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Principal Task Checklist

Term 4 - 2025

The tasks below are common to most principals as the chief executive of the board in relation to their school's control and management.

This information should be used in conjunction with the Board's Term Task Checklist.

Task	Click on the blue links to:
Surplus Staffing	
Complete your surplus staffing process. If your staffing entitlement has been reduced for 2026, the process of consultation, decision-making, and notification to affected staff needs to be completed by 27 November. Manage the disestablishment of Resource Teachers Literacy and Māori separately – these roles do not need to be included in your Needs Analysis or CAPNA process.	Find out more about Reviews and Restructures Guidance for the disestablishment of Resource Teachers – Literacy and Māori Upskill in the Learning Library Navigating Surplus Staffing – Webinar series
Professional Growth Cycle Actions	
Ensure you receive your annual statement from your endorser. You should receive this in Term 4 – confirm with your board once it has been received.	Find out more about Professional Growth Cycle (PGC) for principals
School Caretakers', Cleaners' and Canteen Staff Collective Agreement (SCCCSCA) Settlement	
Be aware of the new provisions and increased allowances in the SCCCSCA. Ensure you (and any relevant managers) understand the new or expanded provisions and apply them correctly.	Access the template letters and find out more about the new clauses, increased allowances, improved provisions and ground staff definition changes: School Caretakers', Cleaners' and Canteen Staff Collective Agreement 2025-2027 Access the new IEA: Caretaker, Cleaner and Canteen Staff IEA
Offer the new promulgated IEA to non-union employees. Provide the new IEA to non-union employees to replace their existing IEAs, which are now out of date. Follow up as needed and action in payroll once the new signed IEA is returned.	
Advise ground staff of their change in role title. Use our template letter to advise ground staff of the administrative change that has merged their titles with those of caretakers.	
Advise Ka Ora Ka Ako employees that they are now covered by the SCCCSCA. Use our template letter to advise school lunch programme employees (employed directly by the board) that they are now eligible to be a union member or need to sign a new IEA.	

Follow up as needed and action in payroll once the employee advises they have joined E tū or returns a new signed IEA.	
Kāhui Ako Disestablishment	
Provide notice to impacted employees no later than 27 November 2025. - Use our template letters to formally give notice of the end of roles or allowances due to the disestablishment of Kāhui Ako. This letter will confirm the details of their return to their substantive role and, where applicable, provide information on salary protection. - Ensure planning for 2026 staffing and timetables factors in the removal of Kāhui Ako time allowances and additional staffing. - Be conscious that the disestablishment may result in overstaffing and, if required, follow the formal surplus staffing procedures in the collective agreements.	Find out more and access the notice letters: Disestablishment of Teacher (across community) role Disestablishment of Teacher (within school) role Disestablishment of Kāhui Ako responsibility allowances
Learning and Development Opportunities	
Register to attend a workshop or webinar.	Enrol in a Live Event Learning Support Coordinator Rollout Webinar
Encourage your board to attend our live events. We've got lots on offer to support new student representatives, board members, and presiding members.	Enrol in a Live Event Welcome on Board – New Student Representatives Welcome on Board – New School Board Members Leading an Effective Board
Visit the Learning Library. You'll find recordings and resources from past events in our Learning Library.	Browse the Learning Library Learning Library Check out our latest offerings. Disestablishment of Resource Teachers – Literacy & Māori Disestablishment of Kāhui Ako
Need something else? Contact us to discuss your needs.	Contact us 0800 782 435 eradvice@tewhakaroputanga.org.nz
Housekeeping	
Check your progress. Ensure you have completed all your tasks for the previous term.	Find out more about Principal Task Checklists Board Task Checklists



Get in touch



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