

## **Principal's Report October 2019**

*Our meeting on 5th November will be an abridged meeting in order to give us time to focus on strategic planning. Hence this report will be a shorter summary report than normal.*

### **Goal 1: Integrated and authentic curriculum led by our special character.**

The DRSs and myself attended the Dominican Conference in the school holidays - it was very good to connect with other Dominican Schools in Oceania.

The special character committee (DRSs, Fr Wayne and me) have met and the special character board subcommittee have met. We have reviewed where we are up to with self review. We have reviewed "Growing in Knowledge" (RE) this year. Outstanding goals will be put into next year's annual plan.

The compliance report needs to be signed off at this meeting: [Attestation report](#)

Teachers have plans in place to moderate end of year assessment judgements. Other up to date curriculum information is shared with the strategic planning.

We are working on plans to implement the digital technology curriculum in 2020. We are also continuing to unpack the curriculum capabilities with teachers having some observations with other teachers in order to identify successes and challenges for further reflection and growth.

### **Goal 2: Provision of relevant, challenging and safe EOTC within our integrated curriculum, supported by our community.**

Camp was amazing. All went well. All happy.

### **Goal 3: Full Board ownership of policy review.**

Board participating in strategic planning training facilitated by NZSTA. Whole board involved in 5th November meeting to start strategic planning for the 2020-22 strategic cycle.

## **STEWARDSHIP**

### **Goal 3:**

Roll: 172

Leavers: year 4 to Ardgowan

Arrivals: Yr 1 from Westport, Yr 5 from Pembroke, Yr 7 from Omarama

## **Personnel**

We have filled our permanent untagged position - Jennifer Streat

We have 8.7 staffing for next year. Minus Principal, DRS and DP leaves 5.7. Of that 60% need to be tagged = 3.42 (3 teachers). Sara, Jennifer, Tua and Nicola are tagged. This meets our tagged requirements.

Jennifer Herbst has gained the across school teacher position for the COL.

Danique McRae has resigned and will be replaced with Sarah Sollano on a fixed term contract for one year with a future possibility of permanency dependent on roll stability.

We have employed Leigh Thomas also on a one year contract to cover Jennifer and other release in the school.

## **Finance**

Current Assets \$236,905

Current Liabilities \$91,647

Working Capital \$145,258

## **Property**

[10 Year Property Maintenance Plan](#) (for reference)

We cleaned the junior carpets in the last holidays.

We need to fix sinkholes on the playground and have a quote from Whitestone for \$2592.57.

They have offered to do the edges of the playground for free. We also have a second quote.

The hall floor needs sanding back and resurfacing. I will look for quotes to do this in the Christmas holidays.

We have quotes for security systems for 4 cameras. Security Specialists \$7146.25 and Plunket Appliances and Data Ltd \$4,760. Thoughts?

## **Health and Safety**

All health and safety requirements were met for camp and we had a safe camp.

## **Compliance**

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- **Risk Management** – Assure the board at each meeting that identified hazards are still being monitored and/or controlled and that these measures are being re-evaluated to check their adequacy. Check that the board is satisfied with compliance.

***Hazards are identified through our weekly Thinktank sessions and/or if they come up they are reported. We don't have any new outstanding managed hazards, anything that has come up in the past year has been fixed.***

- **Emergency Evacuation / Emergency Kit** – Assure the board that staff and students have completed trial evacuations/drills each term, the emergency planning and procedures are up to date and in hard copy, and that the emergency kit has been checked and contains all items (and that these are up to date).  
**Important:** Also, assure the board that the Emergency Planning and Procedures have been printed out, stored/filed correctly, and distributed as required.

***We have done a fire drill, a lockdown drill in lunchtime and an Earthquake/tsunami drill.***

***Each class has a printed copy of emergency procedures kept in a prominent place. The office also has a printed copy.***

- **SUE Reports** – Assure the board that a board member has checked the processes and authorisations used to make payments to staff members, and particularly the payments made to the principal and others in the school with payroll responsibilities.  
SUE report sign-off is an important control mechanism providing governance scrutiny of payroll that is independent of staff members being paid and authorising the payroll.

***Checked fortnightly by principal. Checked monthly by board finance committee.***

- **The Appraisal Process and Attestation** – Assure the board that all staff have completed the appraisal process for the current year, and attestations are up to date.

***Attestations are up to date. All staff are participating in appraisal. Support staff and caretaking and cleaning staff will be completed in week 5 of this term. The end of the teaching staff appraisal cycle is term 1 2020. All teaching staff were given an appraisal summary and sign off in term 1 2019.***

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- **Appointment Procedure** – Assure the board that the appointment procedure and appointment committee delegations reflect practice.

***Appointment committee set up in previous meeting - meetings delegation requirements.***

- **Provisionally Certificated Teachers** – Report to the board on the induction programme of provisionally certificated teachers.

**NA**

- **Teacher Registration and Police Vetting** – Assure the board that all teaching staff are registered, and therefore vetted.

***All up to date***

- **Length of School Year** – Assure the board that the school has been open for the statutory number of half-days and hours per day in the current year.

***Will be open for the statutory 390 half days by 19 December, minus the allowed teacher only day.***

- **Reading Recovery** – Report to the board from the Reading Recovery teacher on the implementation of the Reading Recovery programme.

***Next Meeting***

- **International Students** – Assure the board that the Code of Practice self-review attestation was submitted by the due date – 1 October 2019.

**NA**

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