SCHOOLED ADMIN & PROPERTY CONFERENCES 2027

www.SCHOOLED.nz

SCHOOLS AREN'T JUST IN OUR NAME... THEY ARE IN OUR DNA!

Schooled is not just our name, it's a massive part of who we are. We started as Canterbury Education Services in 1989 as a school owned co-operative, and the education sector has been a huge part of who we are for over 35 years.

We work with schools, kura, early childhood centres as well as non-profits and community groups across Aotearoa.

DID WE MENTION ALL OUR PROFITS SUPPORT EDUCATION?

Schooled is a registered charity and is owned by the CES Foundation. Our profits go to the CES Foundation to fund their work to support early childhood, primary, intermediate and secondary education in Aotearoa.

Working with Schooled helps to make a real difference to education in our country, rather than a new car or holiday for a business owner, because it's the students that matter.

WHEN WE'RE NOT RUNNING EVENTS...

Schooled is your go-to partner for making school management smoother and more efficient. We offer a **HUGE range of services** designed to take the stress out of the essential tasks that keep your school running.

Financial Services

- Monthly Reporting
- Video Reporting
- Payroll
- Full Processing
- Accounts Payable
- Consultancy

Board & Governance Support

- Schooled Policy Pilot
- Fixed Asset Stocktakes
- Board Secretarial Services
- Principal Appointment
- Consultancy

Election Pilot

- Parent & Staff By-Elections
- Mid-term elections in March 2027 for some schools
- Parent, staff & student Triennial School Board Elections are coming in 2028
- Full integration with your SMS
- Schooled Election Pilot manages everything from start to finish

Policy Pilot

Schooled Policy Pilot is our newest product.

Policy Pilot will manage all your school policies, allow access by the right people and sort your consultation... all in one place.

YOUR ELECTION. SORTED.

SCHOOLED ELECTION PILOT

Clear. Compliant. Easy to follow. No missed steps. No second guessing.

We take care of the full election process from start to finish. From nominations and roll preparation through to voting, communications, and final results, everything is handled in one secure, easy-to-use system. Backed by Schooled's experience and Ministry-accredited expertise, Election Pilot helps schools run smooth, transparent and stress-free elections. Election Pilot is also the only online election provider that has been continuously accredited since online school board elections were introduced in 2022 & we run more school board elections than anyone else.

School elections come with strict rules and important deadlines. Most schools only deal with the process every few years — which means it's easy to feel out of practice. Election Pilot keeps everything organised in one place and supports you through the whole process.

Electronic voting

Secure online voting designed to make participation simple and accessible for your community

Nomination management

Nominations are managed for you with increased visibility through the election portal for key people in your organisation.

Election communications

Automated emails, reminders, and notifications help keep everyone informed throughout the process.

Secure and compliant

With both accreditation for the NZ Ministry of Education and a ST4S badge, Election Pilot is built with security and privacy as a key focus at every stage.

Real support from real people

Our team is here when you need help — before, during, and after the election process.

SCHOOLED POLICY PILOT

DESIGNED FOR SCHOOLS, NOT JUST COMPLIANCE

Let's be honest — most policy systems can be a bit painful.

They're often too complicated, mix governance and management, too generic, or too hard to keep up to date. Policies end up sitting untouched until someone suddenly needs them — usually under pressure.

Policy Pilot is designed to take that pressure off.

Clear, practical, ready-to-use policies that actually make sense — for boards, leaders, and staff. No bloated documents. No confusing wording. Just policies that do what they're meant to do.

Always up to date. Easy to manage. Built for real schools.

A good policy system shouldn't just tick boxes - it should reflect your kura and help schools operate better.

Policy Pilot is designed specifically around the day-to-day realities of New Zealand schools. That means practical policies, straightforward language, and systems that are easy to work with.

And because it is backed by the Schooled team, our decades of experience in education counts and support is always close by when you need it.

Our 2027 Conferences

Our admin and property conferences are back, and bigger than ever! Whether it's your first time or you are a regular, our admin and property conferences will keep you up to date with changes in the education sector and make sure you have all the knowledge, connections, and tools you need to stay ahead in the game.

We know education admin and property staff are superheroes... Our conferences help you stay at the top of the heap.

PRIZES - PRIZES - PRIZES - PRIZES - PRIZES - PRIZES - PRIZES - PRIZES - PRIZES - PRIZES - PRIZES - PRIZES

Major Prize Draw

Every attendee registered before the end of Term 1 2027 across all Admin and Property Conferences **goes in the draw to win a major prize** of an Air New Zealand Deluxe Mystery Break and a $500 prezzy card.

Total prize value over $2200!

Prize includes airfares, accommodation in 4-star or better accommodation and daily breakfasts for two people, plus a rental car.

PLUS... Over $10 000 of spot prizes in total across all the Admin & Property Conferences

A huge selection of spot prizes will be available at each Admin Conference including - a morning tea shout for your kura, beverages, overnight bags, merino throws, Frank Green drink bottles, tools, and more!

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Our events are designed to give you top-tier insights from industry experts, practical skills you can implement right away, and plenty of opportunities to network with like-minded professionals. From engaging workshops to powerful keynote sessions, each event promises to leave you feeling motivated and equipped to take on the next challenge.

Admin Conferences

Get the inside track on school operations, governance, and admin excellence. We know the admin team are the glue that holds a good school together and our Admin Conferences make sure your admin team have up to date skills and knowledge to ensure your kura is up to date.

Property Conferences

Property staff are responsible for a lot of compliance and health and safety work on a campus. Our Property Conferences ensure they have relevant and current information to support the vital work that happens in your kura.

Relevant Keynote Speakers

We source keynote speakers that are relevant to the education sector, have practical information that can support your kura and are engaging, (because let's be honest, there is nothing worse than a punishing keynote to end the day!).

Schooled Events 2027

Admin Conference Series

- Gain expert insights and practical skills
- Learn strategies to improve efficiency and reduce stress
- Stay updated on the latest finance and technology trends
- Connect with fellow school administrators

Overview - essential skills & insights for school administrators

Join us for expert-led sessions and hands-on workshops designed for school administrators, business managers, and support staff. Covering finance, payroll, technology, workplace dynamics, and personal development—there's something for everyone.

Multiple locations – find one that suits you!

Auckland West & South | Rotorua | Palmerston North | Wellington | Christchurch

ONLY **$545.00+GST**

Key Workshops & Sessions

School Finance – Practical strategies for managing finances, payroll, and EdPay updates.

Technology & Productivity – Mastering Google Suite, Microsoft 365, and AI for efficiency.

Workplace Dynamics & Communication – Setting boundaries, giving feedback, and managing workload.

Personal Well-being & Resilience – Stress management, burnout prevention, and work-life balance.

School Board Election Planning – Find everything your kura needs to know about the upcoming 2028 Triennial elections.

Inspiring voices

Keynote Speaker

Julia Grace

Julia Grace is one of New Zealand's most sought after mental health keynote speakers.

After her own diagnosis of depression and anxiety in 2014, she began sharing her story publicly in 2015 and hasn't stopped since.

That message has taken her across Aotearoa and around the world, helping corporate teams, educators, and conference audiences recognise the early signs of stress, build genuine resilience, and create workplaces and communities where mental health is talked about openly. Neuroscience, lived experience, and a generous dose of humour make mental health feel approachable, practical, and worth talking about.

Spotlight

David Kinane

David is an MoE accredited PLD facilitator based in the Waikato.

He has a strong background in supporting schools with experience across digital technologies and teaching & learning. David is particularly interested in helping school administrators understand how technology can be used more effectively in the school

Stuart Dillon-Roberts

Stuart Dillon-Roberts is the Founder of Hail.

He has more than 20 years' experience across technology, cybersecurity, digital communications and education, and is a Certified Information Security Manager.

He regularly speaks with school leaders and boards about cybersecurity & privacy.

OVERVIEW

Admin Conference Series

PROGRAMME

Keynote Speaker

Julia Grace

Be Kind to Your Mind is an engaging and uplifting session that will leave you with practical tools to understand your brain under pressure, better language to talk about mental health, and a framework you can use to improve your workday straight away!

Event Locations

Coming to Palmerston North in 2027 for the first time! Plus, new venues in Auckland West and Christchurch.

Book now to secure your spot before they sell out!

If you require booking assistance
Visit our website or email:
conferences@schooled.nz

SCHOOL ADMINS

Auckland West

Wednesday 5 May

The Trusts Arena

ADMINS

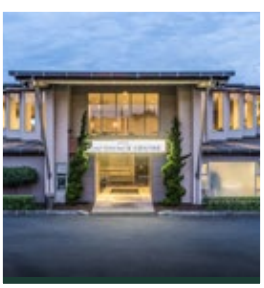
BOOK NOW

$545.00 +GST

Auckland South

Tuesday 15 June

Waipuna Hotel



ADMINS

BOOK NOW

$545.00 +GST

PROGRAMME

Conference Schedule

- **8:00 AM** - Registration
- **8:45 AM** - Welcome
- **9:00 AM** - Session 1
- **10:10 AM** - Morning Tea
- **10:40 AM** - Session 2
- **11:50 AM** - Session 3
- **1:00 PM** - Lunch
- **1:40 PM** - Session 4
- **3:00 PM** - **Keynote Speaker**
- **4:00 PM** - Prize Draws
- **4:30 PM** - Wrap Up

The Admin Series is Brought to you by:

OurCatHerder.com

Rotorua

Tuesday 1 June

Pullman Hotel

ADMINS

BOOK NOW

$545.00 +GST

Palmerston North

Tuesday 18 May

Palmy Conference + Function Centre

ADMINS

BOOK NOW

$545.00 +GST

Wellington

Thursday 20 May

Riccarton Park

ADMINS

BOOK NOW

$545.00 +GST

Christchurch

Wednesday 12 May

One NZ Stadium

ADMINS

BOOK NOW

$545.00 +GST

ADMIN SERIES

Sessions

Please refer to individual events for specific speakers and timing

Privacy, Security & Protecting Your School Community Online
Stuart Dillon-Roberts, Founder & CEO- Hail

Making privacy easier to manage in a changing digital world. We know how much the digital world is changing, and keeping up with what you should and shouldn't be doing can be tricky.

Should your school be using Facebook to communicate with parents? Should you be sharing students' images on social media and your website? How often should you be checking that parents are happy for their child's image to be shared? And how do you actually manage all of this as busy school admin staff?

Claire and Courtney will unpack the everyday privacy, security and digital challenges schools face, from managing image consent to protecting students and staff online.

We'll share practical ways to make privacy easier to manage, including Hail's Image Privacy technology, with tips you can take straight back to school.

MoE ENROL 101: The Essentials For Schools
Matthew Sell, Data Systems Manager - Ministry of Education

A practical overview of ENROL for school staff, covering the key functions and processes, the latest updates from the Ministry of Education, and an opportunity to ask questions.

Session outline:

- ENROL overview and key functions
- Key processes and what schools need to know
- Latest ENROL updates from the Ministry of Education
- Practical tips and common questions
- Q&A session

Your School's Digital Toolbox
Courtney Ellingham Prebble, Customer Success Specialist - Hail

Practical ideas to make your school communications stand out. Your school already has all the tools you need to tell great stories, connect with your community and make your communications more engaging. The trick is knowing how to use them.

In this practical, idea-packed session, Claire and Courtney will share their favourite tips, tricks and ideas for getting more from your school's digital presence. We'll cover everything from design and layout tips, publication ideas and video, to social content, showcasing your school, working with sponsors and making the most of the content you already have.

Expect plenty of inspiration and practical ideas you can take straight back to school and put into action.

Understanding School Finances
Bronwyn Guy, Auckland East Manager, Sunita Kalidas, Auckland West Manager or Yasmin Sellars, Christchurch Manager - Schooled Ltd

Having a strong understanding of school finances is vital to making sure that your kura is in the best position to support the teaching and learning that happens in the classroom.

The Schooled Financial Services team will cover off key things you need to be aware of in your finances, interesting insights from auditors across Aotearoa from last years annuals and new information coming out that you need to be aware of.

Banking Staffing: How To Play The Game
Bronwyn Guy, Auckland East Manager & James Naidu, Payroll Manager, Schooled Ltd

We know that getting banking staffing right can be a bit of a game, moving staff between MoE funded and board funded staffing to get the best outcome for our kura.

Join the Schooled Payroll team to learn tips to make managing banking staffing easier and get a better result for your school. You will also learn how to model and project your banking staffing for the rest of the year.

School Payroll: Tips & Tricks To Get It 100% Right, 100% Of The Time
Bronwyn Guy, Auckland East Manager & James Naidu, Payroll Manager, Schooled Ltd

Payroll is one of those things that needs to be right, every time and on time.

The Schooled Payroll team will take you on a tour of Edpay and understand other information you should use to keep track of employee details (especially for auditors).

School Board Elections: Is Your Kura Ready For 2028 Triennials?
Eric Yu, Board Services Manager and Returning Officer & Jonathan Brooks, General Manager - Schooled Election Pilot

School board elections are coming around again in 2028 and the dates will be moving back to earlier in the year, where they have traditionally been.

Election rules are in legislation, so you must make sure they are run correctly. As many kura only run elections every three years it is easy to miss things or be confused by the process.

The Election Pilot team will cover your school's legal requirements, what sort of planning you should be doing now to make the process easier when elections start and some tips to increase community engagement in your election process.

School Administrator Panel Discussion
Facilitated by the Schooled Team

There is a lot of collective knowledge in the room at these admin conferences, and we want to unlock that for everyone attending.

The Schooled team will facilitate a panel discussion about some key areas of school administration and take questions from the audience for the panel to answer.

Excel: Tips and Tricks That Save You Time
David Jackson,Managing Director - Ripped Orange
Discover new techniques to save time when working with Excel. This interactive session offers valuable insights for both beginners and experienced users.

Join us to learn efficient methods for analyzing data, creating charts, and comparing data lists. We will also cover practical formulas and introduce how CoPilot AI in Excel can help streamline your workflow even further.

All participants will gain access to an online course that explores all these tips in greater depth, allowing you to review the tricks and strategies at your convenience.

Google Drive, Calendar, Mail & Docs: Making The Pieces Talk To Each Other
David Kinane, Director - Dakinane Limited

You use Drive, Calendar, Mail and Docs every day — but are they actually working together, or are you doing the connecting yourself? This session shows you how to link these four tools into one smooth workflow, cutting out the file-chasing, re-typing and manual follow-ups that quietly eat your week. From quick wins for newer users to hidden tricks for Google veterans, plus where AI now fits in, you will leave with changes you can implement tomorrow.

AI On The Front Desk: Practical Automation For Busy School Administrators
David Kinane, Director - Dakinane Limited

You may have dabbled with ChatGPT or CoPilot but what can these tools actually do for you in a practical sense? Every week new AI tools are released to the public, becoming more task specific in the process. Many of these tools have a free aspect and in this session we will look at how you can best leverage the tools you already know and also introduce you to task specific tools that you may find indispensable in your daily workflow.

Beyond The Basics: Advanced Google Sheets For School Administrators
David Kinane, Director - Dakinane Limited

This is an **advanced** workshop, not an introduction to Google Sheets — and assumes a working, basic-level competency and moves straight into the formulas that save time.

In this session participants will learn how to use SUMIF/SUMIFS to total spending across multiple funding sources without manually sorting or filtering, COUNTIF/COUNTIFS to answer reporting questions in seconds, and CONCATENATE to build clean, consistent output from scattered fields — alongside the formula-based approach to tidying messy data, so cleanup happens once and updates automatically as source data changes.

We will also look at IMPORTRANGE, to allow the importation of different data from multiple workbooks into a single source. You can build reports quickly and easily using these tools.

Beyond The Prompt: Building AI Workflows For The School Office
David Kinane, Director - Dakinane Limited

This session builds on the foundations of AI on the Front Desk, moving from prompts to connected systems that do more of the routine work automatically.

We'll look at scheduling AI to run recurring tasks on its own, connecting it to the tools your school already uses — Drive, Sheets, forms, email — and exploring simple no-code ways to chain steps together into a working "agent."

We will keep a human firmly in the loop: automation here means less manual effort, not less oversight, and every worked example builds in a clear moment for human edits and review before anything goes out. We will look at what's realistically achievable with AI (including where a small investment beyond free tools opens up genuinely useful automation) and a framework for deciding what should and shouldn't be automated in a school setting.

Risk Management & Mental Health In The School Workplace
Dr Barbara Rysenbry, Facilitation Lead, Dr Dougal Sutherland, Facilitation Coach or Dr Allanah Caset, Facilitation Coach - Umbrella Wellbeing

This introduction to Psychosocial Risk Management in the school environment explores:

- What are the factors that can make schools high risk workplaces
- Psychosocial hazards and psychosocial risk – what do these terms mean?
- Psychological safety
- Overview of the psychosocial risk management process
- Action plan – where to start?

Introduction To Challenging Conversations & Resilience
Dr Barbara Rysenbry, Facilitation Lead, Dr Dougal Sutherland, Facilitation Coach or Dr Allanah Casey, Facilitation Coach - Umbrella Wellbeing

This introductory workshop provides an overview of how to approach challenging conversations involving strong emotions. It may be helpful for people in customer service, customer-facing or other roles where they may encounter people who are upset, distressed, angry or frustrated. Participants will explore the impact of stress, principles for responding effectively, and the role of recovery and resilience in managing demanding interactions.

The session focuses on key information and frameworks rather than practical activities or skills practice

The Art Of Recovery: Recharge The Right Way
Jo Fife, CEO - Workplace Wellbeing

Feeling tired doesn't always mean you need more sleep. In this practical session, we'll explore the different types of recovery we need — physical, mental, emotional and social and how to recognise what's really draining your energy. You'll pick up simple ideas for recharging during the day, switching off after work, and supporting better sleep, all without needing a complete lifestyle overhaul.

Struggle With The Juggle
Jo Fife, CEO - Workplace Wellbeing

Life can be a juggling act as we seek balance between work, friends, whānau and our own needs to keep us thriving. We will help you to get clarity around your priorities AND give you some strategies to master the juggle.

Participants will learn:

- What work/life balance is and gain clarity on what 'balance' looks like for YOU
- Strategies to help you to switch off, prioritise what is important, be more productive with your time so you have more time for you & manage your energy levels
- Create your own Fab Life Formula

Managing Unconscious Bias
Chris Wallace, Senior Facilitator - LDT Consulting

Unconscious bias (also called implicit bias) is an automatic shortcut we all use to make quick judgments about

people or situations based on background, cultural norms, and life experiences.
Why we need to better manage biases – these can create relationship problems, differential treatment and missed opportunities.
This session will include:

- Understanding some of the biases that may impact us in a workplace
- Identifying ways to mitigate these biases

Working Genius: Getting The Best From Yourself & Others
Chris Wallace, Senior Facilitator - LDT Consulting

Working Genius provides a practical way to understand the types of work that energise us, the tasks that may drain us, and how we can contribute most effectively to a team. Through guided self-reflection and discussion, participants will explore their own preferences and how different strengths can support better collaboration in a school environment.
This session will include:

- Exploring the six Working Genius areas and identifying personal preferences
- Considering how to use these insights to improve teamwork and get the best from ourselves and others

Giving Feedback To Colleagues & Others
Chris Wallace, Senior Facilitator - LDT Consulting

It can be very challenging letting other people know when things are not going as you need/want. Often people know they need to let others know - but if they don't know how they don't do it. This can create continued issues.

This session will include

- Understanding how to minimise defensiveness
- A framework that is easy to use and easy to hear

HERO: Top Tips For Heroic Administrators
The Hero Team - HERO SMS

The Hero team returns to the Schooled Conference to help school office administrators save time and simplify everyday tasks. In this session, we'll share our favourite tricks for optimising your Hero use, showcase recent updates, and explore heroic features built to support your office workflow. We'll finish the session with a Q&A segment to get tailored advice directly from our team.

eTap Tips & Tricks
Angela Johnston, Education Lead & Coach - eTap SMS

Join our Workshop and Stay Ahead with Recent Developments. Gain a concise overview of eTAP and explore new tools. We'll share time-saving tips to optimise your experience. Discover how eTAP's advanced all-in-one solution transforms school processes, streamlines communications and live reporting, boosts functionality, supports data driven decisions with sophisticated data analysis & data visualisations and minimises third-party app use.

Home On Time: Kindo Time-Saving Tricks For The School Office
The Kindo Team - Kindo

The front office is the busiest room in the school, and the to-do list never ends. Drawing on insights from hundreds of Kindo schools across New Zealand, this hands-on session shares the practical shortcuts busy office teams are already using to cut down on repetitive admin, from chasing payments and making reconciliation seamless to answering the same parent question for the tenth time. You'll leave with quick wins you can use from tomorrow, so you can get home on time. We'll also run through our latest product updates and give you a sneak peek at what's to come.

ADMIN SERIES

Workshop schedule

Auckland West | The Trusts Arena Wednesday 5 May

Choose 1 workshop per session

Time	Workshop & Presenter	3pm Keynote speaker - Julia Grace
Session 1 9:00 - 10:10am	**Understanding School Finances** - Sunita Kalidas **School Board Elections: Is your kura ready for 2028 Triennials?** - Election Pilot Team **Google Drive, Calendar, Mail & Docs: Making The Pieces Talk To Each Other** - David Kinane **Risk Management & Mental Health In The School Workplace** - Dr Barbara Rysenbry	
Session 2 10:40 - 11:50am	**Banking Staffing: How To Play The Game** - Schooled Payroll Team **AI On The Front Desk: Practical Automation For Busy School Adminstrators** - David Kinane **MoE ENROL 101: The Essentials For Schools** - Matthew Sell **Introduction To Challenging Conversations & Resilience** - Dr Barbara Rysenbry	
Session 3 11:50 - 1:00pm	**School Administrator Panel Discussion** - Facilitated By The Schooled Team **School Payroll: Tips & Tricks To Get It 100% Right, 100% Of The Time** - Schooled Payroll Team **Your School's Digital Toolbox** - Courtney Ellingham Prebble **Beyond The Basics: Advanced Google Sheets For School Administrators** - David Kinane	
Session 4 1:40 - 3:00pm	**Privacy, Security & Protecting Your School Community Online** - Stuart Dillon-Roberts **HERO: Top Tips For Heroic Administrators** - Hero Team **eTap: Tips & Tricks** - Angela Johnston **Home On Time: Kindo Time-Saving Tricks For The School Office**- Kindo Team	

ADMIN SERIES

Auckland South | Waipuna Hotel Tuesday 15 June

Choose 1 workshop per session

Time	Workshop & Presenter	3pm Keynote speaker - Julia Grace
Session 1 9:00 - 10:10am	**Understanding School Finances** - Bronwyn Guy **Excel Tips & Tricks That Save You Time** - David Jackson (Session Repeats) **Risk Management & Mental Health In The School Workplace** - Dr Barbara Rysenbry **Google Drive, Calendar, Mail & Docs: Making The Pieces Talk To Each Other** - David Kinane	
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ADMIN SERIES

Rotorua | Pullman Hotel Tuesday 1 June

Choose 1 workshop per session

Time	Workshop & Presenter	3pm Keynote speaker - Julia Grace
Session 1 9:00 - 10:10am	**Understanding School Finances** - Bronwyn Guy **School Board Elections: Is your kura ready for 2028 Triennials?** - Election Pilot Team **Excel Tips & Tricks That Save You Time** - David Jackson (Session Repeats) **Risk Management & Mental Health In The School Workplace** - Dr Allanah Casey **Google Drive, Calendar, Mail & Docs: Making The Pieces Talk To Each Other** - David Kinane	
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ADMIN SERIES

Palmerston North

Palmy Conference Centre
Tuesday 18 May

Choose 1 workshop per session

Time	Workshop & Presenter	3pm Keynote speaker - Julia Grace
Session 1 9:00 - 10:10am	**Understanding School Finances** - Sunita Kalidas **School Board Elections: Is your kura ready for 2028 Triennials?** - Election Pilot Team **Google Drive, Calendar, Mail & Docs: Making The Pieces Talk To Each Other** - David Kinane **Risk Management & Mental Health In The School Workplace** - Dr Dougal Sutherland	
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ADMIN SERIES

Wellington

Tiakiwai Conference Centre
Thursday 20 May

Choose 1 workshop per session

Time	Workshop & Presenter	3pm Keynote speaker - Julia Grace
Session 1 9:00 - 10:10am	**Understanding School Finances** - Yasmin Sellars **MoE ENROL 101: The Essentials For Schools** - Matthew Sell **Excel Tips & Tricks That Save You Time** - David Jackson (Session Repeats) **Risk Management & Mental Health In The School Workplace** - Dr Dougal Sutherland **Google Drive, Calendar, Mail & Docs: Making The Pieces Talk To Each Other** - David Kinane	
Session 2 10:40 - 11:50am	**Banking Staffing: How To Play The Game** - Schooled Payroll Team **School Board Elections: Is your kura ready for 2028 Triennials?** - Election Pilot Team **Excel Tips & Tricks That Save You Time** - David Jackson (Session Repeats) **Introduction To Challenging Conversations & Resilience** -Dr Dougal Sutherland **AI On The Front Desk: Practical Automation For Busy School Adminstrators** - David Kinane	
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Session 4 1:40 - 3:00pm	**Privacy, Security & Protecting Your School Community Online** - Stuart Dillon-Roberts **HERO: Top Tips For Heroic Administrators** - Hero Team **eTap: Tips & Tricks** - Angela Johnston **Home On Time: Kindo Time-Saving Tricks For The School Office**- Kindo Team **Working Genius: Getting The Best From Yourself & Others** - Chris Wallace	

ADMIN SERIES

Christchurch | One NZ Stadium Wednesday 12 May

Choose 1 workshop per session

Time	Workshop & Presenter	3pm Keynote speaker - Julia Grace
Session 1 9:00 - 10:10am	**Understanding School Finances** - Yasmin Sellars **Excel Tips & Tricks That Save You Time** - David Jackson (Session Repeats) **The Art Of Recovery: Recharge The Right Way** - Jo Fife **Google Drive, Calendar, Mail & Docs: Making The Pieces Talk To Each Other** - David Kinane	
Session 2 10:40 - 11:50am	**Banking Staffing: How To Play The Game** - Schooled Payroll Team **School Board Elections: Is your kura ready for 2028 Triennials?** - Election Pilot Team **Excel Tips & Tricks That Save You Time** - David Jackson (Session Repeats) **Struggle With The Juggle** - Jo Fife **Managing Unconcious Bias** - Chris Wallace **AI On The Front Desk: Practical Automation For Busy School Adminstrators** - David Kinane	
Session 3 11:50 - 1:00pm	**School Administrator Panel Discussion** - Facilitated By The Schooled Team **School Payroll: Tips & Tricks To Get It 100% Right, 100% Of The Time** -Schooled Payroll Team **Your School's Digital Toolbox** - Courtney Ellingham Prebble **MoE ENROL 101: The Essentials For Schools** - Matthew Sell **Working Genius: Getting The Best From Yourself & Others** - Chris Wallace **Beyond The Basics: Advanced Google Sheets For School Administrators** - David Kinane	
Session 4 1:40 - 3:00pm	**Privacy, Security & Protecting Your School Community Online** - Stuart Dillon-Roberts **HERO: Top Tips For Heroic Administrators** - Hero Team **eTap: Tips & Tricks** - Angela Johnston **Home On Time: Kindo Time-Saving Tricks For The School Office**- Kindo Team **Giving Feedback To Colleagues & Others** - Chris Wallace **Beyond The Prompt: Building AI Workflows For The School Office** - David Kinane	

Property Conference Series

- **Gain expert insights and practical skills**
- **Participate in hands-on training**
- **Network with fellow school property professionals**
- **Find solutions to your school's challenges**

Overview

Join us for expert-led sessions and hands-on workshops designed for school property managers, caretakers & leadership teams. Covering grounds and planting, construction safety, BWOF and more —there's something for everyone.

Auckland location
Waipuna Conference Centre | Auckland

ONLY
$545.00+GST

Key Workshops & Sessions

NZSPA Property Management & Maintenance – Latest updates and best practices.

Emergency Preparedness – Planning for emergency situations.

Building Warrant Of Fitness – Ensuring your buildings are compliant.

Contractor & Construction Management – Managing risks and compliance.

Green Spaces & Outdoor Learning – Creating better school environments.

Inspiring voices

Keynote Speaker

Shane Cameron – Boxer & Businessman

Shane Cameron shares the raw and inspiring story of his journey — from working from a young age, and leaving New Zealand alone at 18, to becoming a world-class professional boxer and successful businessman – Shane will share his five life lessons he lives by.

Event Location

Book now to secure your spot and make 2027 your year of growth, learning, and connection. Get your booking underway before they sell out!

If you require booking assistance
Visit our website or email:
conferences@schooled.nz

PROPERTY MANAGERS

Auckland

Wednesday 16 June

Waipuna Hotel

PROPERTY

BOOK NOW

$545.00 +GST

OVERVIEW

Property Conference Series

PROGRAMME

Keynote speaker

Boxer, businessman, and proud Kiwi, Shane Cameron is a force forged by grit, heart, and hard-earned lessons.

Inspired by tales of his grandfather's bare-knuckle boxing days in the 1930s, Shane strapped on gloves and stepped into the ring, launching a journey that would take him around the world.

Shane's success wasn't handed to him. Leaving school at 13, he learned his greatest lessons through challenge, failure, and relentless perseverance. He credits boxing with shaping his resilience, saying, "Failure is nothing to be embarrassed about… it's your greatest teacher."

Spotlight

Adam Stride

Adam Stride is the Founder of Playsafe.

With over two decades of experience across playground design, engineering, construction and compliance he is a recognised expert in the field.

He has a passion for outdoor play in educations ettings where learning environments and safety standards intersect.

Steve Schroder

Steve Schroder is the Managing Director of Smart Safety Solutions.

Steve regularly trains leaders and property teams on contractor management, asbestos, electrical safety, and psychosocial risk, with a focus on criticalrisk assurance and simple routines that actually stick.

PROGRAMME

Conference Schedule

- **8:00 AM** - Registration
- **8:45 AM** - Welcome
- **9:00 AM** - Session 1
- **10:10 AM** - Morning Tea
- **10:40 AM** - Session 2
- **11:50 AM** - Session 3
- **1:00 PM** - Lunch
- **1:40 PM** - Session 4
- **3:00 PM** - **Keynote Speaker**
- **4:00 PM** - Prize Draws
- **4:30 PM** - Wrap Up

Property Conference is Brought to you by:

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PROPERTY SERIES

Sessions

Please refer to individual events for specific speakers and timing

From Plan To Action: Turning Your 10YPP Into Real Property Projects
Robert McAllister & David Bos -NZ School Property Agency (Formerly MoE Property)

Explore how schools can turn their 10-Year Property Plan (10YPP) priorities into real property projects. The team from the Ministry will explain the process from identifying a property need through to planning, funding, project

Building Warrant Of Fitness: Keeping Your Buildings Compliant
Nick Crowe, Contract Manager - Argest

This session will cover the following:
• What role does Argest play for NZSPA
• What is a BWOF?
• BWOF Contractors and what they do on your site
• What compliance systems are funded by NZSPA
• Which systems require the school to arrange and fund service contracts
• Support services for defects and compliance issues
• Keeping the school compliant during building projects and construction works

Pool Management
Sarah Cresswell, Principal Training Consultant - Wai Skills

Providing the key essentials needed to manage water quality, understand plant room systems, and meet NZS 5826 requirements in your school with confidence.

Hearing Conservation
Grant "Thomo" Thomson - Vertical Horizonz NZ

The purpose of this course is to provide a sound understanding of the mechanism of hearing, the causes of hearing impairment, and the benefits of using hearing protection equipment and workplace hearing protection programmes.

The Fire Warden
Grant "Thomo" Thomson - Vertical Horizonz NZ

This session will cover the following:
- The duties of a fire and emergency warden
- Identifying factors for safe evacuations
- Understand your obligations to pre-warn other parties in emergency operations

The Health & Safety At Work Act
Grant "Thomo" Thomson - Vertical Horizonz NZ

This session will cover the following:
- Health and safety practices in a workplace.
- Reporting and documentation requirements
- Communication process in a workplace setting.
- Workplace health and safety culture.

From Hazard Reports To Assurance: Making School Property Safe Work
Steve Schroder, Managing Director - Smart Safety Solutions

Inspections, maintenance defect reporting, prioritising corrective actions, monitoring overdue actions, contractor performance and the information boards and senior leaders need to receive.

Practical examples, a short scenario-based exercise and time for questions. The topics are intended to build on the 2026 sessions without repeating them.

Managing Contractors & Construction Work On School Sites
Steve Schroder, Managing Director - Smart Safety Solutions

Contractor selection, overlapping duties, site inductions, access controls, working around students and staff, permits, isolations, supervision and what schools should verify before work starts.

Critical-risk Management For School Property & Maintenance Work
Steve Schroder, Managing Director - Smart Safety Solutions

Working at height, electrical work, excavations, confined spaces, mobile plant, hazardous substances, hot work and knowing when specialist advice is required.

Emergency Preparedness & Incident Response In Schools
Steve Schroder, Managing Director - Smart Safety Solutions

Fire, earthquakes, flooding, chemical spills, utility failures, contractor incidents, escalation, emergency roles, preserving information and reviewing incidents after the immediate response.

School Playground Safety: Responsibilities, Inspections & Liability
Adam Stride, Founder & Director - Playsafe Consulting

A practical overview of inspection requirements, understanding reports, prioritising findings and documenting actions, with real school examples relevant to property managers and caretakers.

Spot The Hazard: Practical Playground Inspection & Maintenance
Adam Stride, Founder & Director - Playsafe Consulting

An interactive session covering common hazards, wear and deterioration, surfacing and maintenance priorities, including when to restrict access or seek specialist advice.

Pest & Diseases, Life Cycles And Controls
Alan Jolliffe, Horticulturist - Royal NZ Institute of Horticulture

Understanding life cycles of pests and diseases enables better, cheaper and environmentally friendly control. Will cover issues of life cycles, organic, safe, manual and chemical control, horticultural hygiene and integrated pest management, combining prevention, natural predators, and careful treatments to protect plant health and soil. Bring your questions.

Pruning And Training Of Trees & Shrubs
Alan Jolliffe, Horticulturist - Royal NZ Institute of Horticulture

Understanding the art and science of tree and shrub training and pruning is important for school landscapes and health and safety in schools. Emphasis will be on public places management to ensure they are fit for purpose. Will cover topics such as the science behind plant response to pruning cuts, safe pruning, as well as the art of pruning to the right shape of trees and shrubs.

Bring your questions!

Risk Management & Mental Health In The School Workplace
Dr Barbara Rysenbry, Facilitation Lead - Umbrella Wellbeing

This introduction to psychological risk management in the school environment explores:
• What are the factors that can make schools high risk workplaces
• Psychosocial hazards and psychosocial risk - what do these terms mean?
• Psychological safety
• An overview of the psychosocial risk management process
• Action plan - where to start?

Introduction To Challenging Conversations & Resilience
Dr Barbara Rysenbry, Facilitation Lead - Umbrella Wellbeing

This introductory workshop provides an overview of how to approach challenging conversations involving strong emotions. It may be helpful for people in customer service, customer-facing or other roles where they may encounter people who are upset, distressed, angry or frustrated. Participants will explore the impact of stress, principles for responding effectively, and the role of recovery and resilience in managing demanding interactions. The session focuses on key information and frameworks rather than practical activities or skills practice

PROPERTY SERIES

Workshop schedule

Auckland | Waipuna Hotel Wednesday 16 June

Choose 1 workshop per session

Time	Workshop & Presenter	3pm Keynote speaker - Shane Cameron
Session 1 9:00 - 10:10am	**From Plan To Action: Turning Your 10YPP Into Real Property Projects** - MoE Property Team **Hearing Conservation** - Grant 'Thomo' Thomson **Pruning And Training Of Trees & Shrubs** - Alan Jolliffe **From Hazard Reports To Assurance: Making School Property Safe Work** - Steve Schroder	
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