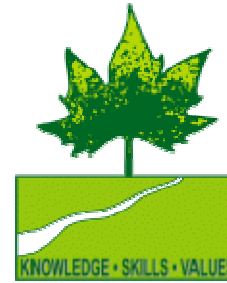
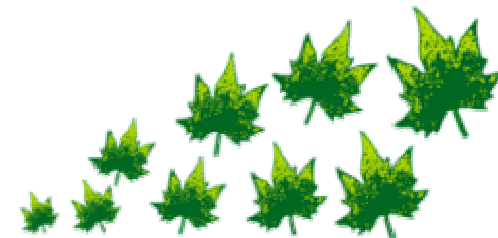


Ohoka School



OHOKA SCHOOL STRATEGIC PLAN 2008 - 2009



Finalised - 22 May 2008
Next Review - Term 4 2008

Education

GOAL <i>Where do you want to go?</i>	OBJECTIVE <i>What do we want to achieve?</i>	ACTIONS <i>How are we going to do it?</i>	PERFORMANCE INDICATORS <i>How do we know that we have achieved the objective?</i>	RESPONSIBILITIES	TIME	BUDGET
To ensure that every student is extended to reach his or her potential in both curricular and extra-curricular areas.	Class numbers: To keep class numbers low. Ideal class sizes are: NE – Max 18 Yr 1 – 18-20 Yr 2 – 20 -22 Yr 3 to 6 - Mid 20's, Yr 7 to 8 - Mid to High 20's	To provide the necessary funding for staffing in order to keep class sizes small.	Continual review of class sizes	Principal	Ongoing	\$40,000
To develop and maintain a robust and complete curriculum.	To continue focus on Numeracy by making learning intentions and success criteria clear to students	To become more unified in school planning, assessment, setting goals etc. Consolidate PD BSM – package for use.	All students increase at least 1 step within Numeracy stage Student interview	Principal	On-going	N/A
To give our children a wide variety of educational opportunities.	To continue focus on Literacy by making learning intentions and success criteria clear to students	Consolidate and reach a level of proficiency in areas introduced One more year need on Reading contract to consolidate PD To source software to compliment Literacy Junior School - Introduce PM Writer programme Wider selection of big books, poems Introduce Letterland Middle school – sets of books needed To look at 'Write Source' – writing programme To provide PD in Thinking skills To provide PD on Inquiry Learning To develop a comprehensive -school wide Information Literacy skills and strategies to enhance the Inquiry Programme	All students increase at least 1 step within their current achievement level (BPA) Students and parents are aware of their next step in learning Student interview	Principal	On-going	N/A
	To continue to provide additional funding so music and art specialists can work in the school.	To fund for a permanent part-time teacher(s) in the Arts – Drama, Dance, Music, Visual. To increase the range of musical instruments and resources	Specialist part-time educators(s) employed	Principal	On-going	\$10,000
	To increase the sporting opportunities our children are exposed to.	To increase the interschool sporting opportunities for the Year 4-8 children by organising a regular sporting exchange between local schools. To introduce children to a greater variety of KiwiSports activities To provide more equipment for classes Implement a unified sports uniform including school tracksuits Develop a lunchtime sports programme	Increased sporting interchange and activities. School sports uniform introduced	Principal	On-going	N/A
	Develop senior students leadership qualities	To Send approximately 10 Year 7 / 8 students to Student Leadership day?? To continue to provide leadership opportunities for the Yr 7&8 programs (e.g. house captains etc)	Senior students are willing to participate in leadership opportunities	Principal	On-going	\$500
	For the children and staff to have modern and up to date teaching	For the staff to continue to utilise the Wish List. To provide funding to support the additional resources.	Continually updated Wish List	Principal	On-going	PTA funding

	resources.					
	Enviro schools program: To achieve a Silver award.	For the school to aim to achieve the Enviro Schools Silver award by the end of 2009.	Achievement of Award	Principal	On-going	\$200
	To continue to promote and teach the 5 values of: Respect, Honesty, Tolerance, Independence and Cooperation	To develop programmes of work that foster and develop each of these categories throughout the school	Assembly Awards Credit box Biennial community survey	Principal	On-going	N/A
	Students become more aware of their bi-cultural heritage	To provide bi lingual signage. To provide Maori resources for each class to support Maori plan To increase the awareness NZ Bi cultural heritage, particularly as it relates to our local area. Consolidate Maori curriculum plan	Programmes cover NZ history and basic Maori language Student awareness raised	Principal	Ongoing	\$500
	Healthy eating program: To actively promote and to educate the children on health eating.	To develop programmes of work which actively promote healthy eating	Improved quality of food consumed on school grounds	Principal	Ongoing	N/A
	To continue to provide opportunities for the Gifted & Talented	To provide resource and funding and for the continuation of a specific G & T program To provide PD for staff in catering for the G & T Future Problem Solving	G & T students are identified and are offered opportunities for extension	Principal	On-going	\$1,000
	To continue to support children with special needs	To provide suitable, individualised educational programs for identified children	Significant appropriate individual progress as measure by standardised testing	Principal	On-going	N/A

Health & Safety

GOAL <i>Where do we want to go?</i>	OBJECTIVE <i>What do we want to achieve?</i>	ACTIONS <i>How are we going to do it?</i>	PERFORMANCE INDICATORS <i>How do we know that we have achieved the objective?</i>	RESPONSIBILITIES	TIME	BUDGET
To ensure that Ohoka School provides a safe, physical and emotional environment for students, employees, parents and visitors through complying with all legislation to ensure the safety of students, employees, parents and visitors.	To have a safe school	Ensure all staff are up to date with the H&S NAGS and procedures at Ohoka School Ensure students are aware of rules / expectations that are linked with personal safety	Incidents recorded and dealt with in a consistent manner	Principal	On-going	N/A
	To ensure a high level of preparedness for health and safety issues that may arise at the school.	Provide training in basic first aid for all staff. Further advanced training for designated first aiders. Implement a timeline for updating first aid certificates Implement an emergency plan for injuries	Health and safety register to be maintained	Principal	On-going	N/A
	Ensure that a regular review is done on the health and safety of students and staff at Ohoka school	Regular meetings (quarterly) of the school H&S representatives with representatives from the School Council to discuss Health and Safety issues	Maintain a register of H&S issues and resolutions Report to board quarterly Quarterly H&S meetings between school and School Council	Principal	Quarterly	N/A
	Provide a staff awareness for pandemic planning procedural requirements	Develop a Pandemic Plan and circulate to all staff. Raise parent awareness of the schools pandemic plan. Review annually.	Pandemic plan completed and reviewed.	Principal	On-going	N/A
	Improve parent, teacher and student awareness of health and safety issues associated with day to day school and out of school operations	Complete a Risk Analysis Management (RAM) for review of events and out of school activities	RAM forms completed for all out of school activities and significant in-school community events	Principal	On-going	N/A
	No bullying, (physical or emotional). Ensure staff are up to date in the latest techniques for resolving disputes and identifying and addressing bullying	Implement a Non-Bullying sub-committee Instigate regular community meetings Identify staff training and external professional courses available to staff. Train staff in restorative justice	Zero tolerance of bullying. 4 additional staff trained in Oct 2008	Principal	On-going	\$1,000

ICT

GOAL <i>Where do we want to go?</i>	OBJECTIVE <i>What do we want to achieve?</i>	ACTIONS <i>How are we going to do it?</i>	PERFORMANCE INDICATORS <i>How do we know that we have achieved the objective?</i>	RESPONSIBILITIES	TIME	BUDGET
To ensure that Ohoka School has a modern ICT infrastructure capability that supports the delivery of learning, teaching and management	Install and maintain a network infrastructure (switches, cabling, wireless) appropriate to Ohoka School in compliance with Ministry guidelines	Retrofit a cabling and switch network. Implement a defined support and maintenance regime Wireless audit (coverage survey)	Hardware & Network audit.	ICT Sub-committee	EOY 2008	\$15,000
	Provide improved information and communication between the school staff, students, parents and community	Develop a school information web site for students, staff and parents	Website Go-Live	ICT Sub-committee	February 2008	\$2,000
	Develop and Implement an ICT strategic plan for the school to guide Ohoka forward in its use of ICT in the classroom	Develop a 3 to 5 year ICT Plan	Completed ICT Strategic plan	ICT Sub-committee	EOY 2008	\$2,000
	Equip teachers with ICT tools to enhance their day to day effectiveness	School Email system. Identify staff ICT training needs and implement a training regime as appropriate Teacher to use Wish List for desired ICT equipment	Staff training needs have been addressed. Resources updated as funding allows	ICT Sub-committee	On-going	\$2,000
	Use ICT in the classroom to maximum benefit of the students	Develop an E-Learning strategy and smart classroom strategy that integrates with the current curriculum at Ohoka School. Ensure adequate PD for teacher, so they know how to integrate ICT in the classroom To introduce software to assist with Numeracy and Literacy education	Staff and students highly competent in using all aspects of school ICT facilities at their disposal in their day to day routine	Principal	On-going	\$2,000
	Maintain a high cyber safe environment for students at Ohoka School	Professional monitoring and filtering service to be integrated with Ohoka schools web access and email systems. Cyber safety awareness programme to be run on an annual basis	Zero incident reports Cyber awareness training completed	Principal	On-going	\$500

Property & Facilities

GOAL <i>Where do we want to go?</i>	OBJECTIVE <i>What do we want to achieve?</i>	ACTIONS <i>How are we going to do it?</i>	PERFORMANCE INDICATORS <i>How do we know that we have achieved the objective?</i>	RESPONSIBILITIES	TIME	BUDGET
To ensure we use our funding effectively to provide the best possible facilities for the use of the staff, students and parents at Ohoka School	Annual review of property and facilities to ensure 5 year property plan reflects current predicted property and facility requirements.	Engage with the ministry officials in reviewing our current plan in particular considering; swimming pool, sporting facilities, old main school building, provision of PTA storage sheds, probable roll growth and new classroom requirements. Align with MOE requirements per Property Handbook guidelines	Plans signed-off	Property sub-committee	Annual	N/A
	Develop and maintain the school property (facilities, equipment and teaching resources) to ensure that the best possible learning environment is available for students	Ensure funds are available to enable all facilities to be maintained to an acceptable standard. Manage the asset list appropriately for the identification, updating and replacement of assets as required. Maintain a programme of asset replacement Budget to purchase new and up to date resources and facilities	Regular "walk arounds" and review of all school property	Property sub-committee	Monthly	MOE 5-Year Agreement funding allocation
	Ensure the security of the assets of Ohoka School.	Annually review the asset management plan, and ensure physical stocktake of assets is completed.	Completed audit of assets	Property sub-committee	Annual	N/A
	Build a new school hall/gym facility to meet the long term needs of the school.	Appoint a hall committee who will; be responsible for appraising us of funding requirements; will consider feedback from all stakeholders in consultation with other schools and architects in completing the design specifications; and who will be responsible for building the hall.	Hall opening ceremony (or not)	Hall sub-committee	On-going	\$1.4 million
	Foster an atmosphere of pride and sense of belonging	Promote care of the school and surrounds with the students.	No vandalism	Principal	On-going	N/A
	Ensure we comply with ministry requirements to provide bus access for all students entitled to it.	Review the bus route and recommend changes in consultation with the community.	Compliance with the legislation. Community satisfaction	Transport sub-committee	On-going	N/A

Finance

GOAL <i>Where do we want to go?</i>	OBJECTIVE <i>What do we want to achieve?</i>	ACTIONS <i>How are we going to do it?</i>	PERFORMANCE INDICATORS <i>How do we know that we have achieved the objective?</i>	RESPONSIBILITIES	TIME	BUDGET
To ensure Ohoka School optimizes its funding entitlement to achieve its strategic plan, while ensuring robust financial policies and procedures.	Provide the school with sufficient funding to support the school's strategic plan.	Ensure all funding entitlements are understood and duly received. Draft the annual financial budget, and closely track actual expenditure to budgeted figures.	Annual budget in place. All approved activities are fully funded. No un-approved overspends.	Finance Sub-committee	Ongoing	N/A
	Fund approved major capital projects that enhance the facilities and character of the school.	Generate a project plan including budget requirements. Identify funding sources and fundraising strategy to fulfil any shortfalls	Project and funding plan in place and on track.	Finance Sub-committee	Ongoing	N/A
	Implement robust policies and procedures that protect the financial assets of the school.	Full review of existing financial policies and procedures. Identify and evaluate school BKM's. Implement BOT approved financial policies and procedures.	Review complete. BKM's evaluated. BOT approved and implemented.	Finance Sub-committee	Ongoing	N/A

Governance

GOAL <i>Where do you want to go?</i>	OBJECTIVE <i>What do we want to achieve?</i>	ACTIONS <i>How are we going to do it?</i>	PERFORMANCE INDICATORS <i>How do we know that we have achieved the objective?</i>	RESPONSIBILITIES	TIME	BUDGET
To ensure that the Board of Trustees meets its obligations under the Charter, are well trained, are representative of the community, are a good employer and are proactive in planning and implementing programmes to improve student outcomes.	To have a well trained Board	All incoming Board member to attend appropriate training	Register of completed training undertaken by Board members to be maintained	Chairperson BOT	On-going	N/A
	To ensure adequate community consultation	Bi-annual survey to all parents and associated / interested parties, asking for feedback and input on the school	Initiation of two-yearly survey and ensure feedback of results to participants	Chairperson BOT	Bi-Annual	N/A
	To have competent, motivated and engaged teaching and support staff	Annual review of staff to gather feedback	Initiation of survey and feedback of results to participants			
		Exit interviews to be conducted by the Chairperson	Completed Exit Interview forms and reporting back to BOT	Chairperson BOT	On-going	N/A
	To be informed about student achievement	Continue standardised testing (e.g. AsTTle, PAT etc) and subsequent regular and scheduled reporting to BoT and parents of results on a regular basis	All testing and achievement results made available to parents (and BoT) BoT informed of student achievement through regular reporting	Principal	On-going	??
		Schedule of testing and reporting to be developed. BoT and parents advised what results will be available and when during the academic year	Schedule of reporting results to be distributed to BoT and parents	Principal	ASAP	N/A
	To meet all legislative and regulatory obligations imposed on a Board of Trustees	All Board members, but primarily the Principal and BoT Chair, to be aware of all current requirements and be informed of changes in legislation that effect the school and / or Board		Chairperson BOT / Principal	On-going	N/A
	To undertake sufficient self review to ensure we are meeting our objectives and standards	All NAG's to be reviewed on an annual basis	Each NAG to be reviewed and presented at BoT meeting for discussion and review	Chairperson	On-going	N/A
	Annual curriculum review	In term 4, BoT to review and approve following year's curriculum	Principal	Term 3 / 4	N/A	