

TITAHI BAY SCHOOL

STRATEGIC PLAN FOR THE YEAR 2012 – 2015

IN RELATION TO THE NATIONAL EDUCATION GUIDELINES: NATIONAL ADMINISTRATION GUIDELINES

“In order to ensure that the National Education Goals (NEGS) are met, the Board of Trustees and Principal respectively, are also required to follow sound governance and management practices involving curriculum, employment, financial and property matters applying to Titahi Bay School. Further details of these requirements are found in the relevant legislation, appropriate contracts of employment and, from time to time, guidelines promulgated by the Secretary of Education”.

This strategic plan is set out so that each year’s objectives are linked to the National Administrative Guidelines.

NAG 1 - Curriculum Implementation Assessment and Achievement

The Board of Trustees is required to:

Foster student achievement by providing teaching and learning programmes which incorporate the New Zealand Curriculum (essential learning areas, essential skills and attitudes and values) as expressed in National Curriculum Statements.

The Board, through the principal and staff, is required to:

i. Develop and implement teaching and learning programmes:

- * to provide all students in years 2-10 with opportunities to achieve for success in all the essential learning and skill areas of the New Zealand Curriculum;
- * giving priority to student achievement in literacy and numeracy, especially in years 1-4;

ii. through a range of assessment practices, gather information that is sufficiently comprehensive to enable the progress and achievement of students to be evaluated; giving priority first to:

- Student achievement in literacy and numeracy, especially in years 1-8; and then to:
- Breadth and depth of learning related to the needs, abilities and interests of students, the nature of the school’s curriculum and the scope of the New Zealand Curriculum (as expressed in the National Curriculum Statements);
- Giving priority to regular quality physical activity that develops movement skills for all students, especially in years 1-6

iii. on the basis of good quality assessment information, identify students and groups of students:

- a) Who are not achieving
- b) Who are at risk of not achieving
- c) Who have special needs (including gifted and talented students) and identify
- d) Aspects of the curriculum which require particular attention

iv. develop and implement teaching and learning strategies to address the needs of students and aspects of the curriculum identified in iii above

iv. in consultation with the school's Maori community, develop and make known to the school's community policies, plans and targets for improving the achievement of Maori students;

vi. provide appropriate career education and guidance for all students in Year 7 and above, with a particular emphasis on specific career guidance for those students who have been identified by the school as being at risk of leaving school unprepared for the transition to the workplace or further education/training.

Annual Plan & Mandatory Policy Review	Term One Formal Approval of Annual Plan Confirming Annual Achievement Targets Reporting on Previous Year's Targets	Term Three Annual Plan Implementation Monitoring Annual Achievement Targets Data gathering/ongoing reporting on progress Health Consultation – August	Term Four Annual Plan Implementation Monitoring of Annual Achievement Targets Data gathering/ongoing reporting on progress Policy Booklet - October
2012	2013	2014	2015
<ul style="list-style-type: none"> *Consultation with community on Health Curriculum. *Implement IT plan *Review our Curriculum delivery document and make changes as necessary *Review the assessment summary for 2011 and implement changes for 2012. *Plan school wide development in <ul style="list-style-type: none"> *Writing *Maths *Spelling *Plan school wide development in MOE programme on Positive Behaviour for learning *Maori/PI consultation run by BOT *Set targets against 2011 data on Maori/PI achievement for 2012 *Implement new Mathematics and statistics document. *Implement new Writing document *Implement new Reading document *consult community on Health & PE 	<ul style="list-style-type: none"> *Review IT plan *The Review of the Curriculum document and Assessment schedule Has it worked? Is it doing what we need it to? *Implement new Health/PE Curriculum. *The new plans for Literacy/Numeracy Does it reflect our data *Maori/PI consultation Did the goals make a difference to achievement? *work with SAF on cultural Linguistics *review all policies and supporting documentation *Review new Mathematics and statistics document. *Review new Writing document *Review new Reading document 	<ul style="list-style-type: none"> *Consultation with community on Health Curriculum. *Implement IT plan *Review our Curriculum delivery document and make changes as necessary *Review the assessment summary for 2013 and implement changes for 2014. *Plan school wide development in <ul style="list-style-type: none"> *Writing *Maths *Spelling *Plan school wide development in MOE programme on Positive Behaviour for learning *Maori/PI consultation run by BOT *Set targets against 2013 data on Maori/PI achievement for 2014 	<ul style="list-style-type: none"> *Review IT plan *The Review of the Curriculum document and Assessment schedule has it worked? Is it doing what we need it to? *Implement new Health/PE Curriculum. *The new plans for Literacy/Numeracy does it reflect our data *Maori/PI consultation did the goals make a difference to achievement?

NAG 2 Self Review

The Board of Trustees with the principal and teaching staff, is required to:

- i. develop a strategic plan which documents how they are giving effect to the National Education Guidelines through their policies, plans and programmes, including those for curriculum, assessment and staff professional development;
- ii. maintain an on-going programme of self-review in relation to the above policies, plans and programmes including evaluation of information on students' achievement;
- iii. report to students and their parents on the achievement of individual students, and to the school's community on the achievement of students as a whole and of groups (identified through 1iii above) including the achievement of Maori students against the plans and targets referred to in 1v above.

Nag2A

Where a school has students enrolled in year 1-8, the Board of Trustees with the principal and the teaching staff, is required to use the National Standards to:

- A) Report to students and their parents on the student's progress and achievement in relation to the National Standards. Reporting to parents in plain language must be at least twice a year.
- B) Report school-level data in the Board's Annual Report on National Standards under 3 headings:
 - (i) School strengths and identified areas for improvement
 - (ii) The basis for identifying areas for improvement and
 - (iii) Planned actions for lifting achievement
- C) Report on the Board's Annual Report on:
 - (a) The number and proportions of students at, above, below or well below the standards including Maori, Pasifika and by gender (where this does not breach an individual's privacy) and how students are progressing against the National Standards.

2012	2013	2014	2015
*Up-date strategic plan in accordance with MOE plans. *In December table self-review for the year – In Annual report *Review reports (x2) a year to families *In May/November report to BOT on achievement. *Set targets based on National Standards (In Management Plan). *Term 1 report progress towards National Standard expectations. Term 3 / 4 report is against National Standard expectation for year *Community Consultation *Implement ERO recommendation	*Up-date strategic plan in accordance with MOE plans. *In December table self-review for the year – In Annual report *Review reports (x2) a year to families *In May/November report to BOT on achievement. *Set targets based on National Standards (In Management Plan). *Term 1 report progress towards National Standard expectations. Term 3 / 4 report is against National Standard expectation for year. *New BOT introduced *Marketing the school *Review with SAF all our procedures	*Up-date strategic plan in accordance with MOE plans. *In December table self-review for the year – In Annual report *Review reports (x2) a year to families *In May/November report to BOT on achievement. *Set targets based on National Standards (In Management Plan). *Term 1 report progress towards National Standard expectations. Term 3 / 4 report is against National Standard expectation for year	*Up-date strategic plan in accordance with MOE plans. *In December table self-review for the year – In Annual report *Review reports (x2) a year to families *In May/November report to BOT on achievement. *Set targets based on National Standards (In Management Plan). *Term 1 report progress towards National Standard expectations. Term 3 / 4 report is against National Standard expectation for year

NAG 3 Personal

According to the legislation on employment and personal matters, each Board of Trustees is required in particular to:

i. develop and implement personnel and industrial policies, within policy and procedural frameworks set by the government from time to time, which promote high levels of staff performance, use educational resources effectively and recognise the needs of students:

ii. be a good employer as defined in the State Sector Act 1988 and comply with the conditions contained in employment contracts applying to teaching and non-teaching staff.

2012	2013	2014	2015
<ul style="list-style-type: none"> *Review all personal related policies *Appraise all staff in accordance with School Policy Performance Management *Write and implement Professional Development requirements from Appraisals. *Management training for leadership team *Access to Professional Development for all staff. *Review EEO policy *Induction of new staff. 	<ul style="list-style-type: none"> *Review all personal related policies *Appraise all staff in accordance with School Policy – set up the new teacher criteria P.M.M in line with TRC. *Write and implement professional development requirements from appraisals with critical friend. *Write and implement Professional Development requirements from appraisals with critical friend. *Management training for leadership team. Attend the U learn conference as a team *Access to Professional Development for all staff in: <ul style="list-style-type: none"> - PB4L - ICT - Literacy - Numeracy 	<ul style="list-style-type: none"> *Review all personal related policies *Appraise all staff in accordance with School Policy P.M.S. *Write and implement Professional Development requirements from Appraisals. *Management training for leadership team *Access to Professional Development for all staff. 	<ul style="list-style-type: none"> *Review all personal related policies *Appraise all staff in accordance with School Policy P.M.S. *Write and implement Professional Development requirements from Appraisals. *Management training for leadership team *Access to Professional Development for all staff.

NAG 4 Finance / Property

According to legislation on financial and property matters, Titahi Bay School Board of Trustees is also required in particular to:

- i. allocate funds to reflect the school's priorities as stated in the charter;
- ii. monitor and control school expenditure and ensure that annual accounts are prepared and audited as required by the Public Finance Act 1989 and the Education Act 1989;
- iii. comply with the negotiated conditions of any current asset management agreement and implement a maintenance programme to ensure that the school's buildings and facilities provide a safe, healthy learning environment for students.

2012	2013	2014	2015
<ul style="list-style-type: none"> *Confirm 2012 budget (February) *Develop 2013 budget to reflect the school's needs (November) *Complete annual audit requirement (December) *Update Asset register and submit changes to Education Services Ltd *Implement the scheduled maintenance programme across school *Policy around audit review *5 year / 10 year property plan *Annual maintenance plan *New property works *New IT gear 	<ul style="list-style-type: none"> *Confirm 2013 budget (February) *Develop 2014 budget to reflect the school's needs (November) *Complete annual audit requirement (December) *Update Asset register and submit changes to Education Services Ltd *Implement the scheduled maintenance programme across school *BOT will align funds in the budget from reserves for <ul style="list-style-type: none"> * new playground * classroom work 	<ul style="list-style-type: none"> *Confirm 2014 budget (February) *Develop 2015 budget to reflect the school's needs (November) *Complete annual audit requirement (December) *Update Asset register and submit changes to Education Services Ltd *Implement the scheduled maintenance programme across school 	<ul style="list-style-type: none"> *Confirm 2015 budget (February) *Develop 2016 budget to reflect the school's needs (November) *Complete annual audit requirement (December) *Update Asset register and submit changes to Education Services Ltd *Implement the scheduled maintenance programme across school

NAG 5 Health / Safety

The Titahi Bay School Board of Trustees is also required to:

- i. provide a safe physical and emotional environment for students;
- ii. comply in full with any legislation currently in force or that may be developed to ensure the safety of students and employees.
- iii. promote healthy food and nutrition for all students.
- iv. where food and beverages are sold on school premises, make only healthy options available.

2012	2013	2014	2015
<ul style="list-style-type: none"> *Review of all PE/Health programmes *Review the W.O.F. requirement of the school. *Emergency action plan. *Review fire safety regulators as they apply to school. *Crisis/Trauma plan written *Review and repair property hazard *Set up a crisis management plan *Set up and promote Healthy Schools P.D. *Review all Health & Safety policies. *MOE Pilot on Incredible Years *MOE Pilot on Positive behaviour for learning 	<ul style="list-style-type: none"> *Review of all PE/Health programmes *Review the W.O.F. requirement of the school. *Review fire safety regulators as they apply to school. *Review and repair property hazard *Set up a crisis management plan *Set up and promote Healthy Schools P.D. *Review all Health & Safety policies. *Review all safety procedures in school. *MOE Pilot on Incredible Years – all staff in Y1 - 3 *MOE Pilot on Positive behaviour for learning – all staff across the school 	<ul style="list-style-type: none"> *Review of all PE/Health programmes *Review the W.O.F. requirement of the school. *Review fire safety regulators as they apply to school. *Review and repair property hazard *Set up a crisis management plan *Set up and promote Healthy Schools P.D. *Review all Health & Safety policies. *MOE Pilot on Incredible Years *MOE Pilot on Positive behaviour for learning 	<ul style="list-style-type: none"> *Review of all PE/Health programmes *Review the W.O.F. requirement of the school. *Review fire safety regulators as they apply to school. *Review and repair property hazard *Set up a crisis management plan *Set up and promote Healthy Schools P.D. *Review all Health & Safety policies.

NAG 6 General Compliance

The Titahi Bay School Board of Trustees is also expected to comply with all general legislation concerning requirements such as attendance, the length of the school day and the length of the school year.

2012	2013	2014	2015
<p>*Follow MOE recommendations for school attendance/length of school day/year and general legislation.</p> <p>*ENROL across the school used – no hard copy rolls.</p> <p>*BOT/families addresses if our attendance/absences rises or drops</p> <p>*Work with Health Nurse on absent children.</p> <p>*Review school prospectus</p> <p>*BOT Compliance check</p>	<p>*Follow MOE recommendations for school attendance/length of school day/year and general legislation.</p> <p>*ENROL across the school used – no hard copy rolls.</p> <p>*BOT/families addresses if our attendance/absences rises or drops</p> <p>*Work with Health Nurse on absent children.</p> <p>*Review school prospectus</p> <p>*BOT Compliance check</p>	<p>*Follow MOE recommendations for school attendance/length of school day/year and general legislation.</p> <p>*ENROL across the school used – no hard copy rolls.</p> <p>*BOT/families addresses if our attendance/absences rises or drops</p> <p>*Work with Health Nurse on absent children.</p> <p>*Review school prospectus</p> <p>*BOT Compliance check</p>	<p>*Follow MOE recommendations for school attendance/length of school day/year and general legislation.</p> <p>*ENROL across the school used – no hard copy rolls.</p> <p>*BOT/families addresses if our attendance/absences rises or drops</p> <p>*Work with Health Nurse on absent children.</p> <p>*Review school prospectus</p> <p>*BOT Compliance check</p>