



Annual Report of SPELD New Zealand Incorporated

For the year ending 31 March 2018

The Board measures its performance in each financial year against the goals of the Strategic Plan. The format of this year's annual report follows these four goals.

STRATEGIC GOAL 1: EXPERTISE AND LEADERSHIP

To be recognised as the leading provider of services within the field of Specific Learning Disabilities and to remain current on all aspects of SLD.

The Board

It is challenging for any charity to find and keep volunteers, and SPELD NZ is no different. The changes to the Constitution adopted at the 2016 AGM and further changes to our rules adopted at the 2017 AGM have certainly made governance easier. The removal of the role of Regional Representative has resulted in all Board members being more engaged with LLGs. All LLG reports received are read and discussed by all board members and we appreciate the commitment of the LLGs and the value that they bring to SPELD NZ.

Since our last AGM Kathy Tanner, Adrienne Dawson and Susan Moyle have resigned from the Board. We are very fortunate that Lynne Ashman agreed to be co-opted in June 2017 and was later elected at the AGM. Victoria Beckwith has now offered herself for election as a Board member and if elected we would really welcome her to the role.

The Board responded to the Government's recommendations following the Inquiry into Dyslexia, Dyspraxia, and Autism Spectrum Disorders in school children. A copy of the paper was given to all 121 members of parliament.

The Board, at every 2-day Face to Face meeting evaluates its performance using the Self-Assessment tool developed by Frances Denz. Several Board members have attended workshops on governance and financial matters to ensure that we are up to date with latest legislation and best practice.

The Board approved establishing a Programme Review Sub-Committee of the PSC, to help bring further expertise to the table and represent a range of stakeholders: Course Directors, Teachers, Board, Parents, Staff and Tertiary Educator input.

Professional Standards and Training

Eleanor Boyce was co-opted to PSC and was elected at the 2017 AGM. Marion Fairbrass stepped down from PSC at the November 2017 meeting and for a large part of the financial year the Professional Standards Committee (PSC) ran with only three elected members. Fortunately, Terry Gentle from Southland is being nominated for PSC from the floor of this AGM. Maintaining our professional standards runs through the core of what we aspire to. Without the expertise of the PSC we would have difficulty in meeting our professional criteria. The difficulty in finding members of this committee is concerning and really encourage professional members to seriously consider providing some support. If you would be interested please talk to any of the Board, Jeremy Drummond or Eleanor Boyce

In addition to the ongoing work related to teacher, assessor and director training and registration, PSC has achieved the following:

- Given feedback to NZCER and Psychological Assessments Australia on suggested changes to the newly released WJIV and liaising with NZCER and Speech Language Therapist regarding the voice recording.
- Together with the Board, considered the benefits of maintaining NZQA accreditation, after canvassing current and past course participants.
- Written and refined SPELD NZ WJIV report template for assessors and Judith Alexander has created a scoring template for assessors to use, which reduces the time taken in report writing and increases accuracy.
- Revised WJIV and WJIII lesson planning forms for teachers.
- Made further revisions to the 'Guide to WJIV assessments', and delivered workshops on the Guide in Auckland and Tauranga.
- Strengthened the draft guidelines for mentors of Probationary Teachers.
- Created professional development for individuals or LLG group workshops.
- Trialled the use of skype for appraisals and observations, and continued investigation into Skype lessons.
- Hosted very successful workshops with Judy Hornigold in Auckland and Christchurch and worked with Psychological Assessments Australia (Wally Howe) to bring Dr Lynne Jaffe to NZ to speak to Assessors on the WJIV. These workshops were also attended by non-SPELD NZ professionals.
- First steps in investigating the concept of group lessons and research based programmes suitable for parents to use when children on extended waiting lists for SPELD NZ teacher.
- Created a new role on the PSC for the Professional Development Researcher to inform and ensure that our organisation is accessing current, evidence-based resources and programmes.

Our Courses

The process of approval and writing of the new level 5 Certificate in Teaching Individuals with Specific Learning Disabilities has continued throughout the financial year. We are working towards approval for the new Level 5 course starting in 2019.

- 39 enrolled on 2017 CCSLD Online course and 36 graduated. Of those graduates 26 have entered the Probationary Teaching practicum in the last financial year.
- Unfortunately, once again, no Block Courses were hosted in the 2017/2018 year due to insufficient participant numbers.
- We hosted 9 Level 3 Introduction to SLD (ISLD) Courses in the last financial year: 3 in Auckland, 2 in Dunedin, and 1 each in Hastings, Christchurch, Tauranga and Wellington.
- 11 enrolled on the 2017 assessor training, with 10 currently in the probationary practicum
- Renovation of our moodle e-learning platform (making it more user friendly and appealing for training), was completed in time for 2018 courses CCSLD and Assessor training.
- Ongoing focus on continual improvement of our training by attendance at various workshops on the Consistency process for NZQA, Curriculum Design.
- Continuing review of our L3 and L5 course material.
- We added a CCSLD director to the team, and an ISLD director began the retraining process.

STRATEGIC GOAL 2: AWARENESS

To raise awareness and understanding of the impact of SLD within society and to raise awareness of SPELD NZ and its services.

Having a very limited budget for advertising or marketing we nonetheless made sure that we achieved maximum exposure for minimal cost. This was achieved by:

- Linking our website with other organisations and using their networks to spread the word about SPELD NZ events. For example, the listing of our services and training on DFNZ website, Kidslink website which is now nationwide, and community services website listings around NZ.
- Advertising and or articles in Education Gazette, Education Review, School News, NZ Principal, front page of the NZ Herald, The Dominion Post, Otago Daily Times February 2018, Gisborne Herald, KidsLink and Primary Health & Wellbeing Directory and letter to editor of Otago Daily Times (June 2017).
- Several articles were picked up by Stuff and accessed electronically by the wider public.
- Julie Connor keeping our Facebook page regularly updated. We appreciate people “Liking” and Sharing our stories (if you are on Facebook don’t forget to connect with us – if not sure how, either ask a teenager – possibly one of your students, or others around you).
- Posting brochures, membership information packs or course information to schools, RTLB clusters and medical practices in areas where we have a shortage of students or are trying to attract more people.
- Liaising with SPELD NZ professionals giving talks to community groups, and others about SLD and our services.
- Exhibiting at expos and community presentations such as West Auckland SENCO Expo, Assessing Learning Needs at Mangawhai school; attendance at Brain Day events.
- Julie Connor is going from strength to strength in producing three colourful and inspirational editions of The Record magazine, which are delivered to members and stakeholders. Thanks to all those who contribute to the magazine and share their stories. I would also like to acknowledge Julie’s work across our social media, publications and seeking every media or public opportunity to promote SPELD.
- Starting work in earnest with website developers and database and e-learning developers.
- Arranging with Sarah Sharpe of Kapiti College for a school competition to design a new logo for SPELD NZ.

STRATEGIC GOAL 3: RELATIONSHIPS WITH STAKEHOLDERS

To create and maintain strong relationships with stakeholders and to enhance professional collegiality (internal and/or external).

The Executive Officer, Board Chair and other SPELD NZ representatives continue to schedule meetings with key stakeholders to develop and maintain strong relationships in the sector.

- **NZCER:** ongoing collaboration with NZCER on audio disk feedback and some errors noted in WJIV material.
- **NZQA:** ongoing conferring with NZQA about Special Assessment Conditions and assessor matters.
- Replying to Government’s response to the Education and Science Committee and Green Party recommendations following the Inquiry.

- Ensuring that our professional members have some funding assistance to attend our AGM, take part in the decision making of the organisation, and have the opportunity for collegial interaction.
- Peter Scanlan continued to represent SPELD NZ on an Advisory group for a national research project on support models for Dyslexia in the workplace.
- Providing support and advice to SPELD NZ professionals who find themselves in difficult positions with some clients and providing support and advice to hundreds of callers seeking advice, whether individuals with SLD, parents of those with SLD, classroom teachers, employers, medical health practitioners, and even tertiary students writing papers on SLD.
- EO spoke at Victoria University to a class of 2nd year students moving into education or psychology; with a child development service in Tauranga wanting to find out more about accessing our services.
- We collaborated with CCS over the use of our premises as a film set.
- Correspondence with Communications advisor to Judge Becroft (Commissioner for Children), Howard League for Penal Reform, Sir Richard Taylor.
- PSC spent time talking with Auckland University researcher on speech science and how SPELD NZ teachers work with students with auditory processing disorder.
- Renewing our Approved Agency Agreement with Police Vetting service and receiving charity status which removes fees for NZ vetting.
- Spending time with Angelica Benson from Nanci Bell's team while at a Campus link workshop.
- Working to support families from a school whose new principal denied the SPELD NZ teacher access to the SPELD NZ students at the school.
- Conversations with a Teacher from Te Aho o Te Kura Pounamu (the Correspondence School) who was undertaking a research project.
- Contributing to a survey on Social Sector in Western Bay of Plenty.

STRATEGIC GOAL 4: SUSTAINABILITY

To identify, access and maintain revenue streams, attract new and retain existing SLD professionals and to ensure all legal requirements and organisational responsibilities are met.

Our strategic plan

Annual review of our plan and our strategic direction took place as well as discussion on the desirability of pursuing government funding. The Board concluded that government reform in support for individual children was a better strategy than government's financial support for our organisation.

Board evaluation

At each face to face meeting Board assessed its performance against the strategic plan.

Policies

Cyclical review of our policies including Ethics, and Health & Safety. Adjusting our procedures for all aspects of our organisation to ensure that we comply with H & S best practice.

Complaints

One of the biggest risks to our organisation is loss of reputation through actions of our volunteers, professionals, staff, or anyone linked correctly or incorrectly with SPELD NZ. Several complaints were received during the year. While no one likes to hear negative feedback, it was reassuring to see that

our complaints policy and process is workable and the Complaints Management Committee resolved matters promptly.

Financial reporting

We continue to enjoy the support of William Buck Accountants who painlessly led us through our audit and to timely compliance with NZQA and Public Trust. William Buck continue to provide free seminars on diverse topics such as accounting practices, financial reporting, Human Resources and Health and Safety. Both Staff and Board members have attended.

Sustainability of SPELD NZ Membership income alone is insufficient to sustain our organisation. Our Fundraising Administrator has put considerable effort into ensuring that funds are available to:

- Provide financial assistance for Regular members (adults and children), who would otherwise not be able to afford our services.
- Assist our Professional members' attendance at Conference and AGM to enable them to share with their LLG the professional development and governance matters discussed at the AGM.
- Meet the operating expenses of our organisation, including premises in LLGs where possible.
- Raise scholarship funding to attract new professionals to our training. We are acutely aware that in many parts of NZ we have waiting lists for assessment or tuition. To encourage growth in SPELD NZ Regular membership we also need corresponding growth in our Teacher and Assessor numbers. To support this we fundraised nearly \$20,149 of scholarships for the 2018 courses.

Membership engagement

- Our membership information packs and application forms have been available for new members to download from our website 24/7.
- PSC increased the maximum number of students a Probationary Teacher is permitted to teach in a one to one setting (with Mentor approval) which helps with teacher shortages and retention of professionals.
- The option of Skype lessons for clients where there is a scarcity of SPELD NZ teachers and matching them with teachers who have insufficient student referrals.

Systems upgrade

- Our e-learning platform, Moodle, was upgraded to the latest version. This improved the learning experience for anyone on our courses and has also opened new doors for professional development opportunities which we are now working on.
- Several times during the year we were attached by virus and ransomware. Fortunately, our IT support has been able to improve our security systems.
- Our conversion to fibre is still not complete as we wait for fibre to be introduced to the Southern office neighbourhood.
- In the financial year we made or received over 26,900 calls being a total of 1842 hours. This averages at 2,242 calls a month or approximately 61 hours per month.
- We engaged website developers who worked with Julie on the development of our new website.

Intellectual Property

We continue with registration of various domain names for SPELD NZ to protect our intellectual property. Whenever we become aware of the misuse of our name, e.g. in telephone books or websites we take steps to have the listing removed.

Management

We are very proud of the staff, each of whom brings a talent which contributes to a small but effective team. Our staff members work extremely hard within and often beyond their agreed hours, handling a multitude of enquiries; hosting courses; coordinating PD; streamlining procedures and finding cost effective ways to maximise our marketing dollar.

As you are all aware – we cannot exist efficiently without members and/or donations and it would be appreciated if all could promote SPELD NZ, either new membership or ensuring that families continue their financial membership when receiving our services.

Sponsors and Supporters

The Board of SPELD NZ would like to thank and acknowledge the Local Liaison Group organisers, the SPELD NZ professionals (some of whom donate their services to our regular members for little or no cost) and the staff for their countless hours of volunteer input into our organisation.

As a not-for-profit, SPELD NZ tries to keep all fees for families as low as possible to make our services accessible. As you know we receive no government funding, so grant money is essential to help cover our operating expenses and ensure the continuation of SPELD NZ's work. Our heartfelt thanks to:

Antis-Garland Charitable trust, Betty Campbell Trust, COGs, Community Trust of Southland, DV Bryant Trust, Eastern and Central Community Trust, Foundation North, Freemasons of Remuera Lodge, General Charitable Trust South Canterbury, George Sevicke Charitable Trust, Gwen Rodger Trust, Hawkes Bay Foundation, Hinemoa Kairangi Charitable Trust, Hutt Mana Charitable Trust, Hutt Valley Freemasons, Invercargill Licensing Trust Foundation, Julie Goodyer, Kings College Trust, Len Reynolds Trust, Lion Foundation, Lottery Grants Board, L W Nelson Charitable Trust, Mary Lloyd SPELD Auckland Trust, Mr & Mrs George Denton Trust, Network Tasman Trust, NZ Community Post, Norah Howell Trust, Otago Community Trust, Philip Dallow Trust, Rata Foundation Canterbury, Redwood Trust, Riccarton Youth Trust, Riley Trust, SkyCity Auckland, SkyCity Hamilton, St David's Op Shop, Soroptimist International of Wellington, Stevenson Village Trust, TG McCarthy Trust, The W Duncan Bickley Trust Fund, Wellington Community Trust, Wellington Children's Foundation, Winton and Margaret Bear Charitable Trust, J N Williams Memorial Trust/HB Williams Turanga Trust, Waikouaiti Petanque Club, WEL Energy Trust, West Coast Community Trust, and the many others who have given donations or volunteered their time.

Our thanks also to:

- Our auditors William Buck for their support and guidance and their amazing free NFP workshops attended by staff and board from time to time.
- Our volunteer librarians.
- The 2 volunteers who stuff invoices into envelopes each month.
- Andrei Colquhoun who regularly helped out with admin 'housekeeping' in holidays.
- Jean Roulston who continues to collate the statistical information from new membership applications.
- Lyn Davis who continues to support our online course Moodle in a volunteer capacity.
- Gary Benner who has provided pro bono moodle support services.

Notes to Financial report presented by Shona Hutchinson – Convenor, Finance Committee

Our Year End performance report presented to you today has been registered with the Charities Commission and tells the story of our organisation, both financial and non-financial information.

Our purpose

This is listed as the Entity Information on page 2. Our purpose is:

- To meet the learning needs of those with specific learning difficulties.
- To aim to build a strong organisation to effectively advocate, assess, teach and promote best practice enabling the learning of those with specific learning difficulties to be met.
- To fundraise to provide subsidies for those who could not otherwise afford to have an assessment or remediation.
- To be a research-based organisation; aiming to constantly improve.
- To aim to improve awareness and recognition of the effects of SLD and the benefits of our research-based remediation.

Our Outputs

Our outputs are listed on page 4. In the previous financial year 2016-2017 our conference boosted workshop income compared to this last financial year. You can see that we have been trying to boost the numbers of courses held and this is reflected in increased revenue in the 2017-2018 year.

Our Financial Performance and Financial Position

Revenue is sourced from grants, donations, courses, workshops, investments, conferences and membership subscriptions. We work hard to continually seek avenues for grants from entities like Lotteries & other charitable providers.

As we receive no government funding we are very reliant on volunteers and donations.

- LLG roles (such as convenors, Student placement coordinators, librarians, PD coordinators) are carried out by volunteers.
- Most of our volunteers are our professional members but Regular or family members also contribute their time to Local Liaison Group activities.
- Our Teachers provide mentoring to probationary teachers.
- The Board and Professional Standards Committee are all unpaid.
- Our staff, Jeremy, Julie, Beth, Amanda, Trish, Justine, Sue and Sally are totally committed to SPELD NZ, working many hours in excess of what they are paid.

Our Statement of **Financial Performance** shows how we are funded and what did it cost?

- This shows a surplus of \$14,864. We believe that this is largely due to increased funding income to cover operating costs like rent.

The Statement of **Financial Position** shows what we own and what we owe (a Balance Sheet)

- Our total assets are \$774,870 – total liabilities \$336,794 resulting in a net balance of \$438,076. While this looks good – a prudent Board must at all times retain sufficient funds to meet all commitments. Also, NZQA Regulations require that we retain sufficient funds to support sustained delivery of our courses programme. An example of some of our commitments are Rent, Wages / leave, GST, Audit Fees, Insurance (both property and professional liability for our professionals) and just general business overheads.

- Unused grants and donations with conditions: \$180,745 - These are funds that we received and are tagged for specific purpose i.e. for financial assistance or rent, library, support to conference, office resources, website upgrade etc.

I believe our business is financially managed well. A small surplus achieved this year is pleasing. As a charitable entity dependent on funds from grants, lotteries etc, a large surplus means the chances of securing these funds will reduce significantly. We would look too well-resourced.

Looking ahead, the Board has approved the budget for 2018/2019 there is an expectation that a number of non- discretionary expense items (overheads) will increase – for example rent, insurance, NZQA fees.

Acknowledgements

I would like to acknowledge our Professionals – you are amazing, committed to SPELD NZ & enabling our members with specific learning difficulties to gain skills necessary in today's society.

I would also like to acknowledge the work of all of our staff: they work well in excess of their paid hours – receiving remuneration that is below for-profit rates for the work that they do. Without their support it is highly likely that we would not be in the financially viable position that we are.