



## Annual Report of SPELD New Zealand Incorporated

For the year ending 31 March 2017

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 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**

At the AGM 2016 Marion Fairbrass, Jane Guthrie and Kathy Larson stepped down and Adrienne Dawson was elected to the role of Central Regional representative. Peter Scanlan was endorsed by the Board as the new Chairperson. Once again SPELD NZ has benefited from the hard work and dedication of all those who have been willing to serve on the board. The membership at the 2016 AGM adopted changes to our rules which should make governance easier.

We were very fortunate that Adrienne Dawson stepped into the Central Regional Representative role at the AGM. Sadly there were no nominations for the Southern Regional Representative vacancy. After the end of the financial year Kathy Tanner resigned as Northern Regional Representative. Lynne Ashman was subsequently co-opted to the Board.

#### **Professional Standards and Training**

Anita Nielson stepped down at AGM 2016. Marion Fairbrass (previously on the committee ex officio as Board Chair) was elected to the PSC and holds the role of Convenor. For a large part of the financial year the Professional Standards Committee (PSC) ran with only three elected members. Fortunately a fourth member Eleanor Boyce was co-opted mid-2017. Maintaining our professional standards runs through the core of what we aspire to. The difficulty in finding members of this committee is concerning.

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

- A successful Assessor hui after conference, focussing on the newly released WJIV
- Successful revision and roll out of assessor peer review programme
- Written SPELD NZ WJIV reporting template
- Revised WJIII lesson planning forms
- Created comparisons of WJIII to WJIV assessments and WISC to WJIV

- Commenced the writing of the 'Guide to WJIV assessments ' to replace the existing WJIII 'Red' and 'Blue' books
- Revised Assessor training programme
- Created assessor mentor guidelines. These assessor matters have required a huge input from the Assessor Representative Judith Alexander
- Created professional development for individuals or LLG group workshops on reading and working memory
- Strengthened of our mentor programme for probationary teachers
- Reviewed guidelines for Mentors of Probationary Teachers
- Rewritten the Certificate Course in Specific Learning Disabilities (CCSLD) Syllabus for consultation with Course Directors
- Approved revised notes for the Certificate Course in Specific Learning Disabilities (CCSLD) and LLG Professional Development on working memory, phonemic awareness, dyscalculia, dyslexia & Maths and reading. We are grateful to Dr Anna Wilson who reviewed the material on dyscalculia
- Ongoing participation in NZQA's TROQ process
- Trialled the use of Skype for appraisals and observations
- Developed Health and Safety policy template for our professionals' guidance
- Purchased WJIV kits for assessor training
- Purchased KeyMath3 diagnostic kits for dyscalculia assessment
- Investigated and trialled lessons by skype to help reduce waiting lists for SPELD NZ teachers, and assist teachers where insufficient student referrals are coming through
- Discussed with Educanz about maintaining our ability to approve Teacher applications for registration as "Subject to Confirmation"
- Attended to the General Business item regarding the use of the screening tool DST. Investigation of the DST was carried out by PSC representative Cathryn Bjarnesen. Acting upon the subsequent PSC recommendation the Board declined the Member request.

### **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. 2018 will be the last year in which the current Certificate Course will be run. We are working towards the new Level 5 course starting in 2019.

- 36 enrolled on 2016 CCSLD Online and and 7 on Auckland's Block course and 39 graduated. Of those, 30 graduates have entered the Probationary Teaching practicum in the last financial year
- 39 have enrolled on 2017 CCSLD Online course
- No Block Courses were hosted in the 2017 calendar year due to insufficient numbers of participants to make the course viable
- We hosted 10 Level 3 Introduction to SLD (ISLD) Courses in the last financial year: 3 each in Auckland and Christchurch, and 1 each in Cromwell, Invercargill, Dunedin and Wellington. Unfortunately, 3 planned courses were cancelled through lack of enrolments
- Nine enrolled on the 2016 assessor training, with 4 currently in the probationary practicum

- Renovation of our moodle e-learning platform finally began just as the financial year drew to a close. This transformation is long overdue and will make moodle learning more user friendly and appealing to our CCSLD participants. Targeted to be ready in time for 2018 course
- Ongoing focus on continual improvement of our training by attendance at: various Ako Aotearoa workshops such as Addressing the Learning Needs of Maori Tertiary Learners, Curriculum Development, and various NZQA workshops
- Commencing review of our course recommended reading list and also our DVD collection for suitability for viewing by course participants, for LLG and individual professional development activities
- Using private Youtube channel for course participant's viewing of course dvds. This reduces the need for DVDs to be posted out.

### **Conference 2016**

201 delegates registered for our conference Deciphering Dyscalculia. Feedback was extremely positive. 30% of registrations were non-SPELD NZ attendees, including several schools from all parts of the country.

### **Awareness: Strategic goal 2**

*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:

- Developing & maintaining links 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 and community services website listings around NZ
- Conversations with Kim Hill show and Cathryn Ryan producer about various topics such as SAC conditions
- Advertising with Education Gazette, School News, NZ Principals' magazine, KidsLink and Primary Health & Wellbeing Directory
- Ongoing work to ensure that our correct and up to date details are on as many websites of other organisations with links to our brochures, website etc;
- Issuing press releases through Stuff about conference
- Organising an interview with Judy Hornigold on Breakfast television
- Writing as many letters as possible to editors of the Herald, The Dominion, Otago Daily Times, Taranaki Times, Sunday Star Times (literacy in prisons) and other newspapers; liaising with Otago Daily times over a lengthy article published about Dyscalculia; writing to Howard League for Law Reform
- Writing to Minister for Corrections concerning lack of support for prisoners with Dyslexia
- Keeping our Facebook page regularly updated and seeing our Likes and Shares increasing steadily: stories with impact have reached up to 7000 people
- 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
- Liaising with SPELD NZ professionals giving talks to community groups, and others about SLD and our services
- Exhibiting at expos around the country; Community presentation 'Dys and That' organised by Kidslink; attendance at Brain Day events, Access for All Disability event

- Producing three colourful and inspirational editions of The Record magazine which is delivered to members and stakeholders; Special thanks to Julie Connor
- Speaking at Tamaki Makaurau Early Years Leadership Network meeting September 2016, which was also attended by the Special Education team from MoE
- Conversations with Westpac Bank who were seeking information on how to make their online banking more user friendly especially for people with poor reading skills; gave feedback on the Readspeak function on our website (about 45-120 users of Readspeak per month)
- Conversation with nurse from a Hamilton Hearing Clinic wanting to know more about our services especially relating to auditory processing disorder
- Te Riu Roa the teachers' union printed an article on SPELD NZ in their magazine
- Funder Acorn Foundation printed one of the Record's feature articles in their magazine distributed to donors and grant recipients
- Creation of SPELD NZ YouTube page, both Public and Private: Public Channel has 3 clips loaded with more to follow shortly; Private channel being used for CCSLD course participants (until the DVDs are viewable through the new Moodle), for assessor training and for individual PD for professionals
- Speaking engagement with Soroptomists Wellington (who funded teacher scholarships in Wellington)
- Telephone call from HR department of Air NZ regarding trainees with SLD
- Interview with reporter leading to media release concerning students from low decile schools missing out on SAC exam help.

### **Relationships with Stakeholders: Strategic Goal 3**

*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 the WJIV norming and audio disk feedback
- NZQA: ongoing conferring with NZQA about Special Assessment Conditions and assessor matters
- Commencing reply to Government on its response to the Education and Science Committee and Green Party recommendations following the Inquiry
- Meetings with Toughlove's board members and management to advise on their transition process
- Offering Australian SPELD members the member rate for conference registration
- Receiving a favourable mention in the Report on Behavioural Interventions to remediate Learning: by Dr K Waldie and Dr David Moreau
- Sending regular Updates to our members throughout the year
- 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 was invited to represent SPELD NZ on an Advisory group for a national research project on support models for Dyslexia in the workplace
- Meeting with Chris Bishop (National list MP Hutt) and David Seymour (Act)
- Dr Anna Wilson and Aiden Milner agreed to become Champions of SPELD NZ. They will be given a profile page on our new website
- Congratulatory emails to Chief Youth Court Judge Andrew Becroft on his appointment as Commissioner for Children, and to Sir Richard Taylor for recognition for his support and assistance for those with dyslexia

- 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
- Meetings with Scanningpen (UK creator ) and its NZ distributor Assistive Technology
- Attendance at Public Meeting called by MPs Jacinda Ardern and Poto Williams on child disability issues. Spoke about SPELD NZ services
- Letter to Minister of Corrections about assisting the learning needs of those with SLD who are incarcerated. Fundraised for scholarship for employee of Wiri Corrections Facility to attend 2017 CCSLD.

#### **Sustainability: Strategic Goal 4**

*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 was able resolve matters promptly.

**Financial reporting:** Our newly appointed not-for-profit accounting specialists William Buck Christmas Gouwland (WBCG) painlessly led us through our audit and compliance with the new financial reporting standards. WBCG have also provided 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 & governance matters discussed at the AGM
- meet the operating expenses of our organisation, including premises in LLGs for meetings and storage of LLG resources

Following requests from professional members, the Board approved an increase in the ceiling rates for Teachers and Assessors. The teaching ceiling rate was increased from \$60 to \$90 per hour and the assessor ceiling from \$490 to \$540 for a standard SLD assessment

The Board also reviewed and approved increases in the certification & renewal fees for Professionals and:

- Increased the ISLD course fee to enable our directors to receive an increase in Directing fee (no change for over 5 years)
- Agreed to regularly review **all** fees every two years

Staff members are continually working to improve efficiencies, reduce double handling and streamline systems. The membership information forms were placed on the website and an increasing number of families are downloading them from the website – relieving the Regional Officers workload. An indication of work volume is the number of phone calls to or from the organisation: an average of 2,500 per month which accounts for approximately 170 hours of time.

Staff members regularly review outstanding membership subscriptions (linking with current student information form from teachers) which helps update the database by removing those no longer receiving tuition. This gives us better data and better retention of current members.

To meet demand staff fundraised \$17300 for scholarships for the 2017 CCSLD course. Unfortunately not all scholarships were used as there were no suitable applicants in some areas of need.

#### **Membership engagement:**

- Feedback was sought about the revised Ethics Policy and following input from Whangarei LLG, the policy was clarified
- Our membership information has been available for regular members to download from our website
- Increases in ceiling rate for professional member charges encourages retention of professionals
- Increase in ceiling rates means that in some areas of shortage of SPELD NZ professionals it may now become more viable to continue with SPELD NZ service delivery
- Increasing the maximum number of students a Probationary Teacher might have at one time (with Mentor approval) 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:** A lengthy process over more than a year to upgrade to fibre is not yet complete. This is intended to speed up our processing and improve telephone quality. (The Southern office has still to be converted dependant on rollout of fibre in the neighbourhood).

**Intellectual Property:** We have continued with ongoing registration of various domain names for SPELD NZ to protect our intellectual property.

#### **Management**

We farewelled Sharon Quirke as fundraiser in late 2016 and Sue Radcliffe took over the fundraising role in January 2017. We are very proud of the staff, each of whom brings a talent which contributes to a very effective team. Our staff members work extremely hard within and often beyond the hours available, handling a multitude

of enquiries; hosting courses; coordinating PD; streamlining procedures and finding cost effective ways to maximise our marketing dollar. We are also grateful to Lyn Davis who continues to support our online course Moodle in a volunteer capacity.

### Membership:

We have changed the way we report the membership compared to previous years. The table below shows the breakdown of our membership by membership type. However, if a professional member holds several types of registration, it will be shown in each membership category. The total membership as at 31 March 2017 is 2046: a small increase from the 2016 membership which totalled 2025.

Please note that the table is not an accurate reflection of membership numbers. For example:

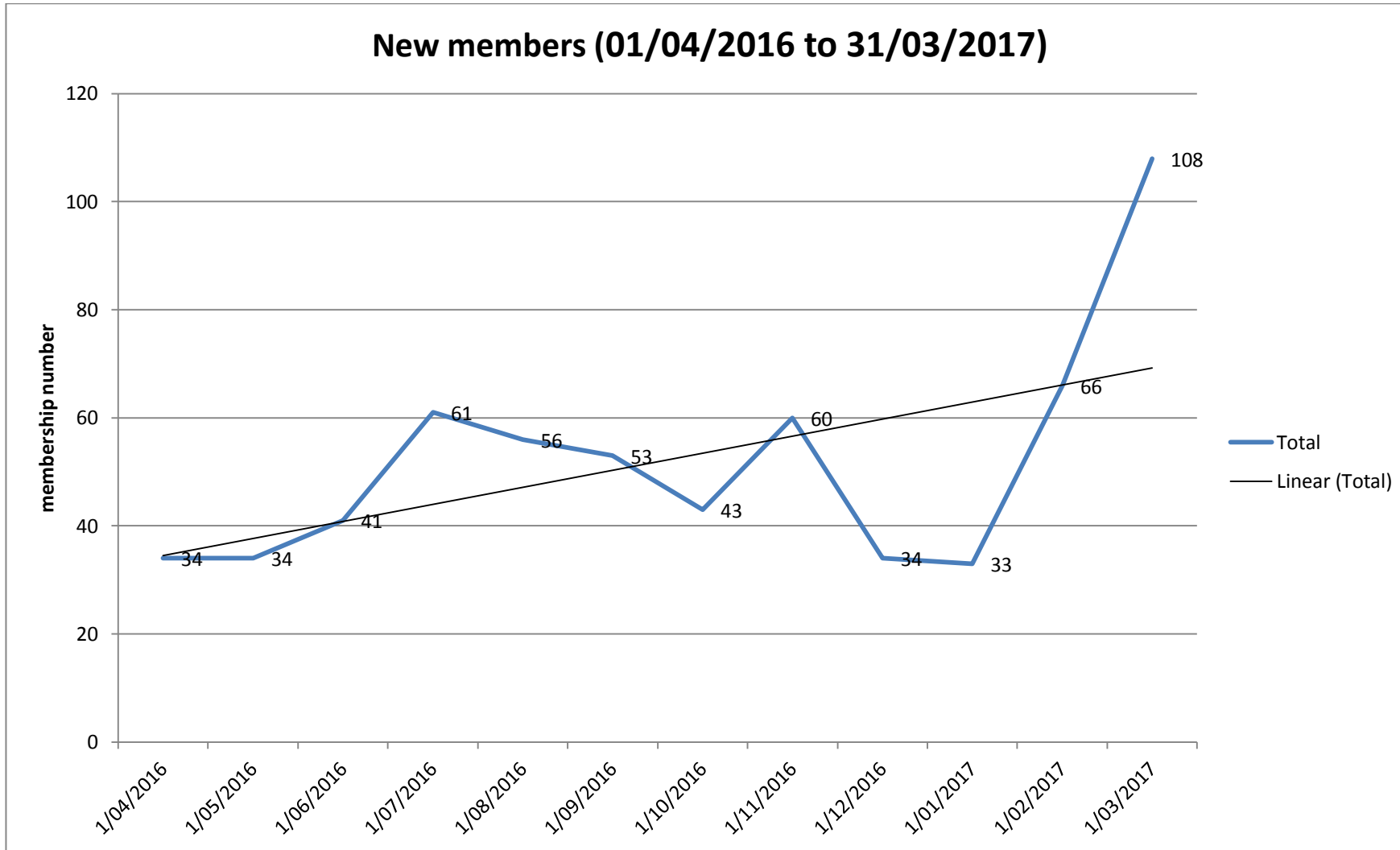
- Some Professional members may also have children receiving SPELD NZ help, but membership data is only recorded in the professional role.
- Membership is also shown once for families even though more than one family member is receiving our services.
- There are a number of non-financial families who continue to receive tuition from their SPELD NZ teachers.

**Table 1: Breakdown of all membership type by Regional Office: 31 March 2017**

Count of MemberType	Region			Grand Total	%
	Central	Northern	Southern		
Assessor	12	18	8	38	1.857%
Board	0	1	1	2	0.0978%
Director	3	5	2	10	0.489%
Family	623	624	328	1575	76.98%
Friend	43	74	47	164	8.016%
Life	13	23	5	41	2.004%
Teacher	75	102	39	216	10.56%
Grand Total	769	847	430	2046	
%	37.586	41.398	21.02%		

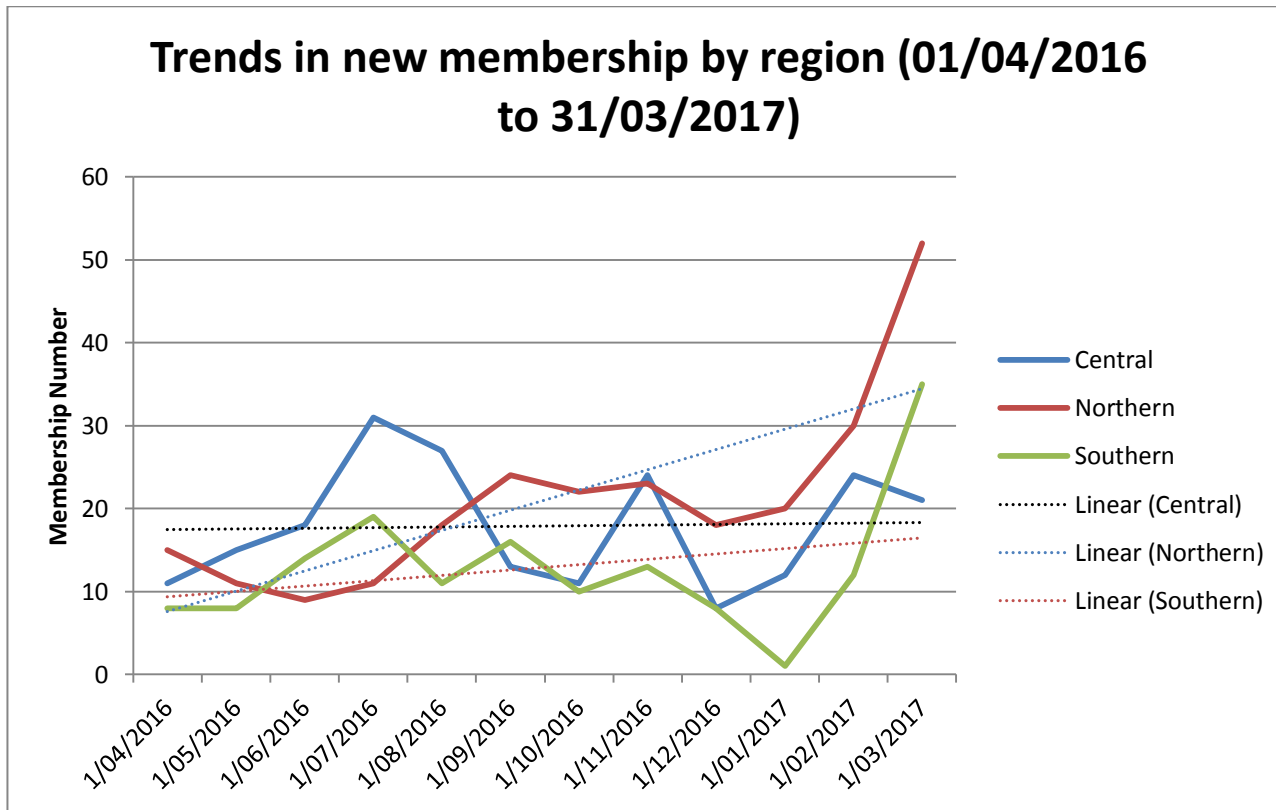
### New memberships

Across the country, all regions are attracting new members, although volumes vary for each region and at different times of the year. The next graph shows the overall trend in new members. The solid black trend line shows a steady upward growth in membership.



**Graph 3** provides the regional trends in new memberships.





### 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:

Acorn Foundation, Cambridge Dyslexia Trust, COGs, Community Trust of Southland, DV Bryant Trust, Eastern and Central Community Trust, Foundation North, Hawkes Bay Foundation, Wellington Children’s Foundation, L W Nelson Charitable Trust, Soroptimist International of Wellington, Bowls Southland, Eastern & Central Community Trust, Gwen Rodger Trust, Hinemoa Kairangi Charitable Trust, Hutt Valley Freemasons, Invercargill Licensing Trust, , Julie Goodyer, Kings College

Trust, Lion Foundation, Lottery Grants Board, Mary Lloyd SPELD Auckland Trust, NZ Community Post, Otago Community Trust, Philip Dallow Trust, , Rata Foundation Canterbury, Redwood Trust, Riccarton Youth Trust, Riley Trust, Rotary Invercargill, Rotary KeriKeri, Rotary Kihikihi, SkyCity Auckland, St David's Op Shop, TG McCarthy Trust, The W Duncan Bickley Trust Fund, Wellington Children's Foundation, Winton and Margaret Bear Charitable Trust, J N Williams Memorial Trust/HB Williams Turanga Trust, and the many others who have given donations or volunteered their time

Our thanks also to:

- all the exhibitors from the 2016 SPELD NZ Conference: ROBO Kids Typing Software, Simply Reading, NZCER, Numicon, Progress in Learning, Aquila Books and Sally Kean Books. Special thanks also to our booklet printer, Copy Direct, and to Newmarket Pack N Send and Thermakraft for their generous discounts.
- the many individuals who have made donations or who have volunteered their time.
- Our auditors William Buck Christian Gouwland 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
- The 3 young men who regularly help out with admin 'housekeeping' in holidays
- Jean Roulston who continues to collate the statistical information from new membership applications

### **Notes to Financial report to be presented by Shona Hutchinson – Convenor Finance Committee**

Our Year End performance report which will be registered with the Charities Commission tells the story of our organisation, both financial and non-financial information.

Our purpose (Entity Information: page 2)

- Is to meet the learning needs of those with specific learning difficulties
- We 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
- We fundraise to provide subsidies for those who could not otherwise afford to have an assessment or remediation
- We are research based - aiming to constantly improve
- We aim to improve awareness and recognition of the effects of SLD and the benefits of our research-based remediation

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.

- Members' libraries are manned by unpaid volunteers
- Parents and our professional members give time to Local Liaison Group activities
- Our Teachers provide mentoring to probationary teachers and arrange placement of students
- The Board and Professional Standards Committee are all unpaid
- Our staff, Jeremy, Julie, Beth, Amanda, Trish, Justine and Sue are totally committed to SPELD NZ, working many hours in excess of what they are paid.

Statement of Financial Performance (How was it funded & what did it cost: pages 4-5)

- We are showing a deficit of \$1096

Statement of Financial Position (What we own & what we owe: page 6 - a Balance Sheet)

- Our total assets are \$646,512 – total liabilities \$223,298 resulting in a net balance of \$423,214. While this looks good - we must at all times retain sufficient funds to meet all commitments, otherwise we are breaching the Charities Act and NZQA's requirements. 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 \$104,646 - These are grants that we receive for specific purpose ie tagged for financial assistance, rent, library, support to conference, office resources, website upgrade etc

I believe our business is financially managed well. While no one likes to see a deficit in business, as a charitable entity dependent on funds from grants, lotteries etc, a surplus means the chances of securing these funds will reduce significantly. We look too well-resourced.

The Board has approved the budget for 2017/2018 - there is an expectation that some expense items will increase – rent, NZQA & some additional costs from our website upgrade.

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.