



He Whānau Manaaki o Tararua
Free Kindergarten Association Incorporated

Date Effective: July 2020

Review Date: July 2022

Meeting Attendance for Teachers

Responsible to:	Chief Executive Officer
Applies to:	All teaching staff
Purpose:	To ensure all teachers are aware of the expectations regarding their attendance at meetings.
References:	Kindergarten Teachers, Head Teachers and Senior Teachers' Collective Agreement (KTCA) Leave for Teachers and the Use of Term Breaks and Professional Development Days Policy

Policy

Background/Context

1. He Whānau Manaaki Kindergartens (WMK) employs many teachers who work part-time and so work hours vary within our diverse workforce. Therefore, expectations need to be clear and understood.
2. There is specific Professional Learning and Development (PLD) that needs to be kept current and certain times WMK believes all teachers should meet together, to strengthen networks and be part of ongoing communication with WMK management. However, WMK also believes that for PLD to be most effective and meaningful, teachers should have as much choice as possible regarding their uptake and engagement. Therefore, while there are certain meetings and PLD that all teachers are required to attend, these are kept to a minimum.
3. WMK provides PLD Leave ("Professional Time" days) and Teachers are able to use this leave as and when they wish, in consultation with their Head Teacher where appropriate, and do not need to account for every day. Teachers are paid as usual for all PLD Leave days, such as during the Term Breaks, whether or not they were actually engaged in PLD. WMK expects that Teachers will make professional decisions about how they engage in PLD across the year, and how they will enhance their knowledge and practice.
4. All Teachers are paid an annual salary, rather than an hourly rate. While the expectations of work hours do need to be specified, particularly for Teachers who work part time, it is expected that there will be some flexibility, as far as is possible, in order to be able to engage in PLD, professional discussions and meetings.

5. There are occasions when Teachers may attend work, or work-related events which may be technically outside their normal hours, such as attendance at PLD, committee meetings and fundraising events. While attendance at these events or meetings is not compulsory, it is recognised that engaging in such activities has a significant benefits on relationships with the community and within the team, and builds the professional knowledge, skills and practice of Teachers – all part of the professional responsibility of a Teacher.

Whole Staff Meeting

6. WMK holds a Whole Staff Meeting once per year, usually on the first day of the July Term Break/Close-down. Attendance at this meeting is compulsory for all Teachers. The date is published well in advance of the meeting to give Teachers the ability to make arrangements to attend this meeting.
7. All kindergartens are closed for the entire week in which the meeting is held, however attendance at work or at PLD is not compulsory for that week (other than the Whole Staff Meeting). Therefore, attendance at the Whole Staff Meeting is not considered to be in addition to normal hours and so Teachers will be paid only for their normal weekly hours.
8. As the Whole Staff Meeting Teachers are asked to avoid planning holidays on the day of the Meeting. If something arises that is unavoidable, meaning a Teacher is not able to attend the meeting, they must request leave. Any requests will be considered by the Chief Executive and if granted, will usually be granted as Leave Without Pay.

Regional Staff Meetings

9. Regional Staff Meetings (RSMs) are planned by the Senior Teachers and held once per term in the first, second and third terms of each year. Attendance at these meeting is compulsory for all Teachers. The date is published well in advance of the meeting to give Teachers the ability to make arrangements to attend the meetings.
10. It is expected that, in consultation with their Head Teacher, Teachers who work part time will use non-contact that week to attend the RSM. This may mean rearranging/altering their work hours that week, effectively using a 'time in lieu' approach.
11. If a Teacher is unable to attend the RSM in their region (for reasons other than Sick Leave or Bereavement) it is expected that they will attend an RMS in another region. Teachers should let their Senior Teacher know if they are unable to attend their 'local' RSM.

Team Meetings

12. All teams must plan and hold a Team Planning at least once per week in the case of School Day Kindergartens, and at least once per fortnight in the case of Full Day Kindergartens.
13. These meetings will be part of the rostered and paid hours of every teacher, whether they work full time or part time and so attendance is required.

Senior Teacher Visits

14. Senior Teachers visit kindergartens regularly and there will be times when this visit includes professional discussion with teams. It is expected that all Teachers will be part of these discussions.
15. Senior Teachers will make every attempt to schedule the visits at times when all Teachers (including Teachers who work Part Time) are there, i.e. it is within their normal hours. If this isn't possible, in consultation with their Head Teacher, Teachers who work part time may be able to rearrange/alter their non-contact work hours that week, effectively using a 'time in lieu' approach. If this isn't possible, Teachers who work Part-time may be paid for additional hours that week. This should be discussed with, and approved by, the Senior Teacher, prior to the meeting.

Attendance at Other Events

16. It is expected that Teaching teams will discuss upcoming events or activities so they agree, plan for, and schedule attendance or engagement in these events, in a way that is fair and that has positive impact for Teachers and the community. In consultation with Head Teachers, it may be possible for a Teacher to have some flexibility with their work hours in the week before or after the event, or move their non-contact hours around, to take account of additional work that may be associated with these events or activities.
17. From time to time Teachers may be required to attend a second meeting for the Association (not ST visit) and if this falls outside usual hours of work for a Teacher who works part time, then WMK may pay the additional hours for the duration of the meeting. This should be discussed and approved beforehand and if payment is to be made the HR Manager will advise the process to be followed.