

# NewsFirst|08

THE FIRST-TIME PRINCIPALS PROGRAMME

He Hōtaka mō ngā Tumuaki hou

APRIL 2008

## KIA ORA TATOU

**First-time Principals Programme  
(2008 Cohort)  
Final Information for  
Residential Course One  
Starting Your Leadership  
(9.45am Tuesday 22<sup>nd</sup> April to  
3.30 pm Thursday 24<sup>th</sup> April)  
Centra Auckland Airport Hotel  
Auckland**

**PLEASE READ THIS  
INFORMATION AS SOON AS  
POSSIBLE**

Greetings to all first-time principals in the 2008 cohort of the First-time Principals Programme, as well as those from 2007 and 2006 who will be attending the upcoming residential course.

The project team for the First-time Principals Programme looks forward to welcoming you at the first residential course for the 2008 cohort. This April edition of NewsFirst08 is our final communication with you prior to Residential Course One in Auckland, 22<sup>nd</sup> – 24<sup>th</sup> April.

Thank you for taking the time to carefully read the following information. Should you require further information or assistance about the upcoming residential course please contact Kelly Stuart (Project Coordinator), telephone (09) 373 7599 ext 83095 or email [k.stuart@auckland.ac.nz](mailto:k.stuart@auckland.ac.nz)

## RESIDENTIAL COURSE ONE ALMOST HERE!

Yes, it is now just a few days before the first course *Starting Your Leadership*. You should by now have completed your travel arrangements and accommodation arrangements. If you have not already selected your Options Sessions online for the course, please remember to do this prior to the course. For some options sessions there is a seating limit, so the sooner you select your options the more likely it is that you will have your first choice of sessions. *Please refer to the March edition of NewsFirst08 (Selection of Options Sessions)* for further information about selecting Options Sessions and Residential Course One. It will be helpful if you read the section *Residential Courses* in your FTTP Resource pack prior to the course to assist your preparations.

Here at the project office we are currently putting the final touches to the course arrangements. We look forward to welcoming you and meeting you at the course on Tuesday 22<sup>nd</sup> April at the Centra Auckland Airport Hotel commencing at 9.45am.

## POWHIRI ARRANGEMENTS

The Residential Course One opens with a powhiri. As the venue is located in the Tainui area the powhiri follows the Tainui iwi protocol. Tainui are the tangata whenua (hosts). You, the manuhiri

(guests), will be welcomed formally to the course by the kaumatua Kepa Stirling representing Tainui. Wairangi Jones, a First-time Principal from Taumurunui High School, will speak for you – the Manuhiri. Details on how the powhiri will be conducted will be in the packs you receive on arrival at the residential venue. Please make yourselves familiar with these powhiri details so that you can follow the proceedings.

## TRAVEL & AIRPORT TRANSFERS

Please see the map (*attached*) for location of the Centra Auckland Airport Hotel. Please ensure that your travel arrangements are completed and you have received your E-ticket from HRG Travel. If not please contact [uoagroups@nz.hrgworldwide.com](mailto:uoagroups@nz.hrgworldwide.com) If you are travelling by air on your arrival please **look for a First-time Principals Programme welcome sign** as Mentors may be there to greet you. All participants should take and pay for (at your personal expense or BOT expense) the **Centra shuttle bus to the Centra Auckland Airport Hotel**. The cost of this is \$5 for a return ticket. This bus has the words 'Centra' on it. The shuttle bus leaves the domestic terminal at 10 past and 20 to the hour from Air New Zealand - Door 6 & Qantas - Door 1.

## PARKING

There is no charge for parking at the Centra Auckland Airport Hotel,

Please note there is a barrier arm to get into the secure parking area. Please take a docket as you enter the carpark. It is very important that you secure your vehicle and leave no belongings in your car.

## HOTEL

The hotel venue for the residential course in Auckland is **Centra Auckland Airport Hotel** Cnr Kirkbride and Ascot Roads Mangere Auckland  
You can view its facilities and other information at [www.centra.co.nz](http://www.centra.co.nz)  
A map is attached.

The confirmed hotel booking list of who is accommodated at the Centra Auckland Airport Hotel is attached. This is ordered alphabetically by surname. Note - If you are Auckland-based and not staying in, you will not be on this list.

## HOTEL ARRIVAL AND CHECK-IN

For those of you arriving Tuesday morning, please note that as it is hotel industry standard practice, your room will not be available until the end of Tuesday. Check in will be at 4.45pm.

**Important.** Please ensure you **name all of your bags.** Once you enter the Centra Auckland Airport Hotel please go straight to reception to arrange luggage storage. They will then give you a docket. This will ensure all your luggage gets delivered to the correct place. If you have a computer or valuables please let them know (and you will get a second docket). Your luggage will be stored and then transferred to your room when it is ready. Please take your blue resource pack and writing equipment you may need on Day One out of your luggage before it is stored. Because a lot of luggage now looks the same please ensure you have some obvious identification attached to the outside of your luggage. In the past at the end of the residential some luggage has gone to the wrong end of the

country because of look-a-like luggage.

## REGISTRATION

After organising your luggage please proceed to the First-time Principals Programme registration desk in the hotel foyer to collect your course pack. The registration desk will be open from 8:30am onwards. Tea and coffee will be available in the foyer prior to 9.45am. There will be morning tea at 10.30am. It will be appreciated if all participants are in the foyer by 9.30am for the powhiri starting at 9.45am. Thank you.

## WHAT TO BRING

Writing material, your Resource Pack, laptop (optional), enthusiasm and a sense of humour.

## DRESS

Smart casual. There is no formal dinner. Many participants bring a change of clothes to wear to the evening meal.

## REFRESHMENTS

Please note that hotel room mini bar refreshment items, room service, telephone calls and email service are **your personal hotel costs.** At meal times, fruit juice and mineral water are complimentary. At all times, **alcohol is a personal cost.**

## PROFESSIONAL CONDUCT

Presenters have devoted significant thought to their session. We appreciate their expertise and generosity. We expect principals to model punctuality and courtesy.

## MENTOR ASSISTANCE

There will be confidential mentor assistance available each day at the course, for those of you who are dealing with any issues and would like some advice, support or assistance during the course. Please see the **Administration desk** at any time to book an appointment for a meeting with a mentor. Check the

timetable to see when mentoring assistance is offered.

## YOUR FEEDBACK MATTERS

At Residential Course One all participants are divided into seven sector groups for workshop activities. Each sector group will select a representative to articulate the views of the group to the Director and Associate Director of the First-time Principals Programme during and between residential courses.

The representatives form the 2008 First-time Principals Advisory Group and continue in that role until the conclusion of the 2008 induction programme in June 2009. We encourage you to read the information below about what the Advisory group does. Please give some thought to whether this role interests you or who you think will do this well for your sector group.

Each group will select its representative at the end of the second sector group workshop on the first day of the residential course.

### The role of the Advisory Group:

- The Advisory Group consults with the Director and Associate Director about the delivery of the First-time Principals Programme.
- The Advisory Group provides feedback about the content of proposed residential course programmes and resources in development to ensure that the learning needs and interests of each sector group are considered and responded to.
- Advisory Group representatives are expected to gather constructive feedback during the residential course about ways in which the course could be improved.

- The Advisory Group will meet with the Project and Associate Directors at each residential course to share and discuss comments and suggestions from each of the sector groups.
- Advisory Group representatives will represent the first-time principal colleagues by assisting with hosting VIP guests and speak on behalf of the participants during some residential course events.

### FREE EVENING ON WEDNESDAY NIGHT!

Wednesday evening will be a free evening. This will allow you to catch up with your colleagues, family or friends for dinner outside of the hotel. You can make arrangements at the hotel reception for transport into the city (this will be at your personal cost). The approx cost of a taxi into the city is \$55-\$60. Please plan what you wish to do for this night. You are able to book into the Centra for the evening meal but please note this will be at your own cost.

### CANCELLATION POLICY

All participants are reminded that in the unlikely event that you are unable to attend the residential course you must inform the Project Coordinator at least one week in advance of the commencement of the course. Otherwise, you will incur a cancellation fee of accommodation, meal and airline ticket costs. Genuine emergency cases will be given consideration.

### EMERGENCY CONTACT

Should you experience an unexpected serious situation immediately prior to or during the residential course, please contact Kelly Stuart (Project Coordinator) on 021 372238.

### FTPP RESOURCE PACK IN YOUR MAIL BOX

By now each 2008 first-time principal enrolled in the First-time

Principals Programme should have received their copy of the FTPP Resource Pack. If you have not received your resource pack please contact the project office [linda.oliver@auckland.ac.nz](mailto:linda.oliver@auckland.ac.nz)

It is important that you take time to read the items in the pack. Well done to those of you have.

### ONLINE UPDATE

We encourage you to go to the Leadership area of LeadSpace and visit the PEN online community- Click on F.T.P Online. There you will find an area where you can share with other principals, any issues, large of small. Your LeadSpace facilitator will be making a visit to you to assist you with finding your way around the Leadspace portal. The LeadSpace facilitators will also be available at Residential Course One to assist you with any online concerns or LeadSpace queries. All FTPs who contribute to the LeadSpace site either before or during the residential course will go into a draw for a Webcam.

### MENTORING MATTERS

Your mentor should have already been in contact with you to arrange a School-based Visit for either this term or early next term. If you have any questions or queries about mentoring please contact Jill Lunn for Primary 09 373 7599 ext 85870 or John Locke for Secondary and Kura 021 801277 / 09 373 7599 ext 82929.

### USEFUL RESOURCES FOR FTPs

As you know, the information provided when you fill in SALTAL forms the basis of your personal professional learning plan. Our researcher Connie Chai also uses this information to search for patterns to see if there are some common challenges faced by all FTPs. Connie has discovered that several areas in particular present sustained challenges. We have developed some on-line resources to assist you with these issues.

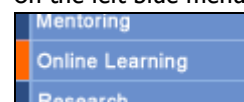
### Two Online modules are available: **Planning and Reporting** and **The Elements of Teaching Effectiveness**

These are self tutoring short courses designed to inform you about some of the leadership issues that many first-time principals have difficulty with. The Teaching Effectiveness module can also be used as a professional development resource with your staff.

To access these resources simply follow the guide below.

1. Go to the FTPP website. [www.firstprincipals.ac.nz](http://www.firstprincipals.ac.nz)

2. Click on Online Learning which is on the left blue menu panel.



3. Scroll down the page to the [Leadspace Learning Communities](#) section.

4. There you will see the two modules.

**Module 1: Planning and Reporting**  
This module takes planning and reporting to the next level by exploring the contribution it can make to your effective school. The resources provided are intended to address the differing factors encountered in the process.

[To view this module please click here](#)

**Module 2: The Elements of Teaching Effectiveness**  
This module provides principals with  
-the latest research about the most influential practices for student achievement, and  
-strategies to identify if these practices are being used in your school  
-resources to help them introduce effective practices.

The resources provided with module 2 are designed to help with assessing teaching effectiveness, and to help you develop a plan for improvement.

[To view this module please click here](#)

We are currently working on two more modules

### **Tackling Tough Issues** and **Leading Learning with ICT.**

**Ka kite ano John Locke (Director) & the First-time Principals Programme Project Team**