GORDONTON SCHOOL – ANNUAL PLAN 2009

ACTIVITY	SPECIFIC OUTCOME	HOW TO ACHIEVE	HOW WILL WE KNOW	BY WHOM	COMPLETION DATE	Done
1. Curriculum.						
1.1 Identify learning needs of students	Identify student needs and provide programmes of work to meet these needs.	Using a battery of assessment tools – including running records, diagnostic and Gloss Mathematics Tests, PAT, spelling and exemplars. Teachers discussing results openly and frankly	Once learning needs are known teachers teach to these.	All staff	By April the first term. Reports to Board – PAT, Running Records Gloss	
1. 2 Have the Gordonton School Curriculum Completed	The Gordonton School Curriculum will be ready for usage in 2010	The focus of staff development Using teacher only days. Having a curriculum leader The whole staff working as a team to achieve this	The curriculum will be ready	Genevieve and all staff	December Review in June	
1.3 Raise the standard of reading throughout the school.	By the end of 2009 significant improvement will be evident in the reading ability of our students as evidenced by their running record results assessed in March and November.	Review Running record procedures to ensure consistency. Teachers discussing results openly and frankly Teaching for at least 20% of our day in this area. Have very accurate base line data	Student's reading ability will improve as shown with the assessment results. A student achievement report will be presented to the Board of the results	Principal Curriculum Leader Mary M All staff	Review in March November	
1.4 Reduce disparity through enrichment and GATE	The learning needs of children with special abilities will be met through withdrawal groups and within classes	Building on the skills learned we will release a teacher to extend a group of children weekly. The teacher will be BOT funded	Child with abilities will have their learning needs met	Principal Curriculum Leader Anna Harrop All staff	Report written to the Board for July	
1.5 Visit Schools of Excellence	As part of our ICT contract we will visit a school/s that are nationally recognised as excellent in their ICT delivery	Using the cluster facilitators to locate schools of excellence Have a teacher only day Visit the school	Staff will be aware of the quality things that they could be doing following the visit	Principal Curriculum Leader Cluster facilitator	October 2009	
1.6 Raise the standard of numeracy throughout the school.	By the end of 2009 significant improvement will be evident in the numeracy ability of our students as evidenced by their asTTle, IKAN and Gloss assessed in March and November.	Teachers discussing results openly and frankly Discussion on procedures to improve teaching. Teaching for at least 20% of our day in this area. Have very accurate base line data	Student's numeracy ability will improve as shown with the assessment results. A student achievement report will be presented to the Board of the results	Principal Curriculum Leader Brian Malone All staff	Review in March November	

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1.7 Peer Coaching and Mentoring	Building on the current skills and abilities of existing staff , integrate new staff successfully, and promote a mentoring system throughout the school to build on good practice	Staff meetings on values attitudes and beliefs Class visits to others rooms Teachers discussing openly and frankly	Teacher mentoring will occur Teaching practices will improve along with student achievement.	Principal Staff	December Underway in February	
1.8 Specific cohort group assistance	To closely monitor the cohort of students, who are struggling with their literacy and by providing assistance to them, staff and parents lift their academic achievement. This is particularly relevant to Year 8s	Establish accurate baseline data Teach to needs Involve parents Teacher professional development Teacher talk at syndicate and staff meetings Teacher aide assistance	Students reading ability will be greatly increased due to a concerted effort by all involved with their learning – student, teacher and parents.	All staff	Assessed in March Focussed each Term Reviewed in November	
1.9 Curriculum Reports to the Board will be provided Regularly	To inform the BOT of the achievement performance of our students. To celebrate achievements and to be aware of trends	The following reports will be presented – Running Records, Standardised Tests, Mid Year and End of Year Target Reports	During Term 1 and 2 the board will receive Running Records, Standardised Tests, Gloss Results Term 4 End of Year Target Reports	The Principal in conjunction with Curriculum Leaders and all teachers	March April June November	
1.10 U-Learn Conference for all teaching staff.	To develop professional development at a 'learning conference' to improve teacher effectiveness.	Book the Conference and flights to Christchurch Take the staff to the conference from the 7th to the 9th October 2009 Evaluate the effectiveness of the experience in terms of improved practice	The professional development for the school and staff needs will be catered for	Senior Management	October	
1.11 School Wide Fitness	A regular fitness programme will occur to improve students overall fitness	Staff to plan activities that all children can take part in	Regular fitness activities will occur, and fitness of children will improve	PE Health Committee All Staff	Term 2/3	
1.12 Improve Standard of Presentation	Revise the standards established to ensure continuity and better presentation of work.	Review, revise existing standards, and implement new presentation standards	Children's presentation will improve and be consistent school wide	Principal and All Staff	Each Term	

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2. Documentation and self-review.						
2.1 Conduct a community survey	A survey of parents will occur to ascertain areas where we are working really well and areas that we could improve. The Curriculum	During Term 1 design an appropriate survey that will give us the information that we require.	By the end of Term 1 the survey results are being analysed	Genevieve and David	April	
2.2 In depth Curriculum understanding	To develop teaching and learning programmes that reflects the new curriculum, with authentic learning contexts, and the integration of the key competencies.	Decide on a teacher only day Get specialist assistance with this Use existing expertise	Staff will be come familiar with the document and it will begin to be used school wide	Curriculum Leaders.	December	
2.3 Support the PTA	That we have an active, highly motivated and functional PTA.	Canvassing for new membership, not over burdening existing members, letting them have fun, and investigate meeting times. Ring all new parents when they enrol to ascertain their interest in the PTA	We will have a successful year of fundraising with this happy group.	The existing PTA and support from staff and the Board	May at their AGM Reviewed in November	
2.4 The Annual Plan is updated in readiness for the year	Thoughtful planning has gone into establishing a useable and meaningful Annual Plan for the following year	During Term 4 staff, board and parents meet and plan for the following year	A new annual plan will be developed	The Board Staff and Parents	December	
2.5 The Gordonton School Booklet is updated	An up to date information booklet is ready for each year	During October/November make any changes to the booklet	A new booklet will be developed	Administration Staff	December	
2.6 Plan for successful ERO Visit	By the time the ERO arrives we are ready for their visit	Ensure the governance and management of our school is working as well as possible	We will receive a successful report following the ERO visit	BOT and all staff	November	
2.7 Plan for next year's board elections	The transition to a new board in 2010 will be a seamless one.	Look at co-opting members in 2009 so there are parents experienced in BOT matters	The school will continue be very well governed and managed	BOT	December	
2.8 Promote school at every occasions	We live up to our bill board Gordonton School – the best rural school in the country	Ensure that all of the 'good' things that are happening at our school are widely reported.	Our school will continue, and will grow because of its good name – a place where students learn in a safe caring rural environment	Everyone associated with our school	Every day	

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3. Employer responsibilities.						
3.1 Professional Development for all staff linked to appraisal goals	To increase teacher effectiveness and skills See also 1.10	From our appraisals from 2008 determine needs of staff. School wide development in our target areas, especially written language and ICT.	All staff will receive their own and school wide PD. Increased budget to cater for this	Principal Curriculum Leaders Syndicate Leaders Support Services and the University	Reviewed each term	
3.2 Ensure all staff have a performance appraisal	To support, assist and encourage teachers to achieve a high level of performance in all areas of their work.	Every teacher is to be appraised annually against prescribed Professional Standards and a written report on the outcome of each appraisal will be prepared and discussed in consultation with the teacher.	All staff members will be appraised annually and a written report is given to them.	Principal, Deputy and Assistant Principal.	November	
3.3 Ensure correct payment of salaries and wages.	Ensure all staff is paid accurately and on time.	Notify payroll of any changes needed in advance.	The SUE report will be accurate every time.	Principal	Each fortnight.	

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4. Financial and property management.						
4.1 School Boundary Fence	Replace the Boundary Fence between the school and Riddell's farm	Obtain quotes, select the best quoted and proceed.	A new fence will be erected	The Board	February	
4.2 Purchase Colour photo copier	Up grade the existing photocopier and improve the quality of presentation school wide	Obtain quotes, select the best quoted and proceed.	A colour photocopier will be installed in the school	The principal	June	
4.3 Carpet Cleaned school wide	The carpeted areas of the school will be shampooed	Get quotes and select the best quote	All carpets will be cleaned	The Board and Principal	January	
4.4 Games re-painted on the courts	The existing painted areas on the courts and concrete will be re-painted	Get quotes and select the best quote	Games will be repainted.	The Environmental Committee	July	
4.5 Continue to develop the bush area	To increase the planting in bush area developing it into an additional learning space.	Decide on requirements and purchase the plants. Organise a working bee to plant them	We will have additional plants in the bush area and teachers will have an opportunity to use it for lessons	The Environmental Committee	August	
4.6 Review the 5 Year Property Plan	Using the Plan administer it to ensure that all aspects of it are completed	Regular updates of the 5 Year Plan at Board meetings to ensure that things planned for are being achieved.	We will achieve all of our goals in the 5 Year Property Plan	The Property Sub Committee of the Board	December	
4.7 PTA Fund raising	That we raise enough funds to allow us to accomplish all of our goals. Goals to include –ICT finance, Library Books, Senior Readers, Sunshade for Junior Sandpit	Decide on the various goals that will require fund raising. Inform the PTA and then allow them the latitude to fund raise for them	The PTA will have a successful fund raising year and the children will benefit by having the extras provided	The PTA, Staff and Board	December	
4.8 Apply for Grants	To receive financial assistance from other sources than local parental funds	Ascertain the various organisations that we can apply to for grants and make regular application to them	We will receive money from successful applications for grants	Colin Dobson	As we go throughout the year	
4.9 Receive Regular Income from the Paddock	Money will be generated by the school from the leasing of the school paddock	Advertise locally that the paddock is available for lease. Draw an agreement with the leaser.	Money will come into the school from the leasing of the paddock	The Board of Trustees	On-going	
4.10Hall storage -	To improve the storage in the hall by using locks on the back rooms, removing unnecessary furniture, and improve shelving	Decide with Murray Cadman what we can achieve with in budget	Hall storage will be improved	David and Murray	June	

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5. Health and safety.						
5.1 Have a health and safety sub-committee.	To have a Board of Trustee sub-committee that overviews all aspects of health and safety at our school, ensuring it is a safer and healthier school. Committee Meets each term	Call for Board and Staff membership and have the group meet at least once a term.	The board will receive a report from the committee.	Board	June	
5.2 Civil Defence Folder Updated	The folder is updated	Ensure early in the year all of the relevant data is entered into the folder	A usable Civil Defence Folder is completed	Office Administration	July	
5.3 Update the Hazard Register	To make our school as safe an environment as is practically possible	Using all onsite personnel – staff and students identify potential hazards, minimise or isolate the hazards	The potential for accidents will be greatly reduced and we will have a safe environment for all personnel	Health and Safety Committee	On Going	
5.4 Update the Crisis and Emergency Response Plan	Our Crisis and Emergency Response Plan will be current, functional and usable.	Using the template available	If ever there is a crisis or emergency at our school, we will be prepared and able to cope with it	Health and Safety Committee	July	
5.5 Ensure we have procedures for lock downs and emergencies	As part of the Emergency Response Plan we practise for both lock in and lock outs	Practice both scenarios, at least once each term	If there is ever a lock out or lock in we will be prepared for it, and know what to do	Principal, Staff and Pupils	Each Term	
6. Administration						
6.1 Student Learning System	Investigate the establishing of a student learning management system for our students.	Visit the trade fairs on LMS and also schools that are currently using them	David will report back to the Board on their value, and make recommendations	David	July	
6.2 Increased usage of the SMS to include e-roll	As a staff we will all use our SMS for both administration and classroom tasks	Use e-Tap on a daily basis for e-roll and also assessment records	Data collection and analysis will be much easier	All Staff	April	
6.3 Increased House Competition	Increase the activities for gaining house points	Create meaningful competitive activities to include daily fitness, returns, more sports, red and gold cards	More House competitions will be evident throughout the school	All Staff	Underway in February December	
6.4 Syndicate Meetings to become more achievement focused	A change of focus from predominantly administration to children's learning on fortnightly syndicate meetings.	Discussions to on raising student achievement will dominate the agendas	Teachers will have a greater knowledge of all children in their syndicate	All Staff	Fortnightly	

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7. Communication and relationships.						
7.1 Raise the level of communication with the local community	Ensure that we have a school and local community that is well informed about what we do at Gordonton School Update web page	Weekly Newsletter, Milky Way. Contact parents regularly over school matters Celebrate successes	We will be recommended on our improved communication. People will know what we are doing and why we are doing it.	Board and Staff	October at our Strategic Planning Meeting review how we have gone	
7.2 Staff to have a close liaison with their student's parents.	Ensure a close communications with parents and guardians so they are aware of any learning or behavioural needs	At the first instance of concern communicate this to parents. Also communicate the positive changes to parents	Parents will be more aware how their child is performing at school	Staff	Term by Term	
7.3 All staff – teachers and support staff, and BOT are ambassadors for our school	To welcome every parent and child to our school in a caring, positive manner	To stress this to staff and regularly remind ourselves to do this.	Parents and children will at all times feel welcomed and valued at our school.	All staff	Every Day	
7.4 Keep our Webpage up to date	The Gordonton School web page is kept current with regard information for parents and prospective parents	As part of her duties the Office Administrator makes any appropriate changes to our web page	Our web page will be current Advertise the page weekly in the Newsletter	Office Administration	Monthly	
7.5 Meet with our local iwi	Meet with Maori parents to inform them of our goal to raise student achievement.	Set a date that suits most parents, invite them to the meeting, and run a meeting	A meeting will occur	Principal	June	
7.6 Hold a parent awareness meeting	A curriculum awareness meeting to be held for parents	Organise this, advertise and run the after school meeting.	It will have occurred.	Genevieve and David	November	
7.7 Tainui Scholarship	Create a scholarship with the support of the Hukanui Marae to provide our Maori students an option on where they attend their secondary education	Liaise with Hukanui Marae and ensure they understand what we are trying to achieve for the local Hukanui Maori	A scholarship will be offered to our students for 2010	David and Viv	July	
7.8 Talented Children's Assembly	Twice a year the artistic and dramatic ability of our students is formally recognised with an assembly which show cases their talent	Recognise that such children exist at our school and give them a chance to show their skills.	Twice a year an assembly that recognises the talents of our students will occur	Arts Curriculum Leader	June and November	

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International Students						
8.1 Hosting Japanese Students	To host a group of Japanese Students at our school	Contact the Japanese agent Arrange host families	Students are hosted for our families for a 10 day stay in the Gordonton Area	Adie Haultain	March 2009	
8.2 Cultural Diversity	To foster a multi-cultural school in which tolerance and understanding of other cultures are appreciated and accepted as the norm.	Values teaching Cultural Awareness Week	We will be known as a multi-cultural caring school.	Staff and Community	December 2009	
8.3 Code of Practice Compliance	Review all policies	The principal and the international co-ordinator to review all existing policies	Revised policies will flow to the board to be ratified	Principal International Co-ordinator	Jun 2009	