



**Mahana
School**

CHARTER 2007

School Name : Mahana
School ID : 3201
Period Covered : April 2005 - 2008

Mahana School's Vision

Our Mission Statement:

*“Learning together
learning for life.”*

Our Vision:

Our vision is to create a positive learning environment for our students in partnership with our community, with a focus on developing academic, social, cultural and physical excellence.

Our Value Statement:

We value ...

- positive relationships within the school community
- a safe place to grow and learn
- the individual
- whole school involvement
- a friendly welcoming atmosphere
- a dedicated teaching staff
- able and professional management
- a well-trained enthusiastic support staff
- our full primary school status
- academic achievement
- cultural diversity

NATIONAL PRIORITIES

Mahana School will determine its priorities by acknowledging the national dictates of the Ministry of Education and identifying local community priorities.

National Priorities are currently determined to be:

- to raise literacy standards
- to raise numeracy standards
- to develop ICT capabilities
- to operate effective assessment practices
- to raise the achievement of Maori students
- to provide career guidance for Years 7 and 8
- to cater for the needs of gifted and talented students
- to introduce senior students to second language learning
- to enhance fitness levels and develop a life long interest in physical activity

Local Priorities will be identified through:

- Regular consultation with the school community, both formally and informally

In meeting the national and local priorities, Mahana School undertakes to work within the National Administration Guidelines

Recognising New Zealand's Cultural Diversity

Mahana School, as appropriate for its community, will develop procedures and practices that reflect New Zealand's cultural diversity and the unique position of Maori culture.

In recognising the unique position of Maori culture, our school will take all **reasonable** steps to provide instruction in tikanga [Maori culture] and te reo Maori [Maori language] for students whose parents request it.

Maori Responsiveness Plan

If a whanau requests a higher level of tikanga and / or te reo than is currently present in our school's Maori programme the staff and family will discuss the following options:

- Further explain the existing programmes
- Further extend the existing programmes if and as appropriate
- Consider combining with another school for parts of the programme
- Dual enrolment with correspondence school
- Consider what support the local iwi can provide within the school's programmes and organisational structures to address expectations
- Explore other schools which may offer programmes closer to their expectations
- Other negotiated actions

SUPPORTING DOCUMENTATION

The following documentation supports Mahana School in Curriculum:

- Assessment Policy and Procedures
- Curriculum Programmes:
English, Mathematics, Science, Technology, Social Studies, Health and Physical Well-Being, The Arts
- Essential Skills Focus Overview
- Special Needs Register
- ICT Plan
- Library Development Plan
- Planning templates
- EOTC Policy / Procedures / Documentation Manual
- Annual Charter Targets

The following documentation supports us in teaching:

- Performance Appraisal Programme and systems
- Behaviour Management system
- Appointments Policy and Procedures
- EEO Plan
- Professional Development Plan
- School Procedures Manual
- Health Consultation material

The following documentation supports us in Property / Finance / Health and Safety:

- Annual Budget
- 10 Year Property Plan
- Health and Safety policies and procedures
- Strategic Plans
- Spokesperson Job Descriptions and Procedures
- Board of Trustees Action Plans
- Health and Safety Checklist

STRATEGIC GOALS

We have developed the following curriculum priorities:

We want our students to:-

- be masterful writers
- be competent readers
- be capable mathematicians
- take responsibility for their own learning by developing personal goal setting and self evaluation skills
- learn social responsibility and interactive social skills
- become active, safe, and skilled in the outdoors
- develop an understanding of other cultures through the provision of second language learning opportunities at the Year 7 – 8 level
- develop awareness of the range of career options that are available to them
- achieve at their highest level across the curriculum [gifted & talented]

We have developed the following personnel priorities:

To enhance student learning, there will be:-

- The provision of resources to enable professional development opportunities to teachers
- A transparent, robust, formative staff appraisal system
- Full utilisation of banked staffing options
- Targeted learning support

We have identified the following priorities for Property, Finance, Health and Safety:

To enhance student learning, there will be:-

- A safe and well-maintained school environment
- Sound financial management systems

We have identified the following Community Partnership goal:-

- To enhance Mahana School's profile in the local community as a high quality environment for student learning

**SCHOOL ACTION PLAN - 2007
PRIORITY TARGETS**

Curriculum

- * Charter targets – Reading, Fitness.
- * Maori Student Goals and Targets
- * Review and maintenance of previous Charter Goals.
- * ICT Cluster focus – Enquiry Learning
- * AToL – Assess to Learn. Contract with CCE
- * Health Programme – community consultation and pubertal change.
- * Thinking Skills – phase one introduction across School.

Personnel

- * Over see introduction of remodelled appraisal systems for support staff
- * On-going targeted professional development for all staff – priority: assessment review
- * Appointment of replacement full time permanent teacher for the Junior Room.
- * EEO plan developed and evaluated

**Student
achievement and
well-being
is our central
focus**

Property / Finance / Health & Safety

- * Oversee the redevelopment of the school's administration area.
- * Continue to explore options for a school security up-grade.
- * Investigate options to have a groundsperson employed to undertake casual and regular minor maintenance work
- * UV treatment up-grade to meet new MOH standards, in consultation with PHU.
- * Oversee stocking and set up of new sick bay/first aid room.
- * Set up parent information evenings on children's health issues in conjunction with PHN.
- * Ongoing review of policies and procedures relating to Health and Safety.
- * Aim for smooth transition between outgoing and incoming BOT Finance member. [Outgoing trustee available for support as needed.]
- * To apply to outside funding organisations for funding to support learning programmes, improve facilities, or up-date equipment.

Community Liaison

- * Enhance and maintain community ownership of behaviour and standards.
- * Support community parenting initiatives and promote parenting skills.
- * Maintain and promote information sharing and support of parent network.
- * Parent Survey – focus: What is Mahana School good at, what can we improve?
- * Marketing strategy focused on attracting and retaining students, promoting the benefits of small school, and raising public awareness about Mahana School.
- * Develop enrolment pack, reformat school newsletter, and revise and improve school handbook.

Mahana School

Annual Target 1 : Action Plan 2007

Strategic Goal:

We want our children to be competent readers

Annual Target:

To measurably progress children who in pre-testing, come out at either close to or below their chronological reading age.

Baseline Data:

Our target group of children will be identified through whole school testing in March -

- *Running records*
- *P.A.T.*
- *Anecdotal reading behaviour observations*
- *Establish any gender / ethnic trends*

Action Plan:

What will the school do to meet the target?	When will it be done by?	Who is involved / responsible?	Resources allocated to meet the target.
<i>Gather baseline data</i>	<i>To be completed by the end of March</i>	<i>All teaching staff. Help with Running Records from Teacher Aide.</i>	<i>School's copies of "Informal Reading Inventory" PAT – Reading Comprehension - Form A Other teacher observations / notes</i>
<i>Identify target group and set goals.</i>	<i>Before start of April – as soon as above data collected</i>	<i>All teaching staff.</i>	<i>Staff meeting time allocated. CRT days</i>
<i>Targeted teaching of range of reading strategies. Support from RTLit – Anne Martin. Involvement of parents – support home reading activity. Interim "How is it going?" reports at staff meetings.</i>	<i>On-going through out Terms 2 and 3.</i>	<i>All teaching staff.</i>	<i>School resources. Teacher Aide support. Staff meetings – professional conversations. On-going testing, evaluation of progress/process and record keeping.</i>
<i>Re-testing using running records</i>	<i>On-going – Terms 2 and 3</i>	<i>All Teaching Staff</i>	<i>Teacher aide Banked staffing</i>
Final Data: <i>Report prepared for school board of trustees, parent body, and MOE</i>	<i>Term 4</i>	<i>Principal with support from Literacy Leader.</i>	<i>Banked staffing. Teacher aide.</i>

Analysis of Variance / Recommendations:

Mahana School

Annual Target 2 : Action Plan 2007

Strategic Goal:

To enhance fitness levels and develop a life long interest in physical activity

Annual Target:

To increase upper body strength and aerobics stamina, and an awareness of the value / need for this. The emphasis will be on personal growth, not being comparative or competitive with others.

Baseline Data:

This will be established in the pre-test – see below.

Action Plan:

What will the school do to meet the target?	When will it be done by?	Who is involved / responsible?	Resources allocated to meet the target.
<p><i>Gather baseline data</i></p> <ul style="list-style-type: none"> <i>Number of step ups in 30 seconds</i> <i>Number of press ups in 30 seconds [half body for girls, full body for boys]</i> 	<p><i>To be undertaken at the conclusion of the 06 / 07 swimming season.</i></p>	<p><i>All teaching staff.</i></p>	<p><i>Beams Recording sheets.</i></p>
<p><i>Targeted teaching and regular fitness activities built into sports and PE programmes. Variety of fitness / aerobic activities undertaken.</i></p> <p><i>Children will record progress with peer support in the two assessment areas.</i></p> <p><i>Monthly teacher monitoring and testing in two assessment areas, with any required support / interventions.</i></p> <p><i>Parent support and encouragement sought.</i></p> <p><i>Links to healthy food message.</i></p>	<p><i>On-going through Terms 2 and 3</i></p>	<p><i>All teaching staff.</i></p>	<p><i>Beams Backing boards Individual progress sheets Whole school progress chart Full range of PE and Sports equipment.</i></p>
<p><i>Retesting</i></p>	<p><i>End of September before end of Term 3</i></p>	<p><i>All teaching staff.</i></p>	<p><i>Beams Recording sheets as used in Term 1 to enable comparison.</i></p>

Final Data: <i>Report prepared for school board of trustees, parent body, and MOE</i>	<i>Term 3 / 4</i>	<i>Principal with support from teachers</i>	<i>Banked staffing.</i>
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Analysis of Variance / Recommendations:

PROCEDURAL INFORMATION

- Mahana School will lodge a copy of its annual up-dated Charter with the Ministry of Education by April of each school year.
- The report and analysis of variance will be sent to the Ministry of Education at the first opportunity following BOT acceptance in the new year.
- The revised Charter will include the Annual Targets for that year.
- The community is to be actively involved in working towards achieving the annual targets. This will be done through :-
 - Term parent information meetings
 - Goal setting parent-teacher conferences in Term 1 each year
 - Board of Trustees “BOT SPOTS”
 - Newsletter information
 - Parent-student-teacher goal setting conferences in Term 3.
- The school community in general will be consulted to :-
 - Make changes to the Charter, including Goals and Targets
 - Gather information and opinions regarding whole school events
- The school’s Maori community will be consulted on:-
 - Suitability of school programmes
 - Goals for Maori students
 - School and community resources
- Targets for student achievement will be identified from :-
 - Teacher anecdotal information
 - Results of previous targets and their impact on student learning
 - School reviews and analysis of information
 - A focus on Literacy and Numeracy development – at least one annual target
 - Findings of ERO reviews
 - Parent surveys
 - MOE School’s Planning and Reporting Officer

MOE email address - charterreport.southern@minedu.govt.nz

CHARTER CONSULTATION 2007

Board of Trustees	On-going
Maori Community	6 March – parents / caregivers invited to morning tea to discuss NAG 1v, Maori culture, language, and Arts, and to feedback to teachers on wishes and requests. Forward planning for goal setting.
School Parents	On-going
School Staff	On-going
Adviser to Rural Schools	As requested

Chairperson: Alan Pumphrey

Date: 21 March 2007

Principal: Rodger Smith