

Professional Development for Principal Leadership

The Primary Principal's (PPCBU) Collective Agreement provides an entitlement for principals covered by this collective agreement, or a relevant Individual Employment Agreement (IEA), to access \$6,000 in 2026, and in 2027 (\$12,000 across both years), for **professional development activities in accordance with Ministry of Education criteria** (cl. 4.8 PPCA-PPCBU).

Please note: This provision is in addition to professional development available to principals through their usual professional learning and development (PLD) planning with their School Board.

Fund for professional learning and development opportunities on the Principal Development Map (PDM)

The purpose of this fund is to enhance the professional learning opportunities for principals covered by the PPCBU collective agreement. The fund is directly linked to the Principal Development Map (PDM), which provides extensive opportunities to develop in principal leadership ([PD Map link](#)).

The PDM, developed by the Ministry of Education and the New Zealand Principals' Federation, serves as a directory of professional support pathways for school leadership. It is designed to help principals identify opportunities that align with their professional development needs. Principals are encouraged to exercise their judgement in selecting activities from the PDM, ensuring they are relevant, impactful, and suited to the specific leadership context of their school.

School Boards can approve use of the fund for principals to attend professional development events listed on the PDM, and any fair and reasonable travel and incidental expenses. Boards should also use their discretion to consider the purpose and value of the activity requested and assess how it relates to their school's strategic goals and leadership opportunities for their school's leader. Board minutes must document the approval decision and alignment with the fund criteria.

The Principal Development Map (PDM) will continue to be updated to include accredited learning events (in New Zealand and Australia), and providers of supervision and coaching.

The payments will be made to School Boards via a tagged payment in Term 1, 2026 and Term 1 2027. Boards are responsible for approving and monitoring the use of the fund.

For clarity, the payments **cannot** be used for any events or travel unrelated to the activities listed on the Principal Development Map. Where a principal is seeking alternative PLD not listed on the PD Map, this should be considered as part of the Board's usual processes for considering principal PLD, separate to this entitlement.

Travel and incidental expenses

Travel required for events on the PDM will be within New Zealand and Australia¹.

Actual and reasonable incidental expenses necessary for attending eligible activities for the principal —such as travel and accommodation—may be covered by the fund, in accordance with a school’s usual policy for travel expenses or sensitive expenditure.

Boards must approve expenditure costs and consider reasonable expenses in line with the school’s own sensitive expenditure policies. Boards should consider the Auditor General’s good practice guide about sensitive expenditure. Board members are encouraged to seek advice from NZSBA or their Ministry of Education School Finance Advisor if they have any doubt.

- [Office of the Auditor General – Controlling sensitive expenditure: Guide for public organisations](#)
- [Part 3: Where improvements are most needed — Office of the Auditor-General New Zealand](#)
- Section 2.2 [Financial-Information-for-Schools-Handbook 131125.pdf](#)
- [Ministry of Education School Finance Advisor Contact Information](#)

For clarity: Expenses can only include the actual cost of economy class airfare to and from the location of the event, reasonable accommodation for the period of the training (including one night before and/or after the event if this required for transport), ground transport to and from accommodation and/or to and from training venues, and meals (excluding alcohol). If the principal is not travelling alone then only the costs applicable to the principal may be provided from this fund.

Administrative process

Principals and School Boards should be aware of the administrative conditions that apply to this provision:

- a) The fund will be paid to schools where the principal is covered by the PPCA-PPCUBU agreement or relevant IEA. The 2026 payments will be made in late March based on data on employment agreement coverage recorded in Education Payroll as at 3 March 2026.
- b) Principals who become eligible after the first payment is made will be included in a wash-up payment scheduled in Term 2 based on data in Education Payroll as at 28 April 2026. Another wash-up payment will occur in Term 3 based on data as at 4 August. Payments will be made as soon as practicable after the data and eligibility has been confirmed.
- c) The fund is paid to the School Board to be used by the principal of the school in accordance with the criteria outlined above. If the principal eligible for the fund

¹ The Ontario Exchange is an exemption due to being pre-existing on the PDM, and as such is included in the criteria.

changes to a different state or state-integrated school, the School Board of the previous school will transfer the remainder of the funds to the new state or state-integrated school.

- d) Receipts and an accurate record of how the Principal Development fund is used need to be kept up-to-date and available for auditors. Board minutes must document the approval decision and alignment with the fund criteria. NZSBA will provide guidance on reporting requirements.
- e) The fund is intended to be used in the school year that it falls due unless otherwise agreed in writing between the principal and their employer. For accounting purposes, any unspent funding can be carried through to the following year as a tagged cash reserve held by the school, as it is not payable or owed to another party. It does not form a liability at year end.