



SCHOOL CHARTER 2015-2017

Our Vision

The qualities our students will show as a result of their years of learning and living in our school and its community.

Happy Confident Learners

Our Values

The values our community consider to be the most important.

Honesty

Respect

Co-operation

Kindness

Manners

We encourage, model and explore our values and the values of the New Zealand Curriculum (NZC pp10)

Our Code: The 4Cs

Courtesy

Consideration

Co-operation

Common Sense

Our People

Board of Trustees

Mike Restall	(Chair)
Eleanor Linscott	(Deputy)
Brent Davies	
Katy Fitzgerald	
David Irvine	
Chris Smith	(Principal)
Caroline Brown	(Staff Rep)
Glenda Sargeant	(Secretary)

Staff

Leadership Team

Chris Smith	Principal
Stacey Gribben	Deputy Principal/Senior Syndicate Leader
Judith Stanbridge	Assistant Principal/Junior Syn Leader
Lou Maguire	Middle Syndicate Leader

Senior Syndicate

Stacey Gribben
Murray South
Caroline Brown

Middle Syndicate

Lou Maguire
Richard Murray
Andrea Benwell
Brittany Laing
Lisa Lowden

Junior Syndicate

Judith Stanbridge
Paula Cross
Heather Bonney
Lynda Bardwell
Anna Lawson

Specialist Teachers

Cathy Logie
Adele Brewer

Release Teachers

Anna Ollerenshaw
Anna Smith
Leslee Swete

Admin Staff

Glenda Sargeant
Bryce Horgan

Reading Recovery

Amanda Davies

Support Staff

Ginni Kwok-Lillis
Ayline Carey
Tania Daniell
Ele Savage
Julie Gibbs
Jo Van Midden
Paul Tupai

Caretaker

Jim Kelly

Cleaners

OCS

Children 276

Families 201

Pupils

Boys 141

Girls 135

Curriculum Delivery

Aim: To provide enjoyable learning experiences that stimulate children to strive for personal excellence relative to their individual abilities, in an environment that nurtures self-esteem, encourages positive attitudes, and provides opportunities that help remove any barriers to learning.

Objectives: Optimise each child's potential by using a variety of teaching approaches, which acknowledge and affirm diversity, uniqueness, culture and background.

Student Progress and Achievement

Aim: To monitor, record and report on each child's progress and achievements with the prime effects of enhancing their learning, providing accurate information to parents, and helping the school to gauge the effectiveness of its instruction.

Objectives: Each year the board will ensure that its curriculum plan sets out the purposes and objectives for assessing, recording and reporting on each child's progress, achievements and learning needs.

Curriculum Content

Aim: To provide balanced, well-rounded programmes based on national curriculum, giving importance to the development of literacy and numeracy skills and making good use of the resources and opportunities available in the local area.

Objectives: Each year the Board through the principal and staff will develop, revise or confirm its curriculum plan in consultation with parents. The plan will set out specific objectives for curriculum delivery and content.

Self Review

Aim: To regularly review progress towards the achievement of the school's aims and objectives so that future directions can be planned and priorities set for ongoing improvement and development.

Objectives: The Board will have an annual time plan for the ongoing review of its plans and policies, ensuring that each plan and policy defines the procedures for its review. Reports from the reviews will form the basis for deciding priorities for school development and improvement.

Personnel

Aim: To be a good employer, to provide the environment and conditions needed to attract quality staff and encourage high levels of performance, and to have an atmosphere of team spirit in all levels of school operation.

Objectives: In consultation with staff, the board will prepare plans and policies to reflect its commitment to being a good employer. Plans and policies will be reviewed regularly and revised as the need arises. The Board will receive annual EEO reports.

Finance

Aim: To ensure responsible management of the school's finances with priority given to providing the best possible resources and conditions for teaching and learning.

Objectives: The Board will prepare an annual budget to fund the school's curriculum, personnel, property and administration activities. The board will monitor and control income and expenditure throughout the year, and ensure the preparation, audit and publication of annual accounts.

Property

Aim: To provide a well-maintained, attractive, safe and hygienic environment for working and learning, and to develop and upgrade facilities as resources permit.

Objectives: The board will comply with the conditions of any current asset management agreement, and prepare and implement an on-going plan of property maintenance and development, including provision for safety and hygiene.

Community Partnership

Aim: To regularly inform and encourage the involvement of the community in respect to the school's plans, activities and achievements, and to seek their input and views on its aims and direction.

Objectives: The board will have a policy with objectives for achieving parent-community support and involvement. The policy will be reviewed and reported on regularly, and revised as the need arises.

New Zealand's Cultural Diversity

Aim: To know and understand the cultural backgrounds and values of all children in the school and to follow practices that reflect and cater for their differing needs.

Objectives: The School's plans and policies will be implemented in ways that are sensitive to the cultural backgrounds and values of individual children and their families.

The unique perspective of Maori Culture

Aim: Recognise our commitment to the Treaty of Waitangi by ensuring that an environment, which values and reflects New Zealand's bicultural heritage, enriches every pupil.

Objectives: Incorporate Te Reo and Tikanga Maori throughout the curriculum for all. Provide opportunities for full immersion teaching on request through liaison with RTM Māori Caversham.

Pasifika Education and Success

Aim: To ensure that all reasonable steps are taken for our Pasifika learners, their parents, and families, to achieve success within Wakari School and to ensure they feel that they are valued as integral members of our School community.

Objectives: To respond to the identities, languages and cultures of each Pasifika group.



STRATEGIC GOALS 2015-2017

NAG 1 CURRICULUM

To provide classroom programmes that reflect a commitment to high quality teaching and learning.

- To have clear direction for implementing the curriculum in the School Plan
- To enhance the quality of delivery of each curriculum area by using the strengths of the staff team, and through addressing each curriculum area over a time frame that is open to the needs of children, and helps build a positive, skilled teaching team.
- To ensure assessment gives information on what the child can do, and is useful for future teaching.
- To continue developing teaching practice that best meets individual needs and the needs of specific groups.

NAG 2 – Self Review / Strategic Plan / Policies / Reporting

To perform our duties to the highest professional standards critically reflecting, adapting and implementing change.

- To have a Strategic Plan that gives vision and direction for each years operational goals / annual plan.
- To continue to review the policies, procedures, systems and programmes of all areas of the school's operation.
- To ensure reports are prepared and presented as required in NAG 2 (iii).

NAG 3 – Personnel

- To ensure the Board meets Good Employer obligations.
- To ensure staff have clear job descriptions and performance agreements.
- To promote high levels of staff development, performance and pride in the school.

NAG 4 – Finance / Property

- To ensure that the school's finances are allocated to reflect priorities, are monitored and controlled as required.
- To continue to develop facilities to meet the demands of delivering quality programmes.
- To update and maintain resources that enhances teaching and learning.

NAG 5 – Health & Safety

- To provide a healthy and safe environment for children and staff.
- To promote safe practices

NAG 6, 7 and 8 – Legislative Requirements

- To meet the legislative requirements as outlined in relevant acts - attendance, enrolment, open / closing
- To ensure privacy of information.

Wakari School 1858



ANNUAL DEVELOPMENT PLAN 2015

NAG 1 Curriculum	Strategic Goal: To provide classroom programmes that reflect a commitment to high quality teaching and learning.
Intended Outcomes	Actions
NAG 1 (a) Develop and implement teaching and learning programmes.	<ul style="list-style-type: none"> ● Fully implement and review aspects of Wakari School Curriculum Plan ● Literacy (Writing) Achievement levels raised ● Further develop the Rich Curriculum ● Classroom programmes enriched through teacher PD and the use of Google Platform ● Kiwi Sport Activator Year 4 of project
NAG 1 (b) Evaluate the progress and achievement of students.	<ul style="list-style-type: none"> ● Data collection for Literacy and Numeracy analysed ● Continued Embedding of Assembly SMS to all staff ● Report twice in plain language against National Standards
NAG 1 (c) Identify students and groups of students <ul style="list-style-type: none"> ● Who are not achieving ● At risk of not achieving ● Have special needs Aspects of the curriculum	<ul style="list-style-type: none"> ● Use SMS for identifying data trends of students at risk and Attendance & Pastoral Support ● Gifted & Talented Students catered for within classroom based programmes. ● At Risk Students identified by Staff and added to Special Needs register. In conjunction with SENCO specialised programmes developed.
NAG 1 (d) Address the needs of students and aspects of the curriculum.	<ul style="list-style-type: none"> ● Curriculum Plan Implemented ● School Values Promoted ● 4C's Code living within the School
NAG 1 (e) Policies, plans and targets for improving the achievement of Maori students.	<ul style="list-style-type: none"> ● Focus of Māori student achievement in Literacy & Numeracy ● Action recommendations raised in Māori community consultation
NAG 1 (f) Provide career education and guidance.	Not Applicable

NAG 2 Documentation & Self Review	Strategic Goal: To perform our duties to the highest professional standards critically reflecting, adapting and implementing change.
Intended Outcomes	Actions
(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, National Standards, assessment and staff professional development	<ul style="list-style-type: none"> ● To have a Strategic Plan that gives vision and direction for each years operational goals/annual plan. ● Create an annual plan that reflects the school strategic goals, and specific areas of development ● Link school-wide curriculum review to effective and pertinent professional development opportunities
(ii) Maintain an on-going programme of self-review in relation to the above policies, plans and programmes, including evaluation of information on student achievement	<ul style="list-style-type: none"> ● BoT Triennial Self Review Schedule ● Analyse and evaluate student achievement data in line with historical findings, set school targets and national achievement expectations ● Modify and develop programmes to implement steps for improvement based on findings and recommendations from cyclical reviews.
(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 including the achievement of	<ul style="list-style-type: none"> ● With reference to the cyclical review of curriculum areas and reporting to the BOT and community, gather, analyse and evaluate student achievement data, identifying areas of success and potential areas for support or improvement ● Identify the achievement of Maori students when presenting and analysing student data. ● Report to parents through written and oral reporting settings

Maori students	
----------------	--

NAG 2A Strategic Planning, Self-Review and Reporting	Strategic Goal: To perform our duties to the highest professional standards critically reflecting, adapting and implementing change.
Intended Outcomes	Actions
Reporting to students, parents and the community	<ul style="list-style-type: none"> Report to parents through oral and written reporting practices identifying student achievement in relation to National Standards
<p>Report school-level data on National Standards in the board's annual report under three headings:</p> <ol style="list-style-type: none"> School strengths and identified areas for improvement The basis for identifying areas for improvement; and Planned actions for lifting achievement <p>In addition to its inclusion in the board's annual report, the NAG 2A (b) information is to be provided to the secretary for Education at the same time as the updated school charter under NAG 7</p>	<ul style="list-style-type: none"> Using historical data, identify, gather information, evaluate and report on student achievement outlining areas of success, improvement and strategies for lifting achievement
<p>Report in the board's annual report on:</p> <ol style="list-style-type: none"> The numbers and proportions of students at, above, below or well below the National Standards, including Maori, Pasifika gender and by year level (where this does not breach an individual's privacy); and How students are progressing against National Standards as well as how they are achieving <p>In addition to its inclusion in the board's annual report, the NAG 2A (c) information is to be provided to the secretary for Education at the same time as the updated school charter under NAG 7</p>	<p>Report in the board's annual report on:</p> <ul style="list-style-type: none"> The numbers and proportions of students at, above, below or well below the National Standards, including Maori, Pasifika gender and by year level (where this does not breach an individual's privacy); and How students are progressing against National Standards as well as how they are achieving
Report the NAG 2A (c) information in the format prescribed by the Secretary for Education from time to time	<ul style="list-style-type: none"> As per information required in NAG 2A (c), the BOT will report from time to time in the format prescribed, upon request.

NAG 3 Employment and Personnel	Strategic Goal: To employ the best qualified staff to meet the needs of the school and provide professional development for continuing improvement in best practice of teaching.
Intended Outcomes	Actions
To ensure the Board meets Good Employer obligations.	<ul style="list-style-type: none"> Abide by legislative requirements and conditions contained in the State Sector Act 1988 and union guidelines
<p>To ensure staff have clear job descriptions and performance agreements.</p> <p>To promote high levels of staff development, performance and pride in the school.</p>	<ul style="list-style-type: none"> Review, re-design and implement robust appraisal systems for all staff on a yearly basis Identify areas of professional development opportunities on an individual basis, from the appraisal process, and school wide goals and developments that support the needs of all staff Identify areas for school wide improvement and provide appropriate and timely development that enhances levels of staff performance

NAG 4 Finance and Property	Strategic Goal: To ensure that the school's finances are allocated to reflect priorities, are monitored and controlled as required. To continue to develop facilities to meet the demands of delivering quality programmes. To update and maintain resources that enhances teaching and learning.
Intended Outcomes	Actions
Allocate funds to reflect the school's priorities as stated in the charter.	<ul style="list-style-type: none"> Prepare and implement an annual budget in accordance with school policy, practice and priority
Monitor and control school expenditure, and ensure that annual accounts are	<ul style="list-style-type: none"> Monitor spending to ensure that provision is made for all elements contained within this document Comply with all Ministry of Education and Audit Office requirements in terms of

prepared and audited as required by the Public Finance Act 1989 and the Education Act 1989.	financial management and accountability
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.	<ul style="list-style-type: none"> ● Source new Maintenance contract for the School ● Follow the Yr 2 tasks in our 5YA and complete Yr 1 tasks <ul style="list-style-type: none"> ○ Junior Upgrade ○ Rm 16 Toilet Block ○ External stair for Rm14/15 ○ Special Needs Modifications ○ School Network Upgrade Project ● Furniture upgrades ● Carpeting Cycle to be started ● Signage throughout School to be investigated

NAG 5 Health and Safety	Strategic Goal: To provide a healthy and safe environment for children and staff and to promote safe practices.
Intended Outcomes	Actions
Provide a safe physical and emotional environment for students	<ul style="list-style-type: none"> ● Undertake fire and earthquake drills termly. ● All trips outside school will have Risk Matrices completed and checked prior to taking place. ● School Camp Risk and Management forms to be presented to BoT prior to going on Camp. ● Follow Argest Compliance Schedule ● Provide and maintain a safe working environment for all staff.
Comply in full with any legislation currently in force or that may be developed to ensure the safety of students and employees.	<ul style="list-style-type: none"> ● Review and identify practices consistent with current legislative guidelines

NAG 6 Administration and General Legislation	Strategic Goal: To meet the legislative requirements as outlined in relevant acts - attendance, enrolment, open/closing. To ensure privacy of information. To maintain relationships with pupils, parents, preschools and the wider Wakari community.
Intended Outcomes	Actions
Each 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.	<ul style="list-style-type: none"> ● Prepare BoT Agenda monthly ● All NAG Areas reported at monthly meetings ● Minutes to accurately reflect business of meeting including In-committee items ● Prepare annual report (January - February) ● Copy of Annual Report to MOE by 1 March ● Inform community as to school dates for next year and school day times
The Board of Trustees recognises its obligation to comply with general legislation requirements concerning issues such as student attendance, the length of the school day and the length of the school year. Current school practices ensure that compliance with such requirements is undertaken.	<ul style="list-style-type: none"> ● Student attendance shall be monitored and appropriate action taken if there are any concerns ● The school year will be based on Ministry recommendation.

NAG 7 Administration and General Legislation	Strategic Goal: Complete and submit an annual update of the school charter to the Ministry of Education by the required date.
Intended Outcomes	Actions
Each board of trustees is required to complete an annual update of the school charter for each school it administers and provide the Secretary for Education with a copy of the updated school charter before 1 March of the relevant Year	<ul style="list-style-type: none"> ● The BOT will approve and provide to the Secretary for Education an updated annual Charter before the 1 March of the relevant year.
The Board of Trustees recognises its obligation to comply with general legislation requirements concerning issues such as	

<p>student attendance, the length of the school day and the length of the school year. Current school practices ensure that compliance with such requirements is undertaken.</p>	
--	--

<p>NAG 8 Administration and General Legislation</p>	<p>Strategic Goal: Complete and submit, to the Ministry of Education, an updated Annual Report, which includes the identified targets, analyses of variance, aims, objectives and priorities as directed by the school charter.</p>
<p>Intended Outcomes</p>	<p>Actions</p>
<p>Each board of Trustees is required to provide a statement providing an analysis of any variance between the school's performance and the relevant aims, objectives, directions, priorities, or targets set out in the school charter at the same time as the updated school charter provided to the Secretary for Education under NAG 7</p>	<ul style="list-style-type: none"> • The BOT will approve and provide to the Secretary for Education an annual report, including analyses of variance, before the 1 March of the relevant year.
<p>The Board of Trustees recognises its obligation to comply with general legislation requirements concerning issues such as student attendance, the length of the school day and the length of the school year. Current school practices ensure that compliance with such requirements is undertaken.</p>	