



# Annual Report of SPELD New Zealand Incorporated

For the year ending 31 March 2019

The Board/Kaitiaki 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/Kaitiaki**

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/Kaitiaki 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 Victoria Beckwith has resigned from the Board due to whānau commitments. At this AGM, Julie Alce and Shona Hutchinson must step down, having served the maximum number of terms permitted under the Constitution. We are very grateful for Shona and Julie's active participation in governance of our organisation, Julie since 2012 and Shona since 2011.

We are very grateful to Penny Thomson and David Ward who have offered themselves for election to the Board and we welcome them to the role. We still have capacity for more Board members and hope to recruit two more as the year progresses.

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

### **Professional Standards and Training**

Eleanor Boyce as PSC Convenor and Director Rep, Judith Alexander as Assessor Rep, Terry Gentle as Teacher Rep, and Cathryn Bjarnesen as PD Researcher have worked extremely diligently over the last financial year.

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

- Refined and is testing a SPELD NZ WJIV report template for adult clients
- Delivered workshops on the 'Guide to WJIV Assessments' in Auckland, Dunedin, Hawkes Bay, Nelson and Christchurch
- Developed an e-version of the Guide workshop as a resource for the Level 5 lesson planning content
- Strengthened the draft guidelines for training Kaiārahi /Directors of the Level 3 Introduction to SLD programme

- Added to the list of professional development for individuals or LLG group's workshops
- Being recognised by NZCER as one of two training providers for educational users of the Woodcock Johnson IV
- Having a probationary Assessor pick up an error in KeyMath3 and communicating with Pearson Australia about the error
- Strengthening the quality of our professional services through the revision of the assessor peer review programme, and revision of guidelines for appraiser appointment and electronic appraisals
- Creating 'Brief Guide to Lesson Planning'
- Preparatory work on creating a resource booklet for parents with children on waiting list for a teacher
- Working on an alternative tool to use for dyscalculia assessment, and discussions with Dr Anna Wilson in this regard
- Researched and made recommendations for 2018 AGM workshop and Conference 2019 speakers
- Reviewed the definition of dyslexia and SLD
- Marking and giving feedback on about 230 Tasks following the WJIV workshop

At the 2020 AGM Judith retires from PSC having served three terms. Cathryn and Eleanor's second term rolls over in 2020. Eleanor is currently holding two roles. We are concerned about succession planning.

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. It is vital that we find replacements. We really encourage professional members to seriously consider providing some support. If you would be interested please talk to any of the Board, Jeremy Drummond, Eleanor Boyce or Judith Alexander for details of the role.

### **Our Courses/Programmes**

To progress the development of our new Level 5 programme (the NZ Certificate in Teaching Individuals with SLD), in early 2018 the Board created a sub-committee of the PSC called the Programme Review Sub-Committee (PRSC). After an intensive workload with the help of consultants, our PRSC worked first in gaining approval from NZQA for our new Level 5 Programme, and then began the writing of the programme. The new programme will begin in February 2020.

Other achievements:

- 50 enrolled on 2018 CCSLD Online course and 48 graduated. Of those graduates, 33 have entered the Probationary Teaching practicum. A further 3 teachers from the 2017 Online also joined the practicum
- 10 Level 3 Introduction to SLD (ISLD) Courses hosted in the last calendar year: 2 each in Auckland and Christchurch, 1 each in Dunedin, Hastings, Hamilton, Gisborne, Invercargill and Wellington. 126 attended
- 8 enrolled on the 2018 assessor training, with 6 graduates currently in the probationary practicum
- Ongoing focus on continual improvement of our training by attendance at various workshops on meeting NZQA compliance
- Ongoing review of our L3 and L5 programme material

- 2 of our Level 5 directors retired at the end of 2018. We are working on recruitment of directors for both Level 3 and 5 programmes.
- Category 1 Status with Excellence in the six areas for review, led to NZQA in its 4-yearly review awarding Highly Confident in our educational performance and in our capability in self-assessment.

## **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:

- The launch of our new website and ongoing updates and improvements throughout the year
- Continuing to link our website with other organisations such as DFNZ, Kidslink and the Mana Ake project in Christchurch, and using their networks to spread the word about SPELD NZ services and events. NZ Police have developed an app which links to our website, for those who need help
- Using our communication network to help other individuals or organisations, such as ADHD, Richard Branson's Made by Dyslexia site and Judy Hornigold
- Advertising and or articles in Education Gazette, School News, NZ Principal magazines, The Dominion Post, Waikato Times, Gisborne Herald, KidsLink and Primary Health & Wellbeing Directory
- Conversations with Stuff reporters, and having articles picked up by Stuff and used in newspapers elsewhere in NZ
- Julie Connor keeping our Facebook page regularly updated and with followers of 3085. Please remember to Like and Share our stories
- 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 to training opportunities
- Liaising with SPELD NZ professionals who give talks to community groups, and others about SLD and our services.
- Exhibiting at expos and community presentations such as Kidslink workshops, Auckland SENCO Expo; attendance at Brain Day events.
- Three colourful and inspirational editions of The Record magazine, which are delivered to members and stakeholders. Thanks to all those SPELD NZ Members 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 NZ
- Attending the launch of Inclusive Education Action group's website
- Radio Interviews with Radio OAR FM Youthzone in Dunedin, and Waikato's Access radio
- Conversations with Masters programme and other University students seeking information related to their studies, such as Adult Dyslexia, an Auditory Processing Disorder research project, App design for those with SLD, study on Holiday experiences for children with Disabilities
- Conversations with Oranga Tamariki Staff about our services
- Cathryn Bjarnesen writing an article for publication in NZ Principals' magazine providing an alternative viewpoint on teaching of phonics

## **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. Activities included:

- Attending a two-day MoE Education Conversation hui, and ongoing contributions to the Conversation in Auckland and Wellington.
- Attending MoE Parent Engagement meetings in Auckland
- Attending RTLB Cluster 8 meetings where a toolkit for RTLB on SLD was being created
- Attending Consultation Hui on State Services Act review
- Attending launch by Minister Martin of Draft Disability and Learning Support Action Plan
- Meetings in Wellington with Sally Jackson (Chief Advisor Learning Support), Dorothy Adams (Social Investment Agency), Mike Styles and Sarah Sharpe (dyslexia advocates)
- ongoing collaboration with NZCER regarding WJIV and assessor matters
- Attending Social Investment Agency hui to formulate a policy on data collection and protection of privacy
- Ongoing conferring with NZQA about Special Assessment Conditions and assessor matters.
- Attending consultation day on development of NZQA's regulatory strategy relating to Tertiary Education
- 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.
- Collaboration conversations with DFNZ
- Speaking at Victoria University: EO to a class of 2<sup>nd</sup> year students moving into education or psychology; and Cathryn Bjarnesen to a Masters class
- Discussions with Tertiary providers about collaborative relationships for assessments
- Attending Mana Ake Behaviour workgroup & developing a Dyslexia Pathway for use by Canterbury Schools
- Providing support and advice to SPELD NZ professionals who find themselves in difficult positions with some clients
- 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 tertiary students writing papers on SLD
- Continuing our gradual process of introducing Te Reo and cultural mindfulness into our organisation.

## **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 strategic plan and direction took place at our February Face to Face meeting.

### **Board evaluation**

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

## **Policies**

In June 2018, all policies and their Terms of Reference were reviewed and combined where appropriate. The cyclical review of our policies continues, to ensure that we comply with 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.

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.
- Award 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 \$21,500 of scholarships for the 2018 courses and \$13,549 for the 2019 Online course scholarships.

## **Membership engagement**

- The majority of membership application forms are now generated from our website. This frees up the Regional Officers' time, and new members can access help 24/7
- The waiting times for an assessment or tuition are too long and we are looking at ways to reduce the delays, such as 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
- We are also encouraging our professional members to make the most of electronic means for appraisals, observations and mentoring
- Introducing credits allocation for LLG roles
- Pānui from Board and PSC connecting our professionals to activities within our organisation

## **Systems upgrade**

- Our conversion to fibre is still not complete as we wait for fibre to be introduced to the Southern office's neighbourhood
- In the financial year we made or received over 26,900 telephone calls being a total of 1842 hours. This averages at 2,242 calls a month or approximately 61 hours per month
- Increased software protections for cyber-security

- Increasing our stock of WJIV kits, for training purposes means a greater number of trainees can be taken each year
- Attending consultation meeting on Review of Charities Act
- Consolidation of multiple contents insurance policies into one policy to reduce annual fees
- Combining 2 library software packages into one and initially connecting Auckland, Wellington and Christchurch libraries provider with potential for all LLG libraries being connected at a later time. This ensures better access to the library collection nationwide, especially to those studying the Level 5 programme and Assessor training

## **Intellectual Property**

We continue with registration of various domain names and trademarks 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. 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. From everyone involved with SPELD NZ, we'd like to express our thanks and appreciation for the grants, donations or other assistance we have received over the past financial year, especially from:

Acorn Foundation, Auckland Airport Charitable Trust, Bernard Chambers Charitable Trust, Betty Campbell Trust, COGs, Community Trust of Southland, DV Bryant Trust, Eastern and Central Community Trust, Foundation North, Four Winds Foundation, General Charitable Trust South Canterbury, George Sevicke Charitable Trust, Gwen Rodgers Charitable Trust, Gwen Malden Charitable Trust, Hawkes Bay Foundation, Hutt Mana Charitable Trust, Invercargill Licencing Trust, Invercargill Licencing Trust Foundation, Ilot Charitable Trust, JBS Dudding Trust, Julie Goodyer, Kings College Trust, Len Reynolds Trust, Lion Foundation, Lottery Grants Board, L W Nelson Trust, Manchester Trust, Mary Lloyd SPELD Auckland Trust, Mr & Mrs George Denton Trust, Mt Wellington Foundation, Network Tasman Trust, Nikau Foundation, Norah Howell Trust, One Foundation, Otago Community Trust, Page Trust, Philip Dallow Dyslexia Trust, Redwood Trust, Freemasons Lower Hutt Lodge No 299, Freemasons of Remuera Lodge, Riccarton Youth Trust, Sir John Logan Campbell Residuary Estate, SkyCity Auckland, SkyCity Hamilton, Taranaki Savings Bank, TG McCarthy Trust, The W Duncan Bickley Trust Fund, Vernon Hall Trust Fund, Vogelmorn Foundation, Wellington Community

Trust, Winton and Margaret Bear Charitable Trust, J N Williams Memorial Trust/HB Williams Turanga Trust, WelEnergy Trust, West Coast Community Trust; and the many others who have given smaller donations.

**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 other volunteers who help National Office in various ways
- The children of staff who continue to help out with admin 'housekeeping' from time to time
- 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.

**Chairman's' report delivered by Peter Scanlan (Board Chair), Lynne Ashman (Board member), Eleanor Boyce (convenor Professional Standards Committee) and Jeremy Drummond (Executive Officer)**

## 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** (listed as the Entity Information on page 2) 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** are listed on page 4. In the previous financial year 2017-2018 our Judy Hornigold and Lynne Jaffe workshops boosted workshop revenue compared to this last financial year. Courses expenditure has increased for last financial year as it includes the fees payable to NZQA for the EER and the costs of Programme Approval.

### 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 (now Sandra), Amanda (now Erin), 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** on page 5 shows how we are funded and what it cost. Of note:

- Our grant income increased, providing for Financial Assistance and scholarships as well as operating expenses
- Overall we ended the year with a loss of \$41,954. This largely reflects the increased course expenses.

The **Statement of Financial Position** (the Balance Sheet) on page 6 shows what we own and what we owe

- Our total assets are \$816,131. Our total liabilities are \$420,010 resulting in a net balance of \$396,121. While this looks healthy, a prudent Board, whose income is largely from the success of grants and donations, must at all times retain sufficient funds to meet all commitments for several months. Also, NZQA Regulations require that we retain sufficient funds to support



sustained delivery of our courses and programme. Examples of some of our commitments are rent, wages and accrued leave, GST, audit fees, insurance (both property and professional liability for our professionals) and just general business overheads

- Unused grants and donations with conditions: \$300,766 - 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. We needed to meet the demands of creating the new Level 5 course and the cost of NZQA's 4 yearly External Evaluation and Revue. We managed that because of our reserves. As a charitable entity dependent on funds from grants, when we continually have a large surplus it significantly reduces the chances of securing grant funds. We would look too well-resourced.

Looking ahead, the Board has approved the budget for 2019/2020. We know that a number of non-discretionary expense items will increase – for example rent, insurance, NZQA fees as well as the fees to complete the course writing.

### **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.

### **Financial Report delivered by Shona Hutchinson (Convenor Finance Committee)**