Solutions & Services
Collaborative School Administration

November 2017 Newsletter

From the Directors' Desks

With the impending retirement of key staff in our MUSAC support team and fewer requests from schools for Student Manager and Library Manager training time through moves to edge online systems, we have reviewed our future business plans. There has also been an increasing demand for the financial, payroll and administration support aspects of our services. We have needed to plan the next phase carefully and as result, we have made the difficult decision to wind down the MUSAC services part of the Solutions and Services business.

From the end of Term 1 2018, the MUSAC team based at Massey University will provide all support for the edge Student Management System, the edge Library Management System and the Classic products, SMS and MLM. Over Term 2, the Helpdesk support for Financial Manager and Asset Manager will be phased back to the MUSAC team in Palmerston North.

Solutions and Services are very proud of the 24 years of support provided for MUSAC products. However, we believe the time is right for a change in the focus for both Solutions and Services and MUSAC. Both teams will be working hard to make the transition as seamless and efficient as possible.

Solutions and Services would like to reiterate our belief that Edge is best and most future-ready SMS available in New Zealand. We also want to acknowledge the tremendous efforts and professional support provided to all our schools. Mal Robinson, Sue Green and Ross Jones have supported the South Island MUSAC student management users for more than fifteen years. Mary Gavin has provided the library consultancy support and training for all South Island MUSAC library management users for over 20 years. More recently, Hayley Ellison, Carmen Marshall and Belinda Leckie have joined this dedicated team and assisted many schools through their transitions from Classic to edge. Some of the team are semi-retiring to allow a better work/life balance, some will continue to work with Solutions and Services in other parts of the business and some are exploring other options in the educational field.

They are a superb team and we are immensely grateful for all their dedicated support for us and our schools. The nature of the work with school users is that many friendships have been forged and we hope that these will continue.

Please feel free to contact Ann or Sandy if you have any queries at all.

We wish you a relaxing time over the holiday season and look forward to supporting you next year.

Solutions and Services close for Christmas break on 20 December and reopens 8 January 2018.

Our very best wishes from Ann and Sandy

Further developments at Solutions and Services

NEW ZEALAND INTELLECTUAL PROPERTY OFFICE

CERTIFICATE OF REGISTRATION
TRADE MARK

TRADE MARK REGISTRATION NUMBER: 1066176

In accordance with the Trade Marks Act 2002 this trade mark was entered on the register of trade marks on **9 November 2017** with a deemed registration date of **8 May 2017**. The details of registration are:

monty

Owner(s): SOLUTIONS AND SERVICES LIMITED, 99 Rose Street, Somerfield, Christchurch 8024, New Zealand

In respect of the goods and services that follow:

Ross van der Schyff
Commissioner of Trade Marks

Issued on 9 November 2017

Ann and Sandy are very proud to announce that Monty has not only achieved Xero add-on certification but has also received official global trade mark status. This means we can use the registered trade mark symbol! Named after one of our pets, the only other software worldwide that was identified during our IP lawyers' searches related to the movie, *The Full Monty* (which was part of the name's attraction for Ann) and some casino software in Monte Carlo.

It's a boy!

We are pleased to announce that Rachel Harrison had a baby boy, Mitchell Donald Harrison on 19 October. He weighed 3.7kg (8lb 3oz) at birth. Mother and baby are both well.

Reminders from the team at Solutions and Services

Hopefully you will have looked at your end of year payroll processing by now and have it well in hand. It won't be long before you'll need to look at your start of year payroll processing too.
I'm available to assist with this and answer any queries right up until Christmas and I'm also at the end of the phone or email for most of January too.

trishbennett@solutionsandservices.co.nz, tel 0274 303535

2017 Annual Accounts Preparation

There are a number of things you can do this term in preparation for the 2017 annual accounts.

- Chase up any unpresented cheques and write off if necessary.
- Review the debtors list to make sure they are all recoverable and write off if necessary.
- For Financial Manager users, set up your new application for 2018 and enter your draft budget when it is available.
- Prepare the Board of Trustee key management personnel work sheet.
- Collect the library stock take from your librarian.

Continue preparation in January 2018 …

- Plan to return to work in January before school commences to reconcile December and enter creditors. Don't forget to include the December credit card if applicable.
- For schools with visits from an S&S representative in January or February, print out the list of information required for the visit.
- For schools that have already been visited in Term 4, collate and send the requested information so we can complete your annual accounts.
- File your GST return by **28 January** to avoid IRD penalty interest.
- When available, send the SAAR report, Leave liability report and Notional lease information.

christineburrin@solutionsandservices.co.nz

edgeSMS Student Finance

The student finance area has had many new features added in development.
We highlighted many of these features at our Roadshow and here's a list to remind you what to look out for….

- **Batches** - if you are using Financial Manager, the link is now seamless because the batch only gets a number once it is closed. A new batch will open automatically in edge once you begin processing.
- **Request for Payment and Statement Templates** - there is now more editing that can be done on the templates. Check for tick boxes, edit column titles and the statements you can include or exclude in the running total – play with this and see what suits you best.
- **Billable Item lists** can now be filtered and printed for a date range, including previous years.
- **Deposit List** – a new feature in the last few weeks which is much like the Deposit list in Classic. Check out its many options like sort, group and filter.
- **Bulk Discounts –** another new feature where an item can have a bulk discount applied to it. This has been requested by many schools, when the cost of a trip alters or fundraising efforts change the price for individual students – both can be done here.
- **Discounts** – on the Transaction Summary page, a discount can be applied to an individual student without a payment being made.
- **Partial Refund –** on the Transaction Summary page if you use the Discount tab beside a paid item, it is a partial refund and the money becomes an unallocated credit on the students account.

Remember to write off your transactions which are voluntary before going on your Xmas holiday. If you require any assistance, please email or phone. suegreen@solutionsandservices.co.nz

Roadshow 2017

Our annual Roadshow has now ended. Starting in Dunedin at Otago Golf Club on 5 September, we visited ten centres in eleven venues, holding over sixty seminars with representatives from 152 schools. We would like to point out, we are not completely obsessed with numbers but that is a pretty impressive turn out!

Mal leading the edgeSMS achievement session in Dunedin;

Mike, Brent and Deidre in Oamaru

Integrated Education Data (iEd) programme

Integrated Education Data (iEd) is a 5 year programme that aims to deliver improved social outcomes for learners through better decision making at all levels of the education system. Its focus is on changing education information management systems and business processes and building human capability to make full use of education data.

iEd wants to ensure that:

- Parents, families and whānau have access to the right information to help their children and young people succeed and reach their potential.
- Communities of Learning | Kāhui Ako are able to improve their collective decision-making around monitoring and evaluating success.
- The education sector and government can use data to inform decision-making with evidence about what works, for whom and under what conditions.
- Students can access an enduring record of their progress.
- The administrative burden on education providers is reduced.

The iEd programme will create a national repository of learner information to enable and enhance data sharing. This will include the creation of automated data management processes and a suite of analytical and reporting capabilities.

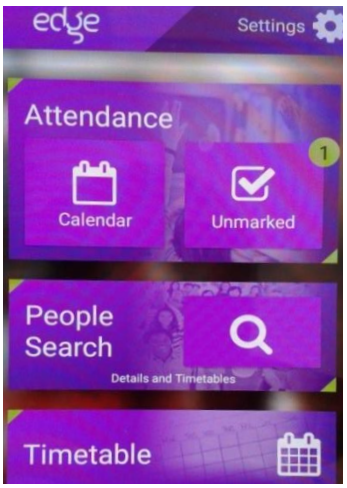
The first stage of the programme is the Student Information Sharing Initiative (SISI). SISI will ensure that core information moves with students as they transition between schools and that educators have accurate and reliable information to support student learning and wellbeing.

The Privacy Commissioner's Office has published a guide, Privacy in Schools which schools may find useful when considering issues surrounding privacy. The SISI working parties are consulting legal, ethics and privacy experts to ensure that data access and privacy is managed appropriately.

Information about the programme was published in the Education Gazette on 30 October and can be accessed here.

edgeSMS app

The Edge Mobile app is available for both iOS and Android.
Schools control user access to the app the same way as the portal, on School Settings Site Access. The app can be found in either App or Play Store and it is very easy to install. We recommend that all staff install this app for its ease of access.



Staff, caregivers and students all use the same app - their user login determines which features they see. All users can see announcements from all of the schools they are associated with on the app "dashboard".

For teachers, marking their roll has become easier as it can be done out on the school field, off-site or in a classroom without needing to logon to a computer.

Teachers can also look up staff and student details and access caregiver information on the app. There are live links to telephone numbers and email addresses. Along with caregiver information, teachers can see (where applicable) a student's timetable, NCEA results, pastoral records, notes and medical details. There is further ability to add and view Pastoral notes in a link further down the screen.

Under the Timetable link, staff members and students can view their own timetables while caregivers see their children's timetables. If the phone is held upright you see today's timetable with the current class highlighted. If the phone is held horizontally the timetable for the week is displayed.

Just another lunchtime …

Mention the word "school" to people and they usually recall their own experiences of attending school. They see it from a young person's perspective, remembering how they were treated and how they felt. It can be difficult for people to understand how a school actually operates, based upon a complex web of responsibilities and relationships. Arriving at Buller High School at 12.45 on a Wednesday last month reminded me just how busy it can be and the importance of working in a supportive environment.

It was lunchtime and the reception area was busy. A student was collecting medication while some students happily ate their lunches, preferring to be away from their peers. An ill student signs out, pointing out that her father is waiting for her at the gate. Another student signs out as he has an appointment elsewhere and is sent on his way with good wishes – on the way out the front door, he mutters, "Hump day done and dusted." Everyone seems to know about the hump in education circles! Throughout it all, the office staff were calm and friendly.

Ruth Caplen and Donna Sawyers at work

I am here to meet local legend and deputy principal, Bryan Forsyth. Bryan began work at Buller High School in 1987 as an assistant teacher of Graphics and Technology and has progressed up the ranks, joining the senior leadership team as assistant principal in 2007. Nicknamed Fozz, Bryan's cheerful disposition along with his obvious passions for his job and the Buller area are heartwarming.

Bryan apologises that we will need to meet in the staffroom for now as his office is being used; a teacher and student are in Bryan's office discussing the NCEA appeals process as the student is disappointed with a result. Like all secondary schools, Buller has the ongoing pressures of meeting students' expectations about their academic results and maintaining equity.

It's near the end of lunchtime and the staffroom is fairly bare. I am welcomed by principal, Andrew Basher. A proud Rotoruarian who tells me that he was brought up just around the corner from Rotorua's International Stadium, Andrew exchanges friendly banter with me about Otago's recent rugby losses to Bay of Plenty. I have to concede to Andrew upon this occasion but point out that at least the teams wear the same colours and I have a soft spot for Bay of Plenty, having lived there for 14 years. We sit down for a general chinwag

about edgeSMS while a teacher is filling in a request for leave form in front of us and the local Community of Learning leader's ears prick up as we discuss how achievement data can be shared across schools.

Into Bryan's office and its walls are full, with images of rugby teams that Bryan coached and graphs, lots of graphs showing academic, pastoral and attendance data. We get down to business discussing edgeSMS. There are the interruptions, however. Bryan suddenly remembers that he needs to dash to his period 5 class to take the roll for the relief teacher and check that everything's ka pai. A couple of students appear at the door, hovering as they don't want to interrupt us. Bryan recognises them as NCEA students who have been working on a standard and checks on their progress; he promises to see them in the workshop after school. This man's time is precious but he takes the time to check that all is well.

Right on schedule, it starts to rain just before the end of school. My time at Buller High School is over and I, along with the students, make a mad dash outside looking for shelter. School may be finished for the day for students but Bryan and the staff at Buller High still have work to do.

On the road

For week 2 of our Roadshow, we were at Elmwood Garden in Invercargill on 12 September. It was great to see people from a variety of our southern schools, ranging from Te Anau in the north to Southland Girls' High School and Te Wharekura o Arowhenua in the south to Waiau Area School in the west. Blue Mountain College from West Otago was our most easterly school, followed by Tokanui School. Tau kē! Awesome!

Elmwood Garden is a function centre in Dee Street owned by the Invercargill Licensing Trust. The Trust has 24 businesses in the hospitality trade in Invercargill, with an additional hotel in both Dunedin and Christchurch. Through its operations, the Trust provides approximately $8 million annually in sponsorship and donations to nearly five hundred organisations.

It was a great day to drive through Central Otago on 13 September as I turned off a Raes Junction to visit Heriot School. The drive down to Ettrick was stunning and I pulled over to get a couple of shots, the picture below is taken looking south. The pylons came from the Roxburgh dam so I popped into the lookout to get a couple of shots, trying out the pan function on my camera. Now overshadowed by the "Think Big" Clyde dam, Roxburgh was commissioned in 1956. It contains over 1.5 million tonnes of concrete and has eight turbine generator units.

In pre-European times, Ngāi Tahu hunted moa in the area, calling it Kā Moana Haehae. Since the 1998 Ngāi Tahu settlement this name has referred to the bed of the Roxburgh reservoir.

We took a break from our South Island Roadshow in week 9 of term two and attended the New Zealand Principals' Federation annual conference at the Queenstown Events Centre. Sandy, Mal and Belinda can be found at the MUSAC edge counter and are enjoying chatting to a number of our school leaders.
Each day, local schools are entertaining the delegates and on 21 September, it was St Joseph's turn.
St Joseph's is a longstanding MUSAC user. They have used FM for a number of years and have successfully transitioned to the cloud, moving from Classic to edgeSMS and edgeLM. It was great to capture the enthusiasm of the students after the excitement of their performance.

After fairly indifferent weather to start term four, the weather has come right heading into Labour Weekend. I had the privilege of heading up to Omakau for the day on 19 October and while the temperature reached the mid-twenties, some snow was still visible on the surrounding hills
Established as a mining town last century, Omakau is now most famous as being a popular stop on the Otago Central Rail Trail. Situated less than 30km north-east of Alexandra, Omakau sits in the heart of the Manuherikia Valley. Once submerged by a lake ten times the size of Lake Taupo, the valley is a popular spot for archaeologists.

We've spent week 2 on the West Coast as part of our annual Roadshow, delivering seminars in Hokitika and Westport. It was great to see our clients coming from a range of schools and catching up with local school developments. It's an avian paradise in this area. No sign of any kōtuku but we were playing dodgem with weka on the road. And pūkeko quickly disappeared into the verges. Thankfully, there were no fatalities.

2 November and we've just finished our annual Roadshow, meeting at the Brydone in Oamaru. Bev joined Sandy and Trish in the Finance sessions while Belinda and Sue led the edgeSMS sessions.
It was an end of an era on Tuesday at Christchurch's Atrium in the Park when Ann Morrison led her last Finance session. There are rumours that she may be live-streamed into Roadshow next year but she's staying very quiet on the subject. Needless to say, her expertise at delivering seminars in an entertaining manner will take some beating.

It was a chilly start to the week down south on 6 November but that didn't stop a hearty welcome from Rimu Full Primary School, not far from Invercargill. Some hardy students were out playing at morning tea while the school cat Sharky, recently abandoned at the school, disappeared inside. I loved the bright signage constructed with plastic bottle tops and two girls proudly showed me their handiwork from two years ago.

The school has recently expanded to six classrooms, pushing the school library into the back of the hall. The library was cold on the morning I visited but the teacher in charge of the library, Pip is excited about the developments happening, both within the space and with the school's conversion to edge Library Manager.

Kaikoura update

Sandy visited Kaikoura in mid-November to implement Xero and Monty at St Joseph's School. With a new principal and administrator appointed this year it was an ideal time to transition the school.

> *The weather was lovely and the school was in a perfect setting, nestled under the Kaikoura ranges in the sunshine. Kaikoura itself was buzzing with tourists, work and locals.*
> *The town has just commemorated its first anniversary of the terrible earthquake and the roads still need a lot of attention; the news items are just nothing compared to the reality. While the inland route is picturesque travelling through Waiau and Rotherham, I was pleased that I could travel home via SH1, which is open Friday to Sunday.*
> *It was great to visit Kaikoura High School and chat with John Tait and other staff. The school is under repair with all its exterior cladding removed but in good heart.*

I visited Kaikoura Primary School where Deb Cotter gave me a wonderful tour of the new buildings and upgraded playground areas. Nigel Eason is the newish Principal there and has taken edgeSMS to new heights with training from Carmen. His arrival has also led to an increased roll, meaning that the library is 'on hold' as the space is now a temporary classroom. The school looks so good and I was impressed by the staff and students rendition of the National Anthem.

Hapuku School also uses edgeSMS and I called in to see Mauricia on the off chance after meeting her at our Christchurch Roadshow. The principal, Tia Huata greeted me warmly and encouraged me to find her at the 'Menz Shed' in Kaikoura. The students were so fortunate - all making skateboards in a full equipped workshop with amazingly talented local men and lots of whanau support.

Apologies to Kaikoura Suburban School that I didn't get to see you. Next time ....

I left with a big smile on my face, remembering 24 years of trips to Kaikoura schools and the surf, views, hills, seals, snow up high and special people.

Wagging the tail

Jake has been doing it tough lately with his trainer, Kelly from Waggle Tails away in the USA at dog training school. And now she's back, Kelly has announced that she is moving to Perth! On behalf of Ann and Sandy and all of the Solutions and Services team, we would like to wish Kelly good fortunes in her new enterprises across the Tasman. You will be missed.

Jake has featured prominently on Kelly's facebook page, showing his development over time.
https://www.facebook.com/waggletailsdogs/?hc_ref=ARTglfazRXKLJgTtxLSE3JgrmM0744VtKjWPtXLu1_Y9WbwNy_PEblkABSEDU_jmGhQ&fref=nf

Jake cooling off.

Jake facing the future with confidence
(while Ann inspects the daisies) at Victoria Park.