

Principal’s Report - St Mary’s School

February 2020

School Roll: (March Roll return data)

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|  | March 2020 (predicted) | March 2019 | March 2018 | March 2017 |
| Boys | 17 | 13 |  |  |
| Girls | 19 | 14 |  |  |
| Total | 36 | 27 | 20 | 19 |

**Current Roll breakdown: 34** **Future enrolments: School Leavers**

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| Funding Year Level | Male | Female | Total |
| 0 |  |  |  |
| 1 | 3 | 2 | 5 |
| 2 | 3 | 4 | 7 |
| 3 | 5 | 5 | 10 |
| 4 | 2 | 4 | 6 |
| 5 | 0 | 1 | 1 |
| 6 | 2 | 2 | 4 |
| 7 | 1 | 0 | 1 |

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| Term 1 2020 | 2 |
| Term 2 2020 |  |
| Term 3 2020 | 1 |
| Term 4 2020 |  |
| Term 1 2021 | 1 |

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| 2020 | 5 |
| 2021 | 1 |
| 2022 | 6 |
| 2023 | 10 |
| 2024 | 7 |

Enrolment packs sent to prospective families: 1

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| **Catholic Character** (i) Defines Catholic Character (ii) Prescribes Religious Instruction and observances (iii) Specifies the land/buildings to be maintained (iv) Sets our special requirements and appointment for certain key positions (v) Determines max roll/Non-preference students (vi) Details works the proprietor must plan and pay for, for min standards (vii) Provides for charging of attendance dues (viii) Insurance of buildings and chattels (ix) Appointment of chaplain and other voluntary help givers (x) Sets out rights of proprietors access to the school (xi) Other matters between minister and proprietor |
| * Children have celebrated their first Friday mass and first school mass.
* Roll details provided to Diocese
* Non – preference remains full.
* Sacramental programme to include the four sacraments this year.
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| **NAG 1 Curriculum Delivery and Student Assessment** |
| **Children’s Activities:****Student Achievement:*** Targets for 2020 attached.
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| **NAG 2 Planning, Reviewing and Reporting** |
| **Governance and Management:** * Charter attached awaiting discussion and finalisation of strategic goals

**Self Review of policies, plans and programmes:** * Schedule attached
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| **NAG 3 -** **Personnel and Employment** |
| **Professional Development:** * Meetings attended by principal since last meeting – CoL x 2, Principal Advisor x 2, RTLB x 1
* I have completed a paper through te Wangana Aotearoa

**Staffing Term 1 – 2020 Ministry Funded for 2.49** * Staffing remains stable.
* Currently using 2.4 FTTE
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| **NAG 4 –** **Property and Finance** |
| **Property*** OPUS report completed awaiting report.

**Finance*** Attached.
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| **NAG 5 –** **Safety of Students and Employees** |
| * Daily safety checks completed.
* Police vetting remains current
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| **NAG 6 –** **Student Enrolment and Attendance** |
| * Edge attendance data entry up to date.
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Progression on Strategic Goals:

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| **Special Character****Strategic Goal -** Strengthen partnership with Parish by developing collaborative relationship to include parental & Parish involvement in Sacramental programme |
| **Action Required** | **Responsibility** | **Timeframe** | **Completed** |
| Review presence of school within the parish. | All Teachers | Term 1 and 4 |   |
| Meet with parishioners to seek advice for future development. | Principal | Term 1 and 4 |  |
| School to continue to offer a ‘children’s liturgy’ activity board at mass. | Principal/Administrator | Ongoing |  |
| School to add notices to church bulletin where necessary. | Principal/Administrator | Ongoing  |  |
| Maintain school, family masses, school/parish reconciliation services, liturgies, assemblies. | All Teachers | Every Friday and 1 school led mass each Term. |  |
| Organise social events during the year where the school and parish communities meet and interact.  | All Teachers | Ongoing |  |
| Invite parish to be involved in Sacramental planning and celebration | Principal | Term 1 - 4 |  |
| **Relevant Notes and Further Developments for Special Character Goal.** |
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| **Special Character****Strategic Goal -** 2020 - Develop and align schools mission statement, vision and values. |
| **Action Required** | **Responsibility** | **Timeframe** | **Completed** |
| Analyse family consultation responses. | Principal | Term 1 |   |
| Draft and present to community for feedback. | Principal | Term 1 |  |
| Incorporate into documentation for school including logo. | Principal/Administrator | Ongoing |  |
| Develop a learning plan for children | Principal/Teachers | Term 1  |  |
| Review learning plan | All Teachers | Terms 2 - 3. |  |
| **Special Character****Strategic Goal -** Implement the Religious Education Bridging Document. (REBD) |
| **Action Required** | **Responsibility** | **Timeframe** | **Completed** |
| Review use of REBD | All teachers | Term 1 |  |
| Observation of use in classroom practice. | All teachers | 1 per term |  |
| Invite Religious Education Advisor to observe and give advice. Implement any suggestions. | Principal | Term 2 |  |
| Participate in DRS meetings to continue to develop understanding and development. | All teachers | 1 per term |  |
| **Relevant Notes and Further Developments** |
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| **NAG 1 Curriculum Delivery and Assessment****Strategic Goal - 2020 - Develop a learning plan to provide tikanga and te reo to be experienced in the classroom.** |
| **Action Required** | **Responsibility** | **Timeframe** | **Completed** |
| Plan for Family Consultation Evening. H&PE | Principal | Term 2 |   |
| Full implementation of the New Zealand Curriculum | All Teachers | Ongoing |  |
| Review Curriculum Delivery Plan | Principal/Teachers | Term 4 |  |
| Meet with Maori school community and interested parties to gather ideas and aspirations for learning. | Principal | Term 1 |  |
| Make connections to source support from Kavanagh College, Arai Te Uru Marae and Ministry of Education advisor. | Principal | Ongoing |  |
| Develop an outline plan and begin resourcing (Kete Ako and Te Reo Māori) | Principal | Term 1 |  |
| Use developed plan for teaching | All Teachers | Term 2 - 4 |  |
| Look for opportunities to use school whanau in learning. | All Teachers | Ongoing |  |
| Participate in Polyfest and Kahui Ako Cultural evening  | All Teachers | Term 3 |  |
| **Relevant Notes and Further Developments** |
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| **NAG 1 Curriculum Delivery and Assessment****Strategic Goal -** Staff will implement the Ministry of Education Progress and Consistency Tool (PaCT) as part of reporting to parents. |
| **Action Required** | **Responsibility** | **Timeframe** | **Completed** |
| Review effectiveness and teacher understanding of PaCT through writing (2019 goal) | All Teachers | Term 1 |  |
| Use PaCT for all children in writing | All Teachers | Term 2 and 4 |  |
| Plan for teacher only day for Maths unpacking. | Principal | Term 2 |  |
| Attend any professional development opportunities with Kahui Ako | All Teachers | Ongoing |  |
| Moderate data across CoL | All Teachers | Term 2 and 4 |  |
| Review use of tool and make necessary changes | All Teachers | Term 4 |  |
| **Relevant Notes and Further Developments** |
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| **NAG 1 Curriculum Delivery and Assessment****Strategic Goal -** Develop a Digital Technology curriculum plan. |
| **Action Required** | **Responsibility** | **Timeframe** | **Completed** |
| Implement the Digital Technologies Programme. | All Teachers | Term1 - 4 |  |
| Support teacher pedagogy through Kahui Ako Professional Development opportunities. | Principal/Kahui Ako | Term1 - 4 |  |
| Meet with teachers to discuss the programme. | Principal/Teachers | Term1 - 4 |  |
| Review the Digital Technologies programme | All Teachers | Term 4 |  |
| **Relevant Notes and Further Developments** |
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**Recommendation:**

Move that the board accept the Principal’s report.

Corinne Guthrie

Principal