



## **PPCB Professional Coaching, Professional Learning and Wellbeing Support Fund Updated 24 November 2023**

From the beginning of Term 2 2023, PPCB principals can access an entitlement of up to \$6,000 per annum for professional coaching and support for their professional wellbeing and leadership role. Section 4.8 PPCBU Primary Principals Collective Agreement.

### **Purpose**

The purpose of the support is to support and ensure principal leadership development and wellbeing

### **How the Allowance will be paid**

In each of 2023 and 2024, principals can access an entitlement of up to \$6,000 per annum for professional coaching and support for their leadership role including professional development. The \$6,000 fund will be a line item tagged in operational funding for the purposes of professional coaching, PLD and support for the principal.

### **Criteria for the fund:**

1. The Principal consults with the Presiding Member as to the use of the funds ensuring it supports the Hauora of the Principal in their role as Chief Executive
2. Funding can also be used to develop or support Principals in their leadership of the school
3. Providers of coaching, mentoring or professional development providers should not be related to the Principal or otherwise be conflicted
4. Providers should be appropriately qualified and fit for purpose
5. Funding is not intended for curriculum-related PLD but can be used for leadership PLD
6. An annual declaration will be made by the Principal and Presiding Member on the use of the funds. The declaration shall be made no later than the last day of Term 4 each year. This is for auditing purposes.
7. **Accessing this entitlement should not prevent a principal and school board agreeing that the principal can access additional coaching, professional development and support in excess of \$6,000.**

**This allowance is not intended to be used for the purpose of purchasing goods or assets in support of wellbeing.** They should be **confined to professional coaching that enhances your leadership skills and ability to carry out your leadership of the school. Alternatively, a service, experience or activity that supports your physical, mental or emotional wellbeing reducing the intensity of your role** and has a clear link that enhances or maintains the ability of the principal to function in their role.

### **Things to consider in using this fund**

Principals need to be mindful of the six principles of Sensitive Expenditure when making decisions on its use. Consider the 6 principles together:

- **have a justifiable business purpose** . Does the use of the fund link to your role as a principal ie the education of students e.g coaching and mentoring ,conferences, courses PGC, PLG, releasing staff to support principals to carry out duties
- **preserve impartiality**. Impartiality means decisions based on objective criteria, rather than based on any sort of bias, preference, or improper reason; eg visiting family seen as a private benefit see below.
- **be made with integrity**. true to the values, purposes, and duties for which that power is entrusted to, or held by you as a principal. The Office of the Auditor-General reminds us that “leaders should actively promote ethical behaviours through role modelling, reinforcement, and communication.”
- **be moderate and conservative** when viewed from the standpoint of the public
- **be made transparently**.
- **be made with proper authority**. Those who approve expenditure

***This fund is not to be used for anything that would be deemed to give private personal benefit to the principal. If it does the board must apply for concurrence from the MoE. This would include gym memberships etc but not necessarily professional membership as it is “part of the job”***

***You cannot spend the fund on an asset.***

So

- Does the expenditure support the principal in their professional leadership role and/or further the aims of the school or kura?
- Could there be a perception of personal gain for the principal from this expenditure?
- How would the Office of the Auditor-General view the spending?
- Could the board justify this expenditure to a taxpayer or parent?
- Would publicity over this spending adversely affect the school or kura?

(There may be circumstances where a board uses its resources as a recruitment incentive eg funding fuel, housing costs, gym memberships In this case the board needs to apply for concurrence from the Ministry of Education.)

### **Incidental and related expenses**

Incidental expenses such as travel and accommodation may be part of the \$6000. This allows all principals to access support eg covering the cost of attending a conference, travel to coaching

### **Can we pool our allowance?**

Yes – if you want to pool your allowance to contribute to accessing professional support for example with your Kāhui Ako colleagues or professional learning network this is fine.

### **Do we need our Board's permission?**

We encourage you to discuss the use of this allowance with your Board as part of their new requirement to engage with the Principal in regards to your Professional Growth Cycle wellbeing goal

If you are using your funds as part of your professional growth cycle then this will be discussed with the Presiding Member as part of that process.

As with all spending you should have regard to Government Procurement Rules, follow best practice and avoid any conflicts of interest when choosing how to use your professional coaching and wellbeing support allowance.

### **Can we accrue it for the next year if we don't spend it all?**

Only if agreed in writing with the board.

### **Annual declaration**

In addition, note that principals will be required to make an annual declaration to their Boards regarding their uptake and use of the funding. The declaration shall be made no later than the last day of Term 4 each year. The declaration is both because the Board is the principal's employer and responsible for considering and supporting their wellbeing, but also for audit purposes. All state and state-integrated schools are funded by public money and the Board has ultimate accountability for how this money is spent. As with all spending, principals and their Boards should have regard to Government Procurement Rules, follow best practice, seek to achieve public value for money, and avoid any conflicts of interest when choosing how to use their professional coaching funding.

### **Further reading**

- [Financial Information for Schools Handbook 2018](#)
- [OAG sensitive expenditure guidance](#)
- [OAG conflicts of interest guidance](#)
- [OAG good practice guide to appropriate public expenditure](#)
- [NZSTA Advice to Boards](#)

Refer to example of Best Practice below

### **PPCB Professional Coaching , Professional Learning and Wellbeing Support Fund Best Practice**

This fund came about after consultation with principals as to their professional and then hauora needs. The fund was initially to be for coaching and mentoring but on analysis of our members' needs, many who are in small schools, the use of the fund was broadened.

Here are suggestions for best use of the fund. In some cases it is a number of activities that principals have chosen that have contributed to their leadership capability, capacity and professional wellbeing.

- One on one coaching and mentoring . PPCB maintains that coaching and mentoring for principals can help them navigate the challenges and intensity of their role, build resilience and therefore improve overall professional wellbeing.
- Attending conferences nationally and internally allows principals to, "Look outwards to improve within"
- Principals working together eg PGC or PLG and taking time out away from school to do this.

- Attending specific leadership programmes / conferences and taking an extra few days to work with colleagues and debrief and plan forward
- Executive/Leadership coaching training so these skills can be utilised to support own staff
- For professional wellbeing releasing the DP for a period of time for the principal to work at home e.g weekly, fortnightly.