

Principal Task Checklist

Term 2 – 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:
Collective Agreement Settlements	
Implement the outcomes of settled collective agreement bargaining. Collective agreements covering most staff employed in state and state-integrated schools have now been settled. Implementing the changes from the settlements is the next stage. ☐ 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. ☐ Please share MoE Circulars, GovHub Term Task Checklists and Sector Updates with your school business managers, relevant admin staff, and school leaders.	Find out more • MoE Circular 2026/08 Find out about key changes and the actions required from the settlement of the: • School Support Staff Collective and individual employment agreements • Kaiārahi i te reo and Therapists' Collective and individual agreements
Payroll Designation Codes for Learning Support Coordinators (LSCs)	
Use designation code S13 when completing payroll forms for LSC roles. If someone holds multiple roles (for example, as a classroom teacher and LSC), each role must be entered separately in payroll with its own designation code.	Find out more about • EdPay - Designation codes • EdPay - Change pay details
Automatic Progression (SSSCA, SRSCA, and CECA)	
Ensure automatic progression and notification requirements for eligible staff are applied. ☐ If an employee is to be held at BC-5, Grade 2 Step 4, or Grade 3 Step 8, <i>written notice must be provided at least two months before their scheduled progression date each year.</i> ☐ Ensure those responsible for pay and management of Teacher Aides and Administration Support Staff are familiar with the automatic progression mechanism and apply it correctly.	Find out more about • Automatic Progression for Teacher Aides and Administration Staff • Salary Loading • Community Education Collective Agreement 2025-2028 • Administration Support Staff in Schools Pay Equity

☐ Verify systems are in place to manage progression for non-teaching coordinators and coordinator assistants employed under the CECA.	
Individual Employment Agreements (IEA)	
Check that non-union staff are employed correctly, and new notification requirements are applied. ☐ Cease offering variations of employment to staff covered by the SSSCA and KRTCA . ☐ Where not already completed, offer the new IEA to employees covered by the SCCCSCA , SRSCA , CECA , and STCA so they can obtain the latest terms and conditions. ☐ Once a settled collective agreement has a promulgated IEA issued by the Ministry, offer new IEAs to eligible non-union employees. ☐ Ensure staff responsible for onboarding and HR admin understand and apply the new requirements for employing non-union staff (replacing the 30-day rule).	Find out more about • Offering employment in a unionised environment • School Caretakers', Cleaners' and Canteen Staff Collective Agreement 2025-2027 • Specialist Residential Schools' Collective Agreement 2025-2027 • Community Education Collective Agreement 2025-2028 • Secondary Teachers' Collective Agreement 2025-2027
Learning and Development Opportunities	
Enrol in a workshop or webinar. ☐ Being a Good Employer – The Board's Role ☐ Student Achievement – What We're All Here For	Enrol in a live event • Workshops and Webinars More workshops are coming soon – keep an eye out as new ones are added!
Visit the Learning Library. You'll find recordings and resources from past events.	Browse the Learning Library • Learning Library Check out our latest offerings • Student Suspension Meetings • Board Meetings
Need something else? Contact us to discuss your needs.	Contact Us • 0800 782 435 • govadvice@govhub.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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Learning Events

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