

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

Contract Number 10-0276

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

Between the Ministry of Education

And

the Board of Trustees of Waikanae School

DATE: 19 December 2011

**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 December 19th 2011 (“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 8 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 2012 based on a self-review of progress carried out by the cluster. This schedule has the new 2012 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. 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 Innovation unit, Schooling Group
(Referred to in this contract as the "Ministry")

.....
(Signature)

Dated at _____ this _____ day of _____ 2011

Lead School

Signed by

Bevan Campbell Principal Primary School

.....
(Signature)

For and on behalf of the Kapiti Collaboration

Dated at _____ this _____ day of _____ 2011

FIRST SCHEDULE

Schedule One is hereby varied by inserting the following 2012 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/SOI2011/StrategicDirection.aspx>

Scope of the cluster programme

The professional development programme will be delivered between 31 January 2012 and 18 December 2012. Schools from the Kapiti region will be invited to participate in the programme. There will be at least 13 schools and approximately 13 Principals and 300 teachers involved. The cluster plans to expand by 1 school between 31 January 2012 and 18 December 2012. This being Te Horo School The cluster programme has no dependencies or other critical outputs/factors/projects.

2012 Cluster schools

List the schools involved in the programme in 2012, and highlight any variations to the list from 2011. Indicate if the school or its personnel have a specific role.

School Name or Trading Name	Waikanae Primary School	Paraparaumu College	Paekakariki Primary School	Raumati South Primary School
Status within KC	Lead School	Fund Holding School	Participating School	Participating School
Legal Status and Years of Operation	N/A	N/A	N/A	N/A
MoE Number	3056	248	2944	2975
GST Number	37-997-080	29-765-170	52-100-062	51-859-189
Date of last Audit	Jun-11	Jun-11	N/A	N/A
Principal or CEO	Bevan Campbell	Richard Campbell	Andy Lovell	Graham McDonald
Executive Officer	N/A	Catherine Lynskey	N/A	N/A
Finance Manager	N/A	Heather Newall	N/A	N/A
Address	Seddon Street Waikanae 5036	P O Box 288, Paraparaumu.	Wellington Road Paekakariki	PO Box 2007 Raumati Beach Paraparaumu 5255
Email	b.campbell@waikanae.school.nz	lwc@paraparaumucollege.school.nz	administration@paekakariki.school.nz	office@raumatissouth.school.nz
Website address	www.waikanae.school.nz	www.paraparaumucollege.school.nz	www.paekakariki.school.nz	www.raumatissouth.school.nz
Main Phone Number	04 9026544	04 9025170	42928205	42994579
Fax	04 902 6547	04 9025171	42928729	42979590
Mobile	0274 522 618			273896657
July 1 2009 ftte	25.82	87.44	9.19	19.73
July 1 2009 Total Roll	521	1409	172	378
July 1 2009 Year 10 Roll	N/A	290	N/A	N/A
July 1 2009 Year 9 Roll	N/A	329	N/A	N/A
July 1 2009 Year 8 Roll	69	0	23	43
July 1 2009 Year 7 Roll	80	0	14	40
Name and position of likely School Coordinator	Michelle Banks Deputy Principal	Andrea Stonehouse Sharon Gilman Deputy Principal	Katy Hoyland Deputy Principal	Moira Titchener Deputy Principal and Allie Stevenson Assistant Principal
Conflict 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

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 (PO Box 1443)	P.O. Box 2055, Raumati Beach 5032	Donovan Road, PO Box 1441, Paraparaumu Beach 5032	Box 540 Paraparaumu
principal@kapanui.school.nz	klambert@paraparaumubeach.school.nz	raumati@gmail.com	office1@kenakena.school.nz	principal@stpatspara.school.nz
www.kapanui.school.nz	www.paraparaumubeach.school.nz	www.raumatibeach.school.nz	www.kenakena.school.nz	www.stpatspara.school.nz
04 902 5015	04 2985775	04 902 5596	04 2984011	42986780
04 902 5016	04 298 6962	04 902 8344	04 2982011	4298
277531246		021 412 698	027 781 8315	272986780
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	Te Horo 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	3038	N/A
55-276-749	55-442-134	55-024-588		81-261-47
N/A	N/A	N/A	N/A	N/A
Graham Andrew Conner	Laura Diana Snowden	Anthony Joseph Kane	Craig Vidilich, Principal	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	School Road RD Otaki	Unit 8, Lindale complex, SH1 North, Paraparaumu
admin@kapiti.school.nz	admin@paraparaumu.school.nz	kaneto@kapiticollege.school.nz	principal@th.school.nz	paul.norris@norrcom.com
www.kapiti.school.nz	www.paraparaumu.school.nz	www.kapiticollege.co.nz	//www.th.school.nz	www.norrcom.com
04 2985 605	04 298 7900	04 902 5121	06 364 3071	04 905 6940
04 2985 606	04 298 7931	04 902 5126	06 36 3324	04 905 2275
027 241 9099	0274 528 729	021 2160094		029 905 6940
16.57	11	68.51		
321	215	1002		
		242		
		203		
48	35	0	0	
41	33	0	0	
Graham Andrew Conner Principal	Karina Bird Deputy Principal	Andy Pook, Deputy Principal	Craig Vidilich, 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	Norrcom are the IT solutions provider for the majority of Kapiti schools.

FIRST SCHEDULE... continued**1.2 Assigned Personnel****Ministry of Education Contact**

Neil Melhuish Project Leader: e-Learning Capability Phone 04 463 7706 Email mailto:neil.melhuish@minedu.govt.nz	Level 5 St. Paul's Square 45-47 Pipitea Street (PO Box 1666) Thorndon, Wellington 6140
--	---

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
Bevan Campbell	Principal Waikanae School
Bruce MacDonald	Principal Kenakena School
Kaye Brunton	Facilitator

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 Principal**Names:**

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 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

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

FIRST SCHEDULE... continued

2. Programme Goals and Success Indicators

Programme Goals 2010-12	Programme Implementation 2011			Success Indicators for Programme Goals
<p>National Goal 1 Increase the e-learning leadership and ICT capability of regional cluster schools.</p> <p>Your programme Goals <i>To develop evidence-based learning communities both within schools and across the Kapiti Collaborative.</i></p>	<p>Activities</p> <p>OK Principals meeting at least once per term.</p> <p>In-depth Mathematics inquiry Implemented throughout the year. This will include observation of teacher practice.</p> <p>Working parties meeting at up to two times per term.</p> <p>Two Wednesday Wind-Up sessions and Thursday Lead Teacher days per term.</p>	<p>Resources and Budget</p> <p>13 principals meeting at least once per term.</p> <p>Teachers/leaders representing each KC school meeting at least twice per term.</p> <p>Representatives from as many schools as possible on each working party, meeting up to twice per term.</p> <p>Key note presenters As many KC teachers and leaders as possible for the Wednesday sessions (could be up to 300). Up to three leaders/teachers from each school to attend the Lead Teacher days.</p>	<p>Effective delivery</p> <p>Assessment information from PAT, Numeracy and OTJ analysed to determine targets and priorities for professional learning opportunities. Teacher and student survey information used also to determine needs.</p> <p>Minutes of working party and OK Principal (if appropriate) meetings available on KC website. Feedback from working parties to KC Governance group and OK Principals in Term 2 and Term 4.</p> <p>Evaluation of keynotes and lead team days via Survey Monkey.</p> <p>Action plans from each KC school.</p>	<p>Progress indicators and measures</p> <p>Mathematics assessment information will showed improvements in student achievement in Mathematics.</p> <p>Teacher practice observation will show development of teacher knowledge and understanding through effective Mathematics teaching.</p> <p>Working party minutes and presentations will show development of teacher knowledge and capability in areas of assessment in Years 1-3, ICT capability, transition mechanisms from Year 8-9.</p> <p>Wednesday wind-Up and Lead Team day evaluations will identify how content, knowledge has contributed to shifts in teacher practice.</p> <p>Principal evaluations will indicate shifts in teacher knowledge and capability, and how this has been used to enhance student learning.</p>

<p>National Goal 2 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 KC.</i></p>	<p>Activities</p> <p>ICT Events working party to determine needs and plan a programme for the KC.</p> <p>To run workshops determined above.</p> <p>Work with Norrcom to further develop KC Moodle</p>	<p>Resources and Budget</p> <p>Up to 13 teachers meeting up to twice per term.</p> <p>At least one event per term held for all KC teachers. Costs will include teacher release, catering and venue hire.</p> <p>Meetings with Norrcom</p>	<p>Effective delivery</p> <p>Survey to identify teachers' strengths and priorities for development. Meeting minutes and presentation to Governance group.</p> <p>Evaluations from participants.</p> <p>Moodle being used across the KC by the end of 2012.</p>	<p>Effectiveness indicators</p> <p>Comparative data from survey will indicate:</p> <ul style="list-style-type: none"> ◆ Development in teacher knowledge and capability in the use of ICT to enhance teaching and learning; ◆ Changes made to teaching practice in response to planned ICT events. <p>Attendance at ICT events. Evaluations will indicate:</p> <ul style="list-style-type: none"> ◆ Knowledge and capability growth; ◆ Examples of how the knowledge/capability will be used to enhance teaching and promote learning. <p>Moodle will be used to:</p> <ul style="list-style-type: none"> ◆ Share assessment and other teaching information ◆ Store resources.
<p>National Goal 3 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 KC.</i></p>	<p>Activities</p> <p>All schools to contribute PAT and engagement survey data to NZCER KC website by end April.</p> <p>Transition data effectively transferred from primary to secondary schools.</p> <p>Cohort Tracking – sharing profiles, identifying trends, issues, barriers and moderating. Use of engagement survey data also.</p> <p>Mathematics Inquiry – a programme available to all KC teachers to develop knowledge and capability in</p>	<p>Resources and Budget</p> <p>Ongoing maintenance of NZCER KC website.</p> <p>Meeting costs (as per Goal 1).</p> <p>Meeting costs (as per Goal 1).</p> <p>Meeting costs (as per Goal 1).</p>	<p>Effective delivery</p> <p>Longitudinal mathematics information available for analysis and use in determining worthwhile professional learning opportunities.</p> <p>System for transferal of transition data will continue to be streamlined.</p> <p>A clear and strong picture of the nature of the tracked cohort (useful for transition purposes)</p> <p>A coherent and focused professional learning programme around Mathematics for KC teachers planned and</p>	<p>Effectiveness indicators</p> <p>KC/NZCER data will be analysed to identify:</p> <ul style="list-style-type: none"> ◆ Variance in student achievement from 2010-2012 in Mathematics and Reading; ◆ Achievement of various target groups i.e. Maori, Pasifika, Special Needs, boys ◆ Priority areas for further development. <p>Year 9 teachers will use assessment information to identify student learning needs in literacy and numeracy and implications for subject teachers. Teachers identify and discuss strategies and resources that are effective to address identified needs.</p> <p>Collaboration across primary/secondary – sharing of issues, trends and effective practice. A much clearer picture of the needs of tracked students will be developed which should aid in smoother transition.</p> <p>Theory of improvement for Mathematics enacted, monitored and evaluated. Improvements in student achievement in Mathematics and further needs identified from this for the following year.</p>

	identified weakness areas. In-depth inquiry by some KC teachers to develop effective mathematics pedagogy within and across schools.		implemented,	
<p>National Goal 4 Foster new and existing relationships with Government, Local Government, Businesses and members of the community that will strengthen the cluster.</p> <p><i>To continue to build and strengthen the relationships with outside providers and community members.</i></p>	<p>Activities</p> <p>Assessment/Mathematics Pedagogy Capability working party – work with NZCER to further develop KC website.</p> <p>Cohort Tracking – working with NZCER with Me and My School engagement survey.</p> <p>ICT Events – work with Norrcom to further development of KC Moodle.</p> <p>ICT Events to plan events to develop ICT capability.</p> <p>ICT Events to plan an event in term 3 or 4 to showcase teacher and student work with ICT.</p>	<p>Resources and Budget</p> <p>See above.</p> <p>See above.</p> <p>Ongoing Moodle related costs.</p> <p>Venue hireage, catering and possible equipment hire.</p>	<p>Effective delivery</p> <p>NZCER will now have data for 2010-2012 entered and used for determining student and teacher learning needs.</p> <p>All schools participate in Me and My School.</p> <p>Moodle being used widely by KC teachers.</p> <p>An event held at least once per term.</p> <p>Sharing of ideas and successes across the KC via a conference-type day.</p>	<p>Effectiveness indicators</p> <p>Strong collaborative relationship with NZCER and assessment information being widely available in a useful format to all KC schools and teachers.</p> <p>As above.</p> <p>Teachers accessing and sharing useful information and resources within and across KC schools.</p> <p>Students and teachers collaborating and sharing ICT related activity. Growth in teacher knowledge and capability. Involvement of outside providers.</p> <p>As above.</p>
<p>National Goal 5 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><i>To share and collect the learning stories of the KC.</i></p>	<p>Activities</p> <p>ICT working party to plan reflections.</p> <p>Develop and upload at least 4 summary articles to the VLN by 30 December 2012.</p>	<p>Resources and Budget</p> <p>20 hours working party time.</p> <p>Access to VL.N.</p>	<p>Effective delivery</p> <p>Active participation from a range of cluster personnel, timely delivery of online reflections.</p> <p>Summaries have a sound evidence basis.</p> <p>Summaries inform programme planning.</p>	<p>Effectiveness indicators</p> <p>Approval of national facilitator as part of milestone process.</p> <p>Summaries uploaded to VLN.</p> <p>Unsolicited inquiries about KC practice from other schools.</p>

SECOND SCHEDULE – Reporting

Schedule Two is hereby varied by the deletion of the existing Schedule Two and replacing it 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.

SECOND SCHEDULE...continued**Milestones****5. Activities carried out and results achieved during the Milestone 5 period which is due on 3 June 2012.****Specifically:**

- 5.1 Liaise with the National Facilitator assigned by the Ministry to this project.
- 5.2 Report on your programme implementation during the milestone period and provide an explanation for any significant variation from the planned programme.
- 5.3 Upload reflective summaries of progress into the VLN website as per your programme plan.
- 5.4 Provide a summary of progress towards cluster programme goals that have not been outlined in 5.3
- 5.5 Provide detail of changes to programme personnel or roles.
- 5.6 Provide a disbursement schedule showing expenditure to June 30th 2011 and provide an explanation for variation from budget as necessary.

Work to be completed to achieve Milestone 6 which is due on 1 February 2013.**6. Activities carried out and results achieved during the Milestone 6 period.****Specifically:**

- 6.1 Liaise with the National Facilitator assigned by the Ministry to this project.
- 6.2 Report on your programme implementation during the milestone period and provide an explanation for any significant variation from the planned programme.
- 6.3 Upload reflective summaries of progress into the VLN website as per your programme plan.
- 6.4 Provide a summary of progress towards cluster programme goals. Include any relevant information that is not recorded in your online professional reflections.
- 6.5 Complete an observation of the key lessons learned in the contract
- 6.6 Provide details of the cluster's contribution to the wider network of schools
- 6.7 Complete any survey tool as required by the Ministry for the purpose of national programme evaluation.
- 6.8 Provide a disbursement schedule showing expenditure to from January 1st 2012 to December 31st 2012 and provide an explanation for variation from budget as necessary.
- 6.9 Provide financial statements that detail all the expenditure of the ICT PD contract funds against all cost centres

SECOND SCHEDULE...continued**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 and copy of your ICT PD programme account ledgers 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.
3. The contractor will provide an invoice for Milestone 6 (the 'exit milestone') that reflects the actual expenditure of the ICT PD cluster programme at 31st December 2012. All ICT PD programme funds that have not been disbursed by this date are to be returned to the Ministry of Education.

THIRD SCHEDULE — Finances

Schedule Three is hereby varied by the deletion of the existing Schedule Three and replacing it with the following:

Budget

The Ministry will provide funding to the Board up to a maximum amount of **\$406,531.26** GST inclusive for the three years of this contract.

2011 Budget variation

Funds carried over from 2011 are **\$14,000.00**

The reasons for this accrual are:

1. Reduced claims by individual school
2. Cluster management not attending as many conferences as budgeted for
3. Lower than expected Professional Costs
4. Lower than expected Professional Fees (Facilitator costs lower due to transfer to Learning Media

The actions that have been taken to ensure the accuracy of future budgeting are:

1. Contract for Facilitator with Learning media for 12 months rather than nine. Costing's agreed at signing of contract with Learning Media in December 2011
2. Amended budget allocations for management attendance at Conferences
3. Professional Costs budgets for 2012 amended to match 2011 actuals

These funds are included in the total budget for 2012 as detailed below and will be disbursed by the 30th June 2012.

2012 Programme Budget

Total Fees & Costs Budget				
i.e. Resources planned to be applied to this ICT PD Cluster programme.				
	Budget Item Description	Rates	Inputs for 2012	
			Quantities	Value
MoE Funding	Professional Fees			
	Project Facilitator Contract Costs Learning Media	1350	36	48600
	Professional Advisors Guest Speakers	3750	6	22500
	Total			71100

School Funding	Professional Fees			0
				0
	Total			0
MoE Funding	Professional and other direct costs			0
	Expenses Part Time Facilitator Travel within KC	0.58	750	435
	Expenses for Regional Cluster Network Meetings	500	2	1000
	KC Micro Conferences Costs Printing Admin etc.	125	6	750
	Catering for KC Micro Conferences, Guest Speaker and WP Days	12	600	7200
	Website	600	1	600
	Annual per pupil subscription to NZCER site	1.5	2087	3130.5
	Total			13115.5
School Funding	Professional and other direct costs			0
	List subcontractors, travel, accommodation, short term rentals etc.			0
	Total			0
MoE Funding	Indirect operational costs			0
	To be negotiated			0
	Total			0
School Funding	Indirect operational costs			0
	Maintenance of KC Loop, LMS, Interoperability Tool	3	6384	19152
	Total			19152
MoE Funding	Teacher Development Funds			0
	Working Parties various schools as participating	292	60	17520
	Kapanui Primary School	116	20	2320
	Kapiti Primary School	116	16	1856
	Paekakariki Primary School	116	16	1856
	Paraparaumu Beach Primary School	116	20	2320
	Paraparaumu Primary School	116	16	1856
	St Patricks Primary School	116	16	1856
	Raumati South Primary School	116	20	2320
	Raumati Beach Primary School	116	20	2320
	Paraparaumu College	116	40	4640
	Kapiti College	116	38	4408
	Kenakena Primary School	116	20	2320
	Te Horo Primary School	116	16	1856
	Waikanae Primary School	116	20	2320
Total			49768	

School Funding	Teacher Development Funds			0
	Kapanui Primary School	176	20	3520
	Kapiti Primary School	176	16	2816
	Paekakariki Primary School	176	16	2816
	Paraparaumu Beach Primary School	176	20	3520
	Paraparaumu Primary School	176	16	2816
	St Patricks Primary School	176	16	2816
	Raumati South Primary School	176	20	3520
	Raumati Beach Primary School	176	20	3520
	Paraparaumu College	176	40	7040
	Kapiti College	176	38	6688
	Kenakena Primary School	176	20	3520
	Te Horo Primary School	176	16	2816
	Total			45408
MoE	GST Exclusive Sub Total			133983.50
	GST (@15%)			17476.11
	GST Inclusive Total Budget from MoE Funds			151459.61
School	GST Exclusive Sub Total			64560.00
	Note there is no requirement to work out GST component of school contribution			
GST Exclusive Grand Total			198543.50	

2012 Budget Funding Schedule (these \$ values exclude GST)

Provider	Type	2011 Actual Funding levels	2012 Projected Funding levels
Ministry of Education	Cash	\$125,000.00	\$120,000.00
			(2011 surplus) \$14,000.00
Cluster Schools			
Total School Contributions	Cash and/or Kind	\$55,832.00	\$64,560.00
Total Budget Funding		\$180,832.00	\$198,560.00

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 Programme Outline	\$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	Milestone 1 (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
Completed	1/01/2011	Milestone 2 (due 26.11.10)	\$20,625.00	\$3,093.75	15.0%	\$23,718.75
Completed	1/04/2011	NSSF Progress report to Ministry - C (due 1.4.11)	\$28,125.00	\$4,218.75	15.0%	\$32,343.75
Completed	1/07/2011	Milestone 3 (due 4.6.10) (pay period to 3/06/11)	\$28,125.00	\$4,218.75	15.0%	\$32,343.75
Completed	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	Milestone 4 (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	Milestone 5 (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 Milestone (6) (due 30.11.12)	\$30,000.00	\$4,500.00	15.0%	\$34,500.00
	Total		\$355,000.01	\$51,531.25		\$406,531.26

- 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.....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:

ICT Professional Development Cluster:		Kapiti Collaboration	
Contract No.		Kapiti Collaboration	
To: Howard Baldwin e-Learning Unit Ministry of Education PO Box 1666 WELLINGTON		From: Waikanae School Seddon Street Waikanae Kapiti 5036	
For Professional and Operational Costs:			
	3yr Budget	Actually disbursed, accrued or committed to 31 Dec 2012	Cumulative %
Professional Fees	\$168,907.00	\$106,728.57	63.19%
Professional Costs	\$83,238.00	\$45,853.88	55.09%
Operational Costs	\$53.00	\$53.96	101.81%
Teacher Development Costs (if relevant)	\$102,606.00	\$68,543.63	66.80%
plus Goods and Services tax	\$50,542.00	\$33,177.01	62.34%
Total	\$405,324.00	\$254,357.05	62.75%

Funded by:

	3yr Budget Funding	Actually received, due, or committed to 31 Dec 2012	Actual Cumulative %
Ministry of Education	\$354,800.00	\$221,180.00	62%
School and other non-Moe contribution	\$159,456.00	\$102,636.00	64%
Total	\$495,104.00	\$323,816.00	65%
Accumulated % as budgeted for Milestone 4 due on 25 th November 2011			% As stated in contract budget funding at this Milestone 4 25 November 2011

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 PROGRAMME 2010–2012
(THE 2010 ICT PD COHORT)**

Between the Ministry of Education

And

the Board of Trustees of Waikanae School

DATE: 19 December 2011

**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 December 19th 2011 (“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 8 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 2012 based on a self-review of progress carried out by the cluster. This schedule has the new 2012 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. 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 Innovation unit, Schooling Group
(Referred to in this contract as the "Ministry")

.....
(Signature)

Dated at _____ this _____ day of _____ 2011

Lead School

Signed by

Bevan Campbell Principal Primary School

.....
(Signature)

For and on behalf of the Kapiti Collaboration

Dated at _____ this _____ day of _____ 2011

FIRST SCHEDULE

Schedule One is hereby varied by inserting the following 2012 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/SOI2011/StrategicDirection.aspx>

Scope of the cluster programme

The professional development programme will be delivered between 31 January 2012 and 18 December 2012. Schools from the Kapiti region will be invited to participate in the programme. There will be at least 13 schools and approximately 13 Principals and 300 teachers involved. The cluster plans to expand by 1 school between 31 January 2012 and 18 December 2012. This being Te Horo School The cluster programme has no dependencies or other critical outputs/factors/projects.

2012 Cluster schools

List the schools involved in the programme in 2012, and highlight any variations to the list from 2011. Indicate if the school or its personnel have a specific role.

School Name or Trading Name	Waikanae Primary School	Paraparaumu College	Paekakariki Primary School	Raumati South Primary School
Status within KC	Lead School	Fund Holding School	Participating School	Participating School
Legal Status and Years of Operation	N/A	N/A	N/A	N/A
MoE Number	3056	248	2944	2975
GST Number	37-997-080	29-765-170	52-100-062	51-859-189
Date of last Audit	Jun-11	Jun-11	N/A	N/A
Principal or CEO	Bevan Campbell	Richard Campbell	Andy Lovell	Graham McDonald
Executive Officer	N/A	Catherine Lynskey	N/A	N/A
Finance Manager	N/A	Heather Newall	N/A	N/A
Address	Seddon Street Waikanae 5036	P O Box 288, Paraparaumu.	Wellington Road Paekakariki	PO Box 2007 Raumati Beach Paraparaumu 5255
Email	b.campbell@waikanae.school.nz	lwc@paraparaumucollege.school.nz	administration@paekakariki.school.nz	office@raumatissouth.school.nz
Website address	www.waikanae.school.nz	www.paraparaumucollege.school.nz	www.paekakariki.school.nz	www.raumatissouth.school.nz
Main Phone Number	04 9026544	04 9025170	42928205	42994579
Fax	04 902 6547	04 9025171	42928729	42979590
Mobile	0274 522 618			273896657
July 1 2009 ftte	25.82	87.44	9.19	19.73
July 1 2009 Total Roll	521	1409	172	378
July 1 2009 Year 10 Roll	N/A	290	N/A	N/A
July 1 2009 Year 9 Roll	N/A	329	N/A	N/A
July 1 2009 Year 8 Roll	69	0	23	43
July 1 2009 Year 7 Roll	80	0	14	40
Name and position of likely School Coordinator	Michelle Banks Deputy Principal	Andrea Stonehouse Sharon Gilman Deputy Principal	Katy Hoyland Deputy Principal	Moira Titchener Deputy Principal and Allie Stevenson Assistant Principal
Conflict 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

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 (PO Box 1443)	P.O. Box 2055, Raumati Beach 5032	Donovan Road, PO Box 1441, Paraparaumu Beach 5032	Box 540 Paraparaumu
principal@kapanui.school.nz	klambert@paraparaumubeach.school.nz	raumati@gmail.com	office1@kenakena.school.nz	principal@stpatspara.school.nz
www.kapanui.school.nz	www.paraparaumubeach.school.nz	www.raumatibeach.school.nz	www.kenakena.school.nz	www.stpatspara.school.nz
04 902 5015	04 2985775	04 902 5596	04 2984011	42986780
04 902 5016	04 298 6962	04 902 8344	04 2982011	4298
277531246		021 412 698	027 781 8315	272986780
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	Te Horo 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	3038	N/A
55-276-749	55-442-134	55-024-588		81-261-47
N/A	N/A	N/A	N/A	N/A
Graham Andrew Conner	Laura Diana Snowden	Anthony Joseph Kane	Craig Vidilich, Principal	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	School Road RD Otaki	Unit 8, Lindale complex, SH1 North, Paraparaumu
admin@kapiti.school.nz	admin@paraparaumu.school.nz	kaneto@kapiticollege.school.nz	principal@th.school.nz	paul.norris@norrcom.com
www.kapiti.school.nz	www.paraparaumu.school.nz	www.kapiticollege.co.nz	//www.th.school.nz	www.norrcom.com
04 2985 605	04 298 7900	04 902 5121	06 364 3071	04 905 6940
04 2985 606	04 298 7931	04 902 5126	06 36 3324	04 905 2275
027 241 9099	0274 528 729	021 2160094		029 905 6940
16.57	11	68.51		
321	215	1002		
		242		
		203		
48	35	0	0	
41	33	0	0	
Graham Andrew Conner Principal	Karina Bird Deputy Principal	Andy Pook, Deputy Principal	Craig Vidilich, 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	Norrcom are the IT solutions provider for the majority of Kapiti schools.

FIRST SCHEDULE... continued**1.2 Assigned Personnel****Ministry of Education Contact**

Neil Melhuish Project Leader: e-Learning Capability Phone 04 463 7706 Email mailto:neil.melhuish@minedu.govt.nz	Level 5 St. Paul's Square 45-47 Pipitea Street (PO Box 1666) Thorndon, Wellington 6140
--	---

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
Bevan Campbell	Principal Waikanae School
Bruce MacDonald	Principal Kenakena School
Kaye Brunton	Facilitator

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 Principal**Names:**

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 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

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

FIRST SCHEDULE... continued

2. Programme Goals and Success Indicators

Programme Goals 2010-12	Programme Implementation 2011			Success Indicators for Programme Goals
<p>National Goal 1 Increase the e-learning leadership and ICT capability of regional cluster schools.</p> <p>Your programme Goals <i>To develop evidence-based learning communities both within schools and across the Kapiti Collaborative.</i></p>	<p>Activities</p> <p>OK Principals meeting at least once per term.</p> <p>In-depth Mathematics inquiry Implemented throughout the year. This will include observation of teacher practice.</p> <p>Working parties meeting at up to two times per term.</p> <p>Two Wednesday Wind-Up sessions and Thursday Lead Teacher days per term.</p>	<p>Resources and Budget</p> <p>13 principals meeting at least once per term.</p> <p>Teachers/leaders representing each KC school meeting at least twice per term.</p> <p>Representatives from as many schools as possible on each working party, meeting up to twice per term.</p> <p>Key note presenters As many KC teachers and leaders as possible for the Wednesday sessions (could be up to 300). Up to three leaders/teachers from each school to attend the Lead Teacher days.</p>	<p>Effective delivery</p> <p>Assessment information from PAT, Numeracy and OTJ analysed to determine targets and priorities for professional learning opportunities. Teacher and student survey information used also to determine needs.</p> <p>Minutes of working party and OK Principal (if appropriate) meetings available on KC website. Feedback from working parties to KC Governance group and OK Principals in Term 2 and Term 4.</p> <p>Evaluation of keynotes and lead team days via Survey Monkey.</p> <p>Action plans from each KC school.</p>	<p>Progress indicators and measures</p> <p>Mathematics assessment information will showed improvements in student achievement in Mathematics.</p> <p>Teacher practice observation will show development of teacher knowledge and understanding through effective Mathematics teaching.</p> <p>Working party minutes and presentations will show development of teacher knowledge and capability in areas of assessment in Years 1-3, ICT capability, transition mechanisms from Year 8-9.</p> <p>Wednesday wind-Up and Lead Team day evaluations will identify how content, knowledge has contributed to shifts in teacher practice.</p> <p>Principal evaluations will indicate shifts in teacher knowledge and capability, and how this has been used to enhance student learning.</p>

<p>National Goal 2 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 KC.</i></p>	<p>Activities</p> <p>ICT Events working party to determine needs and plan a programme for the KC.</p> <p>To run workshops determined above.</p> <p>Work with Norrcom to further develop KC Moodle</p>	<p>Resources and Budget</p> <p>Up to 13 teachers meeting up to twice per term.</p> <p>At least one event per term held for all KC teachers. Costs will include teacher release, catering and venue hire.</p> <p>Meetings with Norrcom</p>	<p>Effective delivery</p> <p>Survey to identify teachers' strengths and priorities for development. Meeting minutes and presentation to Governance group.</p> <p>Evaluations from participants.</p> <p>Moodle being used across the KC by the end of 2012.</p>	<p>Effectiveness indicators</p> <p>Comparative data from survey will indicate:</p> <ul style="list-style-type: none"> ◆ Development in teacher knowledge and capability in the use of ICT to enhance teaching and learning; ◆ Changes made to teaching practice in response to planned ICT events. <p>Attendance at ICT events. Evaluations will indicate:</p> <ul style="list-style-type: none"> ◆ Knowledge and capability growth; ◆ Examples of how the knowledge/capability will be used to enhance teaching and promote learning. <p>Moodle will be used to:</p> <ul style="list-style-type: none"> ◆ Share assessment and other teaching information ◆ Store resources.
<p>National Goal 3 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 KC.</i></p>	<p>Activities</p> <p>All schools to contribute PAT and engagement survey data to NZCER KC website by end April.</p> <p>Transition data effectively transferred from primary to secondary schools.</p> <p>Cohort Tracking – sharing profiles, identifying trends, issues, barriers and moderating. Use of engagement survey data also.</p> <p>Mathematics Inquiry – a programme available to all KC teachers to develop knowledge and capability in</p>	<p>Resources and Budget</p> <p>Ongoing maintenance of NZCER KC website.</p> <p>Meeting costs (as per Goal 1).</p> <p>Meeting costs (as per Goal 1).</p> <p>Meeting costs (as per Goal 1).</p>	<p>Effective delivery</p> <p>Longitudinal mathematics information available for analysis and use in determining worthwhile professional learning opportunities.</p> <p>System for transferal of transition data will continue to be streamlined.</p> <p>A clear and strong picture of the nature of the tracked cohort (useful for transition purposes)</p> <p>A coherent and focused professional learning programme around Mathematics for KC teachers planned and</p>	<p>Effectiveness indicators</p> <p>KC/NZCER data will be analysed to identify:</p> <ul style="list-style-type: none"> ◆ Variance in student achievement from 2010-2012 in Mathematics and Reading; ◆ Achievement of various target groups i.e. Maori, Pasifika, Special Needs, boys ◆ Priority areas for further development. <p>Year 9 teachers will use assessment information to identify student learning needs in literacy and numeracy and implications for subject teachers. Teachers identify and discuss strategies and resources that are effective to address identified needs.</p> <p>Collaboration across primary/secondary – sharing of issues, trends and effective practice. A much clearer picture of the needs of tracked students will be developed which should aid in smoother transition.</p> <p>Theory of improvement for Mathematics enacted, monitored and evaluated. Improvements in student achievement in Mathematics and further needs identified from this for the following year.</p>

	identified weakness areas. In-depth inquiry by some KC teachers to develop effective mathematics pedagogy within and across schools.		implemented,	
<p>National Goal 4 Foster new and existing relationships with Government, Local Government, Businesses and members of the community that will strengthen the cluster.</p> <p><i>To continue to build and strengthen the relationships with outside providers and community members.</i></p>	<p>Activities</p> <p>Assessment/Mathematics Pedagogy Capability working party – work with NZCER to further develop KC website.</p> <p>Cohort Tracking – working with NZCER with Me and My School engagement survey.</p> <p>ICT Events – work with Norrcom to further development of KC Moodle.</p> <p>ICT Events to plan events to develop ICT capability.</p> <p>ICT Events to plan an event in term 3 or 4 to showcase teacher and student work with ICT.</p>	<p>Resources and Budget</p> <p>See above.</p> <p>See above.</p> <p>Ongoing Moodle related costs.</p> <p>Venue hireage, catering and possible equipment hire.</p>	<p>Effective delivery</p> <p>NZCER will now have data for 2010-2012 entered and used for determining student and teacher learning needs.</p> <p>All schools participate in Me and My School.</p> <p>Moodle being used widely by KC teachers.</p> <p>An event held at least once per term.</p> <p>Sharing of ideas and successes across the KC via a conference-type day.</p>	<p>Effectiveness indicators</p> <p>Strong collaborative relationship with NZCER and assessment information being widely available in a useful format to all KC schools and teachers.</p> <p>As above.</p> <p>Teachers accessing and sharing useful information and resources within and across KC schools.</p> <p>Students and teachers collaborating and sharing ICT related activity. Growth in teacher knowledge and capability. Involvement of outside providers.</p> <p>As above.</p>
<p>National Goal 5 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><i>To share and collect the learning stories of the KC.</i></p>	<p>Activities</p> <p>ICT working party to plan reflections.</p> <p>Develop and upload at least 4 summary articles to the VLN by 30 December 2012.</p>	<p>Resources and Budget</p> <p>20 hours working party time.</p> <p>Access to VL.N.</p>	<p>Effective delivery</p> <p>Active participation from a range of cluster personnel, timely delivery of online reflections.</p> <p>Summaries have a sound evidence basis.</p> <p>Summaries inform programme planning.</p>	<p>Effectiveness indicators</p> <p>Approval of national facilitator as part of milestone process.</p> <p>Summaries uploaded to VLN.</p> <p>Unsolicited inquiries about KC practice from other schools.</p>

SECOND SCHEDULE – Reporting

Schedule Two is hereby varied by the deletion of the existing Schedule Two and replacing it 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.

SECOND SCHEDULE...continued**Milestones****5. Activities carried out and results achieved during the Milestone 5 period which is due on 3 June 2012.****Specifically:**

- 5.1 Liaise with the National Facilitator assigned by the Ministry to this project.
- 5.2 Report on your programme implementation during the milestone period and provide an explanation for any significant variation from the planned programme.
- 5.3 Upload reflective summaries of progress into the VLN website as per your programme plan.
- 5.4 Provide a summary of progress towards cluster programme goals that have not been outlined in 5.3
- 5.5 Provide detail of changes to programme personnel or roles.
- 5.6 Provide a disbursement schedule showing expenditure to June 30th 2011 and provide an explanation for variation from budget as necessary.

Work to be completed to achieve Milestone 6 which is due on 1 February 2013.**6. Activities carried out and results achieved during the Milestone 6 period.****Specifically:**

- 6.1 Liaise with the National Facilitator assigned by the Ministry to this project.
- 6.2 Report on your programme implementation during the milestone period and provide an explanation for any significant variation from the planned programme.
- 6.3 Upload reflective summaries of progress into the VLN website as per your programme plan.
- 6.4 Provide a summary of progress towards cluster programme goals. Include any relevant information that is not recorded in your online professional reflections.
- 6.5 Complete an observation of the key lessons learned in the contract
- 6.6 Provide details of the cluster's contribution to the wider network of schools
- 6.7 Complete any survey tool as required by the Ministry for the purpose of national programme evaluation.
- 6.8 Provide a disbursement schedule showing expenditure to from January 1st 2012 to December 31st 2012 and provide an explanation for variation from budget as necessary.
- 6.9 Provide financial statements that detail all the expenditure of the ICT PD contract funds against all cost centres

SECOND SCHEDULE...continued**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 and copy of your ICT PD programme account ledgers 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.
3. The contractor will provide an invoice for Milestone 6 (the 'exit milestone') that reflects the actual expenditure of the ICT PD cluster programme at 31st December 2012. All ICT PD programme funds that have not been disbursed by this date are to be returned to the Ministry of Education.

THIRD SCHEDULE — Finances

Schedule Three is hereby varied by the deletion of the existing Schedule Three and replacing it with the following:

Budget

The Ministry will provide funding to the Board up to a maximum amount of **\$406,531.26** GST inclusive for the three years of this contract.

2011 Budget variation

Funds carried over from 2011 are **\$14,000.00**

The reasons for this accrual are:

1. Reduced claims by individual school
2. Cluster management not attending as many conferences as budgeted for
3. Lower than expected Professional Costs
4. Lower than expected Professional Fees (Facilitator costs lower due to transfer to Learning Media

The actions that have been taken to ensure the accuracy of future budgeting are:

1. Contract for Facilitator with Learning media for 12 months rather than nine. Costing's agreed at signing of contract with Learning Media in December 2011
2. Amended budget allocations for management attendance at Conferences
3. Professional Costs budgets for 2012 amended to match 2011 actuals

These funds are included in the total budget for 2012 as detailed below and will be disbursed by the 30th June 2012.

2012 Programme Budget

Total Fees & Costs Budget i.e. Resources planned to be applied to this ICT PD Cluster programme.				
	Budget Item Description	Rates	Inputs for 2012	
			Quantities	Value
MoE Funding	Professional Fees			
	Project Facilitator Contract Costs Learning Media	1350	36	48600
	Professional Advisors Guest Speakers	3750	6	22500
	Total			71100

School Funding	Professional Fees			0
				0
	Total			0
MoE Funding	Professional and other direct costs			0
	Expenses Part Time Facilitator Travel within KC	0.58	750	435
	Expenses for Regional Cluster Network Meetings	500	2	1000
	KC Micro Conferences Costs Printing Admin etc.	125	6	750
	Catering for KC Micro Conferences, Guest Speaker and WP Days	12	600	7200
	Website	600	1	600
	Annual per pupil subscription to NZCER site	1.5	2087	3130.5
	Total			13115.5
School Funding	Professional and other direct costs			0
	List subcontractors, travel, accommodation, short term rentals etc.			0
	Total			0
MoE Funding	Indirect operational costs			0
	To be negotiated			0
	Total			0
School Funding	Indirect operational costs			0
	Maintenance of KC Loop, LMS, Interoperability Tool	3	6384	19152
	Total			19152
MoE Funding	Teacher Development Funds			0
	Working Parties various schools as participating	292	60	17520
	Kapanui Primary School	116	20	2320
	Kapiti Primary School	116	16	1856
	Paekakariki Primary School	116	16	1856
	Paraparaumu Beach Primary School	116	20	2320
	Paraparaumu Primary School	116	16	1856
	St Patricks Primary School	116	16	1856
	Raumati South Primary School	116	20	2320
	Raumati Beach Primary School	116	20	2320
	Paraparaumu College	116	40	4640
	Kapiti College	116	38	4408
	Kenakena Primary School	116	20	2320
	Te Horo Primary School	116	16	1856
	Waikanae Primary School	116	20	2320
Total			49768	

School Funding	Teacher Development Funds			0
	Kapanui Primary School	176	20	3520
	Kapiti Primary School	176	16	2816
	Paekakariki Primary School	176	16	2816
	Paraparaumu Beach Primary School	176	20	3520
	Paraparaumu Primary School	176	16	2816
	St Patricks Primary School	176	16	2816
	Raumati South Primary School	176	20	3520
	Raumati Beach Primary School	176	20	3520
	Paraparaumu College	176	40	7040
	Kapiti College	176	38	6688
	Kenakena Primary School	176	20	3520
	Te Horo Primary School	176	16	2816
		Total		45408
MoE	GST Exclusive Sub Total			133983.50
	GST (@15%)			17476.11
	GST Inclusive Total Budget from MoE Funds			151459.61
School	GST Exclusive Sub Total			64560.00
	Note there is no requirement to work out GST component of school contribution			
GST Exclusive Grand Total				198543.50

2012 Budget Funding Schedule (these \$ values exclude GST)

Provider	Type	2011 Actual Funding levels	2012 Projected Funding levels
Ministry of Education	Cash	\$125,000.00	\$120,000.00
			(2011 surplus) \$14,000.00
Cluster Schools			
Total School Contributions	Cash and/or Kind	\$55,832.00	\$64,560.00
Total Budget Funding		\$180,832.00	\$198,560.00

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 Programme Outline	\$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	Milestone 1 (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
Completed	1/01/2011	Milestone 2 (due 26.11.10)	\$20,625.00	\$3,093.75	15.0%	\$23,718.75
Completed	1/04/2011	NSSF Progress report to Ministry - C (due 1.4.11)	\$28,125.00	\$4,218.75	15.0%	\$32,343.75
Completed	1/07/2011	Milestone 3 (due 4.6.10) (pay period to 3/06/11)	\$28,125.00	\$4,218.75	15.0%	\$32,343.75
Completed	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	Milestone 4 (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	Milestone 5 (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 Milestone (6) (due 30.11.12)	\$30,000.00	\$4,500.00	15.0%	\$34,500.00
	Total		\$355,000.01	\$51,531.25		\$406,531.26

- 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.....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:

ICT Professional Development Cluster:		Kapiti Collaboration	
Contract No.		Kapiti Collaboration	
To: Howard Baldwin e-Learning Unit Ministry of Education PO Box 1666 WELLINGTON		From: Waikanae School Seddon Street Waikanae Kapiti 5036	
For Professional and Operational Costs:			
	3yr Budget	Actually disbursed, accrued or committed to 31 Dec 2012	Cumulative %
Professional Fees	\$168,907.00	\$106,728.57	63.19%
Professional Costs	\$83,238.00	\$45,853.88	55.09%
Operational Costs	\$53.00	\$53.96	101.81%
Teacher Development Costs (if relevant)	\$102,606.00	\$68,543.63	66.80%
plus Goods and Services tax	\$50,542.00	\$33,177.01	62.34%
Total	\$405,324.00	\$254,357.05	62.75%

Funded by:

	3yr Budget Funding	Actually received, due, or committed to 31 Dec 2012	Actual Cumulative %
Ministry of Education	\$354,800.00	\$221,180.00	62%
School and other non-Moe contribution	\$159,456.00	\$102,636.00	64%
Total	\$495,104.00	\$323,816.00	65%
Accumulated % as budgeted for Milestone 4 due on 25 th November 2011			% As stated in contract budget funding at this Milestone 4 25 November 2011

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.