



LONG BAY PRIMARY SCHOOL ANNUAL PLAN 2010

NAG 1 CURRICULUM

STRATEGIC DIRECTION	2010 PRIORITIES	ACTION REQUIRED	WHO	WHEN	EXPECTED OUTCOME
To implement and review curriculum delivery across the school in order to ensure that all children have the opportunity to succeed in all the essential learning and competency areas of the NZ curriculum.	<ul style="list-style-type: none"> Staff understanding and use of the new national standards Whole school professional development to lift levels of achievement in thinking and inquiry-based learning supported by meaningful integration of ICT. 	Use assigned TOD(and ongoing PD sessions) to continue with upskilling staff in use of the national standards	All Staff	Ongoing TOD	Staff will feel confident about implementing the national standards. Recommendations will be made as to improvements needed in documentation, teacher awareness and programmes.
		Lead teachers to lead staff meetings, form PLC's within syndicates.	Led by Team (Steph, Chris, Lindsay and Briar	Ongoing	Professional development will be relevant, focused and result in high quality teaching practice
To develop and improve school-wide numeracy and literacy and ICT programmes.	* See attached 2010 action plans for literacy (reading and writing, numeracy and ICT				
	<ul style="list-style-type: none"> Use data to establish achievement targets – review and report on these 3x per year Complete class, syndicate and schoolwide analysis of achievement data with identified needs and action plan Provide community with up to date assessment information in key learning areas as they are reviewed (re: review cycle) 	Adhere to schedule of assessment – as stated in the ‘professional requirements’ overview. Priority is to be given to reflecting on the effectiveness of teaching and learning programmes throughout the school on a regular basis. Syndicates, literacy/ numeracy/ICT teams, and SLT will regularly review and report on identified needs/strengths and goals.	SLT (in consultation with teachers, ICT./literacy/ numeracy teams ↓	As per schedule Ongoing (formal review in terms 1, 3 and 4)	Assessment data collection is meaningful and relevant – and able to show how we ‘add value’ to children’s learning Teaching and learning needs will be readily identified and a plan of action to address these needs put into place
To identify students at risk and put in place programmes to improve children’s learning outcomes.	Review and refine programme for CWSN	Children at risk are identified quickly so that appropriate and effective support can be sought for them. Follow-up on referrals and programme effectiveness will take place on a regular basis	Julie(SENCO) Teachers, support agencies	Ongoing through the year	A well co-ordinated and effective special needs programme is operating at LBP
To identify children with special abilities and put in place programmes/activities to cater for them.	Identification of children with special abilities across the school and in class and syndicate groups	Establish identification criteria for CWSA. Maintain an up to date CWSA register of identified children	Julie/SLT, (with class teachers and advisory support)	Ongoing	Children with special abilities in a wide range of areas at LBP (such as the arts, science, ICT, lateral/creative thinking etc) are identified. Clear identification criteria are established and communicated

	Provide a specific school-wide programme for CWSA	Establish a 1 day a week specialised programme attended by identified children who are withdrawn from the mainstream classroom to participate (terms 1,2 and 3)	SLT	Terms 1, 2 and 3	An effective CWSA programme is in operation – linked our charter strategic goals and CWSA are well catered for in classroom programmes
To consult with Maori on programmes and targets for student achievement.	<ul style="list-style-type: none"> Continued implementation of Te Reo and Tikanga Maori programme. Consultation with Maori community (September) 	<p>Teachers to incorporate Te Reo and Tikanga into classroom programmes in a meaningful and relevant way across the school.</p> <p>Survey and/or meet with the local Maori community to listen to and share ideas about ways to best cater for our Maori students at LBP</p>	<p>Class teachers</p> <p>TIC Maori, Ann and BOT rep</p>	<p>Through the year</p> <p>September</p>	<p>Meaningful opportunities are taken to incorporate Te Reo and Tikanga into classroom programmes and around the school</p> <p>Parents/guardians/whanau of Maori students at LBP feel welcome, have a voice, and a positive relationship with staff and board at LBP school</p>

NAG 2 DOCUMENTATION AND SELF REVIEW

STRATEGIC DIRECTION	2010 PRIORITIES	ACTION REQUIRED			EXPECTED OUTCOME
To develop and monitor the school's strategic and annual plans in all areas of school operations.	<ul style="list-style-type: none"> Establish an annual action Plan – based on strategic plan Set and report on annual achievement targets linked to strategic goals. Complete a new 3 year strategic plan by the end of 2010 	<p>Annual plan to be completed after consultation with staff and board members.</p> <p>2009 achievement targets to be reported on for the annual report and new goals set for 2010</p> <p>Complete full consultation process to establish direction for new strategic plan</p>	<p>Ann (with staff and BOT)</p> <p>Ann and SLT</p> <p>BOT</p>	<p>By end of March</p> <p>Mid March (after testing)</p> <p>By end of year</p>	<p>Clear action plans/delegations and timeframes to be finalised to ensure that school priorities for the year are met</p> <p>Achievement data is analysed and individual and school wide trends/needs are identified and appropriate targets set</p> <p>A 3 year strategic plan is established to meet the aspirations of all school stakeholders</p>
To ensure an ongoing programme of self-review.	<ul style="list-style-type: none"> Review policies on a cyclical basis as per review schedule Review curriculum statements and procedures as per review schedule. Complete a school review of annual plan twice yearly (mid and end of year) 	<p>Adhere to policy/procedures review cycle</p> <p>Confirm Health/PE review and begin Science curriculum data gathering</p> <p>The annual plan is reviewed to ensure it is a working document</p>	<p>BOT</p> <p>SLT/ Curriculum leaders</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Mid/end of year</p>	<p>Policies and procedures are relevant and current, meeting the school's needs and legislative requirements</p> <p>Health/PE statement and assessment indicators will have been reviewed and refined. Science data will show areas for future development</p> <p>The annual plan is adhered to as much as possible and issues preventing this are addressed promptly.</p> <p>Regular class, syndicate and school</p>

	<ul style="list-style-type: none"> Complete class, syndicate and school wide data reviews (including data, analysis, commentary and targets) 	Data reviews (with clear links from individual class to syndicate to whole school) are completed in terms one two and four. Achievement targets are set and monitored.	Staff and BOT All Staff		wide self -review against achievement targets will ensure that relevant information is fed forward into future programme planning. Data is cohesive and linked carefully to PD/ resourcing.
To report to parents/caregivers on the achievement of individual students.	<ul style="list-style-type: none"> Reporting programme. Newsletters (school/Board). Parent/caregiver interviews 	Complete mid year and end of year reports Ensure newsletter and website formats continue to include more children's work, increased opportunities for feedback and more regular inserts on curriculum and student achievement Run 2 formal parent/teacher meetings (March and June)and informal meetings (as requested)	All staff Ann/Di/Sandy Annemarie All staff	Terms 2 and 4 Ongoing Terms 1/2 (ongoing)	Parents will be well informed about their children's progress Newsletters and website will be more informative and provide a showcase for children's work and curriculum information for parents Parents will be well informed about student achievement and progress at LBP
To report to the Board of Trustees on the achievement of students, and of Maori students.	<ul style="list-style-type: none"> Report achievement to Board of Trustees as per review schedule. 	Report to the BOT on children's achievement (three times yearly on school wide data in literacy and numeracy)	Ann and SLT	March, June/July and November	BOT members are fully informed about children's achievement and progress at LBP
To communicate and consult effectively, and appropriately, with the community.	<ul style="list-style-type: none"> As per community partnership schedule (as per strategic plan) 	Provide a variety of opportunities for consultation and communication with our community	All staff and BOT	Ongoing	Our community's views are respected and incorporated into our programmes at LBP where possible and effective communication is evident.
To undertake Board of Trustees training and development.	<ul style="list-style-type: none"> Full Board training on relevant aspects of trusteeship 	All BOT members will participate in training on the identified aspects of trusteeship agreed upon	BOT and advisers as needed	Ongoing	Each BOT member will be fully informed about his/her role as a trustee of LBP and the BOT will govern effectively

NAG 3: EMPLOYMENT AND PERSONNEL

STRATEGIC DIRECTION	2010 PRIORITIES	ACTION REQUIRED	WHO	WHEN	EXPECTED OUTCOME
To develop and further refine procedural frameworks which promote high levels of staff performance	<ul style="list-style-type: none"> Implement an effective performance management and appraisal procedures Implement appraisal procedures with all staff (principal, teachers, support staff). 	Review current appraisal system and implement any changes necessary All SLT members to receive ongoing support and guidance as appraisers and release time for appraisals	Personnel Committee Ann and advisers as needed	March Ongoing	Appraisal procedures will reflect the school priorities and contribute to 'value-added' teaching practices across the school The appraisal process will provide valuable feedback/feed forward to all staff members to help improve teaching

					practice
To develop and further refine procedural frameworks which promote high levels of principal performance	<ul style="list-style-type: none"> Personnel sub committee to establish annual performance objectives with the principal for the following year that are aligned to : <ul style="list-style-type: none"> - the current strategic plan - the professional standards - input from external adviser - outcomes/goals from 2009 Personnel committee to establish a timeline for the year that outlines times for feedback, data collection professional development and reporting on outcomes to principal and BOT 	<p>Establish performance agreement for 2010</p> <p>Construct objectives and corresponding action plan for 2010</p> <p>Adhere to timeline</p>	<p>Dave</p> <p>BOT Chair Ann</p> <p>↓</p>	<p>February</p> <p>Feb/ March</p> <p>Ongoing through 2010</p>	<p>The appraisal process will provide valuable feedback/feed forward to the principal to ensure she provides effective leadership of LBP and feels adequately supported by the BOT to do this</p> <p>The appraisal process will be timely and well-organised</p>
To staff the school in a manner which reflects the priorities stated in the school's curriculum.	<ul style="list-style-type: none"> Monitor staff usage to avoid overstaffing consequences. Employ support staff, as per budget, to facilitate special programmes. Ensure that school is staffed fully each day using relievers as appropriate. 	<p>Train all budget holders in correct procedures for monitoring and spending of allocated funds</p> <p>Keep systems up to date to ensure that requirements for support/special needs staff are known</p> <p>Keep an up to date reliever's list (registered)and ensure staff contact TIC in appropriate time frame</p>	<p>Ann and all budget holders</p> <p>Ann and Julie (SENCO)</p> <p>Julie/ Ann</p>	<p>Feb (training) Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Budgets are maintained appropriately with no overspending and correct procedures are adhered to</p> <p>Before the end of each term support staffing needs are clearly identified and then catered for</p> <p>School is fully staffed at all times with NZ registered teachers</p>
To ensure a professional development plan is in place that will equip staff to deliver quality teaching and learning (whole staff focus).	<ul style="list-style-type: none"> Establish a programme for Board of Trustees training Prepare and implement a staff professional development programme linked to school focus areas and appraisal needs. Ensure there is sufficient budget allocation to meet staff/BOT development and appraisal needs. 	<p>Prepare a BOT training overview</p> <p>Complete a professional development overview for the year. Contact/organise appropriate personnel to facilitate sessions as required</p>	<p>All BOT members</p> <p>Ann/ SLT</p>	<p>Feb/March</p> <p>February and ongoing as required</p>	<p>Each BOT member will be fully informed about his/her role as a trustee of LBP</p> <p>High quality/relevant professional development is provided for all staff members</p>
To establish systems that ensure the Board of Trustees fulfils its role as a 'good employer'.	<ul style="list-style-type: none"> Comply with the law relating to employer responsibility (in liaison with NZEI and STA). Review EEO programme Prepare job descriptions for all staff (by the end of February) and performance agreement for principal (as per annual cycle) 	<p>Establish EEO to update database and review and monitor adherence to established EEO procedures</p> <p>Ensure all staff have a current job description that accurately reflects current responsibilities</p>	<p>Helen</p> <p>Ann</p>	<p>End of term 1 and ongoing</p> <p>By end of February</p>	<p>An effective EEO programme is in operation at LBP</p> <p>All staff have a current job description which clearly states professional duties and responsibilities for 2010</p>

NAG 4: FINANCE AND PROPERTY

STRATEGIC DIRECTION	2010 PRIORITIES	ACTION REQUIRED	WHO	WHEN	EXPECTED OUTCOME
To allocate funds to reflect and support the school's strategic and annual plans.	<ul style="list-style-type: none"> • Develop a budget that reflects the school's priorities (draft by November – finalised by February annually) • Attract an intake of Foreign fee paying students • Approach fund raising organisations for further financial support – based on school resource priority list (aligned to strategic goals) 	<p>Complete school budget</p> <p>Accept an intake of up to 10 FFPs (5% of school roll)</p> <p>Direct fundraising requirements to BOT member in charge of fundraising to coordinate quotes and applications</p>	<p>Ann/Finance Committee</p> <p>Ann</p> <p>Budget Holders and BOT portfolio holder</p>	<p>December /January</p> <p>Ongoing</p> <p>Ongoing</p>	<p>School budget is completed and adequately provides for school requirements for 2010</p> <p>No more than 5% of school roll is made up of FFPs. Appropriate use of funding to enhance quality of teaching and learning programmes, reduce class sizes and run support programmes. FFP students to feel welcome and integrated into LBP school culture</p> <p>External funding sources are accessed to support school's financial/resourcing requirements</p>
To develop and further refine internal procedures for monitoring finance and expenditure.	<ul style="list-style-type: none"> • Monitor and review monthly spending and report to the Board as necessary • Prepare annual accounts for audit (by March annually). 	<p>Prepare a monthly financial report for the BOT</p> <p>Ensure all paperwork is in order for the auditors</p>	<p>Pauline Mike M Sandy Ann</p>	<p>Monthly</p> <p>Beg of March</p>	<p>BOT are fully informed of financial position of LBP</p> <p>A successful audit is completed</p>
To implement an efficient programme of maintenance for school buildings and facilities.	<ul style="list-style-type: none"> • Monitor programme and report to the board regularly • Complete exterior and interior painting of the school (as per programme maintenance cycle). • Repair and refurbish furniture as required. • Ongoing repairs and maintenance as required 	<p>Property reports are communicated at BOT meetings</p> <p>School painting schedule is adhered to</p> <p>Classroom furniture requirements are prioritised and repairs/upgrades carried out</p> <p>Equipment/resources/buildings are maintained/repaired as required</p>	<p>Tony</p> <p>Peter</p>	<p>Ongoing</p> <p style="text-align: center;">↓</p>	<p>All school property/equipment/resources are well maintained</p> <p style="text-align: center;">↓</p>
To develop school facilities which reflect the priorities as stated in the school's charter and strategic plan.	<ul style="list-style-type: none"> • Complete ICT network/cabling upgrade 	<p>Liaise with appropriate companies (adhering to MOE property management guidelines) to ensure school facilities are developed and maintained to the highest standard.</p>	<p>Property committee and ICT committee</p>	<p>Ongoing</p>	<p>School Network/cabling in completed to the highest standard.</p>

NAG 5: HEALTH AND SAFETY

STRATEGIC DIRECTION	2010 PRIORITIES	ACTION REQUIRED	WHO	WHEN	EXPECTED OUTCOME
To provide a safe physical environment for students and staff.	Practise evacuation procedures and lock down	Fire/ evacuation drills to be completed each term (lock downs each half-year)	Ann	Each term and Each half term	All children/staff/visitors are experienced in and well informed about evacuation and lock down procedures
	Maintain effective procedures for visitors to school (including parent helpers)	Follow procedures (sign in/ out, badges etc). Initiate 'red card' system for staff in times of emergency	Ann/ Office Staff	Ongoing	Visitors to school are clearly identified and informed of school procedures
	Maintain a hazard register.	Hazard register to be updated and maintained/monitored on a regular basis.	Peter/Ann /Staff	February and ongoing	Hazards are identified and eliminated
	On-going safety checks (playground equipment etc).	Ensure regular playground checks are made and electrical compliance testing is up to date	Peter and Property Rep	Ongoing	Playground equipment is well-maintained and safe for children. All electrical compliance requirements are met
	Meet building Warrant of Fitness requirements.	Display current w.o.f (ensuring compliance). Ensure regular property inspections are undertaken	Peter/ Property rep	Ongoing	Buildings are 'fit' for school programmes to operate
	Review traffic/road safety management at critical times before and after school	Monitor before and after school road safety issues	Ann/Peter	Ongoing	Drop off and pick up procedures are safe and comply with traffic legislation
To provide a safe emotional environment for students and staff.	Adhere to review cycle of physical and emotional safety policies and procedures (see self review cycle)	Monitor BM plan and discuss/review with staff to ensure consistency across the school (ongoing review and reporting to BOT)	Ann/ Julie	Ongoing	School behaviour plan and procedures are adhered to consistently across the school. A physically and emotionally safe environment is provided for children
	Establish what data is relevant (eg: staff, student and parent feedback, tracking behaviour trends, incident reporting) and devise a data collection, analysis and reporting strategy to report to the board on a regular basis	Maintain an accurate and current system of personal records (using MUSAC) to ensure all information is accurate	Di/Linda	Ongoing	Accurate and up to date medical records for all children are maintained
		Implement and monitor internet procedures and ensure all staff, children/parents sign an internet agreement.	ICT team/ Teachers	February (ongoing)	Internet safety is happening across the school
	Review crisis management procedures	Ann	By end of term 1	Student and staff welfare is prioritised in times of trauma	

		Report regularly to the board on student and staff welfare	Ann/Julie	Ongoing	Trustees are informed of the emotional safety of staff and students
To develop or review, as appropriate, health and safety legislation, policy and procedures.	Ensure school policies and procedures are aligned with current health and safety best practices	Adhere to review cycle outlined in strategic plan	BOT	As per schedule	All policies and procedures are current and meet legal requirements

NAG 6: LEGISLATION

STRATEGIC DIRECTION	2010 PRIORITIES	ACTION REQUIRED	WHO	WHEN	EXPECTED OUTCOME
To develop systems to comply with all current legislation through policy and procedures.	Review and implement MOE planning and reporting requirements	Complete annual target reporting from 2009 and set achievement targets for 2010. Send updated charter to MOE for approval	Ann	End of March (Annual Report)	MOE requirements for planning and reporting are met and meaningful achievement targets in line with our strategic goals are set, supported and reported on
	Ongoing review of school procedures to ensure legislative requirements are met: length of school day and year, attendance, stand downs and suspensions, international students:	BOT to be informed of how legislative requirements are being met through BOT training and reports from the Principal	Ann/BOT	Ongoing	School is meeting legislative requirements