



Annual Report 2019

Brendon Morrissey

Principal

Principal's Report 2019

Kia ora koutou!

Continued roll growth has happened again in 2019 which has led to a number of structural changes within the school. Staffing has grown to just over 80 staff in 2019. In 2020 we will see a few more added to our ranks.

Our School Curriculum has now fully migrated to “the Cloud” with all resources organised onto a Shared Google Drive for staff. This means that our staff can access their teaching resources from anywhere at any time as long as they have internet connection. Our School Curriculum is even more entrenched in Te Ao Maori. Our Core Values, Student Graduate Profile and Effective Teacher Profile have aspects of Te Ao Maori built into them. Our Curriculum has transformed into something very Culturally Responsive in nature. It is as much a Curriculum of Care as it is a Curriculum of Achievement.

2019 has seen a growth in the number of children we have with learning and behavioural needs. Our school had more than 180 children listed on our Children at Risk register. I held a meeting with officials from the MOE and RTLB in the Term 3 holiday break to outline the urgency of our situation. The upshot of the meeting was a few extra RTLB being attached to children in our school and more time in our school for the Ed Psych from our local office in Kaitia also.

In October 2019, I proposed to design a “Well-being budget”. The budget was to feature more resourcing for people within our school to share the workload of working with children who had learning or behavioural needs. At our November BOT meeting I presented a proposal to our BOT to invest extra money from Working Capital towards more people resources. This motion was passed and it meant that in 2020 we would open with 18 classrooms and Room 1 would also retain its extra teaching time (1.9 teachers per week in total in that Room). To enable this to happen, our Whare Marino would be a shared teaching space in 2020 with Room 15 being joined by Whaea Martha and a newly named Room 15B. 2020 will see the arrival of 6 new roll growth classrooms. 4 will be placed in the Junior School area and 2 will be placed in the Senior School area. Additional car-parking for staff will also be created at the top end of our school and in our bus bay.

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Principal

Documentation and Self Review - NAG 2

<i>What is to be done?</i>	<i>Who is responsible?</i>	<i>When will it be done?</i>	<i>Budget & Source</i>	<i>Effectiveness Review</i>
1. Monitor and maintain Development Plan	BOT	Reviewed at the first BOT mtg. of each term	N/A	<p>July 2019 Nov 2019</p> <p>SMT and BOT plans are in accordance with our review timeline.</p> <p>Same @ Nov</p>
2. Maintain an ongoing programme of Self review in both Policy and Curriculum	BOT		N/A	<p>Policy review is happening at each BOT meeting in accordance with the Policy Review Timeline.</p> <p>Same @ Nov</p>
3. Review outlines for delivery and assessment in Maori and Maths (incorporating Matauranga)	Teaching Staff	Outlines done by end of term 2, review of outlines done throughout terms 3 and 4 culminating in Curriculum outlines being adopted by staff and incorporated into Learning for Keeps or Appendix resources.	N/A	<p>Assessment resources are being linked into the new structure for planning, teaching, assessment and reporting at KPS via our Shared Google Drive setup.</p> <p>Google Drive setup is now complete with room for further growth as structures change. 2020 will see a consolidation of this platform and widespread use by teaching staff.</p>

Reporting Against the NZC – Learning Progressions

<i>What is to be done?</i>	<i>Who is responsible?</i>	<i>When will it be done?</i>	<i>Budget & Source</i>	<i>Effectiveness Review</i>
Review Mid-Year reporting format	Teaching Staff	Term 1	Printing/photocopying	July 2019 Nov 2019
Discuss Plain Language reporting at staff and syndicate meetings		Term 2		Mid-Year report has gone home. T3 Parent/Teacher interviews will feature a questionnaire about our report format.
Review Portfolio setup				End of Year report format sorted and sent home to whanau.
Review recording format for parent interview		Term 1		No portfolios in T4
		Term 2		Done
Report all Student Achievement (including CWSN) against the NZC – Learning Progressions to BOT and parents/caregivers	Principal/Senior Management/Teaching Staff	Terms 2 and 4		Still done. Mid-Year data on Markbook and is being summarized by DP and AP. End of Year data summarized by Principal and shown in the 2019 Analysis of Variance.

Employer Responsibilities - NAG 3

<i>What is to be done?</i>	<i>Who is responsible?</i>	<i>When will it be done?</i>	<i>Budget & Source</i>	<i>Effectiveness Review</i>
1. Implement staff appraisal system	Principal, DP, AP, SENCO and external Appraiser for Principal	As per appraisal timeline throughout the year	Principal Appraisal \$3000	<p>July 2019 Nov 2019</p> <p>Staff appraisal system is running as per schedule. Aspects of Teaching as Inquiry have featured in staff meetings in T2 and T3.</p> <p>Appraisal process now complete for all staff.</p>

Financial and Property Management – NAG 4

<i>What is to be done?</i>	<i>Who is responsible?</i>	<i>When will it be done?</i>	<i>Budget & Source</i>	<i>Effectiveness Review</i>
<p>4. 10 year Maintenance Plan</p> <ul style="list-style-type: none"> - review list of annual jobs - prioritise list - look on next year's jobs 	<p>BOT (Property) Caretaker Principal</p>	<p>Throughout the year</p>	<p>Property Maintenance Buildings = \$7 500</p>	<p>July 2019 Nov 2019</p> <p>Removal of elephant grass and bank tidy up + tree topping has happened where the adventure playground used to be.</p> <p>This area is being maintained via mowing and spraying.</p> <p>Whole school clean and paint touch ups have been done by Programmed Property Services as per our schedule.</p> <p>Still good</p>
<p>2. 5 Year Property Plan</p>	<p>BOT (Property) Principal</p>	<p>As per 5YP timeline</p>	<p>\$35 081 (excl. gst).</p>	<p>5YA has been modified to include our Whare Maarino project.</p> <p>Whare Marino project to be done over the upcoming summer break.</p>
<p>5. Auditor's requirements + Accounting costs</p>	<p>BOT (Finance) Admin Clerk (Sharon)</p>		<p>Auditors Fees = \$4 150</p>	<p>Annual Audit has been presented to our BOT as have our annual accounts from 2018. These have been sent through to the MOE.</p>

Health and Safety - NAG 5

<i>What is to be done?</i>	<i>Who is responsible?</i>	<i>When will it be done?</i>	<i>Budget & Source</i>	<i>Effectiveness Review</i>
<p>1. Implement Hazards List and respond to issues raised</p> <p>2. Meet requirements for the Fruit in Schools, HPS Contracts</p> <p>3. Implement and monitor EOTC policy and folder outlining desired practices to be demonstrated by teaching staff</p>	<p>BOT (Health and Safety) Principal Caretaker</p> <p>H.O.D for PE, HOD Maths and Senior Management</p> <p>Principal BOT</p>	<p>Throughout the year as need arises</p>	<p>Property Maintenance Grounds = \$8 000</p> <p>Management Units for Health and PE allocated = \$8 000</p>	<p style="color: red;">July 2019 Nov 2019</p> <p style="color: red;">All hazards have been identified and shared with our school Caretaker. Hazards have been eliminated as they have come to our attention.</p> <p>Same @ Nov</p> <p style="color: red;">All PE requirements have been met thus far as have our Fruit in Schools contract needs.</p> <p>Same @ Nov</p> <p style="color: red;">Professional development in the EOTC area has led to some refinement in our school documentation. First Aid courses have been provided for staff in July holidays.</p> <p>EOTC documentation and process changes will be shared with staff at 2020 Teacher Only Days.</p>

Legislation/Administration - NAG 6

<i>What is to be done?</i>	<i>Who is responsible?</i>	<i>When will it be done?</i>	<i>Budget & Source</i>	<i>Effectiveness Review</i>
1. Conduct regular monitoring of school property as per 'School Building Systems & Features Manual'	Caretaker and Principal	Monthly checks – school wide		<p>July 2019 Nov 2019</p> <p>BWOF up to date and signed off (Argest).</p> <p>Same @ Nov</p>
2. Ensure student daily rolls kept	Principal	Reviewed at the end of each term		<p>Daily rolls are monitored through our Musac Edge system.</p> <p>Same @ Nov</p>
3. Ensure school is open for instruction for the correct amount of days	Principal	Set in Term 4 for following year.		<p>School days have been accounted for and our school is on track to complete the correct amount of school days this year.</p> <p>Same @ Nov</p>

Board of trustees Development

<i>What is to be done?</i>	<i>Who is responsible?</i>	<i>When will it be done?</i>	<i>Budget & Source</i>	<i>Effectiveness Review</i>
1. Undertake Board Training	BOT (Chairperson)	Throughout year as required	BOT Training = \$1 000	<p>July 2019 Nov 2019</p> <p>New BOT following election in June. BOT training scheduled for September with NZSTA.</p> <p>Governance Essentials PD done by BOT members at Te Ahu Centre.</p>
2. Consult with Maori community on Strategic Plan, goals and Maori Student achievement + update policies	Principal			<p>To be done. Can be shared with local Runanga (Te Rarawa and Ngati Kahu).</p> <p>2020 Charter will be shared with Te Runanga o Te Rarawa for feedback.</p>
3. Implementation of Strategic Plan	Principal			<p>Strategic Plan elements are on schedule as per our review timeline.</p> <p>Same @ Nov</p>