



3:8 The Board of Trustees Study Grant

Explanatory Notes for Staff

1. Purpose of the Study Grant

The Board of Trustees believes that it is in the best interest of the school to attract and retain high quality staff. The Board considers that one way of assisting this objective is to provide staff with opportunities, which they would not otherwise be eligible for in their normal work or staff / BOT training. This study scheme provides the opportunity for staff to undertake a programme or activity, which will assist in their professional and personal development. This may include travel overseas or within New Zealand.

2. Funding

Funding for the scheme is from fees, which Trustees are eligible to receive for meeting attendance. Each year Trustees will be asked to indicate confidentially whether they wish to receive fees, or whether they are willing to allow their fees to be used for staff study purposes. These fees, and any other specific donations for that purpose, will be credited to the Board of Trustees Study fund.

3. Eligibility

The study leave scheme is available to all permanent teaching staff employed by the Board of Trustees. This includes teachers at the school and any attached units. Priority will be given to staff members who have completed two years full time continuous service or, alternatively, the part time equivalent of two years full time service (i.e. a staff member working half time becomes eligible to apply after four years).

Once a staff member has received a grant of more than half of the maximum grant (at the time of granting), the person again becomes eligible to apply for another grant three years after the study leave was taken. (The part time equivalent provision also applies to this and the next point.)

Priority will be given to the proposal deemed to have the greatest value to the school's current focus and strategic development plans.

4. Conditions

All staff who receive assistance from the fund are required to

- repay the grant if the purpose for the grant is not completed unless the Board agrees otherwise due to special circumstances presented by the applicant.
- remain in the employ of Parnell School for one year after the completion of their studies unless agreed otherwise by the Board and the applicant.
- agrees to repay the grant to the school if they choose to leave the school before this time period is completed

- report in full to the Board and staff in writing outlining the nature and content of the study and highlighting the benefits to the teachers and the school, within one term of completing the study leave.

7. Applications

Applications should be made to the Principal who will make a recommendation to the Board of Trustees. All applications must be in writing and in the format prescribed in the "Format for Applications" attached.

8. Approval Process

Each eligible application to the fund will be considered by a committee of the Board comprised of the Chairperson and two members of the Board of Trustees. The committee will evaluate applications against the fund's criteria and the available funds and make a recommendation for approval to the Board of Trustees. A report will be made to the staff by the Chairman of the Board of Trustees on the outcome of the applications.

10. Scheme may be changed

Subsequent Boards of Trustees may endorse, modify or terminate the scheme. The scheme may also be changed to suit the circumstances of a particular year.

If the fund is not utilised by August of the calendar year (i.e. after second University semester has commenced) then the board can at a September meeting transfer the remaining funds to the school professional development budget if deemed appropriate.



PARNELL DISTRICT SCHOOL EST. 1873

St. Stephens Avenue, Parnell, Auckland 1052, New Zealand
Phone: (09) 379-3008, Fax: (09) 379-3942, Email: office@parnell.school.nz
Website: www.parnell.school.nz

BOARD OF TRUSTEES STUDY GRANT Format for Applications

Applications to the Board of Trustees study scheme should follow the format outlined below. This will ensure that the Board has the information necessary to evaluate the application against the established criteria and, if successful, to determine how much is to be paid from the fund. Applications should be made to the Chairperson of the Board of Trustees.

Information Required from Applicants

1. Name _____
2. Position _____
3. Date commenced working at Parnell District School
 ___/___/___ (full time/part time)

1. Explain the purpose of the proposed studies or event (e.g. to complete B.Ed.)
Tertiary study: Please detail the name of the tertiary paper, the level and provider.
Conference Study: .Please also detail the benefits of the conference to the school
Use a separate page if necessary.

5. Details of any special leave which will be required to enable attendance at event, course or activity.

6. Details of any previous successful application/s to the Board of Trustees fund.

7. Cost of fares and other associated costs of attending event/activity or sitting the paper.

Expenses	Cost \$
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

8. Amount being requested from the study fund Total: \$_____

8. Amount of any other financial assistance being received (not including your personal sources).

Source _____ Total: \$_____

10. Other relevant information

I have read the terms and conditions for receiving a study grant and agree to those conditions.

Signed Staff member Date



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Date

The Chairman
Parnell District School Board of Trustees
St Stephens Avenue
PARNELL

Dear Board of Trustees Members,

I would like to apply to the Parnell District School Board of Trustees Study Grant for funding to enable me to xxxxxxxxxxxxxxxxxxxxxxxxx .

My passion in teaching has always been xxxxxxxxxxxxxxxxxxxxxxxxand the particular paper/ course I have chosen to complete this year focuses upon xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx.

I have undertaken previous tertiary study for the xxxxxxxxxxxxxxxxxxxxxxxx and have completed these papers with creditable results. I have taken a staff meeting at the conclusion of each paper to share my knowledge with staff. I also presented this work at a conference last year in xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx.

I have been at Parnell District School since XXXX. My initial appointment was as a classroom teacher. In my time at this school I have been involved in the following professional development

I have also been part of a team that organised..... I have not requested tertiary study funds from the Board of trustees on previous occasions.

My studies would provide me with inspiration, practical skills and pedagogy to apply to the re-writing of our junior school's scheme- one of the school goals for xxxx .

Details of the costs involved

- Registration \$ XXXXXXX

Yours sincerely

Teachers name _____ Signed _____



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Date

Dear XXXXXX

Date

Dear XXXXXX

Thank you for applying for a grant from the Board of Trustees Study Grant. The Board is delighted to approve your request and have today sent off a cheque for \$.....towards related course fees.

We hope you enjoy the course and look forward to hearing your report next term.

Yours sincerely

Principal
(for the Board of Trustees)