

# Principal's Report - St Mary's School

## September 2020

School Roll: (March Roll return data)

	March 2020	March 2019	March 2018	March 2017
Boys	18	13		
Girls	19	14		
Total	37	27	20	19

**Current Roll breakdown: 40**

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

**Future enrolments:**

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

**School Leavers**

2020	5
2021	1
2022	7
2023	10
2024	7

Enrolment packs sent to prospective families: 2

### 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

- 6 members of Board and Staff attended the Bishops forum.
- Missing preference/non-preference forms completed.
- Dominican Mass attended with other Dominican schools.
- Young Vinnies group have met twice and completed care packages for parishioners

## **NAG 1 Curriculum Delivery and Student Assessment**

### **Children's Activities:**

- Suzie Bates visit to school
- Young Vinnies
- Otago cricket visit to school
- Yellow day to support the Cancer Society
- Curtain Bank visit to school
- Disco
- Nano Nagle Mufti Day

### **Student Achievement:**

- 3rd classroom to operate from term 4 – mornings only for RE, Literacy and Numeracy

## **NAG 2 Planning, Reviewing and Reporting**

### **Governance and Management:**

- Missing preference/non-preference forms completed.
- Parent conferences held.

### **Self-Review of policies, plans and programmes:**

Feedback report for:

- Learning Support
- Appointment Procedure
- Child Protection

## **NAG 3 - Personnel and Employment**

### **Professional Development:**

- Meetings attended by principal since last meeting some as Zoom – CoL x 3, Principal Advisor x 1, Learning Support Co-ordinator (LSC) x 1, Beginning Principal x 1, MOE x 1

### **Staffing Term 3 – 2020 Ministry Funded for 2.59**

- Currently using 2.52 FTTE

#### **NAG 4 – Property and Finance**

##### **Property**

- Craig from diocese came for a property inspection and will report back to us.
- Fire alarm check completed.

##### **Finance**

- Attached.

#### **NAG 5 – Safety of Students and Employees**

- Daily safety checks completed.
- Police vetting remains current.

#### **NAG 6 – Student Enrolment and Attendance**

- Edge attendance data entry up to date.
- MOE weekly return completed.

Progression on Strategic Goals: **All actions impacted by early school closure due to Covid-19**

<b>Special Character</b>			
<b>Strategic Goal - Strengthen partnership with Parish by developing collaborative relationship to include parental &amp; Parish involvement in Sacramental programme</b>			
<b>Action Required</b>	<b>Responsibility</b>	<b>Timeframe</b>	<b>Completed</b>
Review presence of school within the parish.	All Teachers	Term 1 and 4	<b>Logo now finalised and conversation being had with signwriters</b>
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	Activities updated weekly.
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.	Term 1, Term 2, <b>Term 3</b> completed.
Organise social events during the year where the school and parish communities meet and interact.	All Teachers	Ongoing	<b>Parishioners invited to share Dominican mass celebrations.</b>
Invite parish to be involved in Sacramental planning and celebration	Principal	Term 1 - 4	Sacramental Programme has been added to calendar.
<b>Relevant Notes and Further Developments for Special Character Goal.</b>			

<b>Special Character</b>			
<b>Strategic Goal - 2020 - Develop and align schools mission statement, vision and values.</b>			
<b>Action Required</b>	<b>Responsibility</b>	<b>Timeframe</b>	<b>Completed</b>
Analyse family consultation responses.	Principal	Term 1	Completed and sent to BOT
Draft and present to community for feedback.	Principal	Term 1	
Incorporate into documentation for school including logo.	Principal/Administrat	Ongoing	Logo completed, <b>Lyneth has designed a letterhead which incorporates the new logo. (see attached)</b>
Develop a learning plan for children	Principal/Teachers	Term 1	Deferred to Term 2 <b>Currently being developed under Belong, Believe, Achieve.</b>
Review learning plan	All Teachers	Terms 2 - 3.	Changed to term 4.
<b>Special Character</b>			
<b>Strategic Goal - Implement the Religious Education Bridging Document. (REBD)</b>			
<b>Action Required</b>	<b>Responsibility</b>	<b>Timeframe</b>	<b>Completed</b>
Review use of REBD	All teachers	Term 1	Completed. All staff using Bridging Document for planning.
Observation of use in classroom practice.	All teachers	1 per term	Term 1 observations complete.
Invite Religious Education Advisor to observe and give advice. Implement any suggestions.	Principal	Term 2	Postponed to Term 3
Participate in DRS meetings to continue to develop understanding and development.	All teachers	1 per term	DRS meetings deferred Term 1. Term 2 meeting held via zoom.
<b>Relevant Notes and Further Developments</b>			

<b>NAG 1 Curriculum Delivery and Assessment</b>			
<b>Strategic Goal - 2020 - Develop a learning plan to provide tikanga and te reo to be experienced in the classroom.</b>			
<b>Action Required</b>	<b>Responsibility</b>	<b>Timeframe</b>	<b>Completed</b>
Plan for Family Consultation Evening. H&PE	Principal	Term 2	Postponed to Term 3 <b>Unable to happen in Level 2</b>
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	Deferred to Term 2
Make connections to source support from Kavanagh College, Arai Te Uru Marae and Ministry of Education advisor.	Principal	Ongoing	Initial conversation with Tim Lucas.
Develop an outline plan and begin resourcing (Kete Ako and Te Reo Māori)	Principal	Term 1	Discussions at COL level for an across school expert for 2021
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	Polyfest and Kahui Ako Cultural evening both cancelled for 2020.
<b>Relevant Notes and Further Developments</b>			

### 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	Deferred to term 2
Use PaCT for all children in writing	All Teachers	Term 2 and 4	Term 2 completed
Plan for teacher only day for Maths unpacking.	Principal	Term 2	Dates changed awaiting confirmation from COL.
Attend any professional development opportunities with Kahui Ako	All Teachers	Ongoing	Belinda attended DT PD
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

**Kahui Ako to look at using the Pact for Maths in 2021 depending on interest of schools, to be confirmed next year.**

## 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	Different aspects are integrated into other curriculum areas.
Support teacher pedagogy through Kahui Ako Professional Development opportunities.	Principal/Kahui Ako	Term1 - 4	Dates all changed.
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			
The teachers worked collaboratively to develop an online learning website to support distance learning. From discussion and investigation our programme is far superior to many other schools. This has been supported with google hangouts for the children to engage with each other and the teachers.			

### Recommendation:

Move that the board accept the Principal's report.

Corinne Guthrie

Principal