



## **RTL B CLUSTER 28 NEWSLETTER 1 March 2012**

*“Whaia te iti kahurangi- Reach for the stars”*  
(Whakatuaki Pg 25, He Reo Tupu, He Reo - Ora MOE)

### **Kia ora Cluster 28 Principals**

We are delighted to at last be able to communicate directly with you all. The collection and collation of email addresses for all 111 schools, despite our best efforts, has been a long and difficult task. We requested your contacts from Ministry of Education in November 2011 and again in February 2012. Thanks to our RTL B teachers efforts, we think we have everyone on our email list. If you see an error or omission with the list please let us know and if anyone you know has been missed, feel free to forward this on to them.

The Ministry of Education have told us that they are not forwarding hard copies of these to school, we suggest that you read and download the newsletters from 2011 and the new toolkit from the MOE website - under “TKI” – “communities” – “RTL B transformation”. To help inform you of the transformation process to date.

The transformation process is large and is constantly evolving as Ministry of Education respond to RTL B Cluster issues as they arise. Obviously the process will take time to implement. There are some huge changes required. We acknowledge that change can be difficult and anxiety provoking for everyone involved. We look forward to your patience and support during this time as we work to keep the service to delivering the best possible outcomes for students in Cluster 28.

### **Employment:**

With numerous employment issues that have arisen because of the transfer, we continue to spend a large proportion of time, in working to resolve these. This has been very time consuming and some have been resolved yet. Once they have been resolved we hope to advertise one RTL B position. This will give us the 30 RTL B we are entitled to for the Cluster. The total number of RTL B entitlement for Cluster 28 is less than previously for our 111 schools in 2011 which is of concern to schools.

**Referrals:**

To get the service in action across the larger cluster we have set up three interim sub clusters comprising groups of satellite schools. These include:

South –Northland, Owhiro Bay, Miramar St Pats.

Central: Rewa Rewa, Tawa, Khandallah

North – Windley, Maraeroa, Aotea, Titahi Bay, Mana College.

Each sub cluster consists of approximately 10 RTLB

Each sub-committee has had their first meetings so that referrals can be actioned as quickly as possible.

The brief for RTLB in the interim is for each RTLB to conduct business as usual until new processes and forms are developed. RTLB are using referral forms from last year.

Across our cluster, RTLB currently have 285 cases being worked on and 44 waiting. Intake meetings are being held regularly to continue the process of assessing referrals according to school and student needs and taking on case work accordingly. There is disparity in methods of referral, priority listing and intake procedures between and within previous clusters. This has led to intake committees grappling to find common ground to assess referrals. We are working together to formulate consistent methods across the cluster.

**Year 11-13 funding:**

Ministry of Education directions and the new toolkit state that the funding is not to be pro rata as previously. This needs to be needs based. However, following communication with MOE they have agreed to formulate guidelines to be used from term two. In the interim to enable colleges to access some funding we have given our RTLB a simple form to get completed and sent to Warren. Once approved, the college can invoice the Cluster immediately for the funds. This process will enable access to 20% of last years funding for this term only to provide for student needs in Year 11-13.

**Accommodation:**

Most former host schools have agreed to be satellite schools in the new cluster. We are grateful for this support. Warren has visited most satellite schools and has a further two more to visit. The recurring message he has received, has been about the usefulness of the RTLB and the good work they do. We acknowledge that Satellite schools are receiving less funding for hosting RTLB than previously, which has been a challenge for these schools and the service.

We currently have fourteen RTLB offices. We are considering amalgamating RTLB into larger satellite groups to enable greater efficiencies. If you know of any large spaces available in schools please let us know.

**Interim Advisory Group:**

We are in the process of setting up an Interim Advisory Group with a number of volunteering and expressing their interest in supporting the transformation process. This Interim Group includes some representation from the wide range of interested shareholders. They are:

Louise Green –principal (contributing primary)

Janice Shramka –principal. (full primary)

Mike Webster –principal (secondary)

Ani Crawford - Kura Representative

Fran Nolan and Hazel Oats –RTLB

Anse Nortje - MOE

Saroja Casinader-MOESE (Wellington Manager)

Jane Hossack- SENCO (Primary)

Karen Hardie - Lead school principal  
Warren Rankin - Cluster Manager

This interim group are meeting next week to support the transformation process in this Cluster. We thank these people for their assistance in the initial stages of the process.

### **Liaison RTLB for cluster schools.**

A system has been set up to help keep schools informed and supported. Each RTLB has a group of liaison schools they are responsible for. The liaison role is developing but will initially be to inform schools, to attend special needs committee meetings, to discuss possible referrals and to network with the Principal and SENCO in Cluster 28 Schools. These liaison RTLB may or may not be the RTLBs who action referrals from their liaison schools.

Please find a draft list of the liaison RTLB for schools attached.

### **RTLB transformation progress**

RTLB have met together three times this term.

These meetings have included professional development in Glasser Choice Theory at a teacher only day on 28 January, setting up GMAIL and learning to use Google apps., to strengthen their work and improve communication across the Cluster.

Last Thursday RTLB met to begin developing new forms, writing new operational policy and procedures, as well as starting to formulate a name a vision, mission statement and values for the new cluster. RTLB are meeting at Mana College on 12 March to continue this work in the transformation process. Please find FAQ sheet attached to help inform you of the process to date.

### **Study:**

In 2012 there are five RTLB involved in the RTLB training in our Cluster. This means that each of these RTLB carry a reduced caseload this year, and are entitled to half day a week to work on their study.

### **Finance:**

We are currently developing a draft budget. This is proving to be a challenging. We have had difficulty obtaining last years figures from previous fundholder schools and data from MOE to assist us with this process. As soon as we have the necessary information including outstanding funds to be transferred to the new cluster we will inform you further of the budget for the Cluster. In the interim for the Cluster to function we have enabled an LSF protocol which enables LSF to be allocated at approximately \$1,000 per RTLB for Term 1. This is to assist the needs of students on RTLB role/caseload..

### **Needs Analysis:**

Within the Toolkit, please note that we are required by the Ministry of Education to do a substantial Needs Analysis and Annual Plan for the cluster. With 111 schools, please understand this is a major undertaking. We will require school data on such things as underachieving students, behaviour issues, access to support, school initiatives and data referring to Maori and Pasifika in particular. RTLB will request this data from schools this term. We appreciate your support in this process in providing this information as soon as possible to assist the requirements. The Needs Analysis will drive the functioning of the cluster for the future and will be reviewed regularly. A Strategic Plan will be developed for the year. Some possible changes may include such things as RTLB changing satellite schools to more easily meet geographic and student needs.

**Ministry of Education - Special Education Support**

We acknowledge and appreciate the initial ongoing support from individuals and groups within MOE Special Education. We look forward to maintaining and developing these relationships as we work together in partnership to provide for the needs of students in Cluster 28.

Throughout the transformation period we will do our best to keep you informed as developments proceed and the Ministry of Education information comes to hand. To this end, please see attached a letter we attempted to send at the end of last year without success due to lack of your contact details.

Please find attached our initial newsletter we tried to send in December 2011, but did not reach you

Finally we look forward to working positively with you as we strive to provide the best service possible for the students in our Cluster

Warren Rankin  
Cluster Manager

Karen Hardie  
Lead School Principal