



GORDONTON SCHOOL – ANNUAL PLAN 2011

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 Specific assistance for those students who are reading at least a year below their chronological age	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 4/5	Establish accurate baseline data Teach to needs Involve parents including monthly meetings with them 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	
1.3 Raise the standard of reading throughout the school.	By the end of 2011 significant improvement will be evident in the reading ability of our students. This will be measured by a 50 point asTTle increase and/or a year's progress using Running Records.	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 McNair All staff	Review in March November	
1.4 Increase te Reo at our school	To improve the students usage and knowledge of things Maori throughout the school	To specifically fund a teacher who will visit all classrooms as often as is practical to teach te Reo. Initially once a week. To establish a kapa haka group.	All of our students will have a basic knowledge of te Reo, know more about their local history and be involved with a visit to the Hukanui Marae	Tutor Michelle Pene and all staff	Report written to the Board for July on progress	
1.5 Staff Professional Development	To improve the teaching of mathematics at our school.	Whole school professional development in this area undertaken by School Support Services	Teachers will have increased confidence in teaching mathematics and student achievement will rise.	Principal Curriculum Leader Brian Malone All staff	December	

1.6 Raise the standard of numeracy throughout the school.	By the end of 2010 significant improvement will be evident in the numeracy ability of our students. This will be measured by a 50 point asTTle increase and/or a year's progress using Gloss/Numpa.	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	
1.7 Peer Coaching and Mentoring	Progressive Rubric for Effective Practice in the Teaching of Mathematics	As part of the on-going professional development develop a rubric for the effective teaching of mathematics at our school	A rubric will be in place for 2012 which will improve the teaching of mathematics at our school.	Principal Lead Teacher Brian Malone Staff	December Underway in February	
1.8 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 Using expertise from Project Energise	Regular fitness activities will occur, and fitness of children will improve	Curriculum Leader Jaimee Carter PE Health Committee All Staff	Each Term	
1.9 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	
1.10 School Wide Art Auction	Hold an art Auction where children's and adult art is auctioned	Hold a school wide art intensive to produce children's art Advertise and ask for adult contributions	The auction will be successful	The Art Committee, led by Karen Rei PTA	July	
1.11 Integrate ICT thoroughly throughout all Curriculum areas	An ICT component to be built into all topics, as well as during literacy and numeracy	Insist and see evidence of this in all planning Be a part of an ICT Ministry of Education Contract	ICT will be better integrated in all areas	ICT Committee All Staff	April	
1.12 Raise the standard of written language throughout the school.	By the end of 2011 significant improvement will be evident in their writing ability of our students as evidenced by their Curriculum Exemplar results assessed in March and November.	Professional development through staff and syndicate discussions. Use the literacy progressions	The message that children write will improve. A student achievement report will be presented to the Board of the results	Principal Curriculum Leader Mary McNair All staff	Review in June November	
1.13 Curriculum Reporting	The Board of Trustees will be fully informed regarding school wide student achievement	Following school wide assessment in mathematics, reading and writing comprehensive reports will be presented to the Board.	The Board will have an understanding of school wide trends regarding student achievement	The Principal	March April August December.	

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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. Strategic ideas for the future development of our school- property and size	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	David and the Board	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.	Have the term contexts established early, provided staff with planning days and evaluation of the contexts. Decide on student evaluations too	The school wide topics are enjoyed by all, are authentic and cover the key competencies.	Curriculum and Syndicate 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 Promote school at every occasion	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 1.5	From our appraisals from 2010 determine needs of staff. School wide development in our target areas, especially mathematics and written language.	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 Staff Room	To update and modernise the staff room	Using roll growth money from the MOE and any extra from BOT funds	Our staff room will be able to accommodate the staff and visitors	Board of Trustees	December	
4.2 Classroom Furniture	Ensure all students have appropriate classroom furniture	Staff to review current furniture needs and order new where necessary	All classrooms will be appropriately furnished	Principal and Staff	February	
4.3 Hall enlargement	As our school has grown so must our school hall	Use BOT funds, design improvements, get quotes, and decided what can be done.	The hall will be enlarged to accommodate our students	Board of Trustees	December if funding is available	
4.4 All-weather court surface	Upgrade the surface of our courts to provide greater all weather usage by students.	Using roll growth money from the MOE and any extra from BOT funds	The students will be using an all-weather court surface	Board of Trustees	December	
4.5 Continue to develop the bush area	To increase the planting in bush area developing it into an additional learning space. To include a viewing platform so students can oversee the canopy	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 –Upgrading ICT, Library Books, Senior Readers, All-weather surface and hall.	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	Jacquie Sherborne	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	

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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 fire and lock downs	Practice both scenarios, at least once each term	If there is ever a lock down fire emergency we will be prepared for it, and know what to do	Principal, Staff and Pupils	Each Term	
6. Administration						
6.1 Learning Management Systems	Investigate the feasibility of a learning management system for our school.	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 Continue House Competition	Ensure that we have a healthy competitive house system operating at our school.	Create meaningful competitive activities to include daily fitness, returns, sports, blue cards and certificates	House competitions will be evident throughout the school	All Staff	Underway in February December	
6.4 Syndicate Meetings to be 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 Coffee with David Ensure the 'What's On' board is out daily	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 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 Photo update by May	
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 Parent meetings	Early into Term 1 and 2 to hold parent liaison meeting	Term 1 for parents to talk to staff re their child, and term 2 to report back to parents on where the student is at	Parents and staff will have goals for the students and will systematically go about achieving them.	All Staff	June	
7.7 Year 9 alerts	That our Year 8s all have the opportunity to attend the best secondary schools for their learning and social needs	To get the application packages for Boys and Girls High School in June/July and have these available for parents who need them.	Parents have ample time and opportunity to enroll their child at the appropriate secondary school.	David	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 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 2011 Term 1 2011	
8.2 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	October 2013	