

Principal Task Checklist

Term 1 – 2026



These tasks are common to most principals as the board's chief executive, in relation to their school's control and management. Use this information alongside the Board's Term Task Checklist to complete your tasks for this term.

Task	Click on the blue links to:
New Employment Agreements	
Implement the outcomes of settled collective agreement bargaining. □ Familiarise yourself with any changes to the collective agreements that cover any of your staff, then undertake the required actions. □ Offer new individual employment agreements to non-union employees whose work is covered by a recently settled collective agreement so that they can obtain the latest rates and conditions.	Find out about key changes and the actions required from the settlement of the: • Secondary Teachers' Collective Agreement • Caretakers', Cleaners' and Canteen Staff Collective Agreement • Community Education Collective Agreement • Specialist Residential Schools' Collective Agreement
Non-Teaching Coordinator and Coordinator Assistants Pay Equity	
Implement the pay equity settlement for impacted employees. Non-teaching coordinators and coordinator assistants who work as part of out-of-hours Music and Arts and Community Education programmes are covered by the Administration Support Staff Pay Equity Settlement. □ Familiarise yourself with the changes and undertake the required actions.	Find out more about • Administration Support Staff Pay Equity
Caretakers – After-Hours Alarm Callouts	
Discuss after-hours response procedures with your caretaker. Caretakers do not have to be available for after-hours alarm callouts; however, schools can offer them this work as additional hours. □ Review our Resource Centre article and then discuss with your caretaker.	Find out more about • Caretakers and after-hours alarm callouts

Relief Teachers – Documentation and Safety Checking

Verify your procedures.

- ❑ Verify that day-to-day relief teachers are properly documented (such as a letter of offer and job description) and safety checked, even if you use an app to find relievers.

Find out more about

- [Casual employment agreements](#)
- [Safety checking and police vetting](#)

Safety Checks

Meet the legal requirements of the Children's Act 2014.

Safety checking is more than just a police vet.

- ❑ Confirm that your processes for employing or engaging in any role where the person would have regular or overnight contact (without parental supervision) comply with the full requirements of the Children's Act, and make any changes required as a matter of urgency.
- ❑ Consider whether your school should be police vetting volunteers for camps and overnight activities.
- ❑ Ensure that periodic safety checks are completed for anyone employed or engaged by your school within 3 years of their last safety check.

Find out more about

- [Safety checking and police vetting](#)

New Staff Induction

Induct new staff into your school or kura.

- ❑ Ensure that any new employees are welcomed, supported, and orientated effectively when they start working at your school or kura in 2026.

Find out more about

- [Inducting new employees into your school or kura](#)

Upskill in the Learning Library

- [Induction of Staff in Schools or Kura](#)

Individual Employment Agreements (IEA)

Check that non-union staff are on the correct version of their promulgated IEA.

- ☐ Ensure that only the most recent IEAs provided by the Ministry of Education are being used in your school.
- ☐ Check that your current non-union employees have signed the most up-to-date IEA.
- ☐ If not, give them the latest version to sign and return to you as soon as possible.
- ☐ Ensure that new school staff whose work is covered by a collective agreement and who are not members of the union are provided with the required form for new employees to indicate whether they intend to join a union, along with the accompanying notice. Follow up as required by the Employment Relations Act 2000.

Find out more about

- [Individual Employment Agreements \(IEAs\)](#)
- [Offering employment in a unionised environment](#)

Locate the latest IEAs on the Ministry of Education's website

- [People and Employment](#)

Letters of Offer

Use the appropriate Letter of Offer.

Know you are using the most current and legally compliant version.

- ☐ Always download and use the latest online template when making an appointment (rather than using documents saved on your computer).

Find out more about

- [Decision making and offering employment](#)
- [Casual employment agreements](#)
- [Permanent employment letters of offer](#)
- [Fixed term letters of offer and notices](#)

Fixed Term Employment Agreements

Check that the position meets the legal requirements to be fixed term.

- ☐ Whenever you consider using a fixed term employment agreement, check that it meets the legal requirements to be considered a true fixed-term agreement.

Find out more about

- [Fixed term employment agreements](#)

Cultural Leadership Allowances

Cultural Leadership Allowances should generally be allocated permanently.

- ☐ Check that teachers who hold a permanent cultural leadership allowance are loaded correctly in EdPay.

Find out more about

- [Cultural Leadership Allowance loading in EdPay](#)

Professional Growth Cycle (PGC)	
Check in with your board about your Professional Growth Cycle (PGC). - Engage with your presiding member or other board delegate(s) to ensure your board understands the goals you develop as part of your 2026 PGC. - Discuss any costs associated with your planned professional development so the board can consider your request and factor it into the budget for 2026.	Find out more about Professional Growth Cycle (PGC) for Principals
Learning and Development Opportunities	
Enrol in a workshop or webinar. - Student Suspension Meetings - An Introduction to Board Meetings	Enrol in a Live Event Events in your area
Visit the Learning Library. You'll find recordings and resources from past events.	Check out our latest offerings Learning library
Need something else? Contact us to discuss your needs.	Contact Us 0800 782 435 govadvice@tewhakaroputanga.org.nz
Housekeeping	
Check your progress. Ensure you have completed all your tasks from the previous term.	Find out more about Principal Task Checklists Board Task Checklists



Advisory and Support Centre

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Employment eradvice@tewhakaroputanga.org.nz

Governance govadvice@tewhakaroputanga.org.nz

Elections

0800 353 284

electionsadvise@tewhakaroputanga.org.nz

Resource Centre

resourcecentre.org.nz