

Rewa Rewa School

Charter

Strategic Plan

Annual Plan

Achievement Targets

2017 - 2019



Our School's Vision

- ***To achieve the best possible learning outcomes for each of our students.***
- ***To encourage learning as a life long process.***
- ***To promote cultural acceptance and celebrate the diversity of New Zealand Society***

MISSION STATEMENT

***To promote success for learners as
an ongoing process of personal, cultural and social development.***

"Learning for life together"

GOALS

1. Our Learners... (Teaching & Learning)

For our students to embrace all aspects of their education, developing a skill set for life long learning.

To develop and master future focussed skills that assist learners to participate and contribute successfully in a modern, elearning world.

To promote pride in, and understanding of, the heritage and culture of our students.

To acknowledge and appreciate the unique partnership between Maori and non-Maori New Zealanders.

2. Our People... (Personnel)

An effective, connected team who are supported and developed to achieve optimum educational outcomes for all students.

To actively engage families/whanau and the local community in a collaborative working relationship.

3. Our Place... (Finance & Property)

To effectively manage fiscal responsibilities in order to maximize resources for the benefit of our learners.

To have an attractive, modern school environment conducive to effective learning.

4. Our Wellbeing... (Health & Safety)

To provide a physically safe, well maintained, high quality environment that challenges the physical and mental development of our children.

To provide an emotionally secure environment that promotes a sense of citizenship.

Specific Features of the School

Small school with positive relationships between students/teachers/families

--

A multi-cultural community that values diversity and inclusiveness

--

A place where the values of Respect, Integrity, Diversity and Empathy(R.I.D.E.) are specifically taught and modelled

--

A comprehensive transition programme for students enrolling as New Entrants.

--

A focus on literacy and numeracy as the basis for learning

--

Class profiles focused on identifying and understanding the backgrounds, needs and special abilities of students.

--

Support programmes for students with identified learning needs

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Programmes designed to cater for the learning needs of students with particular talents and abilities.

--

Annual budget prepared to provide funds for the learning needs of all students

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Staff development plan focused on identified learning needs of students and staff.

--

An annual school wide assessment plan for the collection and analysis of achievement data.

--

Commitment to school wide Information and Communication Technology (ICT) strategy.

--

Support for Te Reo and Tikanga Maori with reasonable steps taken to provide instruction in Te Reo and Tikanga Maori at parents' request.

--

Kapahaka performance group with participation at local Kapahaka festivals.

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Cycle of community consultation.

--

A variety of sporting opportunities are offered and promoted to all students, including the use of itinerant coaches for some sports.

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A swimming programme in our own school pool aimed at developing confidence and water safety skills in the students.

--

The Arts are actively promoted with opportunities for students to participate in the performing arts.

Comprehensive music programme taken by itinerant teachers.

Choir and percussion groups.

Participation in ArtSplash.

Celebration of Learning events

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An After School Care and Holiday Programme service for parents/caregivers in the community who wish to take advantage of this facility for their children.

Strategic Plan 2017

Rewa Rewa School

Our Learners

Learning & Teaching, Planning & Reporting

Goals:

- For our students to embrace all aspects of their education, developing a skill set for life long learning.
- To develop and master future focussed skills that assist learners to participate and contribute successfully in a modern, elearning world.
- To promote pride in, and understanding of, the heritage and culture of our students.
- To acknowledge and appreciate the unique partnership between Maori and non-Maori New Zealanders.

Learning & Teaching Strategic Goals:	
2017	Consolidate using a 'teaching as inquiry' model to develop teacher capabilities and enhance student outcomes. Develop 'Inquiry for Learning' strategies that encourage future focussed, student centred learning. Develop elearning capabilities to support teaching and learning through IT. Embed writing achievement progress through our literacy programme. Continue curriculum review and development, in particular literacy. Review coverage in technology, science and social sciences.
2018	Science curriculum review and development.
2019	The Arts curriculum review and development.
Assessment Practices Strategic Goals:	
2017	Consolidate effective assessment practices for Literacy and Numeracy.
2018	Develop effective assessment practices for Science.
2019	Develop effective assessment practices for The Arts.
Student Achievement Strategic Goals:	
Every Year	Annual student achievement goals to be set in response to the end of year data, each year.
Maori & Pacific Island Communities Strategic Goals:	
Every year	Consultation with Maori and Pacific Island community. Establish a support network for our Maori and Pacific community. Reporting on Maori and Pacific Island achievement – develop this to include reporting specifically to families of these students.

Our People

Personnel

Goals:

- *An effective, connected team who are supported and developed to achieve optimum educational outcomes for all students.*
- *To actively engage families/whanau and the local community in a collaborative working relationship.*

Personnel Strategic Goal

Every	Provide a robust and constructive appraisal programme for all staff.
Year	Provide opportunities for families/whanau to engage and work in a collaborative way within the school community.
2017	<p>Provide effective professional development opportunities for teaching staff in elearning</p> <p>Embed 'Teaching as Inquiry' model and reflective practice to enhance learning outcomes.</p> <p>Develop teacher performance management goals to align with the ERO indicators and student outcomes.</p> <p>Consult with the community to review our Charter and Strategic Goals.</p> <p>Engage the community to assist with developing art work around our school that reflects and acknowledges the heritage and culture of our students.</p> <p>Develop elearning as a way of engaging families / whanau in their child's learning.</p> <p>Develop sustainability procedures for new staff and BOT.</p>
2018	Provide effective professional development opportunities for teaching staff – Science.
2019	Provide effective professional development opportunities for teaching staff – The Arts.

Our Place

Finance and Property

Goals:

- To effectively manage fiscal responsibilities in order to maximize resources for the benefit of our learners.
- To have an attractive, modern school environment conducive to effective learning.

Finance Strategic Goal	
Every Year	<p>Set budgets to ensure effective allocation and use of funds. Monitor and evaluate expenditure. Meet all financial reporting requirements. Review policies according to Policy Review Schedule.</p>
2017	<p>Fundraise to develop and enhance the exterior visuals of our property to reflect our learning community i.e. art work and gardens. Continue to develop the school's website to market the school and as a way of sharing our students' learning with their families e.g. blogs, googldocs. Operate and develop the swimming pool as a financially independent and sustainable business which will support the development of stages 3 - 4. Ongoing review of financial systems and processes by the accountant / principal / office manager. Fund elearning hardware / software / infrastructure to support learning.</p>
Property Strategic Goal	
2017	<p>Follow Capital Works (5YA plan – MOE) and 10 yr plan including resurface toilet floors. Minor exterior paint touch ups - exterior due to be repainted 2018. Begin development of modern learning environment to support roll growth and flexible learning spaces. Decisions dependent on RTLB / MOE property proposal to develop our school property to include a RTLB cluster hub. Rid the banks of gorse and dead wood. Raise funds to upgrade the fences. Swimming Pool Stages 3 – 4 to be advanced including development of solar power initiative and dental clinic rooms development (Easyswim). Enhance exterior of buildings / playground markings and gardens. Initiate process of managing the playground concrete hazard as identified by ERO.</p>

Our Wellbeing

Health and Safety

Goals:

- *To provide a physically safe, well maintained, high quality environment that challenges the physical and mental development of our children.*
- *To provide an emotionally secure environment that promotes a sense of citizenship.*

Health and Safety Strategic Goal	
Every year	Survey and evaluate the school community (students & families) responses to Health & Safety policies as per Policy Review Schedule
2017	<p>Keep electrical testing up to date.</p> <p>Regular evacuations / drills undertake – lockdown, fire and earthquake.</p> <p>Emergency preparedness initiatives undertaken such as food kits, parent communication, school evacuation drill.</p> <p>Use Schooldocs to manage our policy review schedule and community consultation related to these.</p> <p>Health Consultation – Sexuality Education.</p> <p>Biennial EOTC programme including camp for yr 5 & 6 students.</p> <p>Continue to implement Health & Safety legislative requirements including reporting / acting on identified hazards.</p>



REWA REWA SCHOOL ANNUAL REPORT 2017

Key: Policies Strategic goals

NAG 1: <u>Our Learners (Teaching & Learning)</u> Curriculum Delivery						
What	Evaluation Indicators	Timeframe	Who	Budget	Effective Practice Outcomes	Evidence of Outcomes
Recognition of Cultural Diversity	REVIEW	Term 1	Principal BOT Staff Community	Schooldocs	Policy reviewed by school community	BOT minutes Schooldocs review comments from the school and community Updates on the policy
Health Education/Curriculum Consultation	Consult (bi-annual)	Term 2	Principal Board	Schooldocs	Community consulted and statement produced about the process and outcomes.	BOT minutes Community consultation Health Education statement
Students with Special Needs	REVIEW	Term 3	Principal BOT Staff Community	Schooldocs	Policy reviewed by school community	BOT minutes Schooldocs review comments from the school and community Updates on the policy
Reading Recovery	Assurance	Term 4	Principal BOT		n/a as we do not resource a Reading Recovery programme. The school's PTP programme is resourced by volunteers with resources purchased using the curriculum budget.	n/a
Consolidate using a 'teaching as inquiry' model to develop teacher capabilities and enhance student outcomes.	Whole school performance management goals that support achieving teaching and learning goals.	Terms 1-4	Principal, DP Teaching Staff Outside experts	PD budget	Teachers use the 'teaching as inquiry model' to inquire into how they might be more effective as teachers in order to achieve enhanced student outcomes. Inquiries will be undertaken using a collaborative, reflective approach where teachers will be encouraged to research, observe, be observed and participate in discussion to develop their knowledge and skills.	Planning Team and staff minutes eportfolio reflections PM goals and outcomes Students outcomes Improved teacher capabilities within the classroom BOT minutes

NAG 1: Our Learners (Teaching & Learning) Curriculum Delivery

What	Evaluation Indicators	Timeframe	Who	Budget	Effective Practice Outcomes	Evidence of Outcomes
Develop 'Inquiry for Learning' strategies that encourage future focussed, student centred learning.	<p>Students will be able to demonstrate successful application of the KC and school values in their everyday life.</p> <p>Collaborative, inclusive learning communities where every learner takes responsibility for their own actions and learning.</p>	Taught throughout the year in all curriculum areas	Principal Deputy Principal Teaching Staff	No cost	<p>Relationships are respectful, difference and diversity, co-operation and teamwork are valued.</p> <p>The learning environment is supportive of risk taking and errors are regarded as opportunities for learning.</p> <p>Students are given specific instruction in learning strategies such as goal setting, self-monitoring, that enable them to take control of their learning, self regulate and develop self agency.</p> <p>Instructional organisation, task design, modelling and grouping practices develop community and promote active learning.</p> <p>Students develop dialogue and group work skills and participate in group-based learning activities where they draw on individual strengths to complete group tasks.</p> <p>The learning environment supports participation, engagement and student agency in learning.</p> <p>Students apply learning in a range of purposeful activities.</p>	<p>Planning</p> <p>Student voice and actions</p> <p>Student workbooks and digital evidence</p> <p>Visual evidence in classrooms</p> <p>Student surveys, self checking lists</p> <p>Team and staff minutes</p> <p>BOT minutes</p>
Develop elearning capabilities to support teaching and learning through ICT.	Develop elearning capability of all learners.	Terms 1 - 4	Principal Lead ICT teacher Outside experts BOT	elearning budget Grants Sponsors	<p>Student learning is scaffolded through the provision of appropriate elearning tools and resources.</p> <p>Students and teachers use digital devices and elearning resources in ways that promote productive thinking and digital and technological fluency.</p>	<p>Student elearning work samples</p> <p>Teacher elearning documents</p> <p>Planning</p> <p>Professional Development Team and staff meeting minutes</p> <p>Website class blogs</p>

NAG 1: **Our Learners (Teaching & Learning)** Curriculum Delivery

What	Evaluation Indicators	Timeframe	Who	Budget	Effective Practice Outcomes	Evidence of Outcomes
<p>Continue curriculum review and development, in particular literacy.</p> <p>Embed writing achievement progress through our literacy programme</p>	<p>Responsive curriculum</p> <p>Curriculum design is responsive to the aspirations of students, parents and whanau.</p>	Terms 1-4	Principal Deputy Principal Teaching Staff	No cost	<p>Students are set challenging and appropriate expectations for learning.</p> <p>Students, teachers and parents participate in curriculum design and decision making.</p> <p>Every student is learning and making sufficient progress to achieve curriculum expectations and standards.</p> <p>Student engagement in learning is evident in their words and actions.</p>	<p>Team and staff minutes</p> <p>Student outcomes</p> <p>Assessment</p> <p>Moderation and OTJ discussions</p> <p>Planning</p> <p>Teacher observations</p> <p>PM goals</p> <p>eportfolio posts</p> <p>student voice</p>
<p>Review coverage in technology, science and social sciences.</p>	<p>The teaching team will review coverage of technology, science and social sciences so that coverage is evenly distributed each year.</p>	Terms 1 - 3	Principal Teachers	No cost	<p>A plan to show coverage in social sciences, science and technology since 2015 will be formulated.</p>	<p>Team and staff minutes</p> <p>Curriculum documentation</p> <p>Planning</p>
<p>Assessment</p> <p>Consolidate effective assessment practices for Literacy and Numeracy.</p> <p>Annual student achievement goals to be set in response to the end of year data, each year.</p>	<p>Develop a team inquiry approach onto into our assessment capabilities so that we can show evidence of improvement in student outcomes.</p>	Terms 1 - 4	Principal Teachers BOT	No cost SHINE project	<p>Use assessment tools that give valid and reliable data to inform teaching and learning decisions. Assessment used for - reading, writing and maths provides meaningful evidence of achievement and progress and a basis for next steps.</p> <p>Regularly report on data to the board against our goals.</p> <p>Record data using etap and shared googledocs.</p> <p>Trial using BEAGLE as an assessment gathering tool for junior writing data.</p> <p>Update 40 – 120 weeks reporting schedule</p> <p>Regular fortnightly team discussions to discuss data, teaching decisions, target students and programmes, moderation and OTJ.</p> <p>Student voice gathered through student reflections, goal setting, MOE wellness survey. Students can receive and give specific feedback to their learning.</p>	<p>Etap assessment</p> <p>Googledocs assessment</p> <p>Individual / class assessment profiles</p> <p>Schoolwide assessment and analysis</p> <p>Variance goals</p> <p>Moderation & OTJ discussions</p> <p>National Standards data</p> <p>SHINE project PD</p> <p>Class planning</p> <p>Teacher observations</p> <p>PM goals</p> <p>Student surveys</p>

NAG 1: **Our Learners (Teaching & Learning)** Curriculum Delivery

What	Evaluation Indicators	Timeframe	Who	Budget	Effective Practice Outcomes	Evidence of Outcomes
<p>Consultation with Maori and Pacific Island community.</p> <p>Establish a support network for our Maori and Pacific community. Reporting on Maori and Pacific Island achievement – develop this to include reporting specifically to families of these students.</p>	<p>Consult with Maori community</p> <ul style="list-style-type: none"> - student achievement - curriculum development. 	<p>Terms 1 - 4</p>	<p>Principal Teaching Staff Kaumatua BOT Maori reps</p>	<p>Curriculum budget</p>	<p>Teachers, parents and whanau engage in joint activities and interventions to improve learning and/or behaviour.</p> <p>The school proactively identifies and draws on community resources to enhance student learning, achievement and wellbeing.</p>	<p>Minutes from meetings Surveys Letters Discussions Hui Assessment data</p>

NAG 2: Governance Documentation & Self Review NAG 2A: National Standards

BOT Roles & Responsibilities Policies

What	Evaluation Indicators	Timeframe	Who	Budget	Effective Practice Outcomes	Evidence of Outcomes
6.1 BOT Roles & Responsibilities	Assurance	On election	BOT	BOT	Assured annually	BOT minutes
6.2 Trustee's Code of Behaviour	Assurance	On election	BOT	BOT	Assured annually Signed by each BOT member	BOT minutes
6.3 Staff Trustee Role Description	Assurance	On election	BOT	BOT	Assured annually	BOT minutes
6.5 Chairperson's Role	Assurance	On election	BOT	BOT	Assured annually	BOT minutes
6.6 Relationship between the BOT and Principal	Assurance	On election	BOT	BOT	Assured annually Signed by principal and board chair	BOT minutes
2.1 Self Review and Documentation	REVIEW	Term 2	BOT Principal Staff Community	BOT	Policy reviewed by school community	BOT minutes School docs review comments from the school and community Updates on policies
2.2 School Planning & Reporting	Update	Term 1	BOT Principal Staff	BOT	Charter, Strategic Goals and Annual Report reviewed and updated	Charter and Strategic goals submitted to the MOE by 1 March and July audit.
2A.1a Reporting Pupil Progress to Parents procedures	n/a	Not due for review in 2017	BOT	BOT	n/a	n/a

After School Care & Holiday Programme Policies

What	Actions	Timeframe	Who	Budget	Effective Practice Outcomes	Evidence of Outcomes
1.1-1.8 Operations Policies	Enrolment, Limitation to Numbers and Children with Special Needs policies to review	Term 1	BOT / community	BOT	Policies reviewed by the school community tri-annually.	BOT minutes ASC policy folders Community consultation
2.1-2.2 Staffing Policies	Next REVIEW date 2018	Term 1-4	BOT / community	BOT	Policies reviewed by the school community tri-annually.	BOT minutes ASC policy folders Community consultation
3.1-3.3 Programme Policies	Next REVIEW date 2018	Term 1-4	BOT / community	BOT	Policies reviewed by the school community tri-annually.	BOT minutes ASC policy folders Community consultation
4.1-4.11 Health & Safety Policies	Next REVIEW date 2018	Term 1-4	BOT / community	BOT	Policies reviewed by the school community tri-annually.	BOT minutes ASC policy folders Community consultation
5.1-5.2 Financial Management Policies	Next REVIEW date 2018	Term 1-4	BOT / community	BOT	Policies reviewed by the school community tri-annually.	BOT minutes ASC policy folders Community consultation

DOMAIN 1 Governance Documentation & Self Review NAG 2A: National Standards

What	Evaluation Indicators	Timeframe	Who	Budget	Effective Practice Outcomes	Evidence of Outcomes
Community consultation	The board actively represents and serves the school and education community.	Terms 1 - 4	BOT	BOT	Relationships between trustees and school community are based on trust, integrity and openness. The board works with the school community to develop and periodically refresh the school's vision, values and strategic direction. The board ensures the school curriculum is inclusive and responsive to local needs. The board actively communicates and participates with its community. The board develops networks to enable the school to extend and enrich its curriculum.	BOT minutes BOT newsletters Community reports School website BOT surveys and analysis BOT community meetings / hui Strategic Plan and Charter goals Annual Plan Curriculum documents Targets School policy consultation ERO report (2016)
Student achievement outcomes	The board scrutinizes the effectiveness of the school in achieving valued student outcomes.	Terms 1 - 4	BOT Principal	BOT	Student learning, wellbeing, achievement and progress is the board's core concern. Trustees access a range of quality student data and evaluative information including the perspectives of students, parents and their community and use it to support their: Understand what is going well / what is not and why Identification of target areas Questions about planning and process Decision making Strategic resourcing to improve student outcomes Evaluation of effectiveness of strategies to improve student outcomes. The board manages the performance of the principal, linking appraisal goals to the schools strategic goals. Has a good understanding of variance goals and regularly receives data outcomes.	School Charter and Strategic Goals Annual Plan National Standards data Variance targets / targets for Maori, Pacific and other students at risk of not achieving School data – analysis and next steps BOT minutes School website ERO report (2106) Self Review documentation Professional Learning and development plans Principal's performance management document.

DOMAIN 1 Governance Documentation & Self Review NAG 2A: National Standards

What	Evaluation Indicators	Timeframe	Who	Budget	Effective Practice Outcomes	Evidence of Outcomes
Review	The board evaluates how effectively it is fulfilling the stewardship role with which it has been ensured.	Terms 1 - 4	BOT	BOT	<p>All trustees have a shared understanding of their role and responsibilities.</p> <p>Can identify each other's knowledge and expertise.</p> <p>Review and reflect on their effectiveness as a board in supporting the school to realise its vision and goals.</p> <p>Seek relevant advice and resources.</p> <p>Maximise their effectiveness through induction and training, sharing of responsibilities and succession planning.</p>	<p>BOT minutes</p> <p>BOT documents including policies</p> <p>Review documentation – emergent, regular and strategic reviews</p> <p>Consultation documentation</p> <p>Community meetings / hui</p> <p>Outside experts such as STA</p> <p>Training and induction documentation for succession</p> <p>BOT chair / principal meetings</p> <p>Review of analysis of variance and achievement comparisons of data</p> <p>Curriculum reports / reports from staff with specific responsibilities</p> <p>ERO Domains and Indicators documentation</p> <p>ERO review (2016)</p>
Statutory Responsibilities	The board effectively meets its statutory responsibilities.	Terms 1 - 4	BOT	BOT	<p>The board ensures that it:</p> <p>Meets statutory curriculum, human resource, health & safety, financial, property and admin responsibilities.</p> <p>Charter sets long-term goals translated into annual targets.</p> <p>School policies and procedures are coherent and fit for purpose</p> <p>Resources and practices promote quality education outcomes and safety.</p> <p>The school provides a physically and emotionally safe environment for all.</p> <p>Regular monitoring, evaluation and reporting in relation to statutory delegations.</p>	<p>Regular monthly BOT minutes and documentation</p> <p>All statutory responsibilities are met within given timeframes</p> <p>Charter, Strategic goals and Annual Plan</p> <p>School Policies</p> <p>Performance Management systems and documentation</p> <p>Hazards are identified and reported on at each board meeting</p> <p>EEO and student surveys</p> <p>Assessment data and reports</p>

NAG 3: Our People (Personnel) Employer Responsibilities

What	Evaluation Indicators	Timeframe	Who	Budget	Effective Practice Outcomes	Evidence of Outcomes
Appointment Procedure	REVIEW Assurance	Term 3 Term 4	Principal BOT Staff Community	Schooldocs	Policy assured and reviewed by the community	BOT minutes Schooldocs review comments from the school and community Updates on the policy
Appraisal of the Principal	Assurance	Term 3	BOT Principal	PM Budget	Assured annually	Principal's Performance Management Agreement Principal's appraiser documentation Performance Management schedule Board chair sign off Meetings and discussions Interviews
Appraisal of Staff	Assurance	Term 4	BOT Principal	PM Budget	Assured annually including support staff	Performance Management goals and documentation to support these Performance Management schedule eportfolio and planning documentation Assessment Meetings and discussions Interviews
Attestation	Assurance	Term 4	BOT Principal	PM Budget	Assured annually for support staff and teaching staff	Performance Management goals and documentation to support these Performance Management schedule eportfolio and planning documentation Assessment Meetings, discussions and interviews
Classroom Release Time	REVIEW	Term 4	Principal BOT Staff Community	Schooldocs	Policy reviewed by the community	BOT minutes Schooldocs review comments from the school and community Updates on the policy CRT timetables and documentation
EEO	Assurance	Term 1	BOT EEO officer	BOT	Assured annually	EEO officer meeting with staff EEO survey and outcomes BOT minutes

NAG 3: Our People (Personnel) Employer Responsibilities

What	Evaluation Indicators	Timeframe	Who	Budget	Effective Practice Outcomes	Evidence of Outcomes
Employer Responsibility	REVIEW	Term 2	BOT	BOT	Policy reviewed by the community	BOT minutes Schooldocs review comments from the school and community Updates on the policy
Provisionally Registered Teachers	Assurance	Term 4	BOT Principal	BOT Staffing	Assurance that PRT /NZEI standards are met	Assurance to be given against the policy however we currently have no PRT
Salary Units	REVIEW	Term 4	Principal BOT Staff Community	Schooldocs	Policy assured	BOT minutes Schooldocs review comments from the school and community Updates on the policy
Staff Leave	REVIEW	Term 1	Principal BOT Staff Community	Schooldocs	Policy reviewed by the community	BOT minutes Schooldocs review comments from the school and community Updates on the policy
Teacher Registration and Police Vetting	Assurance	Term 4	BOT Office Manager Principal Police	Schooldocs	Policy assured	Office Manager documentation including personal all details BOT minutes Police vetting confirmations
Vetting Requirements for non teachers	Assurance	Term 1	BOT Office Manager Principal	Schooldocs	Policy assured	Office Manager documentation including personal all details BOT minutes Police vetting confirmations
Provide a robust and constructive appraisal programme for all staff. Provide effective professional development opportunities for teaching staff in elearning Embed 'Teaching as Inquiry' model and reflective practice to enhance learning outcomes. Develop teacher PM goals to align with ERO indicators and student outcomes.	Develop Performance Management goals that improve student outcomes. Access and apply PD that supports our strategic goals: <ul style="list-style-type: none"> Develop teacher capabilities Improve student outcomes Develop elearning capabilities 	Terms 1-4	Principal Deputy Principal MOE contract provider Experts	Staff Development Budget	Development of elearning student centred learning i.e. student agency Provide effective PLD for target areas of staff development	Performance Management report of all PD undertaken BOT minutes PD documentation Team and staff minutes Teacher planning Teacher and student voice PM eportfolio posts PM interviews and discussions Appraisal timetables and documentation Interviews and discussions Evidence of professional development shown through improved practice and assessment outcomes ERO indicators and outcomes in documentation

NAG 3: Our People (Personnel) Employer Responsibilities

What	Evaluation Indicators	Timeframe	Who	Budget	Effective Practice Outcomes	Evidence of Outcomes
Provide opportunities for families/whanau to engage in a collaborative working relationship.	<p>Consult with the community to review our Charter and Strategic Goals.</p> <p>Engage the community to assist with developing art work around our school that reflects and acknowledges the heritage and culture of our students.</p> <p>Develop elearning as a way of engaging families / whanau in their child's learning.</p>	<p>Terms 1-4</p> <p>On-going</p>	<p>Principal BOT H & S Teaching staff</p> <p>NE teacher BOT</p>	<p>Curriculum budget Sponsorship Donations</p>	<p>Provide a wide range of ways for the community to engage in all aspects of the school community</p>	<p>Invite parents to be active participants in a range of areas</p> <ul style="list-style-type: none"> - Parent help - Fundraising / H & S - BOT - Policy reviews - Curriculum reviews - Consultation / hui - homework <p>Initiatives which require parent / whanau input including: Reading Together programme Swimming Pool development Gardens Library Art programmes Kapa Haka Meet the Teacher evenings Community Open Days / Celebrations</p>
Develop sustainability procedures for new staff and BOT.	Develop handbooks which assist both staff and BOT to sustain Rewa Rewa School procedures.	Term 1	Principal Staff BOT Community	BOT	<p>All groups i.e. staff, BOT and the community have access to the handbooks which outline the protocols for each group within our school.</p> <p>Annual update required.</p>	<p>Handbook for new staff Handbook for BOT Handbook for community BOT and team minutes Community consultation School newsletter and website</p>

NAG 4: Our Place (Finance & Property) Financial & Property Management

What	Evaluation Indicators	Timeframe	Who	Budget	Effective Practice Outcomes	Evidence of Outcomes
SUE report (Staff Usage and Expenditure)	Assurance	Term 2 Term 4	Principal / BOT	n/a	Policy Assured	BOT minutes SUE Reports
10 Year Property Plan (10 YPP)	Assurance	Term 1	Principal / BOT	n/a	Policy Assured	BOT minutes 10 YR documentation Property minutes with stakeholders including caretaker, MOE advisors, Ashbys and consultants Audit reports
Set budgets to ensure effective allocation and use of funds	Set the budget	Terms 1- 4	Principal BOT	Budget Acct fees Auditor fees	By November each year the principal will present the board with the draft budget for the following year.	BOT acceptance of the budget before EOY. BOT minutes detailing discussion of the budget Monthly accountant reports such as P & L, balance sheets, financial reports Bank balances Accountant to load the new budget in January
Monitor and evaluate expenditure	Review budget spending at regular BOT meetings.	On-going	Principal BOT Accountant Office Manager	Budget	Monthly reports by the principal to the BOT Monthly meetings between the principal / acct Weekly meetings between the office manager / principal	BOT minutes Minutes of meetings between stakeholders Financial documentation incl P & L, bank balances and statements, financial reports
Meet all financial reporting requirements	Ensure office procedures are in place to meet all financial reporting requirements in a timely way.	On-going	Principal Office Manager Accountant	Budget Auditor Acct fees	Prepare all documentation in a timely manner for the auditors – November and May reviews	BOT minutes Financial folders Auditors documentation Meetings with acct and office manager

NAG 4: Our Place (Finance & Property) Financial & Property Management

What	Evaluation Indicators	Timeframe	Who	Budget	Effective Practice Outcomes	Evidence of Outcomes
Review policies according to Policy Review Schedule.	Assurance and Review of policies as determined by schooldocs	On-going	Principal BOT Acct Auditor	10 yr plan MOE	Assure and review policies as required	BOT minutes Audit documentation Financial documentation
Fundraise to develop and enhance the exterior visuals of our property to reflect our learning community i.e. art work and gardens. Enhance exterior of buildings / playground markings and gardens.	Develop groups to support the required actions.	Terms 1 - 4	Principal BOT H & S committee Staff volunteers	Fundraising Grants Sponsorship Curriculum budget Donations City Council Arts funding	The community will work together to create an attractive school environment that represents the people and what we value at our school	Newsletters Website H & S committee minutes Team and staff minutes Hui and voluntary group discussions Class inquiry plans Visits to other schools
Continue to develop the school's website to market the school and as a way of sharing our students' learning with their families e.g. blogs, googldocs.	The ICT lead teacher and principal will work together to design an attractive, informative school website.	On-going	Principal Office Manager ICT lead teacher Outside experts	Professional Development budget Elearning budget Grants Sponsorship Gifts Fundraising	The website will be regularly updated so that it is an attractive, informative hub that is easily accessed by both our community and those who are enquiring about our community	Class blogs Googledocs link with home & school Lead ICT teacher / principal meetings BOT minutes Website experts' support Visit other school's websites Photos of school activities Regular updates on the website by the Office Manager
Operate and develop the swimming pool as a financially independent and sustainable business which will support the development of stages 3 - 4.	The BOT will undertake to identify and complete the next stages of development of our school pool complex.	On-going	Pool subcommittee BOT Ashbys WCC	Grants Sponsorship Pool rental income Fundraising OPS – pool property budget	The BOT and Easyswim will work in partnership to continue to develop the pool as a financially viable and actively used facility by our school, Easyswim and the local community.	Pool mtg minutes Easyswim partnership Pool financial accounts Caretaker log log Sponsorship / grants applications WCC documentation Community events

NAG 4: Our Place (Finance & Property) Financial & Property Management

What	Evaluation Indicators	Timeframe	Who	Budget	Effective Practice Outcomes	Evidence of Outcomes
Ongoing review of financial systems and processes by the accountant / principal / office manager.	The principal and accountant will work together to effectively manage the school's finances, systems and processes.	Meet prior to each BOT meeting with additional meetings as required	Principal Accountant Office Manager BOT Auditor	OPS Grant	The principal and accountant will hold regular financial meetings. The BOT will receive accurate and full financial reports at each meeting.	Financial documentation such as P & L, Balance sheet, financial report BOT minutes Discussions and meetings Bank statements Budget
Funding for elearning hardware / software / infrastructure to support learning.	The principal and lead ICT teacher will implement a plan to develop elearning capabilities.	Terms 1 - 4	Principal Lead ICT teacher Norrcom Outside experts	Fundraising Grants OPS grant	The strategic plan will be updated so that we have a clear vision as to the learning intentions that we wish to achieve and the infrastructure that we will require to support this.	Elearning strategic plan Tki elearning review Norrcom support Meetings Staff PD PM goals and outcomes Student voice / community surveys Newsletter and website BOT minutes Purchase of devices
Follow 5yr Capital Improvements Property Plan 10yr Property Plan	Follow 2017 project outline including resurface toilet floors. Minor exterior paint touch-ups will be required. (Exterior due to be repainted in 2018).	Terms 1 - 4	Principal BOT MOE Ashbys	5yr PLAN MOE	The principal, board chair and Ashbys will meet in term 1 to review the property improvements required for the year ahead.	Property minutes BOT minutes Caretaker minutes 5 YA and 10 YA plans Toilet floors resurfaced Painting touch ups
Begin development of modern learning environment to support roll growth and flexible learning spaces.	Decisions dependent on RTLB / MOE property proposal to develop our school property to include a RTLB cluster.	Terms 1 - 4	Principal Board MOE advisors Architects RTLB MOE Stats advisor	MOE - own budget RTLB upgrade – MOE budget 5YA budget	The board are in disc. with the MOE about the Wgtn RTLB cluster being based at our school. MLE upgrades will be dependent on the outcome of the decision made in 2017.	Property minutes and discussions with all stakeholders BOT minutes Community consultation Property plans

NAG 4: Our Place (Finance & Property) Financial & Property Management

What	Evaluation Indicators	Timeframe	Who	Budget	Effective Practice Outcomes	Evidence of Outcomes
Rid the banks of gorse and dead wood.	The school grounds will be cleared of gorse / dead wood within the immediate school grounds.	Term 1, January holidays	BOT Principal Caretaker Contractor	OPS grant Grants / fundraising Outside assistance such as WCC	The caretaker, principal and BOT will take all reasonable steps to work towards ridding the key areas within the school property of gorse and dead wood.	BOT minutes Budget Caretaker minutes Quotes Discussions
Raise funds to upgrade the fences.	The BOT will endeavour to raise funds to replace the fencing on the school's roadside fences.	Terms 1 - 4	BOT Principal Caretaker	Fundraising Sponsorship	The BOT will ask our fundraising facilitator to submit applications for grants to replace the fences.	Applications BOT minutes Emails / discussions
Swimming Pool Stages 3 – 4 to be advanced including development of solar power initiative and dental clinic rooms development (Easyswim).	The BOT Pool Committee will work towards advancing Stages 3 & 4 of the pool developments.	Terms 1 - 4	BOT Principal Caretaker BOT Pool Committee Easyswim	Fundraising Rental Grants and sponsorship Easyswim	The BOT pool committee will continue to develop Stages 3 & 4 of the pool developments.	Pool committee minutes Sponsorship applications – solar power, showers Easyswim development of the dental clinic Fundraising ventures
Initiate process of managing the playground concrete hazard as identified by ERO.	The BOT to investigate how to resolve the playground concrete hazard.	Terms 1 - 4	BOT	Fundraising Sponsorship Property maintenance	The BOT will put steps into place to begin the investigation as to how to find a solution to this property issue.	BOT minutes Quotes Caretaker minutes

NAG 5: Our Wellbeing (Health & Safety) Health & Safety

What	Evaluation Indicators	Timeframe	Who	Budget	Effective Practice Outcomes	Evidence of Outcomes
Abuse Reporting Procedures	Assurance	Term 2	Principal BOT	BOT	Assurance given	BOT minutes Schooldocs
Child Protection	REVIEW	Term 3	Principal BOT Staff Community	BOT	Community review undertaken	BOT minutes Schooldocs review comments from the school and community Updates on the policy
Evacuation Procedure / Emergency Kit	Assurance	Terms 2 & 4	Principal BOT	BOT	Assurance given	BOT minutes Evacuation documentation Schooldocs School emergency kit Student emergency food kits
Risk Management	Assurance	Terms 1,2,3,4	Principal BOT	BOT	Assurance given	BOT minutes Schooldocs
Safety Management System	Assurance	Term 3	Principal BOT	BOT	Assurance given	BOT minutes Schooldocs
Digital Technology and Cybersafety	Assurance	Term 2	Principal BOT	BOT	Assurance given	Student and staff cyber safety agreements BOT minutes
Medicines, Minor / Moderate Injury or Illness	Assurance	Term 1	Principal BOT	BOT	Assurance given	Medical forms and documentation BOT minutes

NAG 5: Our Wellbeing (Health & Safety) Health & Safety

What	Evaluation Indicators	Timeframe	Who	Budget	Effective Practice Outcomes	Evidence of Outcomes
Separated Parents, Day to Day Care and Guardianship	REVIEW	Term 1	Principal BOT Staff Community	BOT	Community review undertaken	BOT minutes Schooldocs review comments from the school and community Updates on the policy
Swimming Pool	Assurance	Term 3	Principal BOT	Pool Budget	Assurance given	BOT minutes Schooldocs Pool minutes
Survey and evaluate the school community (students & families) responses to Health & Safety policies as per Policy Review Schedule	Undertake community consultation.	Terms 1 – 4	Principal BOT	BOT	Undertake surveys and gathering community voice throughout the year on Health & Safety.	Student wellness surveys Staff meetings BOT minutes Community participation in schooldocs reviews
Keep electrical testing up to date.	The caretaker will undertake annual testing of all electrical appliances.	Term 1	Caretaker Principal	OPS Grant	The caretaker will undertake testing of all electrical devices	New devices labelled/dated All electrical devices tested – non compliant devices either repaired or disposed of BOT minutes Caretaker minutes
Regular evacuations / drills undertake – lockdown, fire and earthquake.	The principal and ASC supervisor will conduct regular emergency drills for fire, EQ and lockdown.	Terms 1 - 4	Principal ASC supervisor	n/a	The principal and ASC supervisor will undertake regular emergency drills at different times of the day / week in each term	Emergency drill records BOT minutes Emergency drills wall displays throughout the school New staff induction

NAG 5: Our Wellbeing (Health & Safety) Health & Safety

What	Evaluation Indicators	Timeframe	Who	Budget	Effective Practice Outcomes	Evidence of Outcomes
Emergency preparedness initiatives undertaken such as food kits, parent communication school evacuation drill.	The principal will give assurance that emergency preparedness is up to date.	Terms 1 - 4	Principal BOT Staff Community	Parents Budget	The principal, office manager and adult personnel will all take responsibility for keeping their students safe in an emergency	Class emergency kits updated Wall displays in place Emergency plans printed off / held in key areas for easy access Student emergency kits Newsletter and website Emergency documentation and policies CD kit checked
Use Schooldocs to manage our policy review schedule and community consultation related to these.	The BOT will use the schooldocs review cycle to regularly assure and review their policies.	Terms 1 - 4	BOT Principal Staff Community	Schooldocs budget	All policies will be regularly assured / reviewed within a 3 year cycle	Schooldocs BOT minutes Community consultation Staff minutes
Health Consultation – Sexuality Education.	The Sexuality Education programme will be undertaken once every two years for year 5 – 6 students.(due 2017)	Term 4	Principal Senior teacher	PE curriculum budget	The principal and senior teacher will undertake a series of lessons on Sexuality Education for year 5 – 6 students	Community consultation Health Statement (2016) BOT minutes Staff minutes Planning Family Planning resources
Biennial EOTC programme including camp for yr 5 & 6 students.	A comprehensive EOTC camp programme will be planned for senior students.	Term 1	Principal DP BOT	Parent fees Curriculum Fundraising	The DP and principal will co-ordinate the planning and actual camp programme.	BOT minutes including board permission Parent consultation – meetings and permission forms Camp forms and documentation
Continue to implement Health & Safety legislative requirements including reporting / acting on identified hazards.	Provide update at each BoT mtg of Health & Safety issues.	Terms 1 – 4	Principal Caretaker Board		Hazards identified and listed on a register and steps taken to eliminate these.	Hazards register Caretaker minutes BOT minutes

NAG 6: Legislation (Legislation and Administration) Legislation and Administration

What	Evaluation Indicators	Timeframe	Who	Budget	Effective Practice Outcomes	Evidence of Outcomes
Length of School Year	Assurance	Term 1 & 4	Principal BOT	n/a	Board accepts principal's assurance that the length of the school year meets ministry legislative requirements	School year is published and reported to the community.
Student Attendance	Assurance	End of each term	Principal BOT	n/a	The principal reviews attendance at the end of each term and informs the board of trends / matters for attention and intended steps to be undertaken as required.	etap and MOE reports
Privacy	REVIEW	Term 4	Principal BOT	n/a	Review the policy.	BOT minutes Schooldocs review comments from the school and community Updates on the policy

POLICY REVIEWS AND AUDITS

REVIEW	Assurance	Consult	Attestation	Update
Review the policy / procedure and advertise it to relevant stakeholders so they can also provide their feedback	Assure the board that proper steps and actions have been taken regarding the policy/procedure and that they are up to date.	Consult with the school community and adopt a statement about the consultation process / results.	Return relevant international Student forms to NZQA	Update the Charter and forward to the ministry. Prepare annual report for the auditor.

