



**March 2023**

**Our Vision**

Our Children will be Confident Lifelong Learners

Circulation:

Brad Pyers  
Dane Boswell  
Dale MacDonald  
Freya Hogarth  
Ryan Edwards  
Scott Mackenzie  
Sonia Emerson  
cc File

# **WAKEFIELD SCHOOL BOARD OF TRUSTEES STANDING ORDERS**

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## General:

Meetings will generally be held twice a term as per the annual agenda. The quorum shall be more than two-thirds of the members of the board currently holding office.

The Chairperson shall be elected at the first meeting after the Annual Meeting except in the general election year where it will be at the first meeting of the newly elected board.

The Chairperson may exercise a casting vote in the case of equality of votes, in addition to his/her deliberative vote.

Any trustees with pecuniary interest in any issue shall not take part in any debate on such issues and may be asked to leave the meeting for the duration of the debate.

## Time of Meetings:

Regular meetings will commence at 5.30pm and conclude by 8.00pm.

A resolution for an extension of time not exceeding half an hour may be moved.

Any business remaining on the agenda at the conclusion of the meeting will be transferred to the following meeting.

## Special meetings:

A special meeting may be called by delivery of notice to the Chairperson signed by at least one third of trustees.

## Exclusion of the Public:

The meeting may, by resolution, exclude the public and news media from the whole or part of the proceedings in accord with the Meetings Act.

## Public Participation:

Public will not normally be allowed free discussion during the meeting.

Public participation is at the discretion of the Chairperson.

Public attending the meeting will be given a notice about their rights to participation in the meeting.

## Motions/Amendments:

All motions and amendments moved in debate must be seconded unless moved by the Chairperson. Motions and amendments once proposed and accepted may not be withdrawn without the consent of the meeting.

No further amendments may be accepted until the first one is disposed of.

The mover of a motion has right of reply.

A matter already discussed may not be reintroduced at the same meeting in any guise or by way of an amendment. If not a unanimous decision, then majority rules.

## General Business:

Notifications of general business are required three days prior to the meeting.

Late items of general business will be received at the Chairperson's discretion and are to be presented at the beginning of the meeting.

## Termination of debate:

All decisions will be taken by open voting by all trustees present.

## Suspension of Meeting Procedures:

Standing Orders may be suspended by resolution of the meeting.

## Agenda:

The order of the Agenda may be varied by resolution at the meeting.

## Minutes

The minutes will be distributed within 1 week of the meeting.

## AGENDA

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**Board of Trustees meeting Wednesday 22<sup>nd</sup> March 2023, 5.30pm**  
**Venue: Room 4 then Staffroom**

### **1. Strategic Focus and Special Presentation**

- Tui report on curriculum and student achievement

### **2. Welcome and apologies**

- Declarations of Interest (See Standing Orders)
- Additional items of general business

### **3. Administration**

- Confirmation of Minutes (February 2023)
- Matters Arising from Minutes
- Correspondence (Copy of Inward/Outward Mail Tabled)

DATE	FROM	CONTENT	TO

### **4. Reports**

***(Only written reports in board papers will be discussed).***

- a) Principal
- b) Financial
- c) Property
- d) Staff Report

### **5. Items from the Board Annual Calendar for March**

- Table 1<sup>st</sup> March roll return
- Report on performance appraisal meetings, including advice and guidance programmes for beginning teachers
- Report fire drill and safety officer's roles and responsibilities
- Report review of H&S policies
- Principal's performance agreement goals reported
- Draft annual accounts presented

### **6. General Business**

- Nil

## **7. In-Committee Meeting**

- Nil

## **8. Closure**

## MINUTES

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### MINUTES OF THE WAKEFIELD SCHOOL BOARD OF TRUSTEES MEETING In the staffroom at 5.30pm Wednesday 22<sup>nd</sup> February 2023

**PRESENT:** Brad Pyers, Dane Boswell, Freya Hogarth, Ryan Edwards, Scott Mackenzie, Sonia Emerson & Olivia Krammer

**APOLOGIES:** Dale MacDonald

#### **STRATEGIC FOCUS AND SPECIAL PRESENTATION:**

- Nil

#### **DECLARATION OF INTEREST: (See Standing Orders):**

- Principal's appraisal

#### **ADDITIONAL GENERAL BUSINESS ITEMS:**

- Nil

#### **CONFIRMATION OF PREVIOUS MINUTES:**

***Motion:*** Move that the minutes from the Board meeting held on 24<sup>th</sup> November 2022 to be correct

**Ryan Edwards/Sonia Emerson**

#### **MATTERS ARISING FROM MINUTES DATED: 24<sup>th</sup> November 2022**

- Nil

#### **CORRESPONDENCE: INWARD**

DATE	FROM	CONTENT	TO
29/11/2022	The Big Bake Up	Project Information	Board & Principal
01/12/2022	Waimea Kāhui Ako	Memorandum of Agreement	BOT
09/02/2023	Scott Mackenzie	Letter of Resignation	BOT

#### **CORRESPONDENCE: OUTWARD**

- Nil

#### **REPORTS**

##### **Principal's Report:**

As per Board Report:

- **Priority 1. Ensure places of learning are safe, inclusive and free from racism, discrimination and bullying**  
*Discussion had with the number of behaviour incidents and how many children*

were involved in these incidents, how this compares overall.

- **Priority 2. Have high aspirations for every learner/ākonga, and support these by partnering with their whānau and communities to design and deliver education that responds to their needs, and sustains their identities, languages and cultures**

*There was a great turnout with the recent parent teacher learning conferences which is a very positive partnership with home and school connections.*

- **Priority 3. Reduce barriers to education for all, including for Māori and Pacific learners/ākonga, disabled learners/ākonga and those with learning support needs**

*Discussion was had around the amazing work being done with the implementation of the Aotearoa Histories curriculum with the work completed last year by Toroa and Karearea syndicates is going to be showcased by the Ministry of Education. This is clear evidence of how matauranga Māori is valued at Wakefield School.*

- **Priority 6. Develop staff to strengthen teaching, leadership and learner support capability across the education workforce**

*The leadership team has discussed professional learning priorities for 2023. Discussions with staff have highlighted that the professional learning provided by our literacy facilitator last year did not enable teachers to significantly improve their practice despite large amounts of time and financial resources being put into the PLD. We are investigating whether we can change to another facilitator to ensure we use the MOE funded PLD hours to its greatest effect in 2023. This may mean changing the provider as well as changing the facilitator.*

## **Finance Report:**

As per Board Report:

- **Profit and Loss**

The bottom line was showing a significant deficit, reasonable worse than the previous meeting. After some investigating Sonia feels confident it won't be this much, we are due some funds in 2023 that relate to 2022.

- **Gala/PTA Invoice**

The PTA will invoice the school for the final balance of the monies received from the 2022 gala. We will then invoice the PTA in the coming months for the \$30k agreed from the proceeds of the 2022 Gala fundraiser.

- **2022 Annual accounts timeline**

Olivia has emailed CES following up on how they are going with our annual accounts, with everything being submitted to them as requested.

## **Property Report:**

As per Board Report:

- **Junior toilets**

The junior toilets have a very slippery floor and several small children have slipped over this year, this block of toilets really need to be upgraded.

- **Shade sails**

There are some holes in the shade sails outside room 7 & 8 which are catching a lot of rain and making the deck slippery.

- **Swimming Pool**

The swimming pool season is going well to date, the pool temp was reduced as it was very warm. There are some large upcoming projects to be completed on the pool where some fundraising will be necessary to be able to undertake these projects.

- **Modernisation funding**

The school will receive some additional funding from MOE for the accelerated modernisation scheme this is in addition to the 5YA and 10YPP funds. Our school will be receiving \$200k to use to assist our school to modernise teaching and learning environments.

### **Staff Report:**

As per Board Report:

Scott went through his report highlighting what has happened in the 3 weeks we have been back at school.

- **Lunch time system**

One main change is the EPL schedule has changed with the lunchtime bell now going at 1.45pm instead of 1.35pm to help issues that were taking place at the lunchtime eat time, students now return to class to have their lunch.

**Motion:** *Move the adoption of these reports.*

**Ryan Edwards/Sonia Emerson**

### **ITEMS FROM THE BOARD ANNUAL CALENDAR FOR FEBRUARY**

- **Confirm any changes to BOT personnel and responsibilities**

Staff representative will require a bi-election to be undertaken with Scott's recent resignation.

All other BOT personnel and responsibilities remained the same as the previous year.

- **Elect Board Chairperson**

Sonia nominated Ryan to remain as Chairperson, no one opposed, so was agreed Ryan would continue as Chairperson.

- **Set calendar of meeting dates**

Meeting dates had been distributed earlier in the month, these remained unchanged. List of confirmed meeting dates supplied at meeting.

- **Finalise/approve annual charter. Send charter to MOE**

This is currently still work in progress and Freya will distribute when it is finalised. Freya will then upload this through the Ministry portal when completed.

- **Confirm budget**

The budget had not changed since being approved at the November board meeting. Going forward we will change the date of confirming the budget to November's meeting.

- **Approve disposal of records under sections 1.5 (Student progress records) and 1.8 (students' own work) of our policy for the second prior year. We have few of these to dispose of since we discontinued hard copies of most student records**

**Motion:** *The board approve the disposal of records under sections 1.5 (student progress records) and 1.8 (students' own work) of our policy for the second prior year (2021).*

**Ryan Edwards/Scott Mackenzie**

- **Report: Analysis of Variance from previous year's SATs and description of current year SATs**

This will take place at the end of the year to show data from one full year to the other.

### **MATTERS OF GENERAL BUSINESS:**

- **Matters from Principal's report**

- **Analyses of Variance**

We are required to analyse student achievement targets for the previous year and where these targets ended up at the end of that year and report on the variance of these.

### **ADDITIONAL ITEMS OF GENERAL BUSINESS:**

- **New Physical restraints policy**

While generally the context around what is restraint and how and when it should be used hasn't changed and there are a number of issues that NZPF are concerned about in relation to the restraint rules and guidelines. The way that schools report physical restraints has changed.

- **Principals appraisal for 2023**

Ryan had received a proposal from Sherilee Swanepoel for the provision of assisting the board with setting up the Performance Management Process for Freya for 2023.

**Motion:** *The board approves the supplied proposal from Sherilee to undertake Freya's Principal appraisal for 2023.*

**Ryan Edwards/Sonia Emerson**

- **Thank you to Freya**

Ryan thanked Freya for her seamless efforts towards the start of such a positive year and looks forward to working with Freya in the future.

### **IN-COMMITTEE:**

- Two items



**MEETING EXTENSION:**

- Nil

**CLOSURE:**

There being no further business the meeting closed at 6.50pm.

I confirm these minutes to be a true record of the meeting held on Wednesday 22<sup>nd</sup> February and the resolutions agreed at that meeting.

Signed:.....  
(Chairperson)

Date:.....



## Principal's Report to the Board Meeting to be held on Wednesday 22 March 2023

**Objective 1: Learners at the centre – Learners with their whānau are at the centre of education**

**Priority 1: Ensure places of learning are safe, inclusive and free from racism, discrimination and bullying**

Since our last board meeting there have been 54 concerning behaviour incidents involving a total of 19 children reported in etap. These can be broken down as follows:

Children Of concern	Number of incidents per child 1-15 Feb	Number of incidents per child 16 Feb - 15 March	Total for the term so far
Child A	5	7	12
Child B	3	6	9
Child C	3	5	8
Child D	4	1	5
Child E	1	1	2
Child F	2		2
Child G	2		2
Child H		2	2
Child I	1	1	2
3 children	1		1
7 children		1	1

As can be clearly seen in this breakdown, the majority of incidents (63%) involve 4 students repeatedly. A second tier of behaviour (2

incidents per child) accounts for an additional 19% of all incidents.

The frequency of the type of behaviours that have been reported for this period are:

defiance	<u>3</u>
vandalism	<u>3</u>
disruption	<u>3</u>
sexual	<u>1</u>
serious physical violence/endangerment	<u>3</u>
boundary	<u>1</u>
verbal abuse (directed)	<u>3</u>
off task	<u>2</u>
fighting	<u>3</u>
hitting / kicking / pushing / biting	<u>12</u>
dishonesty	<u>1</u>
aggression	<u>8</u>

And for the term this far are:

defiance	<u>5</u>
vandalism	<u>3</u>
disruption	<u>3</u>
sexual	<u>1</u>
serious physical violence/endangerment	<u>5</u>
boundary	<u>1</u>
verbal abuse (directed)	<u>4</u>
off task	<u>2</u>
fighting	<u>7</u>
bullying	<u>2</u>
threatening language	<u>2</u>
hitting / kicking / pushing / biting	<u>24</u>
dishonesty	<u>1</u>
aggression	<u>14</u>

	Further work is planned to ensure we have consistent schoolwide practice for recording behaviour incidents in etap and that the types of behaviour are appropriate to the incidents that occur.
<b>Priority 2:</b>	<p><b>Have high aspirations for every learner/ākonga, and support these by partnering with their whānau and communities to design and deliver education that responds to their needs, and sustains their identities, languages and cultures</b></p> <p>Our draft <a href="#">2023-2025 strategic and annual plan</a> is attached and your discussion and input to finalise this is welcome.</p> <p>Our Year 7&amp;8 planning and preparation is progressing. The Ministry (MOE) has been difficult to get answers from regarding the extra financial support that was offered in our letter of confirmation. The offers of support were to explore technology provision and for an additional furniture and equipment grant. We will continue to pressure the MOE for more detail about the resources which have been offered.</p> <p>We have raised concerns with the MOE property advisors and Noble regarding how slow the 10YPP is progressing and my concern for how urgent it is we get into planning our 5YA projects. We also discussed the challenges around property managers and the lack of capacity many of the MOE accredited providers have to take on new projects. Since then a meeting with Noble has been planned for Tuesday 21 March. Ryan, Bruce and myself will attend this meeting with Noble (10YPP contractor) and our MOE property advisor.</p> <p>We have begun having discussions with possible team members to form a Year 7&amp;8 curriculum development team. At this stage the team is likely to include Kathy Jessop, Emily Cahill (mathematics), Isobel Ford (literacy &amp; science), Julie McIntosh (wellbeing), Leanne Hough (DP) and myself.</p>

<b>Objective 2: Barrier-free access – Great education opportunities and outcomes are within reach for every learner</b>	
<b>Priority 3:</b>	<b>Reduce barriers to education for all, including for Māori and Pacific learners/ākonga, disabled learners/ākonga and those with learning support needs</b>
	<p>We currently have 62 children identified on our SENCO roll. Our current learning support provisions for learners with additional needs are as follows:</p> <p><i>Please note: some children receive more than one type of learning support so may be counted multiple times.</i></p>

Type of referral	Number of Māori Students	Number of Pasifika Students	Number of NZ European / Other Students	Number of Girls	Number of Boys	Total number of students
RTL	1		9	3	7	10
RT Literacy			2		2	2
Reading Recovery	1		3	1	3	4
ICS						
IBP			4	1	3	4
IEP	1		15	8	8	16
Counselling			2		2	2
Safety Plan			1		1	1
ORS			1	1		1
SPELD			1		1	1
Te Tumu			1		1	1
MOE learning support			1	1		1
Monitoring			36	13	23	36

The Ministry has given \$80 000 to our Kāhui Ako to support initiatives that will increase school attendance for students who are currently only attending 75-89% of the time. This money is to be used in terms 1&2 this year with another \$80 000 fund being provided in July 2023. The Kāhui Ako decided to share the funds out due to the tight timeframe that the funds were made available so that schools can trial different initiatives. These initiatives will be discussed and future funds will be used to support shared projects across the Kāhui Ako. Wakefield School has \$4421.75 to support our own project(s)

The funds are being used in other schools to provide counselling, breakfast and three schools have pooled their allotted funds to pay for a family connector to engage with families whose children are not attending regularly. Our leadership team has discussed the fund but have not yet decided on anything specific to put the money towards.

<b>Priority 4:</b>	<b>Ensure every learner/ākonga gains sound foundation skills, including language, literacy and numeracy</b>
	Our draft 2022 Analysis of Variance is attached showing achievement trends from 2018 to 2023. While there is a feeling that our achievement levels have significantly dropped in recent years the data shows that, apart from 2020 achievement for all students has stayed fairly consistent with some cohorts showing decreases in achievement.

**Objective 3: Quality teaching and leadership – Quality teaching and leadership make the difference for learners and their whānau**

<b>Priority 5:</b>	<b>Meaningfully incorporate te reo Māori and tikanga Māori into the everyday life of the place of learning</b>
	<p>With our recent change to eating lunch in classes teachers have used this opportunity to incorporate karakia mō te kai before eating. The karakia being used is:</p> <p style="padding-left: 40px;">Kia taku whānau me ngā hoa mo te kai Kia ora <i>(For family, friends and food we say thank you)</i></p> <p>We have both our junior and senior Kapa Haka groups training. Our senior Kapa Haka includes students from Year 3-6 and junior Kapa Haka is for Year 0-2. The senior group continues to be run by Christine Ross and Jenny Amosa and is supported by Brad Emerson. Our junior Kapa Haka group is being run by Charlotte Thynne and supported by myself.</p>
<b>Priority 6:</b>	<b>Develop staff to strengthen teaching, leadership and learner support capability across the education workforce</b>
	<p>We have had one Professional Learning and Development (PLD) whole staff meeting this term and another is scheduled before the end of term. The first PLD meeting was focused on how our brains develop in response to our relationships and our environment and what this means for children who are exposed to trauma. The next meeting will focus on school-wide strategies that have been proven to improve both the emotional regulation and academic achievement of learners, those who have experienced trauma and those who have not. With camps and Learning Conferences this term we have had to reduce the number of our PLD meetings this term.</p> <p>Emily (mathematics lead teacher) and Lee both attended an Accelerating Learning in Mathematics workshop. Emily</p>

	(Mathematics Leader) Isobel (Literacy & Science leader) and Heather (Curriculum Refresh Leader) will all attend a Ministry run workshop on on leading curriculum refresh mahi in our school and previewing Tāhūrangi, the new online curriculum hub that will replace the current online curriculum resource_( <a href="https://www.tki.org.nz/">tki.org</a> )
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<b>Objective 4: Future of learning and work – Learning that is relevant to the lives of New Zealanders today and throughout their lives</b>	
<b>Priority 7:</b>	<b>Collaborate with industries and employers to ensure learners/ ākonga have the skills, knowledge and pathways to succeed in work</b>
	Nothing to report at this time.

**Freya Hogarth**  
Principal

# Minutes

## Of the Finance Sub-Committee Meeting held on Wednesday 15<sup>th</sup> March 2023 at 8.00am

**Present:** Sonia Emerson, Freya Hogarth, Ryan Edwards & Olivia Krammer

**Apologies:**

**Confirmation Of Previous Minutes:**

***Motion:*** Move that the minutes from the finance committee meeting held on Tuesday 21<sup>st</sup> February 2023

**Sonia Emerson/Ryan Edwards**

**Matters Arising From Minutes:** Tuesday 21<sup>st</sup> February 2023

- Nil

### **Additional items of Business**

- **Scott's position and potential funding required**  
A discussion was had with regards to Scott's position that is becoming vacant at the end of this term, how this may look and the implications this could have in regards to teacher's salaries, Freya mentioned this would be cost neutral to the School no matter how they decide to full his position.
- **Finance meeting time**  
It was decided that we would change the finance meeting times to being the Tuesday 8.30am instead of the Wednesday 4.00pm meeting time.
- **Accountant/Auditor timeline – progression**  
Olivia reported on the communications she has had with the accountant and verified that Stephen Davy was completing our year end accounts, he asked for some additional information which was supplied and is currently working on our accounts. Tracking well for our 31 March deadline with auditors.

### **Finance**

- **Banking staffing**  
Tracking ok, our deficit is decreasing so all going to plan we should end with a zero balance or close to.

### **GST**

- A GST return is due 28<sup>th</sup> March 2023, with a payment required of approx **\$20,991.34**



## **Supplier Payments**

- The Finance sub-committee ratify the payment made on **20<sup>th</sup> February** as per the approved Bank Preview Payment report for the amount of **\$9,562.65**

## **Credit Card Payment**

- The Finance sub-committee ratify the payment made on **22<sup>nd</sup> February** as per the approved credit card statement for the amount of **\$23.95**

## **CLOSURE**

There being no further business the meeting closed at 8.40am

### **NOTE:**

***Review of bank reconciliations – the bank statements and reconciliations will be viewed and signed off by the Treasurer, Sonia Emerson, following each finance meeting.***

***Credit Card Expenditure – the credit card expenditure will be viewed and signed off by the Chairperson Ryan Edwards, following each finance meeting.***

***Bank Preview Payment- the bank preview payment will be viewed and signed off by the Chairperson, Ryan Edwards, following each finance meeting.***

**Profit & Loss [Budget Analysis]**

January 2023 To February 2023

Email: admin@wakefield.school.nz

		Selected Period	Budgeted	\$ Difference	% Difference
4-0000	Income				
4-1000	Ministry of Education Grants				
4-1100	MoE Operational Grants	\$86,078.02	\$70,783.66	\$15,294.36	21.6%
4-1200	MoE Special Education Grants	\$0.00	\$500.00	-\$500.00	(100.0)%
4-1300	ORRS Teacher Aide Grants	\$0.00	\$2,438.34	-\$2,438.34	(100.0)%
4-1400	Additional Relief Teach Grant	\$4,934.49	\$0.00	\$4,934.49	NA
4-1700	COL	\$0.00	\$1,000.00	-\$1,000.00	(100.0)%
4-1800	TAPEC Recalculation	\$0.00	\$11,666.66	-\$11,666.66	(100.0)%
4-1900	Other MoE Grants	\$2,211.67	\$1,666.66	\$545.01	32.7%
	Total Ministry of Education Grants	\$93,224.18	\$88,055.32	\$5,168.86	5.9%
4-2000	Other Grants				
4-2100	RTLB Grants	\$195.65	\$416.66	-\$221.01	(53.0)%
4-2200	Other Grants	\$10,301.03	\$1,666.66	\$8,634.37	518.1%
4-2500	ACC Funding	\$14,786.26	\$2,666.66	\$12,119.60	454.5%
	Total Other Grants	\$25,282.94	\$4,749.98	\$20,532.96	432.3%
4-3000	Locally Raised Funds				
4-3200	School Donation	\$39,196.47	\$6,627.66	\$32,568.81	491.4%
4-3300	Stationery Income	\$20.00	\$116.66	-\$96.66	(82.9)%
4-3400	Photocopying Income	\$0.00	\$33.34	-\$33.34	(100.0)%
4-3500	Hall Hire Income	\$0.00	\$416.66	-\$416.66	(100.0)%
4-3502	Sponsorship	\$0.00	\$166.66	-\$166.66	(100.0)%
4-3600	Uniform Income	\$93.92	\$0.00	\$93.92	NA
4-3700	PTA Donations	\$0.00	\$5,000.00	-\$5,000.00	(100.0)%
4-3710	Fundraising Other	\$0.00	\$1,000.00	-\$1,000.00	(100.0)%
4-3720	Other Sundry Income	\$0.00	\$83.34	-\$83.34	(100.0)%
4-3730	Pay It Forward	\$500.00	\$0.00	\$500.00	NA
	Total Locally Raised Funds	\$39,810.39	\$13,444.32	\$26,366.07	196.1%
4-6200	Activities & Fees				
4-6210	Totara Activities	\$760.88	\$833.32	-\$72.44	(8.7)%
4-6230	Matai Activities	\$0.00	\$833.32	-\$833.32	(100.0)%
4-6270	Sports Subs	\$3,169.56	\$0.00	\$3,169.56	NA
	Total Activities & Fees	\$3,930.44	\$1,666.64	\$2,263.80	135.8%
4-9000	Investment Income				
4-9100	Interest Received- Cheque Acc	\$610.50	\$16.66	\$593.84	3,564.5%
4-9200	Interest Received- Savings Acc	\$0.00	\$16.66	-\$16.66	(100.0)%
4-9300	Interest Received- Term Dep	\$430.47	\$166.66	\$263.81	158.3%
	Total Investment Income	\$1,040.97	\$199.98	\$840.99	420.5%
	Total Income	\$163,288.92	\$108,116.24	\$55,172.68	51.0%
	Gross Profit	\$163,288.92	\$108,116.24	\$55,172.68	51.0%
6-0000	Expenses				
6-1000	Learning Resources				
6-1100	Library Expenses				
6-1120	Library Consumables	\$287.86	\$133.34	\$154.52	115.9%
	Total Library Expenses	\$287.86	\$133.34	\$154.52	115.9%
6-1200	Teaching Resources				
6-1210	Totara Syndicate	\$163.51	\$500.00	-\$336.49	(67.3)%
6-1230	Matai Syndicate	\$330.04	\$500.00	-\$169.96	(34.0)%
6-1240	Numeracy	\$0.00	\$50.00	-\$50.00	(100.0)%
6-1250	Literacy	\$100.00	\$100.00	\$0.00	0.0%
6-1270	Assessment	\$0.00	\$50.00	-\$50.00	(100.0)%

**Profit & Loss [Budget Analysis]**

January 2023 To February 2023

Email: admin@wakefield.school.nz

		Selected Period	Budgeted	\$ Difference	% Difference
6-1280	Physical Education	\$20.68	\$333.34	-\$312.66	(93.8)%
6-1290	Reading Recovery	\$0.00	\$33.34	-\$33.34	(100.0)%
6-1300	Learning Support	\$69.57	\$250.00	-\$180.43	(72.2)%
6-1310	Other Curriculum Areas	\$50.26	\$83.34	-\$33.08	(39.7)%
6-1320	Science	\$0.00	\$66.66	-\$66.66	(100.0)%
6-1330	Enviro	\$0.00	\$66.66	-\$66.66	(100.0)%
6-1350	Forbes Robinson	\$0.00	\$1,000.00	-\$1,000.00	(100.0)%
6-1360	Arts	\$0.00	\$250.00	-\$250.00	(100.0)%
Total Teaching Resources		\$734.06	\$3,283.34	-\$2,549.28	(77.6)%
Total Learning Resources		\$1,021.92	\$3,416.68	-\$2,394.76	(70.1)%
6-1400	Classroom Consumables				
6-1450	Awards & Discipline	\$25.70	\$66.66	-\$40.96	(61.4)%
6-1451	Matai Piwakawaka	\$66.65	\$125.00	-\$58.35	(46.7)%
6-1452	Matai Kereru	\$81.92	\$83.34	-\$1.42	(1.7)%
6-1453	Matai Tui	\$69.98	\$83.34	-\$13.36	(16.0)%
6-1454	Totara Toroa	\$79.40	\$83.34	-\$3.94	(4.7)%
6-1456	Totara Karearea	\$76.59	\$83.34	-\$6.75	(8.1)%
6-1457	Yr7 & Yr8	\$0.00	\$333.32	-\$333.32	(100.0)%
Total Classroom Consumables		\$400.24	\$858.34	-\$458.10	(53.4)%
6-2000	Activities & Fees				
6-2100	Totara Activities	\$260.87	\$1,500.00	-\$1,239.13	(82.6)%
6-2300	Matai Activities	\$130.43	\$1,500.00	-\$1,369.57	(91.3)%
6-2700	Sports Subs	-\$69.57	\$0.00	-\$69.57	NA
6-2810	Fundraising Other	\$53.04	\$250.00	-\$196.96	(78.8)%
Total Activities & Fees		\$374.77	\$3,250.00	-\$2,875.23	(88.5)%
6-3000	Personnel Expenses				
6-3110	Administration Staff	\$12,584.82	\$12,666.66	-\$81.84	(0.6)%
6-3120	Caretaking Staff	\$8,736.88	\$9,571.66	-\$834.78	(8.7)%
6-3130	Library Staff	\$5,399.15	\$5,500.00	-\$100.85	(1.8)%
6-3140	Support Staff	\$15,442.28	\$28,333.34	-\$12,891.06	(45.5)%
6-3145	Itinerant Music Teachers	\$0.00	\$666.00	-\$666.00	(100.0)%
6-3150	Relief Teachers	\$0.00	\$3,666.66	-\$3,666.66	(100.0)%
6-3300	ACC Levies	\$0.00	\$200.00	-\$200.00	(100.0)%
6-3400	Staff Appointments	\$8.50	\$50.00	-\$41.50	(83.0)%
6-3500	Professional Development	\$358.26	\$1,333.34	-\$975.08	(73.1)%
6-3550	Principals Appraisal	\$0.00	\$500.00	-\$500.00	(100.0)%
6-3650	COL Costs	\$0.00	\$870.34	-\$870.34	(100.0)%
Total Personnel Expenses		\$42,529.89	\$63,358.00	-\$20,828.11	(32.9)%
6-4000	Administration Expenses				
6-4100	Board of Trustees Expenses				
6-4110	BOT Administration	\$0.00	\$50.00	-\$50.00	(100.0)%
6-4120	BOT Hospitality	\$636.21	\$333.34	\$302.87	90.9%
6-4130	BOT Professional Development	\$0.00	\$83.34	-\$83.34	(100.0)%
6-4150	BOT Attendance Fees	\$0.00	\$725.00	-\$725.00	(100.0)%
6-4170	Strategic Development	\$0.00	\$166.66	-\$166.66	(100.0)%
Total Board of Trustees Expenses		\$636.21	\$1,358.34	-\$722.13	(53.2)%
6-4200	Information Technology				
6-4210	Teacher Laptop Lease	\$804.83	\$666.66	\$138.17	20.7%
6-4220	ICT Consumables & Repairs	\$172.44	\$333.34	-\$160.90	(48.3)%
6-4230	ICT Technical Support	\$0.00	\$333.34	-\$333.34	(100.0)%
Total Information Technology		\$977.27	\$1,333.34	-\$356.07	(26.7)%

**Profit & Loss [Budget Analysis]**

January 2023 To February 2023

Email: admin@wakefield.school.nz

		Selected Period	Budgeted	\$ Difference	% Difference
6-4300	Admin Office Expenses				
6-4305	Office Stationery Supplies	\$90.88	\$900.00	-\$809.12	(89.9)%
6-4310	Telephone	\$598.08	\$2,500.00	-\$1,901.92	(76.1)%
6-4320	Internet & Email Costs	\$0.00	\$400.00	-\$400.00	(100.0)%
6-4330	Postage & Freight	\$0.00	\$500.00	-\$500.00	(100.0)%
6-4335	Freight (Courier Tickets)	\$0.00	\$250.00	-\$250.00	(100.0)%
6-4340	Printing & Stationery	\$0.00	\$800.00	-\$800.00	(100.0)%
6-4350	Photocopier Lease	\$1,889.76	\$13,000.00	-\$11,110.24	(85.5)%
6-4360	Photocopy Paper	\$27.40	\$1,900.00	-\$1,872.60	(98.6)%
6-4370	Etap Subscription	\$0.00	\$3,500.00	-\$3,500.00	(100.0)%
6-4380	School Docs	\$0.00	\$1,500.00	-\$1,500.00	(100.0)%
6-4390	NZSTA Copyright Subscription	\$0.00	\$1,200.00	-\$1,200.00	(100.0)%
Total Admin Office Expenses		\$2,606.12	\$26,450.00	-\$23,843.88	(90.1)%
6-4400	General Expenses				
6-4410	Accounting Fees	\$149.60	\$3,500.00	-\$3,350.40	(95.7)%
6-4420	Audit Fees	\$1,750.00	\$5,250.00	-\$3,500.00	(66.7)%
6-4425	Kindo Fees	\$30.31	\$300.00	-\$269.69	(89.9)%
6-4430	Bank Charges	\$0.00	\$50.00	-\$50.00	(100.0)%
6-4440	Eftpos Hire & Merchant Fees	\$38.18	\$1,000.00	-\$961.82	(96.2)%
6-4450	First Aid	\$426.12	\$800.00	-\$373.88	(46.7)%
6-4455	Laundry	\$41.48	\$500.00	-\$458.52	(91.7)%
6-4460	Hospitality - Principal	\$0.00	\$300.00	-\$300.00	(100.0)%
6-4470	Insurance	\$0.00	\$8,678.00	-\$8,678.00	(100.0)%
6-4490	Repairs & Maintenance - Equip	\$0.00	\$500.00	-\$500.00	(100.0)%
6-4500	Staffroom Consumables	\$246.70	\$1,400.00	-\$1,153.30	(82.4)%
6-4600	Subscriptions	\$341.48	\$3,000.00	-\$2,658.52	(88.6)%
6-4610	Accessit Subscription	\$1,360.00	\$1,400.00	-\$40.00	(2.9)%
6-4700	Other Sundry Expenses	\$0.00	\$500.00	-\$500.00	(100.0)%
Total General Expenses		\$4,383.87	\$27,178.00	-\$22,794.13	(83.9)%
Total Administration Expenses		\$8,603.47	\$56,319.68	-\$47,716.21	(84.7)%
6-5000	Property Expenses				
6-5100	Caretaking & Cleaning				
6-5110	Caretaking Materials	\$675.30	\$2,000.00	-\$1,324.70	(66.2)%
6-5115	Cleaning Supplies	\$474.57	\$5,000.00	-\$4,525.43	(90.5)%
6-5120	Cleaning Contract	\$4,101.90	\$20,000.00	-\$15,898.10	(79.5)%
6-5130	Caretaking Equipment & Repairs	\$0.00	\$1,200.00	-\$1,200.00	(100.0)%
6-5140	Rubbish Removal	\$475.30	\$2,000.00	-\$1,524.70	(76.2)%
Total Caretaking & Cleaning		\$5,727.07	\$30,200.00	-\$24,472.93	(81.0)%
6-5200	Power, Heat & Water Rates				
6-5210	Electricity	\$3,113.47	\$16,000.00	-\$12,886.53	(80.5)%
6-5220	Diesel	\$0.00	\$10,000.00	-\$10,000.00	(100.0)%
6-5230	Water Rates	\$2,469.01	\$4,500.00	-\$2,030.99	(45.1)%
Total Power, Heat & Water Rates		\$5,582.48	\$30,500.00	-\$24,917.52	(81.7)%
6-5300	Grounds				
6-5310	Mowing Contract	\$785.40	\$2,000.00	-\$1,214.60	(60.7)%
6-5320	Trees and Shrubs	\$0.00	\$500.00	-\$500.00	(100.0)%
6-5330	Property Rates	\$1,995.98	\$10,000.00	-\$8,004.02	(80.0)%
Total Grounds		\$2,781.38	\$12,500.00	-\$9,718.62	(77.7)%
6-5400	Buildings & Other				
6-5410	Alarm Monitoring	\$586.00	\$2,000.00	-\$1,414.00	(70.7)%
6-5420	Painting Contract	\$16,782.21	\$17,000.00	-\$217.79	(1.3)%



**Profit & Loss [Budget Analysis]**

January 2023 To February 2023

Email: admin@wakefield.school.nz

		Selected Period	Budgeted	\$ Difference	% Difference
6-5430	Repairs & Maintenance - Prop	\$0.00	\$8,000.00	-\$8,000.00	(100.0)%
6-5435	Repairs & Maintenance General	\$0.00	\$4,000.00	-\$4,000.00	(100.0)%
6-5440	Vandalism	\$0.00	\$900.00	-\$900.00	(100.0)%
Total Buildings & Other		\$17,368.21	\$31,900.00	-\$14,531.79	(45.6)%
Total Property Expenses		\$31,459.14	\$105,100.00	-\$73,640.86	(70.1)%
6-9000	Depreciation - Building				
6-9100	Depre - Building	\$638.51	\$806.50	-\$167.99	(20.8)%
6-9200	Depre - School Equip	\$954.91	\$1,390.00	-\$435.09	(31.3)%
6-9300	Depre - School Furniture	\$815.01	\$1,208.84	-\$393.83	(32.6)%
6-9400	Depre - Other Equipment	\$2,114.53	\$2,069.00	\$45.53	2.2%
6-9500	Depre - Office Furniture	\$132.56	\$172.34	-\$39.78	(23.1)%
6-9600	Depre - Computer Equipment	\$1,512.27	\$1,746.34	-\$234.07	(13.4)%
6-9700	Depre - Library Resources	\$480.51	\$643.50	-\$162.99	(25.3)%
6-9800	Depre - Leased Assets	\$0.00	\$3,000.00	-\$3,000.00	(100.0)%
Total Depreciation - Building		\$6,648.30	\$11,036.52	-\$4,388.22	(39.8)%
Total Expenses		\$91,037.73	\$243,339.22	-\$152,301.49	(62.6)%
Operating Profit		\$72,251.19	-\$135,222.98	\$207,474.17	153.4%
Total Other Expenses		\$0.00	\$0.00	\$0.00	NA
Net Profit/(Loss)		\$72,251.19	-\$135,222.98	\$207,474.17	153.4%

# Minutes

## Of the Property, Health & Safety Sub-Committee Meeting held on Wednesday 15 March at 5:00pm

**Present:** Bruce, Freya & Dane

**Apologies:** Scott

**Confirmation of previous minutes:** 15<sup>th</sup> February 2023

***Motion:*** Move that the minutes from the property sub-committee meeting held on Wednesday 15<sup>th</sup> February 2023 to be correct

**Bruce Puklowski/Dane Boswell**

**Matters arising from minutes:** 15<sup>th</sup> February 2023

- Still need to do a term 1 fire drill and upload fire & emergency plan. Fire drill will be completed in the coming week or two when there is a clear day without special events.

### **Monthly Safety Reports**

- Bruce – Property Report – Nothing to report.
- Scott – Health & Safety Report: Scott and some students have hammered down some nails that were lifting on R7&8 deck.

### **Swimming Pool**

- Meeting was held more work is to be done on the 10 year planning. This will progress more at the next meeting. The pool will close on Sunday 2 April.

### **Items of General Business**

- Security system/fire alarm callouts – two sensors failed at the same time causing a call out at 2am. Since then there have been another failure in room 9.
- Expensive faults – The above callouts have resulted in some big callout fees that have been unavoidable due to the nature of the faults.
- Key for Wormald call out person – Bruce will organise a key and code to save a staff member from coming out in the middle of the night to provide access to buildings.
- Who responds to alarm activations from staff and when – Liv (1), Dane (2) and Freya (3) will be on the list.

- Playground replacement parts – We need to spend \$2856 +GST to replace worn playground equipment. This should be covered by cyclical maintenance.
- Skylight replacement – We will hold off for now until after the 10YPP unless Bruce can find a replacement. The 10YPP may require us to replace these any way.
- 10 YPP update from Freya – Meeting with Noble & MOE on Tuesday 21 March to discuss the 10YPP and 5YA projects. Freya and Bruce will attend this meeting.
- MOE update re Y7-8 property – We are not getting much clarity out of the Ministry. There won't be additional property funds although there should be extra furniture grant (according to MOE letter). The school is expected to use 5YA & AMS funds to develop Year 7&8 learning spaces.

**Meeting finished 5.30pm.**

## STAFF REPORT

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### Highlights in student learning this month:

#### **Students:**

- We had an excellent school triathlon with the added bonus of our community being able to watch through Falkner Bush. Great atmosphere and the students did really well. The junior dash and splash was lots of fun too!
- Committees and buddy reading are up and running with many students putting their hand up to take on a leadership role
- School photos have been completed
- We held three great swimming events. The junior swimming carnival and the senior swimming sports. The students had a fantastic attitude and supported each other with great enthusiasm. Then we ran the Waimea Cluster swimming sports which was raced in great spirit and is a great way to bring our local schools together
- Room's 8 and 7 are at camp this week with Toroa Year 5's going next week
- Students across the school have participated in our Celebrate Science morning. This is a great opportunity for students to experience interesting scientific concepts and think like a scientist. This went really well and the students were great!
- A crew of Wakefield School students took part in the Weetbix Tri-athlon in Tahuna

#### **Staff:**

- Totara teachers held a camp meeting with a really good turn out. This meeting informs and reassures many parent concerns about students coping at camp, often it's their first time away
- PLD session run by Freya on trauma informed teaching and learning. Good refresher for us all at the start of the year
- Loren and Lee are on the Incredible Years Programme  
*(Programmes for both the parents and teachers of children aged 3-8. They help reduce challenging behaviour and increase children's social and self-control skills.)*
- Thanks to Kathy for her organisation of our swimming sports and clusters. All students and staff did a great job within their events and roles to make the event run smoothly
- Senior camp planning and organisation in advanced stages including police vetting. Camps are happening this week and next. Thanks to all involved as it is a big event to organise



- Emily and Lee are participating in ALiM (Accelerated Learning in Mathematics) course
- Thanks to Isobel for all her work organising Celebrate Science morning
- Scott (AST) Bek and Julie (WST) continue their roles within our Kāhui Ako



## 2023-2025 Strategic Plan

Our vision:

**Growing Good People**

Our Motto:

**E Tu Kahikatea,**

*Which we interpret as **Stand Tall and Stand Together.***

*Our motto is inspired by the kahikatea growing in Faulkner Bush next to our school.*

Our values reflect our motto:

**Manaakitanga**

**Rangatiratanga**

**Whāia te iti Kahurangi**

**Kia Kaha Tonu**

Wakefield School is part of the Waimea Kāhui Ako. We are committed to the Kāhui Ako's vision and strategic goals to raise achievement for our learners through growing **Community Hauora, Localised Curriculum and Student Pathways**. The Kāhui Ako strategic plan can be viewed at [www.waimeacol.org](http://www.waimeacol.org).

Wakefield School Vision: <b>Growing good people</b>														
	2023				2024				2025					
Goals	T1	T2	T3	T4	T1	T2	T3	T4	T1	T2	T3	T4	Success	
We deliver an excellent Year 7 & 8 programme	Develop and resource Year 7&8 learning spaces												<ul style="list-style-type: none"><li>Our people are supportive and excited about recapitation.</li><li>Our learners are positive about being Year 7 &amp; 8 students at Wakefield.</li><li>Our Year 7-8 learners are engaged and progressing well.</li></ul>	
	Establish a Y7-8 curriculum													
					Implement & refine Year 7 curriculum									
									Implement & refine Year 8 curriculum					
We use our wellbeing focus to ensure all our learners are flourishing	Review school-wide wellbeing practice and measures												<ul style="list-style-type: none"><li>All students have a sense of belonging and see themselves in our school and their learning</li><li>We regularly use the people and places in and around our village to enhance learning experiences</li></ul>	
			Develop & embed consistent school-wide practices that support wellbeing											
Our communication and partnerships between home and school are strong	Refine the community connector role to align with new opportunities												<ul style="list-style-type: none"><li>All parents feel informed by and connected with the school</li><li>The children benefit from strong home &amp; school communication and partnership</li><li>Staff feel that the school's communication expectations for them are manageable</li></ul>	
							Review & improve home and school communication							
We are ready to implement the refreshed NZ curriculum that reflects our village & rural school experience	We continue to upskill staff on the changes to the refreshed curriculum and phase in the curriculum changes												<ul style="list-style-type: none"><li>We adapt where we need to to form a common practice that aligns with other schools and the new expectations</li><li>The curriculum is delivered consistently across the school</li><li>Teachers feel confident that they are well equipped to deliver the refreshed curriculum</li><li>Parents understand what has changed and what the expectations are</li><li>The <i>Know, Understand, Do</i> learning model is visible in our classrooms</li><li>All students have a sense of belonging and see themselves in our school and their learning</li><li>We regularly use the people and places in and around our village to enhance learning experiences</li></ul>	
						Inform parents about the changes to the curriculum and how we are connecting it with our village and rural school philosophy								

ANNUAL PLAN: GOAL 1 We deliver an excellent Year 7 & 8 programme		Initiative 1: Develop and resource Year 7&8 learning spaces		
<b>Outcome:</b> <ul style="list-style-type: none"> <li>• Our people are supportive and excited about recapitation.</li> <li>• Our learners are positive about being Year 7 &amp; 8 students at Wakefield.</li> <li>• Our Year 7-8 learners are engaged and progressing well.</li> </ul>		<b>Measures:</b> <ul style="list-style-type: none"> <li>➢ Progress reports</li> <li>➢ Budget expenditure</li> <li>➢ Equipment &amp; resource catalogue/inventories</li> </ul>		
Key Actions	Accountable	Responsible	Resources	Complete by
Liaise with the Ministry of Education to make provision for property, equipment and resource development.	Board & Principal	Principal	Time	End of term 1 2023 (ASAP)
Establish a Year 7&8 programme development team	Principal	Principal, DPs, selected staff	Classroom release time	End of term 1 2023
Purchase equipment and furniture that meets the learning needs of Year 7-8 students (e.g. Furniture, Chromebooks, Sports Gear)	Principal	Sports Coordinator ICT Coordinator	\$TBC	End of term 4 2023
Purchase learning resources that cater for Year 7-8 students	Principal	Librarian Literacy Leader Math Leader	\$TBC	End of term 4 2023
Develop learning spaces so they are modern, flexible and suit Year 7&8 learners.	Principal	Principal, Board, Property sub-committee	\$200 000 AMS funding	January 2024

ANNUAL PLAN: GOAL 1 We deliver an excellent Year 7 & 8 programme		Initiative 2: Establish a Y7-8 curriculum		
<b>Outcome:</b> <ul style="list-style-type: none"><li>• Our people are supportive and excited about recapitation.</li><li>• Our learners have a fantastic education pathway and experience</li></ul>	<b>Measures:</b> <ul style="list-style-type: none"><li>➤ Progress reports</li></ul>			
Key Actions	Accountable	Responsible	Resources	Complete by
Establish Y7-8 whānau focus group	Principal	Community Liaison, Lead Senior School DP	Classroom release time \$ (for shared kai etc)	Term 1 2023
Establish a Year 7&8 programme development team	Principal	Principal, DPs, selected staff	Classroom release time	End of term 1 2023
Develop a graduate profile	Principal	Staff	Classroom release time,meeting time or planning days	Term 2 2023
Develop a theory of action or philosophy of Year 7-8 learning to define our values, beliefs and practices.	Principal	Staff	Time - meeting time or planning days	Term 2 2023
Appoint Year 7 teacher	Principal	Principal, DPs, senior teacher	After school time/ Classroom release time	Term 2 2023
Develop Year 7-8 curriculum content aligned to the refreshed curriculum and Te Whare Mātauranga	Principal	Curriculum leads AST leads	Classroom release time, Staff meeting time	Term 3 2023

<b>ANNUAL PLAN: GOAL 2</b> We use our wellbeing focus to ensure all our learners are flourishing		<b>Initiative 1:</b> Review school-wide wellbeing practice and measures		
<b>Outcome:</b> <ul style="list-style-type: none"> <li>All students have a sense of belonging and see themselves in our school and their learning</li> <li>We regularly use the people and places in and around our village to enhance learning experiences</li> </ul>		<b>Measures:</b> <ul style="list-style-type: none"> <li>Me &amp; My School survey data</li> <li>Wakefield School Wellbeing Survey</li> <li>Progress reports</li> <li>eTap behaviour trends</li> </ul>		
<b>Key Actions</b>	<b>Accountable</b>	<b>Responsible</b>	<b>Resources</b>	<b>Complete by</b>
Analyse 2022 wellbeing and student achievement data and identify trends	Principal	Within School Teachers	Classroom release time, NZCER tools (check costs)	Term 1 2023
Establish common practice guidelines for etap guidance (behaviour) report entries.	Principal	Leadership team	Meeting time,	Term 2 2023
Complete audit of current wellbeing routines, exercises and learning activities used and planned for in each classroom.	Principal	Within School Teachers	Classroom release time	Term 2 2023
Gather and analyse baseline data sets	Principal	Within School Teachers	Classroom release time	Term 2 2023
Share wellbeing data sets with staff and board	Principal	Within School Teachers	Classroom release time	Term 2 2023
Identify any possible alternate sources of data that will assist in monitoring our progress	Principal	Within School Teachers	Kāhui Ako meetings AST Contact	Term 3 2023

<b>ANNUAL PLAN: GOAL 2</b> We use our wellbeing focus to ensure all our learners are flourishing		<b>Initiative 1:</b> Develop & embed consistent school-wide practises that support wellbeing		
<b>Outcome:</b> <ul style="list-style-type: none"> <li>• All students have a sense of belonging and see themselves in our school and their learning</li> <li>• We regularly use the people and places in and around our village to enhance learning experiences</li> </ul>		<b>Measures:</b> <ul style="list-style-type: none"> <li>➢ Me &amp; My School survey data</li> <li>➢ Wakefield School Wellbeing Survey</li> <li>➢ Student achievement data</li> <li>➢ Teachers' community activities survey</li> <li>➢ Classroom walk throughs/observations</li> <li>➢ Syndicate reports</li> </ul>		
<b>Key Actions</b>	<b>Accountable</b>	<b>Responsible</b>	<b>Resources</b>	<b>Complete by</b>
Visit Henry Hill School in Napier to see successful wellbeing practices in action and the impact these have had.	Principal	Deputy Principal, Within School Teacher	Classroom release time \$1000 travel costs	Term 3 2023
Share findings of whole school wellbeing audit with staff	Principal	Within School Teachers	Staff PLD meeting time	Term 3 2023
Establish and implement expectations for consistent schoolwide wellbeing practices	Principal	Within School Teachers	Staff PLD meeting time	Term 4 2023
Continue to develop Digital Wellbeing Kete for use by years 7 & 8.	Principal	Within School Teachers	CoL release time	Term 4 2023
Trial Digital Wellbeing Kete with this year's Kārearea team.	Principal	Within School Teachers	Classroom time	Term 4 2023
Develop and share wellbeing learning progressions to ensure consistent schoolwide implementation.	Principal	Within School Teachers	CoL release time, staff PLD meeting time	Term 4 2023



<b>ANNUAL PLAN: GOAL 3</b> Our communication and partnerships between home and school are strong		<b>Initiative 1:</b> Refine the community connector role to align with new opportunities		
<b>Outcome:</b> <ul style="list-style-type: none"> <li>• All parents feel informed by and connected with the school</li> <li>• The children benefit from strong home &amp; school communication and partnership</li> <li>• Staff feel that the school's communication expectations for them are manageable</li> </ul>		<b>Measures:</b> <ul style="list-style-type: none"> <li>➢ Attendance at parent hui and learning conferences</li> <li>➢ Community surveys</li> <li>➢ Number of parents responding to community surveys</li> </ul>		
<b>Key Actions</b>	<b>Accountable</b>	<b>Responsible</b>	<b>Resources</b>	<b>Complete by</b>
Survey parents and caregivers to identify key areas of parent and caregiver interest for parent education topics	Principal	Community Liaison	Time	Term 1 2023
Research presenter and topic options for parent hui	Principal	Community Liaison	Time	Term 1 2023
Develop and promote a programme of parent information sessions and workshops	Principal	Community Liaison, Syndicate leaders	Time	Term 1 2023
Review current use of communication platforms and practices	Principal	Admin team, Syndicate leaders	Time, Syndicate hui time	Term 2 2023
Research website re-development options	Principal	Admin team, ICT Leader		Term 4 2023s
Gather data on parent attendance at learning conferences and other school organised events for parents (e.g. workshops)	Principal	Principal, Community Liaison	Time	Term 4 2023 (on going)



<b>ANNUAL PLAN: GOAL 4</b> We are ready to implement the refreshed curriculum that reflects our village & rural school experience		<b>Initiative 1:</b> We continue to upskill staff on the changes to the refreshed curriculum and phase in the curriculum changes		
<b>Outcome:</b> <ul style="list-style-type: none"> <li>• We adapt where we need to to form a common practice that aligns with other schools and the new expectations</li> <li>• The curriculum is delivered consistently across the school</li> <li>• Teachers feel confident that they are well equipped to deliver the refreshed curriculum</li> <li>• Parents understand what has changed and what the expectations are</li> <li>• The <i>Know, Understand, Do</i> learning model is visible in our classrooms</li> <li>• All students have a sense of belonging and see themselves in our school and their learning</li> <li>• We regularly use the people and places in and around our village to enhance learning experiences</li> </ul>			<b>Measures:</b> <ul style="list-style-type: none"> <li>➢ Teacher curriculum readiness survey</li> <li>➢ Curriculum documentation</li> <li>➢ Teachers' community activities survey</li> </ul>	
Key Actions	Accountable	Responsible	Resources	Complete by
Identify current teacher knowledge of the refreshed curriculum and professional learning needs and aspirations.	Principal	Principal, DPs, Curriculum Leads	Meeting time	Term 1 2023
Engage PLD facilitator that is able to support our staff in developing new curriculum content knowledge and implementation readiness.	Principal	Principal	Meeting time, PLD facilitator hours (96), MOE Curriculum advisors	Term 1 2023
Plan and run PLD for staff covering new information about the refreshed curriculum	Principal	Curriculum Refresh Leader	Teacher Only Days, Other staff PLD meetings	Ongoing until 2025
Run parent information sessions to share curriculum changes with them.	Principal	Principal, Community Liaison	Evening meeting time	Ongoing until 2025
Gather baseline data about the frequency that our teachers access the local environment and community resources to support their learning programmes.	Principal	Community liaison, Deputy Principals	Staff time (survey completion)	Term 2 2023
Develop common practice guidelines that weave together our local curriculum (wellbeing curriculum) and the national curriculum.	Principal	Principal, DPs, Curriculum Leads, PLD facilitator	Meeting time, PLD facilitator hours (96), Classroom release time	Term 4 2024
Align written reports to the new frameworks.	Principal	Principal, DPs, Curriculum Leads	Classroom release time	Term 4 2025



### 2022 Analysis of Variance

#### Strategic Goal 1

To accelerate the progress of all students below the expected curriculum level in mathematics.

#### Annual Goal

To accelerate progress and achievement in mathematics for all students that were below the expected curriculum level for their time at school or year group at the end of 2021.

#### Annual Target

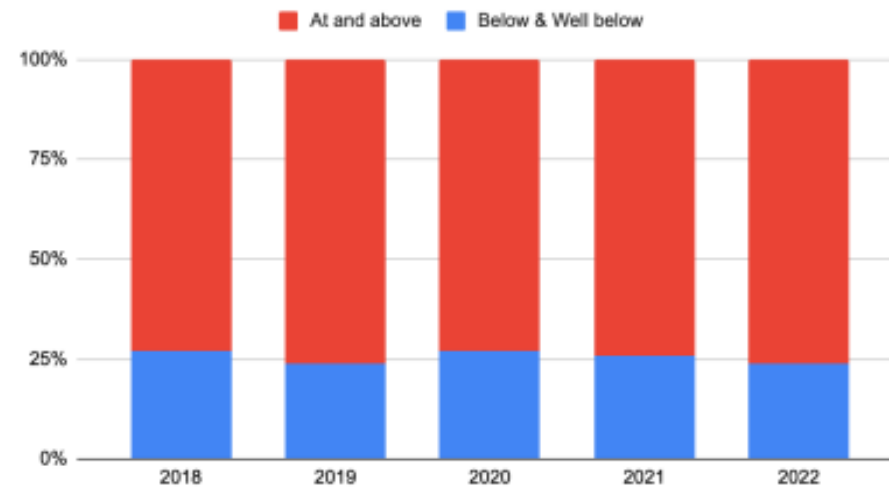
To increase the percentage of students at the expected curriculum level by the end of 2022.

#### Outcome

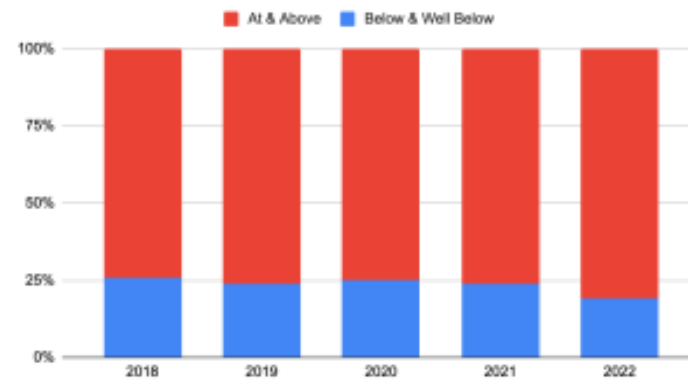
*There was a 2% increase in the percentage of students achieving at the expected curriculum level for mathematics at the end of 2022 compared to 2021. There was a 5% increase in the percentage of boys achieving at the expected curriculum level and a 3% decrease in the percentage of girls achieving at the expected curriculum level. Māori achievement in mathematics increased by 10%, Pasifika achievement decreased (a very small cohort so not statistically reliable) and NZ European and other ethnicities increased by 4%.*

## Data

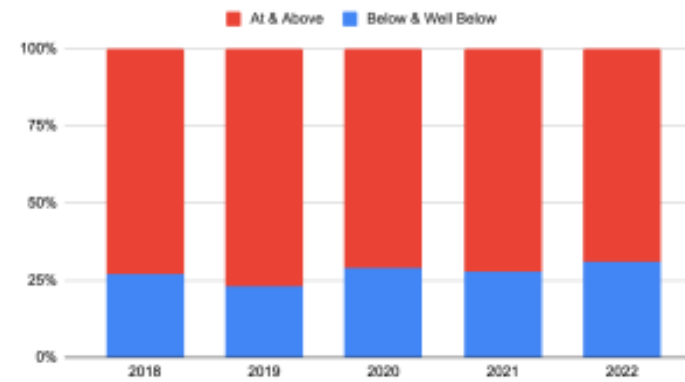
### All Students Achievement in Mathematics



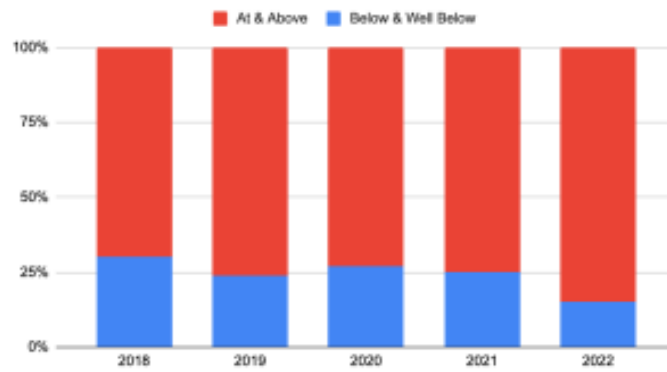
### Boys Achievement in Mathematics



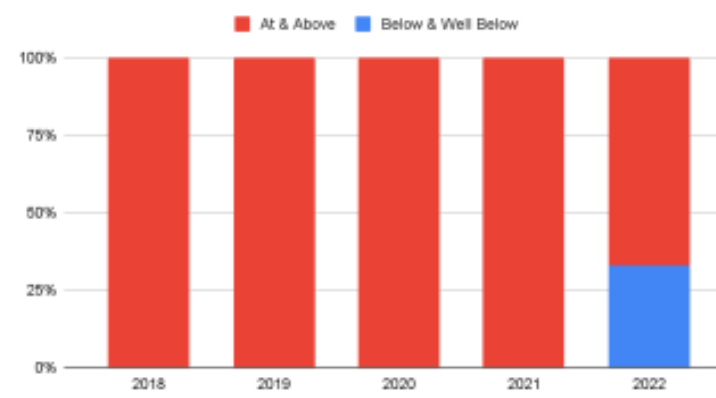
### Girls Achievement in Mathematics



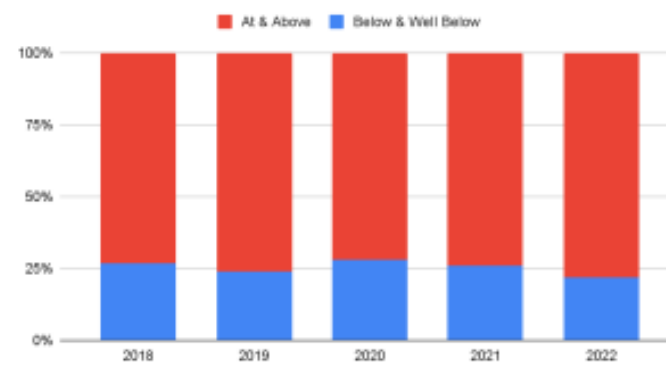
Maori Achievement in Mathematics



Pasifika Achievement in Mathematics



NZ European & Other Ethnicities Achievement in Mathematics



**Actions** *(What did we do?)*

1. Remove all stressful testing situations.
2. Problems based on students' real life circumstances.
3. Problems/learning around topics of student interest at the time.
4. Teachers to show, revisit and promote the messages from the youcubed growth mindset videos throughout the year
5. Teachers provide activities that are open-ended, low-floor/high ceiling activities
6. Include Wakefield School value focus and mathematics concepts in all lessons.
7. Check teachers' own knowledge and understanding of mathematics concepts in planning meetings.
8. Provide activities that are achievable to all abilities (like above, open-ended, low-floor/high ceiling activities)
9. Children are taught how to think, talk and write like a mathematician.
10. Children are taught the building blocks of maths knowledge that all mathematicians use.
11. Ensure maths is at times integrated with other learning areas and topics of high interest.
12. Continue to purchase Symphony Maths licence.
13. Provided daily opportunities for maths practice. Applying maths knowledge.
14. Continue to use the balance of the maths budget to stock equipment in classrooms.
15. Teachers are familiar with the special needs register and use this to identify and support priority students.
16. Teachers are introduced to ALiM and some are directly involved.
17. Teachers have identified wellbeing strategies to support students and can apply these with confidence.
18. Teachers are supported to use mixed-ability approaches and these are established and operating in classes.

**Evaluation** *(Why did/didn't it work? How do we know?)*

- 1.

**Action Points for 2023**

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**Strategic Goal 2**

To accelerate the progress of all students below the expected curriculum level in reading.

**Annual Goal**

To accelerate progress and achievement in reading for all students that were below the expected curriculum level for their time at school or year group at the end of 2021.

**Annual Target**

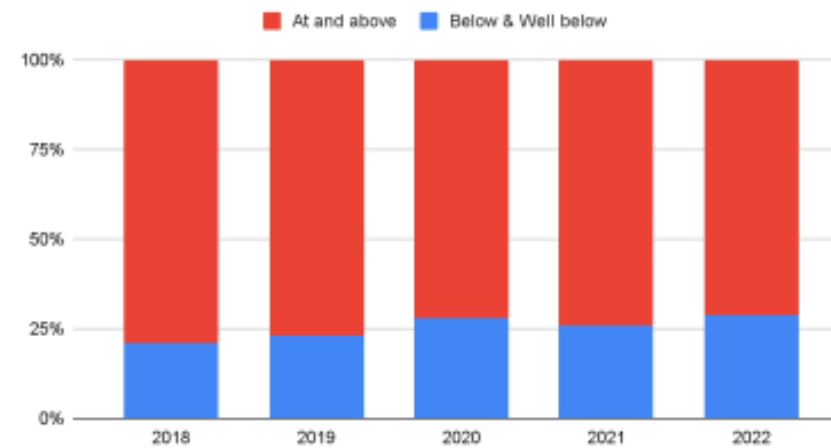
To increase the percentage of students at the expected curriculum level by the end of 2022.

**Outcome**

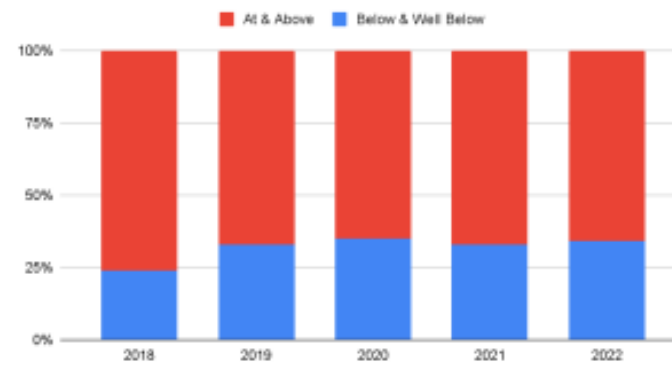
*There was a 3% decrease in the percentage of students achieving at the expected curriculum level for reading at the end of 2022 compared to 2021. There was a 1% decrease in the percentage of boys achieving at the expected curriculum level and a 5% decrease in the percentage of girls achieving at the expected curriculum level. Māori achievement in reading stayed the same, Pasifika achievement increased (a very small cohort so not statistically reliable) and NZ European and other ethnicities decreased by 3%.*

## Data

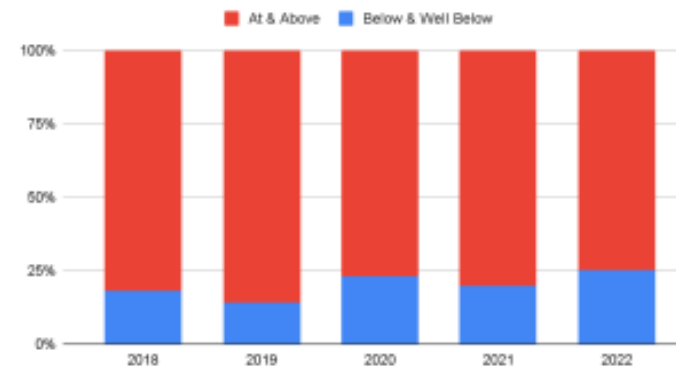
### All Students Achievement in Reading



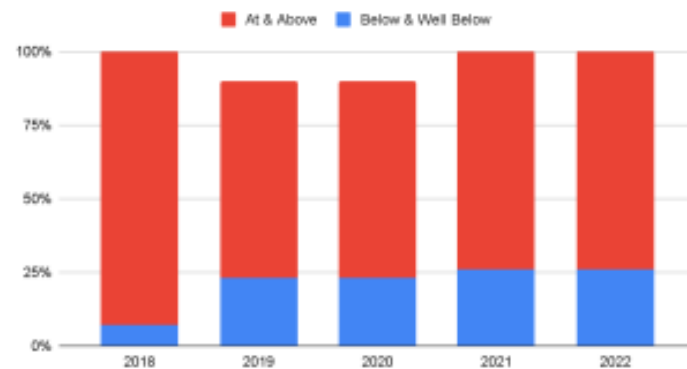
### Boys Achievement in Reading



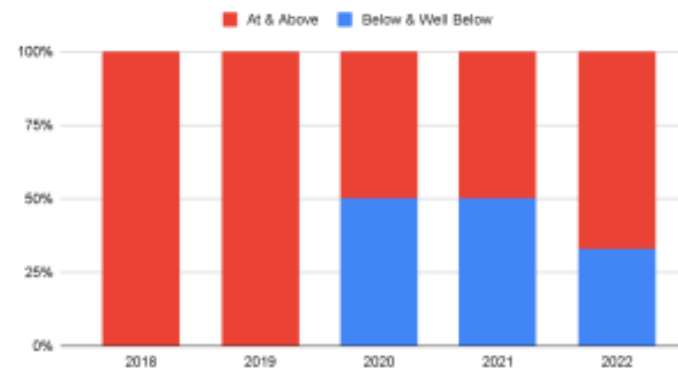
### Girls Achievement in Reading



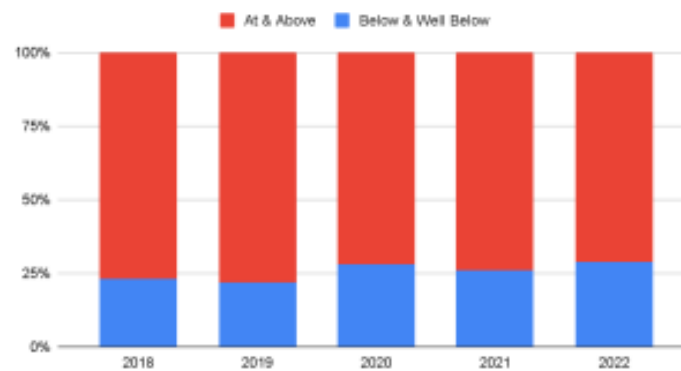
Maori Achievement in Reading



Pasifika Achievement in Reading



NZ European & Other Ethnicities Achievement in Reading





**Actions** *(What did we do?)*

1. Children are supported according to their individual needs, with an emphasis on improving attitude, engagement & using literacy for a purpose.
2. Priority students were supported by the class teacher using a range of strategies and resources.
3. Priority students received additional support either within class or through withdrawal for individualised programmes including
  - a. High frequency word cards with TA
  - b. Reading pack with TA (phonics for reading)
  - c. Additional phonics support
  - d. Reading Recovery
  - e. Core 5
  - f. Multi-Lit
  - g. Forbes Robinson (comprehension strategies)
  - h. RTLB
4. Class teachers list all priority students in their class description & the strategies they plan to use to accelerate progress.
5. Ensured reading is a priority subject and that it doesn't get pushed out of the way when other events come up.
6. Motivation to read was encouraged through offering variety in instructional reading texts & material available in the library.
7. Staff and students were made aware of the range of reading resources that we have available in our school - both information texts & fiction texts and topic sets.
8. Continued to extend the book stock as the budget allows.

**Evaluation** *(Why did/didn't it work? How do we know?)*

- 1.

**Action Points for 2023**

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### **Strategic Goal 3**

To accelerate the progress of all students below the expected curriculum level in writing.

#### **Annual Goal**

To accelerate progress and achievement in writing for all students that were below the expected curriculum level for their time at school or year group at the end of 2021.

#### **Annual Target**

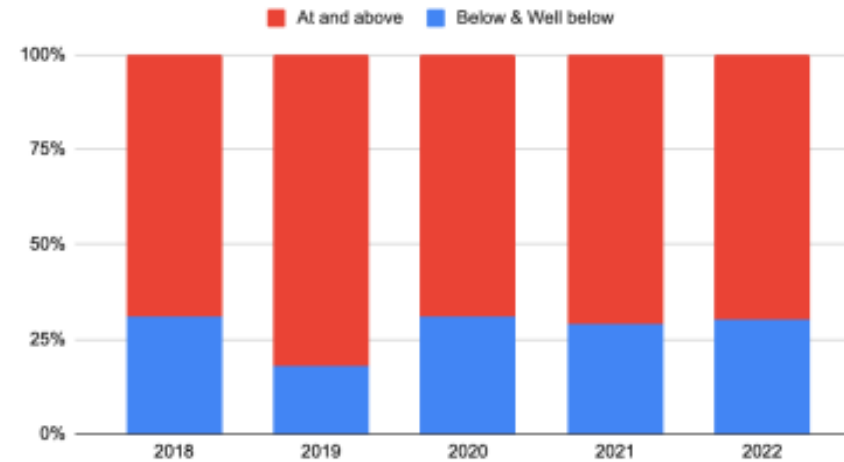
To increase the percentage of students at the expected curriculum level by the end of 2022.

#### **Outcome**

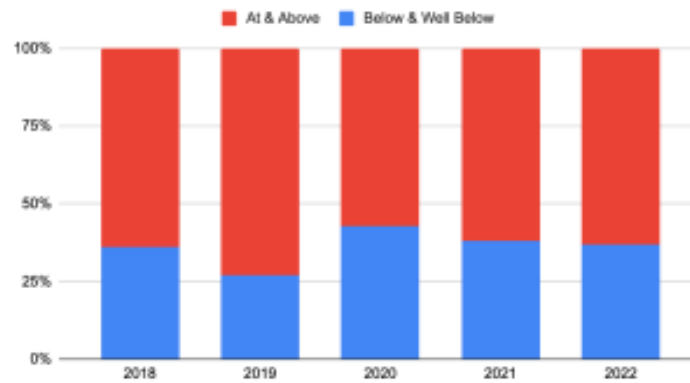
*There was a 1% decrease in the percentage of students achieving at the expected curriculum level for writing at the end of 2022 compared to 2021. There was a 1% increase in the percentage of boys achieving at the expected curriculum level and a 1% decrease in the percentage of girls achieving at the expected curriculum level. Māori achievement in writing decreased by 1%, Pasifika achievement decreased (a very small cohort so not statistically reliable) and NZ European and other ethnicities remained at 70% achieving at or above the expected level.*

## Data

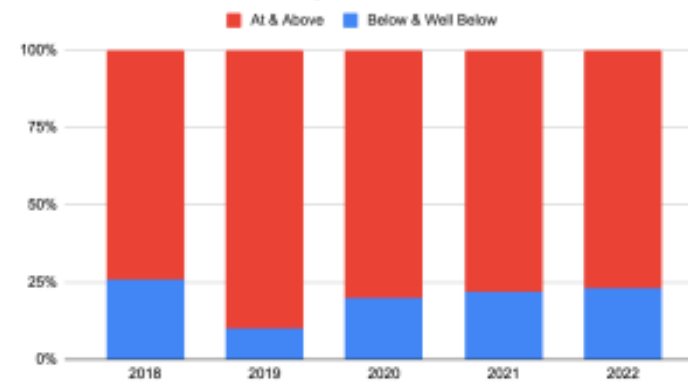
### All Students Achievement in Writing



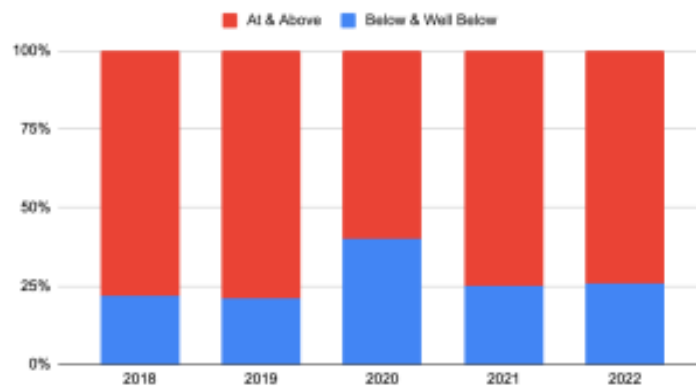
### Boys Achievement in Writing



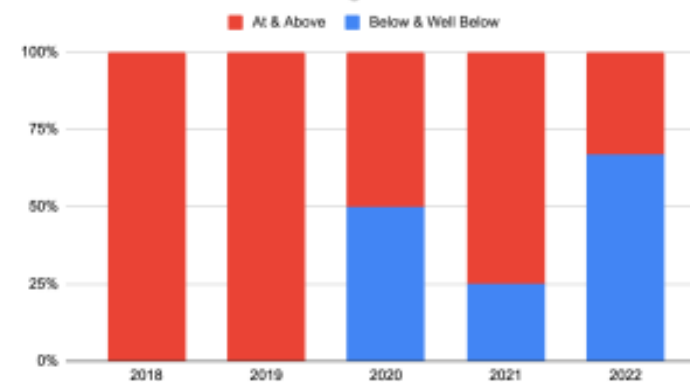
### Girls Achievement in Writing



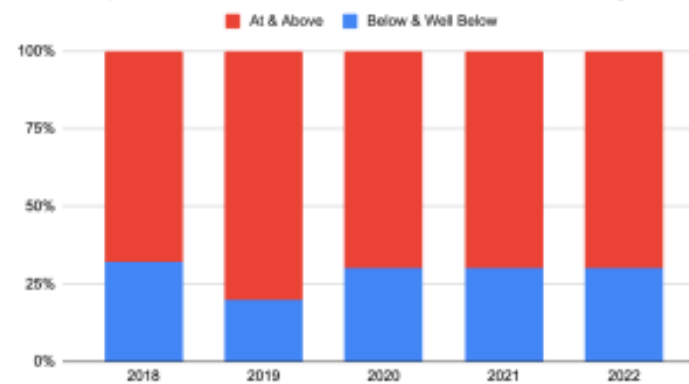
Maori Achievement in Writing



Pasifika Achievement in Writing



NZ European & Other Ethnicities Achievement in Writing



**Actions** *(What did we do?)*

1. Students were encouraged to see themselves as writers.
2. Priority students were supported by the class teacher using a range of strategies and resources.
3. Priority students received additional support within class.
4. A very small number of junior students received additional support through withdrawal for an individualised phonics programme.
5. Class teachers listed all priority students on the targeted students sheet & the strategies they used to accelerate progress.
6. Ensured writing is a priority subject and that it doesn't get pushed out of the way when other events come up.
7. Use writing contexts that support / interest priority learners.

**Evaluation** *(Why did/didn't it work? How do we know?)*

**Action Points for 2023**

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**Outcome**

**Data**

**Actions** *(What did we do?)*

**Evaluation** *(Why did/didn't it work? How do we know?)*

**Action Points for 2023**

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Teaching and Learning Improvement Plan: Wellbeing				
When	What (examples)	Who	Indicators of Progress	EOY Comments
	Children understand that well-being is about being able to 'function well' including in literacy and maths.	All staff and students	Ongoing discussions with students, integral to our well-being curriculum.  Children have an understanding that academic progress is an important element of their well-being.	
	Children are supported according to their individual needs, with an emphasis on improving attitude, engagement & use of literacy / maths for a purpose.	Teachers	Informal monitoring of attitude, engagement and use of literacy / maths for purpose shows improvement for individuals in these areas.	
	Teachers derive strategies that will work for each child from conversations with the child, their carers & previous teachers.	Teachers	Conversations between teacher & child, carer & previous teacher.	

	Continue to promote the importance of 'making progress' rather than 'expected level' for age.	Teachers	<p>Teaching of these concepts through our work on Māori concepts of our school values.</p> <p>Parent education through informal conversations &amp; learning conferences.</p> <p>Layout of reporting format so that focus is on progress &amp; attitude first, rather than level.</p> <p>Mixed ability grouping where this is more supportive of children's learning and self-image.</p>	
	Children understand that 'practise, practise, practise' is central to their progress whatever level they are at with their reading, writing and maths.	Teachers	All classes / teams have daily slots when students are sustaining their reading & writing for an age appropriate time. The focus is on sustained concentration in that area. (eg 'mindful reading').	