



Corporate Services

Matthew Koning - Director of Corporate Services

- 20 years experience in chartered accountancy
- 13 years experience in Education Sector
 - Executive Officer, Salisbury School, Nelson, Nov 2010
 - Executive Officer, van Asch DEC, Nov 2014
 - Then also Executive Officer, KDEC, Oct 2017
 - Director of Corporate Services, July 2020
- Sign name – lightbulb going off above head - ideas



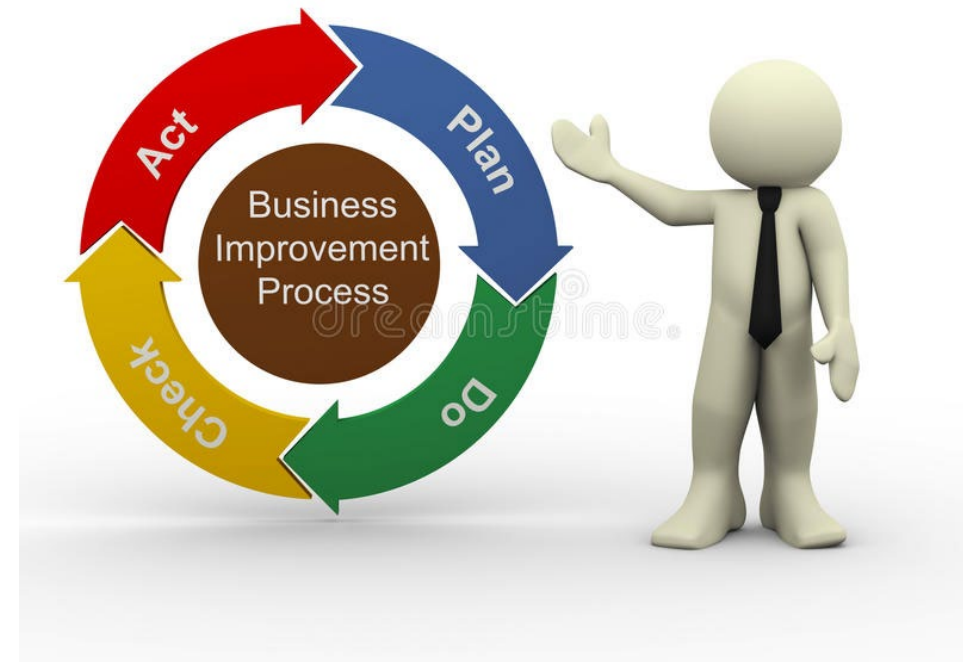
Who are we? What do we do?

- A team of (33) professionals
- Have specialist knowledge and expertise
- Perform core organisational functions of:
 - *Human Resources, Payroll, Health & Safety*
 - *Finance*
 - *Property & Assets*
 - *Administration*
 - *Project Management Office (PMO)*



Corporate Services Strategic Goals

- **Goal 1: Compliance** - All systems and processes meet internal and external compliance requirements and are auditable.
- **Goal 2: Functionality** - all systems and processes are fit for purpose, accessible, effective and efficient.
- **Goal 3: Sustainability** – all systems and processes are integrated into Ko Taku Reo culture & able to stand the test of time & create strong foundation for future change.



Managing People

- No. of employees = 433
- % of teachers = 55% (238)
- % of non-teachers = 45% (195)
- % DHH employees = 20%
- HR team = 8 staff



HR Biggies

- Developing organisational culture – shared mission, vision & values, ways of working.
- Moving into greater strategic focus re work force development, change management & senior appointments
- High coaching need for middle leaders re staff management
- Employment relations – High union activity and remuneration issues
- Recruitment
- HRIS - Human Resource Information System - implementation

Managing School Funds

- Finance Team = 3 staff
- 50% Teacher salaries expense – 200 FTTE
- 25% Non-teacher salaries expense
- 25% all other expenses
- Impact of Collective Agreement increases
- Interpreter funding



Managing Property & Assets

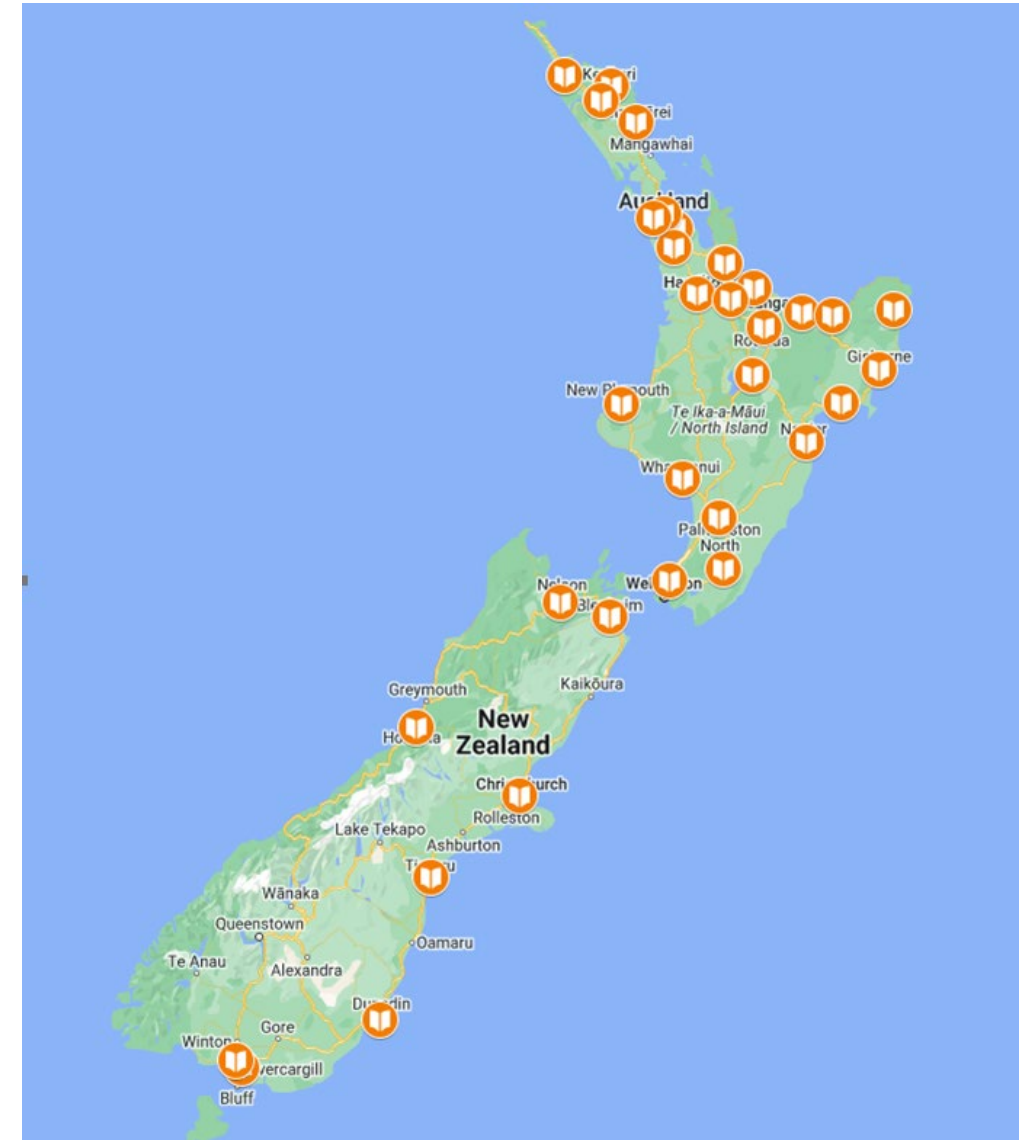
- Buildings, facilities, vehicles, furniture & equipment
- Compliance – Health & safety
- Functionality – Fit for purpose
- Sustainability – Stand the test of time
- Asset lifecycle – acquire, operate, maintain, dispose
- Property & Asset team = 6 staff



Locations

55 Sites across NZ

- 2 Campuses
- 11 Provisions
- 35 Sensory Resource Centres
- 4 NZSL Hubs
- 1 Preschool
- 4 Playgroups



Managing the Vehicle Fleet

- Used by Resource Teachers of the Deaf & NZSL Tutors
- 90 vehicles in the “grey fleet”
- 81 vehicles in the leased car fleet
- In the past 12 months the leased car fleet
 - has travelled 1,074,723km
 - the total trip durations total 21,733 hours
- Driving is highest H&S risk for organisation



Joining the dots and ticking boxes

- Admin Review September 2021
- Team = 12 staff
- Based on 4 sites
- Appointment of Admin Manager
- Connectedness
- Clarity of roles & responsibilities
- Consistency of operational process



Managing Change

Ko Taku Reo has adopted a PMO approach to managing change.

Change = Moving from a current state to a future improved state.

Team = 3 staff





Too many tasks and activities



Not enough time and resources



Competing demands



Capability



Doing the right thing at the right time
(prioritisation)



Replicating Success
(doing the good things again and avoiding mistakes)



Visibility
(everyone knowing what we are doing, when we are doing it and how we might be affected)

PMO is currently supporting the following projects:

- SMS (Student Management System) - Compass
- HRIS (Human Resource Information System) - ELMO
- Online Learning Network
- Interpreter Booking System



PMO is currently supporting the following projects:

- Royal Commission of Inquiry
- EDRMS (Electronic Document & Records Management System)
- Document Digitisation
- Museum / Recollect Project



Questions?

