leadership and ICT capability of regional cluster schools.
2. Increasing the understanding of the contribution that ICTs can make to effective learning across the regional cluster
3. Fostering new and existing relationships with Government, Local Government, business and members of the community to strengthen the cluster
4. Strengthening professional learning communities and increase collaboration across the regional cluster schools.
5. Developing the capability of the sector by sharing online professional reflections to inform colleagues of the challenges and opportunities afforded by e-learning

[For priorities refer to:

<http://www.minedu.govt.nz/theMinistry/PublicationsAndResources/StatementOfIntent/SOI2010To2015/StrategicDirection.aspx>]

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

The professional development programme will be delivered between 31 January 2011 and 18 December 2011. Schools from the Kapiti region(s) will be invited to participate in the programme. There will be at least 12 schools and approximately 12 Principals and 300 teachers involved. The cluster programme has no dependencies on other critical outputs/factors/projects.

#### **2011 Cluster schools**

List the schools involved in the programme in 2011, and highlight any variations to the list from 2010. Indicate if the school or its personnel have a specific role.

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 ftte	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	Andrea Stonehouse, 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@paraparauubeach.school.nz">klambert@paraparauubeach.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.paraparauubeach.school.nz">www.paraparauubeach.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.

## 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 Ministry personnel responsible for this project.

Note that there is a requirement for personnel in cluster leadership roles to participate and/or contribute to the Ministry's e-learning web presence (Currently in development on TKI and VLN) in addition to the revised online milestone reporting requirements.

### 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 ftte)</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. participate and/or contribute to the Ministry's e-learning web presence;
2. Will lead Governance group as per MoE requirements
3. Will collate and submit milestone reports to MoE
4. Will attend Management Board meetings
5. Will appoint Researcher
6. 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:**

- participate and/or contribute to the Ministry's e-learning web presence;
- 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).

## FIRST SCHEDULE... continued

### 2. The Programme

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

#### Programme Goals, Implementation and Success Indicators

Programme Goals 2010-12	Programme Implementation 2011			Success Indicators for Programme Goals
<i>What are your cluster goals?</i>	<i>What are the planned programme activities for the second year?</i>	<i>What resources do you need?</i>	<i>How will you measure how effective your activities are?</i>	<i>What measures will be used to evaluate progress towards your goals?</i>
<p><b>National Goal 1</b> Increase the e-learning leadership and ICT capability of regional cluster schools.</p> <p><b>Your programme Goals</b></p> <p><b><i>To develop evidence-based learning communities both within schools and across the Kapiti Collaborative as a whole.</i></b></p>	<p><b>Activities</b></p> <p>Establishment of a series of working parties around central themes of the KC.</p> <p>Regular meetings of Principals and working parties up to twice per term.</p> <p>Two Thirsty Thursday sessions for all KC teachers per term.</p> <p>Mathematics Working Party – to plan a programme to enhance mathematics teaching across the KC based on identified strengths and gaps.</p>	<p><b>Resources and Budget</b></p> <p>Six working parties of up to 12 teachers in each meeting at least 2x per term.</p> <p>12 Principals meeting once per term.</p> <p>Key note presenters. Afternoon tea and light refreshment for at least six planned events to be attended by approximately 120 teachers.</p> <p>Up to 12 teachers meeting 2x per term.</p>	<p><b>Effective delivery</b></p> <p>Minutes of working party meetings will be kept. Effectiveness reports required by all working parties at the end of Terms 1, 2, 3.</p> <p>Action plans and termly evaluations from Principals.</p> <p>Evaluation of Thirsty Thursdays completed mid-year and end of year.</p> <p>Assessment information from PAT Mathematics testing and Numeracy Diagnostic Interviews analysed and used to develop programme – comparisons done at end of 2011 (with 2010 data)</p> <p>Survey of KC teachers re Mathematics teaching.</p>	<p><b>Progress indicators and measures</b></p> <p>Effectiveness reports will indicate how the work of the working party has:</p> <ul style="list-style-type: none"> <li>➤ Developed knowledge and capability in their specified areas.</li> </ul> <p>Principal evaluations will indicate:</p> <ul style="list-style-type: none"> <li>➤ Progress towards achieving goals specified in action plans.</li> </ul> <p>Thirsty Thursday evaluations will indicate:</p> <ul style="list-style-type: none"> <li>➤ What knowledge/capability has been gained;</li> <li>➤ How the knowledge/capability will be used to enhance teaching and learning.</li> </ul> <p>Assessment analysis will indicate:</p> <ul style="list-style-type: none"> <li>➤ Improvements in student achievement in Mathematics;</li> <li>➤</li> </ul> <p>Mathematics survey will indicate:</p> <ul style="list-style-type: none"> <li>➤ development of teachers' understanding of effective Mathematics pedagogy;</li> <li>➤ teachers' proficiency in the teaching of Mathematics;</li> <li>➤ changes in teaching practice as a result of KC programme.</li> </ul>

	Facilitated walk-throughs across KC classrooms.	Groups of up to 40 teachers over Terms 1/2/3 involved in either visiting or being visited in their classrooms with facilitated discussions.	beginning and end of year.  Discussions and observations. Evaluations completed by all teachers involved.	Teachers will demonstrate and discuss their knowledge of strategies and resources that are effective in improving student achievement.  Evaluations will indicate extent of changes to perceptions about teaching and learning.
<p><b>National Goal 2</b> Increase the understanding of the contribution that ICTs can make to effective learning across the regional cluster.</p> <p><i>To enhance hardware and software accessibility, knowledge and capability across the Kapiti Collaborative.</i></p>	<p><b>Activities</b></p> <p>ICT/Events working party established to determine needs and plan a programme for the KC.</p> <p>To run workshops determined by the above.</p> <p>Collect asTTle writing data cross the KC.</p> <p>Work with Norrcom towards establishing KC Moodle.</p>	<p><b>Resources and Budget</b></p> <p>Up to 12 teachers meeting 2x per term.</p> <p>At least one event per term held for KC teachers. Costs for planned events will include Teacher Release, catering, venue hire.</p> <p>Set up costs for cluster facility on e-asTTle website.</p> <p>Meetings with Norrcom.</p>	<p><b>Effective delivery</b></p> <p>Survey beginning and end of year to identify needs of KC teachers. Meeting Minutes and Effectiveness Reports.</p> <p>Evaluations from participants.</p> <p>asTTle writing data collected from all KC schools.</p> <p>Moodle established by end of 2011.</p>	<p><b>Effectiveness indicators</b></p> <p>Comparative data from survey will indicate:</p> <ul style="list-style-type: none"> <li>➤ development in teachers' knowledge and capability in the use of ICT to enhance teaching and learning;</li> <li>➤ changes made to teaching practice in response to planned ICT events.</li> </ul> <p>Attendance at workshops and events. Evaluations indicate:</p> <ul style="list-style-type: none"> <li>➤ What knowledge/capability has been gained;</li> <li>➤ How the knowledge/capability will be used to enhance teaching and learning.</li> </ul> <p>Analysis of writing data to identify strengths and needs of the KC in terms of student achievement and teacher practice in writing.</p> <p>The Moodle repository being used by teachers to access:</p> <ul style="list-style-type: none"> <li>➤ shared assessment information</li> <li>➤ resources</li> </ul>
<p><b>National Goal 3</b> Strengthen professional learning communities and increase collaboration across the regional cluster schools.</p> <p><i>To gather and use assessment information effectively within and across schools and the</i></p>	<p><b>Activities</b></p> <p>Assessment Capability Working Party - PAT data from all KC schools entered on KC NZCER website and used to assist further inquiry.</p>	<p><b>Resources and Budget</b></p> <p>Ongoing costs of maintaining KC/NZCER website.</p>	<p><b>Effective delivery</b></p> <p>KC/NZCER will now have data for 2010 and 2011 entered.</p>	<p><b>Effectiveness indicators</b></p> <p>KC/NZCER data will be analysed to identify:</p> <ul style="list-style-type: none"> <li>➤ variance in student achievement from 2010 to 2011 in Reading and Mathematics;</li> <li>➤ areas in need of further inquiry – student achievement and teacher practice;</li> <li>➤ achievement of various target groups i.e. gender, Maori, Pasifika.</li> <li>➤</li> </ul>

<p><b>KC as a whole.</b></p>	<p>Assessment Capability Working Party - asTTle writing test administered, marked and moderated within schools across KC schools.</p> <p>Assessment Capability Working Party - Transition assessment information transferred effectively from Year 8 to Year 9.</p> <p>Cohort Tracking Working Party – sharing profiles, identifying trends, issues, barriers and moderation.</p> <p>Mathematics Working Party – to plan a programme to enhance mathematics teaching across the KC.</p>	<p>asTTle testing costs for each KC school. Meeting costs (as specified in Goal 1).</p> <p>Meeting costs (as specified in Goal 1).</p> <p>Meeting costs (as specified in Goal 1)</p> <p>Meeting costs (as specified in Goal 1) Keynote speakers/mathematic experts and/or advisors utilized to support programme.</p>	<p>KC will have Writing as well as Reading and Mathematics assessment information.</p> <p>A streamlined system for effectively transferring data across primary and secondary sectors will be developed.</p> <p>A clear picture of the tracked cohort will be presented in a report.</p> <p>A coherent professional learning programme around effective Mathematics teaching for KC teachers planned and implemented.</p>	<p>Writing data will be analysed to identify:</p> <ul style="list-style-type: none"> <li>➤ areas in need of further inquiry – student achievement and teacher practice;</li> <li>➤ achievement of various target groups i.e. gender, Maori, Pasifika.</li> </ul> <p>Year 9 teachers will use assessment information to group students and identify learning needs and implications for literacy, numeracy and subject teachers. Teachers demonstrated and discussed their knowledge of strategies and resources that are effective in improving student achievement.</p> <p>Collaboration with primary and secondary teachers – sharing of issues, trends and effective practices. A much clearer picture of the needs of the tracked cohort will be developed.</p> <p>The implementation of an effective professional learning programme in Mathematics teaching evaluated through the review phase of our inquiry cycle using Mathematics achievement information. Teachers demonstrated and discussed their knowledge of strategies and resources that are effective in improving student achievement</p>
<p><b>National Goal 4</b> Foster new and existing relationships with Government, Local Government, Businesses and members of the community that will strengthen the cluster.</p> <p><b>To continue to build and strengthen relationships with outside providers and community members.</b></p>	<p><b>Activities</b></p> <p>Assessment Capability Working Party – work with NZCER to further develop KC shared website.</p> <p>ICT/Events Working Party – to work with Norrcom to develop UFB, Moodle and KAREN possibilities.</p> <p>ICT/Events Working Party – to plan an event in Term 3 to showcase teacher and student work with ICT.</p>	<p><b>Resources and Budget</b></p> <p>See above</p> <p>Costs related to setting up Moodle.</p> <p>Venue costs, possible equipment hire, catering.</p>	<p><b>Effective delivery</b></p> <p>KC/NZCER will now have data for 2010 and 2011 entered.</p> <p>Moodle established by end of 2011.</p> <p>The successful showcasing of student and teacher work through a collaborative event in Term 3.</p>	<p><b>Effectiveness indicators</b></p> <p>Comparisons made using KC/NZCER website information (see above under Goal 3).</p> <p>Moodle being utilised by teachers.</p> <p>Showcasing event presents high number of quality work by teachers and students.</p>

National Goal 5*	Activities	Resources and Budget	Effective delivery	Effectiveness indicators
<p>Develop the capability of the sector by sharing online professional reflections to inform colleagues of the challenges and opportunities afforded by e-learning</p> <p><b>To share and collect the learning stories of the KC schools.</b></p>	<p>ICT Working Party to plan reflections.</p> <p>Develop and upload at least 4 summary articles to the VLN by 30 June 2011.</p> <p>Develop and upload at least four summary articles to the VLN by 30 December 2011.</p>	<p>20 hours Working Party time</p> <p>Access to collaborative online environment.</p>	<p>Active participation by a range of cluster personnel, timely delivery of online reflections</p> <p>Summaries inform programme planning.</p> <p>Summaries have a sound evidence basis.</p>	<p>Approval of national facilitator as part of milestone process</p> <p>Summaries uploaded to VLN.</p> <p>Unsolicited queries about practice from other schools</p> <p>Other's professional comments added to article</p>

*\*In 2011 there will be an increased emphasis on professional reflection in milestone reporting. Clusters are required to develop their progress reporting (i.e. outcomes) for a national audience of their peers (i.e. Principal, teachers, and facilitators). These reports will be shared with the sector online in the Virtual Learning Network [VLN] (<http://www.vln.school.nz/>). You will negotiate with your National facilitator the number and type of professional reflections you will complete as part of your milestone reporting in 2011. You should state the programme goals you will address, how often this will happen, and the format/environment that you will collate your ongoing reflections in (e.g. GoogleDocs, WikiEducator, VLN, Microsoft Live@Edu etc.). Summaries will be uploaded into the VLN in the form of an article with embedded and linked multi-media artifacts. Further information on this process will be provided by the National Facilitation team.*

## **SECOND SCHEDULE – Reporting**

**Schedule Two** is hereby varied by replacing the existing Schedule Two with the following:

### **Non Financial Reporting**

- 1 The Contractor 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 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.
- 3 Progress reporting must include an explanation for any variance from the milestone tasks, budget or personnel.
- 4 Milestone reporting shall be written in a format as specified by the Ministry which may vary in response to the requirements of the National Programme.
- 5 The National Support Services Facilitator assigned to your cluster will provide a report on your cluster's progress to the ministry upon request.

### **Work to be completed to achieve Milestone 3 which is due on 3 June 2011**

#### **3 Activities carried out and results achieved during the Milestone 3 period.**

##### **Specifically:**

- 3.1 Liaise with the National Facilitator assigned by the Ministry to this project.
- 3.2 Report on your programme implementation during the milestone period and provide an explanation for variation from the planned programme as necessary.
- 3.3 Upload reflective summaries of progress into the VLN website as per your programme plan.
- 3.4 Provide a summary of progress towards cluster programme goals. Include any relevant information that is not recorded in your online professional reflections at this point.
- 3.5 Provide detail of changes to programme personnel or roles.
- 3.6 Provide a disbursement schedule showing expenditure to June 30<sup>th</sup> 2011 and provide an explanation for variation from budget as necessary.

### **Work to be completed to achieve Milestone 4 which is due on 25 November 2011**

#### **4 Activities carried out and results achieved during the Milestone 4 period.**

##### **Specifically:**

- 4.1 Liaise with the National Facilitator assigned by the Ministry to this project.
- 4.2 Report on your programme implementation during the milestone period and provide an explanation for variation from the planned programme as necessary.
- 4.3 Upload reflective summaries of progress into the VLN website as per your programme plan.
- 4.4 Provide a summary of progress towards cluster programme goals. Include any relevant information that is not recorded in your online professional reflections at this point.
- 4.5 Provide detail of changes to programme personnel or roles.
- 4.6 Complete the contract review and variation template.
- 4.7 Complete any survey tool as required by the Ministry for the purpose of national programme evaluation.
- 4.8 Provide a disbursement schedule showing expenditure to December 31<sup>st</sup> 2011 and provide an explanation for variation from budget as necessary.

## **SECOND SCHEDULE... continued**

### **5 Work to be completed to achieve Milestone 5**

- 5.1 Expected date of completion of Milestone 5 is 3 June 2012.
- 5.2 Details of the tasks to be completed by the Contractor to achieve this milestone will be developed during the 2011 annual review.

### **6 Work to be completed to achieve Milestone 6**

- 6.1 Expected date of completion of Milestone 6 is 1 February 2013.
- 6.2 Details of the tasks to be completed by the Contractor to achieve this milestone will be developed during the 2011 annual review.

## **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 2011, 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

**Schedule Three** is hereby varied by replacing the existing Schedule Three with the following:

#### Budget

The Ministry will provide funding to the Board up to a maximum amount of \$405,324 GST inclusive for the three years of this contract.

#### 2010 Budget variation

Funds carried over from 2010 are \$2,158.00

The reasons for this accrual are: Under expenditure in Professional Fees and Professional Costs for 2010 and over Expenditure in Teacher development Costs. The net being an underspend of \$2150 The actual costs in these Professional Fees and Professional costs of \$5700 is due to the lower than expected costs of engaging Guest Speakers/Advisers etc. The overspend in Teacher development Costs was due increase numbers of workshops and higher levels of attendance than expected.

The actions that have been taken to ensure the accuracy of future budgeting are: No actions are being taken to ensure greater accuracy as the net variance is less than 2 percent. In the Boards view this level of variance is not excessive.

These funds (\$2150) are included in the total budget for 2011 as detailed below and will be disbursed by the 30<sup>th</sup> June 2011.

#### 2011 Programme Budget

<b>Total Fees &amp; Costs Budget</b>				
i.e. Resources planned to be applied to this ICT PD Cluster programme.				
	<b>Budget Item</b>	<b>Rates</b>	<b>Inputs for 2011</b>	
	Description		<b>Quantities</b>	<b>Value</b>
<b>MoE Funding</b>	<b>Professional Fees</b>			
	Project Facilitator Salary	68980	0.4	27593
	Project Facilitator Units	2750	3	8250
	Professional Advisors Guest Speakers	2947.83	6	17687
			<b>Total</b>	53530
<b>School Funding</b>	<b>Professional Fees</b>			0
				0
				0
				0
				0
				0
				0
				<b>Total</b>

<b>MoE Funding</b>	<b>Professional and other direct costs</b>			0
	Expenses for a Part Time Facilitator Conference Registration.	600	2	1200
	Expenses for a Part Time Facilitator Conference Travel Accom.	750	1	1500
	Expenses Part Time Facilitator Travel within KC	0.58	2000	1160
	Expenses for Regional Cluster Network Meetings	500	2	1000
	Conference Registration Management Team	600	5	3000
	Conference Travel Accom Management Team	750	5	3750
	KC Micro Conferences Costs Venue Hire	6	250	1500
	KC Micro Conferences Costs Printing Admin etc.	125	4	500
	Catering for KC Micro Conferences and 2 Guest Speaker days	15	750	10950
	Website	600	1	600
	Annual per pupil subscription to NZCER site	1.5	2087	3130
	<b>Total</b>			28290
<b>School Funding</b>	<b>Professional and other direct costs</b>			0
	List subcontractors, travel, accommodation, short term rentals etc.			0
				0
				0
				0
				0
				0
		<b>Total</b>		
<b>MoE Funding</b>	<b>Indirect operational costs</b>			0
				0
				0
				0
				0
				0
				0
				0
				0
		<b>Total</b>		
<b>School Funding</b>	<b>Indirect operational costs</b>			0
	Maintenance of KC Loop, LMS, Interoperability Tool	3	6384	19152
				0
				0
				0
				0
				0
	<b>Total</b>			19152

<b>MoE Funding</b>	<b>Teacher Development Funds</b>			0
	Funding schools for teachers released for contracted ICT PD			0
	Working Parties various schools as participating	282	30	8460
	Kapanui Primary School	280 X .5	4 x 5	2800
	Kapiti Primary School	280 X .5	4 x 4	2240
	Paekakariki Primary School	280 X .5	4 x 4	2240
	Paraparaumu Beach Primary School	280 X .5	4 x 5	2800
	Paraparaumu Primary School	280 X .5	4 x 4	2240
	St Patricks Primary School	280 X .5	4 x 4	2240
	Raumati South Primary School	280 X .5	4 x 5	2800
	Raumati Beach Primary School	280 X .5	4 x 5	2800
	Paraparaumu College	280 X .5	4 x 10	5600
	Kapiti College	280 X .5	4 x 9.5	5320
	Kenakena Primary School	280 X .5	4 x 5	2800
	Waikanae Primary School	280 X .5	4 x 5	2800
		<b>Total</b>	45140	
<b>School Funding</b>	<b>Teacher Development Funds</b>			
	Funding schools for teachers released for contracted ICT PD			
	Kapanui Primary School	280 X .5	4 x 5	2800
	Kapiti Primary School	280 X .5	4 x 4	2240
	Paekakariki Primary School	280 X .5	4 x 4	2240
	Paraparaumu Beach Primary School	280 X .5	4 x 5	2800
	Paraparaumu Primary School	280 X .5	4 x 4	2240
	St Patricks Primary School	280 X .5	4 x 4	2240
	Raumati South Primary School	280 X .5	4 x 5	2800
	Raumati Beach Primary School	280 X .5	4 x 5	2800
	Paraparaumu College	280 X .5	4 x 10	5600
	Kapiti College	280 X .5	4 x 9.5	5320
	Kenakena Primary School	280 X .5	4 x 5	2800
	Waikanae Primary School	280 X .5	4 x 5	2800
			<b>Total</b>	36,680.00
<b>MoE</b>		<b>Sub Total</b>	126960.00	
		<b>GST (@15%)</b>	19044.00	
		<b>Total Budget from MoE Funds</b>	146004.00	
<b>School</b>		<b>Sub Total</b>	55832.00	
		<b>Total Budget from School Funds</b>	55832.00	
<b>Grand Total</b>			201836.00	

**2011 Budget Funding Schedule (these \$ values exclude GST)**

<b>Provider</b>	<b>Type</b>	<b>2010 Actual Funding levels</b>	<b>2011 Projected Funding levels</b>
Ministry of Education	Cash	\$110,000.00	\$125,000.00
<b>Cluster Schools</b>			
Total School Contributions	Cash and/or Kind	\$65,956.00	\$55,832.00
Total Budget Funding		\$175,956.00	\$180,832.00

1. The sources of funding for this total budget are from the Ministry (cash) and cluster schools and their partners (cash and kind).
2. 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.

**THIRD SCHEDULE... continued****Ministry's Payment Schedule**

<b>Payment Status</b>	<b>Payment</b>	<b>Reporting schedule</b>	<b>Net</b>	<b>GST</b>	<b>GST Rate</b>	<b>Total</b>
Completed	1/01/2010	Conditional on receipt and approval of <b>Programme Outline</b>	\$22,916.67	\$2,864.58	12.5%	\$25,781.25
Completed	1/04/2010	NSSF Progress report to Ministry – A (due 1.4.10 )	\$22,916.67	\$2,864.58	12.5%	\$25,781.25
Completed	1/07/2010	<b>Milestone 1</b> (due 4.6.10)(pay period to 4/06/10)	\$22,916.67	\$2,864.58	12.5%	\$25,781.25
Completed	1/10/2010	NSSF Progress report to Ministry – B (due 1.10.10)	\$20,625.00	\$3,093.75	15.0%	\$23,718.75
	1/01/2011	<b>Milestone 2</b> (due 26.11.10)	\$20,625.00	\$3,093.75	15.0%	\$23,718.75
	1/04/2011	NSSF Progress report to Ministry - C (due 1.4.11)	\$28,125.00	\$4,218.75	15.0%	\$32,343.75
	1/07/2011	<b>Milestone 3</b> (due 4.6.10) (pay period to 3/06/11)	\$28,125.00	\$4,218.75	15.0%	\$32,343.75
	1/10/2011	NSSF Progress report to Ministry - D (due 1.10.11)	\$34,375.00	\$5,156.25	15.0%	\$39,531.25
	1/01/2012	<b>Milestone 4</b> (due 25.11.11)	\$34,375.00	\$5,156.25	15.0%	\$39,531.25
	1/04/2012	NSSF Progress report to Ministry - E (due 1.4.12)	\$30,000.00	\$4,500.00	15.0%	\$34,500.00
	1/07/2012	<b>Milestone 5</b> (due 3.6.12) (pay period to 8/06/12)	\$30,000.00	\$4,500.00	15.0%	\$34,500.00
	1/10/2012	NSSF Progress report to Ministry - F (due 1.10.12)	\$30,000.00	\$4,500.00	15.0%	\$34,500.00
	1/02/2013	On receipt and approval of final <b>Milestone (6)</b> (due 30.11.12)	\$30,000.00	\$4,500.00	15.0%	\$34,500.00
	<b>Total</b>		<b>\$355,000.01</b>	<b>\$51,531.25</b>		<b>\$406,531.26</b>

§ 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 (apart from Milestone 6) will be by automatic payment into the lead school account. The Milestone 6 payment will be on an invoice presented with the appropriate documentation and will be paid after all cluster obligations have been met.
- 3) 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 regular Disbursement Schedules showing how the payments made by the Ministry under this Agreement have been expended.

**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>		The Kapiti Collaboration	
<b>Contract No.</b>		10-0276	
To: Howard Baldwin Manager e-Learning Unit Ministry of Education PO Box 1666 WELLINGTON		From: Waikanae School Seddon Street Waikanae	
<b>For Professional and Other Costs and Funding:</b>			
	<b>3yr Budget</b>	<b>Actually disbursed, accrued or committed to 31 Dec 2010</b>	<b>Actual Cumulative %</b>
Professional Fees	\$168,907.00	\$49,929.00	29.56%
Professional & other direct costs	\$83,238.00	\$26,656.00	32.02%
Indirect Costs	\$ 53.00	\$53.00	NA%
Teacher Development Funds	\$102,606.00	\$31,202.00	30.40%
GST	\$50,524.00	\$13,480.00	26.68%
<b>Total</b>	<b>\$ 405,324.00</b>	<b>\$121,320.00</b>	<b>29.93%</b>
Accumulated % as budgeted for Milestone 2 due on 26 November			

**Funded by:**

	<b>3yr Budget Funding</b>	<b>Actually received, due, or committed to 31 Dec 2010</b>	<b>Actual Cumulative %</b>
Ministry of Education	\$354,800.00	\$110,000.00	31.00%
School and other non-Moe contribution	\$175,660.00	\$65,956.00	37.54%
<b>Total</b>	<b>\$530,460.00</b>	<b>\$175,956.00</b>	<b>33.17%</b>
Accumulated % as budgeted for Milestone 2 due on 26 November			

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 in the Principal Agreement.