



*Helping our Nation to communicate*

# Annual Report

For the Year Ended  
31 December 2019

Wellington

March 2020

## **NEW ZEALAND SPEECH BOARD**

### **Trust Directory as at 31 December 2019**

<b>Principal Business</b>	To provide examinations throughout New Zealand to people who have studied the prescribed Speech New Zealand syllabuses
<b>Chairman</b>	Gabrielle Thurston
<b>Vice Chairman</b>	Pauline Prendergast
<b>Trustees</b>	Karen Austin, Helen Balch, Pauline Douglas, Ashleigh Gulliver, Mikaila Hutchinson, Pam Logan, Claire Marsh, Rebecca McMenemy, Jessica Rees, Margriet Theron
<b>Advisory Consultants</b>	Jillian Carpenter, Graeme Carruthers, Karen Fisher, Carolyn Marshall, Heather Salmon, Melda Townsley
<b>Manager</b>	Waren Thomas to January 2019
<b>National Office Staff</b>	Tracy van Rooyen, Brittney Silk, Maureen Gray, Caterina Smith
<b>Auditor</b>	BDO
<b>Performance Examiners, Oral Assessors, Examiners in Oral Communication in English for Speakers of Other Languages, Theory Examiners</b>	Cecily Archer, Karen Austin, Sandra Bartlam, Judith Bartlett, Colleen Bassett, Dinie Bevers, Mary Burt, Meredith Caisley, Stephanie Caisley, Jillian Carpenter, Josephine Carpenter, Anna Coleman, Del Costello, Annette Dalziel, Jan Davis, Pauline Douglas, Sherilyn Hellier, Sheridan Hickey, Maria Hinton, Robyn Keno, Pam Logan, Gay Longbottom, Claire Marsh, Sarah Matheson, Donna McKinlay-Jones, Brittney McIntyre, Christine Nash, Glenda Pearce, Pauline Prendergast, Jessica Rees, Gabrielle Thurston, Melda Townsley, Maxine Treweek, Jill Walker, Jennifer Wicks
<b>Bankers</b>	Bank of New Zealand Limited
<b>Solicitor</b>	Sally McKechnie
<b>Patron</b>	The Rt. Hon Dame Patsy Reddy Governor General of New Zealand

## **Local Secretaries**

Auckland Central	Christine Nash
Auckland/North Shore	Stephanie Caisley
Blenheim/Nelson	Managed by National Office
Christchurch	Claire Tanner
Dunedin/Invercargill	Sandra Schwass
Hawke's Bay	Raewyn McIndoe
Hutt Valley	Jenny Stratford
Northland	Jessie Bell
Oamaru/Timaru	Joce Butler
Palmerston North	Helen Walker
Rotorua	Patricia Osborne
Taranaki	Sandra Collins
Waikato	Margaret Evans
Wairarapa	Managed by National Office
Wanganui	Edwyna McDonald
Wellington	Jenny Stratford
West Coast	Allison Costello



**Chairman's Report**  
**Speech New Zealand Annual General Meeting**  
**Year ending 31 December 2019**

*Me akiaki tātau, kia whakapāpā a Aotearoa whānui.*

**Helping our Nation communicate.**

I am delighted to present my fifth and final Annual Report as Chairman of *Speech New Zealand* in this our 55<sup>th</sup> year.

It is always a pleasure to present this report as *Speech New Zealand* continues to outreach and diversify in so many different areas. Changes and syllabus updates have been made to reflect the educational, societal and cultural needs required. 2019 saw the emergence of a new Speech and Drama syllabus which was greeted by teachers and candidates alike with affirmation and high praise.

I would like to place on record our sincere thanks to our Patron, Her Excellency The Rt. Hon Dame Patsy Reddy GNZM QSO DSTJ, Governor General of New Zealand for her patronage and support of *Speech New Zealand*. I had the opportunity of having a private dinner with Dame Patsy and her husband this year and was able to speak to her about Speech New Zealand. Both Her Excellency and her husband are committed to the arts and patronage and have a wide knowledge and appreciation. We are extremely fortunate to have Dame Patsy as Patron.

In 2019 It was with great sadness that we lost esteemed colleagues June Glover, Marlborough, Wendy Doole, Hawkes Bay and Sister Marie Eugene, Southland. All three were dedicated, highly experienced and committed *Speech New Zealand* teachers, examiners and assessors over many years. We shall remember them with great fondness and respect.

Membership of the board of *Speech New Zealand* is voluntary. Board members work extremely hard and commit many hours to the organisation. I acknowledge and thank board members one and all for their support, wisdom and loyalty which they bring to *Speech New Zealand*. At the Annual General Meeting last year we farewelled and thanked Meredith Caisley for her decades of work and support. Meredith left a huge gap at our table and is greatly missed. Ashleigh Gulliver was given maternity leave and has since has a beautiful baby boy named Ollie born on the 3 December.

On behalf of the Board I would like to thank our National Office which has also seen many changes and challenges throughout the year. Maureen Gray has continued to work through 2019 and leaves her casual employment early in 2020. Brittney Silk has also given advanced notice of her intention to step down early in 2020. Both Maureen and Brittney have been professional, helpful and loyal to our organisation and will be available if and when we need extra help at National Office. In November we welcomed Caterina Smith to National Office. Caterina is an asset to the organisation and along with Tracy van Rooyen both have provided us with professionalism, stability and confidence.

In January 2019 we gathered in Wellington at the West Plaza Hotel in Wellington for a residential accreditation seminar “*Success with Synergy*” which provided upskilling and standardisation to all our examiners. A highlight was Ben Fagin, a bright young slam poet. It was at this seminar we were able to highlight the changes to the Speech and Drama syllabus and signpost changes to the upcoming new Public Speaking syllabus. My special thanks to Helen Balch, Pam Logan, Karen Austin and all the other contributors to this fine, professionally presented syllabus.

I am delighted to report that *Speech New Zealand* had a presence at the 2019 *Speech Communication Association* (SCA) Professional Training days held in Dunedin. Helen Balch presented with assistance from Meredith Caisley, Dinie Beavers and Pauline Douglas. We were also present at the Otago University - Sheilah Winn Shakespeare Festival held at the Michael Fowler Centre. Prizes were contributed by *Speech New Zealand* and presented by me on behalf of the organisation. We also had a fine display promoting *Speech New Zealand* that remained for the duration of the festival.

I extend my personal and heartfelt thanks to everyone who is involved with *Speech New Zealand* who make this organisation the success that it is and has been over 55 years. We so greatly value the teachers, examiners and local secretaries throughout New Zealand who go the extra mile and generously give so much time and personal commitment to the organisation.

This is my final Annual Meeting with *Speech New Zealand* after 15 years on the board, so it is with some sadness that I sign off. I am firmly committed to the organisation and wish my successor best wishes in her new role.

I will support the organisation at all levels and will continue to examine, teach, assist and promote the organisation in whatever way I can.

***Hei kona mai me te aroha***

**Gabrielle Thurston**  
**Chairman**

## **Examinations**

The National Office organised the examination schedule and our examiners and assessors have travelled the country examining/ assessing candidates. Some centres have one tour per year while others have two or three tours. The larger centres have more tours. It is always a challenge for the office to juggle examiner availability with centre dates. Of course, one of the most difficult factors is that when tours are allocated at the beginning of the year we are estimating the duration of examining tours from the previous year's figures.

We are experiencing increased candidate numbers in some centres. Numbers vary according to teacher movement and school policies. While Speech and Drama continues to be our most popular syllabus we are seeing a growth in Professional Speaking. Oral Communication is the most popular school- based syllabus.

We continue to train new examiners and assessors and in the last year welcomed Jessica Rees as a Performance Examiner and an Oral Communication Assessor. Professional Speaking continues to grow, we are examining candidates from Invercargill to Auckland.

The 2019 Speech and Drama Syllabus was used last year and this year we have the 2020 Public Speaking and Communication Syllabus. Pam Logan's two publications, Teacher Alert and Team Talk, are a valuable resource for both examiners and teachers.

## **Karen Austin**

### **Chair of Examinations**

## **Theory**

The primary concern at the end of each year is to ensure that theory examiners are appointed for the following year, which is usually done in time for the November meeting. Due to confusion over responsibility for contract preparation, this had not occurred and the final contracts were not signed until the new year. This is the second consecutive year where contracts have not been provided in a timely fashion and must be improved upon this year.

Two new (Colleen Bassett and Hugh Morrison-Thomas), and one returning (Josephine Carpenter), examiners will assist in 2020. This will present challenges but it is hoped that they will be ongoing appointments.

Assignments are the great unknown of 2020, being available for the first time for AASB students, and with the word limit having decreased markedly for LSB students. This uncertainty is exacerbated by the fact that assignment questions will be written on an "on demand" basis (taking

six weeks) in order to control costs. All this will take careful monitoring by both the office and the Moderator and may cause processes to be revised significantly for future years.

The broader cross-crediting policy that was brought in at the November meeting has already been tested, with a successful cross-crediting application for an LSB paper on the basis of “professional experience”. It is hoped that this will continue to be used to advance diplomas.

It is a sad loss that Brittney Silk will no longer be working from National Office. Her professionalism, efficiency and depth of knowledge will be sorely missed. Her ongoing involvement would be highly valued.

**Jessica Rees**  
**Moderator**

### **Operations**

2019 was a year of change and restructuring in the office. Our manager left and the work was then left to Tracy and Brittney to continue. We were very fortunate that Maureen agreed to stay on until a replacement was found. Maureen had hoped to retire earlier than she did. We thank her for her generosity in continuing. Abby Carpenter was employed in a holiday position, [she is studying at Otago during the term] to do data entry and certificates, which was a great help. The staff proposed to trial a flat structure in the office as felt that they made decisions together by discussing and sharing the work.

Several applicants were interviewed but no one was suitable. It was very important that the right person was chosen for the position. It was not until early December that Caterina was appointed. She has proved to be very capable and has provided a warm and welcoming atmosphere in the office. Caterina also has ideas for how systems could be done more efficiently.

Brittney resigned in January, the same time as Maureen, she has taken on Scots College as the Speech Teacher to replace Sandra Bartlam. We thank Brittney for her time spent on managing the theory and data entry. The office now needs to employ a part time worker, especially for the data entry and reconciliation of exam entries. This is now under discussion.

Our sincere thanks to Tracy who battled on calmly, with a heavy additional workload during a very stressful year. She remained as the smiling and positive face of Speech NZ, regardless of the turmoil going on around her.

Maureen has continued to come into the office whenever needed. We are indebted to Maureen for her knowledge and continuing support.

The OA Training Manual needs to be updated. Someone will need to be identified to do that.

**Pauline Prendergast**  
**Chair of Operations**

## **Marketing**

In 2019, a refreshed strategic approach to marketing was formalised. The new strategic approach focuses on retention and outlines a number of tactics to celebrate and encourage existing Speech New Zealand stakeholders.

What became apparent through this process, is the importance of marketing tactics to be both easy to implement and not too time-consuming, as we face an ongoing challenge in resourcing marketing approaches that are more labour intensive.

An attempt was made to formalise and structure content being shared across Facebook, to maximise reach and engagement. Many thanks to the office for supporting the management of this channel, and also to the Trustees who continue to share posts and content for the page. Facebook and other social media channels will continue to need support in 2020, as a means of engaging the public and key stakeholders with Speech New Zealand.

The Board continues to support and sponsor a number of related competitions and conferences nationally, including, but not limited to, the Race Unity Speech Competition and the 2020 National Conference for Drama New Zealand. I am indebted to the Trustees who utilise their networks to find opportunities to continue to cement Speech New Zealand's presence in these related arenas.

Actioning cost-efficient and quick-to-market activities will be key in 2020, as we work towards raising Speech New Zealand's profile among Kiwi audiences.

## **Mikaila Hutchison Chair of Marketing**

## **Finance Performance**

For the 2019 year the Board reported a financial surplus of \$28,052 after surpluses of \$37,022 in 2018 and \$39,436 in 2017.

Revenue from examinations was down by 0.6% and total revenue by 0.1%. Total expenses were up by 1.8% resulting in the lower financial surplus than in the previous year. The main additional expense in 2019 was about \$14,000 related to restructuring and redundancy.

Current assets (largely current bank accounts and term deposits) increased from \$307,908 to \$308,781 and the Board's equity increased from \$248,255 to \$276,307.

## **Margriet Theron Chair of Finance Division**