

Principal's Report August 2017

Vision 2015-2017

Annual Plan 2015

Not all goals will be met.

is a variety of

diverting us from meeting our goals

metrame

t. Some will

et our goals

Vision 2015-2017

all aspects of school life.

as education

Goal 3 - To continue to involve the St Patrick's P community to enrich and support the school.

This Month's Progress:

Staff meetings on Sacrament strand and God strand. Including moderation on our Holy Spirit understanding.
Several responses from principals from NZ Catholic principal's conference wanting more information about our RE teaching.
School/parish induction meeting and enrolments for students starting mid 2017 to mid 2018.
Fr Wayne and LFR met individually with year 8 students.
Confirmation mass.

Stewardship – (Board of Trustees) - Empowered for Success

Vision 2015-2017

Professional growth and innovation, Review, realign and continue to improve our self-review processes to
our major self review of 2016. and implement Schooldocs system, Engage with diocese to plan for
playground (on hold due to other potential developments), Continue to monitor Board performance

Con
refle
sch
as a good employer

This Month's Progress:

Feedback sought and gained on school building proposals.
All self reviews since June 2016 have been systemised according to the ERO internal review internal evaluation indicators.
LFR has researched present ERO review practices and shared information with BOT.

Vision 2015-2017

Equity and excellence – Empowered for Success

Develop and achieve in learning for all children particularly Maori, Pasifika and children with special
education needs, Review and maintain structures at all levels of school to promote high expectations, Student leadership development, Te Reo development

This Month's Progress:

First half of the year was about creating a broad picture of who we are and what we are working towards. Term 3 development processes are now focused more in smaller teams - SLT (senior leadership team) meets more frequently and SLT is now driving the syndicate meetings and target team meetings.
Thorough mid year review of all children with specific focus on Maori, Pasifika, Filipino, and ELL. Reported on achievement and progress. Action plans updated for term 3.
Individual Education Plans - coordination and monitoring procedure developed - 12 children are on IEPs, 2 are starting the process and 1 has completed RTL.B.
Raising Student Achievement Plan put in place.
"Learning and Behaviour" team has become "Wellbeing" team. As a new team we have found our feet and investigated our environment and, the needs of our students and developed systems for supporting them. We have now changed our focus to be more proactive and pastoral. We decide when IEP meetings are needed, we manage our external support providers to ensure they meet our needs, we now have set meetings to pre-empt and plan ahead, rather than meetings after the fact. We now have procedures and comprehensive monitoring and tracking systems for all learning and behaviour needs and we are able to closely analyse our progress.
DP and SENCO attended "distressed or defiant" training in Dunedin. Now working to spread this understanding through the whole team. DP presented on this in staff meeting.
I have been running a Circletime in each class. This is to model it to the teachers and for my own relationships with the children. Children have engaged well with the process. The tone in all classes is positive and children are reporting high levels of satisfaction with their class groups.

Vision 2015-2017

Successful connections and relationships - Empowered and Engaged

Engage with families, Work towards full representation of ethnicities in school decision-making processes, Investigate
literacy learning needs throughout the school and provide parent/student support sessions, Continue to focus on successful transitions from pre-school, within the school and to high school

This Month's Progress:

[Parent engagement plan](#) made and acted on. We now need to start rebuilding learning connections with parents. It seems best to do this in a low-key way, face to face, keeping it simple and to the point. So far I have done a maths session to help support place value and learning of basic facts using card games, had a literacy session for parents with children diagnosed with dyslexia and put a home learning program in place for them (this was well received).
We have also consulted with families on potential class compositions for 2018 and the "Keeping Ourselves Safe," program.
We are preparing kapa haka and Pasifika performance items.
Parents gave feedback through a survey form after their mid year interviews. This was positive. [Mid year feedback](#).
I have continued to monitor year 4 wellbeing - and had weekly personal interviews with the year 4 children. Through all the things we put in place, described at the last meeting, this class has become a highly functional and caring environment - there is a completely different feel to the class..

Responsive curriculum, effective teaching and opportunity to learn – Deep Learning for Success

Revise and update our school curriculum, Promote and track student key competency development. Develop further understanding of student-based inquiry learning, Investigate and develop assessment, monitoring and reporting practices for formative assessment, student agency and to measure progress, Schoolwide spelling developing

Vision 2015-2017

Progress this month:

Syndicate meetings are now more formalised with consideration and moderation of student work happening at every meeting. Staff in Mindlab are investigating student inquiry learning. LFR gave an overview of [how to teach reading via the inquiry learning process](#) in response to staff questions.

Discussions during appraisal meetings about formative assessment and using success criteria so that students can position their own progress. Questions to students in class observations: "Where are you at? How do you know? What do you need to do next?" This question has been asked all year. Students now know what they're learning and all classes need to now work on students knowing how well they are doing and having access to the next step.

We continue to offer rich extra-curricular experiences during lunchtimes - Dominican choir, Maori club, Pasifika club, gymnastics club, Singing Cup, Speech competition, dance club, and talent quest presently running.

Vision 2015-2017

Every child engaged and empowered in deep learning for success

Embed the pedagogy behind our curriculum - son... student-based inquiry and student "learning to learn" capacity, Investigate and develop strong pedagogy for transformative digital learning, Update appraisal systems, Participate in Community of Learning, Provide targeted professional learning for all staff.

Progress this month:

COL development day during the holidays - we are now a lot clearer on each school's journey and how our achievement aims match our actual school environments. LFR and NW attended.

Appraisal training with COL for LFR and NW - appraisal systems updated to match the new professional standards and the Catholic teaching standards.

In the first 3-4 weeks of term 3, LFR is doing in-class observations and having 90-120 minute coaching appraisal sessions with all staff - the focus is on visible learning, SMART acceleration goals and developing a [spiral of inquiry](#).

Evaluation, inquiry, knowledge-building for improvement and innovation - *Every child engaged and empowered in deep learning for success*

Engage with up to date research and evidenced-based practice in order to challenge and improve practice.

Progress this month:

Staff on Mindlab now doing assignments on (research) literature reviews. MT, AM and LFR are focusing on inquiry learning, LB on parent engagement. Staff are beginning to develop collaborative spirals of inquiry as part of their professional development and appraisal evidence.

Roll: 197. Leavers: Y2 - Dunedin, Y4 - Ardgowan, Yr5 - Christchurch, Yr1, Y4, Y5 - Weston, Y5 - Timaru

Arrivals: 2 NE, Yr2 (from Timaru),

Compliance:

Appraisal of the principal - underway and will be complete by term 4.

Health and Safety - ongoing internal audit and risk management. Health and Safety is an agenda item at our weekly Thinktank sessions. Any items brought up are either analysed and added to our risk management analysis or addressed by our caretaker / external contractors. Recent items have been: painting white strips in car park and attaching night lights after a visitor tripped at night, and replacing the sensor-lights in the junior school.

Student Absences - absences of more than 10 half days from term 2 where there was not a clear and known illness, have been noted and we are monitoring ten children. We have organised a meeting with one family with repeated absences to show how this is affecting the child's progress. Overseas holidays and other unjustified absences continue to be a concern. At the end of this term and next term as the next round of achievement information becomes available I will be able to correlate any connections between absenteeism and progress and share an overview with the community.

I monitor weekly absences through a report which comes to me every Sunday and follow up on any queries first thing Monday morning. Our office staff follow up absences first thing in the morning every day.

BOT has been notified at a Board meeting by end of Term 3:	
1. Student absences monitored, followed up and reported on to the BoT	Done (above)
2. Fire Evacuation has been carried out this term	
3. Principal Appraisal self review completed	In progress
4. All Staff Appraisal self reviews and observations completed.	In progress
5. That all SUE reports have been checked for accuracy and signed along with information on current Banked Staffing figures	ongoing
6. That parent community has been (or will be in Term 4) consulted about the implementation of the Health programme.	Done - overall health curriculum put in newsletter for feedback + Keeping Ourselves Safe evening.
7. 1 July roll return report.	Done

Chairperson _____

Principal _____

Date _____

BoT has been notified at a Board meeting by end of Term 4:	
8. Payroll provider has been informed when any staff member is on leave because of sickness or holiday	
9. That each support staff member moved a step on the Scale or was held because of performance issues	

10. School has an Accident Register that is maintained and checked for Hazards.	
11. The school has an Induction process in place for new staff the following year.	
12. Any Surplus Staffing requirements addressed and MoE notified within MoE stated timeframe.	
13. Fire Evacuation has been carried out this term	
14. Fire extinguishers checked by contractors.	
15. Student absences monitored and followed up	
16. Received a report on appointment process for any current or pending appointment/s	
17. Salary Increments for teaching staff approved/All teachers Professional Standards met.	
18. Staff Prof. Development progress and outcomes reported (may be reported throughout the year).	
19. Report on Special Needs Register/Gifted and Talented and use of SEG	
20. Board notified of the number of days the school was open during current year	
21. School house is insured (if applicable)	
22. That all Code of Practice requirements related to Fee-paying students are being met	
23. That all SUE reports have been checked for accuracy and signed along with information on current Banked Staffing figures	
24. That consultation with the Maori community has been carried out	
25. Staffing Schedule for following year completed for Payroll by required December date.	
26. Following year's Draft budget prepared and minuted.	

27. Learning support reports forwarded to the BoT	
28. All Staff Appraisals and documentation completed.	
29. Unit holders reports tabled with BoT	
30. Process for allocating Fixed Term Units for following year completed	
31. Final report to Board by Chairperson on Principal's Appraisal – Compliance checklist attached to final Report by Chairperson and Copy made for BoT records.	
32. Auditor has been agreed and minuted at a Board meeting	
33. Draft targets for student achievement 2016 are related to the National Curriculum Standards	

At the final appraisal meeting the Chairperson and Principal agreed that all these Compliances issues have been completed and reported on to the Board of Trustees.

Chairperson _____ Principal _____ Date _____

Term 2 Compliance:

BoT has been notified at a Board meeting by end of Term 2:

1. Audited Annual Financial Report and Student Achievement Annual Reports (including Statements of Variances) approved and minuted by BoT . 4 copies forwarded to MoE.	Complete. Need to be minuted.
2. Student absences monitored and followed up	Y
3. Fire Evacuation has been carried out this term	Y
4. That the annual review of the current Enrolment Scheme was completed before May 1	n/a
5. That all SUE reports have been checked for accuracy and signed by Principal along with information on current Banked Staffing figures	Y

Term 1 Compliance:

Compliance – Each Year the Board record in BoT minutes or receive in the form of a report that the following been completed	Reported ü DATE (or N/A)
BOT has been notified at a Board meeting by end of Term 1:	
1. Delegations to the principal and other staff are minuted eg Acting Principal when principal is absent from school during the year can act as principal (Ed. Act requirement), financial delegation.	1st meeting
2. Charter /Strategic Plan sent to MOE	After first meeting. Done
3. Staffing Schedule checked for accuracy.	yes
4. Each support staff and teaching staff member who is not a union member has signed an IEA	yes
5. Support staff members on a fixed term and the reasons why detailed	yes

6. All Teachers are registered (plus Relievers)	yes
7. The school has processes in place covering the recording of annual leave/ domestic leave/sick leave/bereavement leave etc.	yes
8. The school has a record of each staff member's family (next-of-kin) contact details in the event of an emergency	yes
9. The Board are informed that EEO (Good Employer principles) are used when dealing with Employees	yes
10. Each teacher and support staff member had a Performance Appraisal last year	Yes
11. Harassment Officers confirmed	n/a
12. That there is a Privacy Officer for the school and a current job description	No - it is part of the principal's role
13. There is always a staff member on site who holds a current First Aid Certificate	Yes
14. A programme for updating First Aid Certificates is in place for the year	We have budget to update Certs in 2017
15. Application been made to the MoE for Beginning Teacher Induction Release time.	Yes
16. Application been made to the MoE for Tutor Teacher payments	Yes
17. How the Beginning Teacher Induction Release time is being used	Release for PRT and tutor teacher to support
18. There is a Provisionally Registered Teachers' Support and Guidance programme and documentation will meet Teachers' Council requirements.	Yes
19. Each teacher has been told about their Performance Appraisal for the year, including appraiser and the dates – all teachers have Schoolwide and Individual Appraisal goals – any BoT budget requirements have been met.	Yes

20. A signed and dated Job Description is in place for all staff for this year	Yes
21. The school has an accident record book in place for staff	Yes
22. Police vetting requirements have been met	Yes
23. Student absences monitored and followed up	Yes
24. 1 March roll return report	Yes
25. A report on Special Needs Register and use of related funding	Special needs register is up to date, TA timetabling all linked to budget. Report in term 2
26. Gifted and Talented Register and programme is in place.	Register in place. Programmes rolling out.
27. Learning Support Register and programme in place	Yes
28. Fire Evacuation has been carried out this term/Notified Fire Station/Fire Plan (if over 100 people).	Yes
29. Principal Performance Agreement negotiated for this year.	Yes
30. Board notified of dates that the school is open for instruction.	Yes
31. That all SUE reports have been checked for accuracy and signed along with information on current Banked Staffing figures.	Yes
32. Board has minuted all Banked Staffing decisions regarding the indexing of teachers' pay to the BG or TS.	Yes
33. The process and timetable for reporting to parents on student achievement is in place	Yes
34. The process for reporting to the BoT on progress towards achieving the "student achievement targets"	Yes
35. That the current budget is minuted as approved by the BoT	Yes, 1st meeting

36. Principal reports on Variance against budget monthly.	Yes
37. BoT minute where Annual Report is available for Community to read during normal school hours and whether on school's Website.	Yes
38. BoT Chairperson is elected at first BoT meeting in any year and minuted.	Yes
39. BoT Chairperson elected at first meeting after triennial election and minuted.	n/a
40. Policies and procedures are to meet all requirements of Vulnerable Children's Act, and Health and Safety Act; will include having an understanding and appreciation of what is in these Acts.	yes