



# SPANZ

SECONDARY PRINCIPALS' ASSOCIATION OF NEW ZEALAND INC.

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**President**  
Peter Gall

Papatoetoe High School

Thursday, 29 November 2007

## President's Comment 35

Dear Colleagues

The requirement to review our timetable policy so as to incorporate aspects of the new Secondary Teachers' Collective Agreement is a compliance issue that we have had to deal with at short notice. Timetablers are well underway with the development of their 2008 efforts and we have had to implement or endeavour to implement new time allowances for SCTs (for large schools), management unit holders and part-time teachers as part of this process. Class sizes are always a consideration in the timetable production process but the new agreement places greater focus on them.

I have included a sample timetable policy that you and your Boards may or may not find useful – I guess it depends on the state of your current policy. The example provided is quite different from the one produced in the PPTA document released last week.

Aspects of the example provided here that are noteworthy are:

1. It is a BOT policy and is pitched at a governance level and therefore doesn't contain procedures (management).
2. It highlights students' needs as being a prime consideration in developing a timetable.
3. Our responsibilities as curriculum leaders of our schools and being very involved in timetabling decisions are included.
4. It is concise (and fits on to one page).

On a related matter, calculating average class size should be as simple as dividing the total number of students a teacher has in their allocated classes by the number of classes. I don't believe we need to complicate matters further by including a third variable such as the number of lessons per week each class is taught for, but will seek clarification from the industrial relations section of the Ministry on this.

Peter Gall  
**President**