A2 - Charter / Strategic Plan / Work Plan

SCHOOL CHARTER 2021



OUR VISION:

"Navigating Learning Together"

OUR VALUES

Relationships	Respect	Resilience	Responsibility
Whanaungatanga	Manaakitanga	Mātatoa	Tūtika

Each of the school's values are specifically taught throughout the school to become more embedded within our school culture. There is a value theme each term in assemblies, Whanau time and timatanga. Certificates will be awarded to students throughout the year at the full school assembly recognising "Excellence" in all areas of the curriculum.

In 2021, whanau afternoons will take place on a bi-weekly basis for several reasons: specific education of our school values, Parua Bay Way and key competencies, promote and teach wellbeing and to promote growth mindset amongst the students. These sessions will incorporate a "tuakana teina" system where students will have the opportunity to be grouped from New entrants to Year 8, thereby empowering our senior students to take responsibility for our younger tamariki.

ABOUT PARUA BAY SCHOOL AND ITS COMMUNITY

Our school is a co-educational state full primary school, catering for Years 1 to 8, approximately 25kms east of Whangarei. We are a 'Decile 9' school situated in a coastal community and finished 2020 with a roll of 348 students.

Over the past five years there has been significant population growth in Parua Bay, which has increased the roll by approximately a further 100+ students. Families are regularly moving into the area from overseas and Auckland. As a result, there was an enrolment zone put in place in 2018. The school has experienced substantial renovation and construction work during 2017, with Te Akonga, a four-classroom modern learning environment, being opened that year. A 'state of the art' eight classroom, Admin and Library block will be completed and ready for use in Term 2 2021. New parking and drop off and additional court spaces will follow.

Within the school's current physical boundaries there is a hall, administration block, several classroom blocks, sports sheds, hard covered courts, playgrounds, sandpits, library, a special needs room, swimming pool and sports fields. The school has a pathway linking it to our Enviro area and the local estuary, making it a haven for various fauna. A community sports field will also be developed adjacent to the School within the next 2 years. The local Play Centre and Kindergarten reside on school property, along with an after-school care and holiday programme (SKIDS). Across the road from the school is the Parua Bay Day care.

In the school's community there are a number of retail outlets including doctor's surgery, café, liquor store, supermarket, Tavern, bakery, hairdressers, beauty therapy and service station. The community also has a child day-care facility, gym, as well as sporting, cultural, and social clubs including squash, bowls, golf, badminton, martial arts, soccer, netball, rugby, athletics, yoga, dance, music, gymnastics, fishing, surf lifesaving, fitness classes and equestrian. Parua Bay is in close proximity to several beaches, both swimming and surfing, boat ramps, scenic nature trails, dormant/extinct volcanoes, kiwi habitats, and marine reserves. It is also the gateway to the Whangarei Heads peninsula.

More information about our school can be found on our website at: www.paruabay.school.nz

COMMUNICATION, CONSULTATION AND COMMUNITY INVOLVEMENT

Parua Bay School communication, consultation and review comprises of the following:

- Bi-weekly newsletters (including notification of academic and non-academic achievements, sports results, school events etc)
- Student led conferences Term 2/3 and Term 4
- Meet the Teacher social activity Term 1
- Meetings with local groups for specific purposes
- Information evenings
- Expo (Literacy, Numeracy or Science) Odd Years / Production -Even Years (Term 3)
- New Entrant Information meetings & booklet
- Whanau Hui each term.
- P.T.A. meetings twice per term
- Board of Trustee meetings. All meetings are open to the public and reported back to the community via the school newsletter
- School Surveys
- Student and parent 'voice' collection around various initiatives

- Termly Powhiri
- Individual Education Plan reviews with parents and staff
- Assemblies whole school every two weeks, recognising academic and non-academic achievements, sports results, award certificates and recognising students displaying school values.
- Hero digital bridge between home and school, messaging, students' individual goals, achievements
- Life Education Trust / Keeping Ourselves Safe Programme NZ Police / Cyber Safety
- School Camps throughout the year
- Cultural, music, and values' shows or performances
- Specific events, which parents are advised of and encouraged to attend
- Our website (<u>www.paruabay.school.nz</u>)
- Parua Bay School Facebook site
- 'Open Door' policy for parents re: staff and leadership team

The school has a positive relationship with its community and encourages parents to visit and be part of school life. Our Māori community is part of the communication, consultation, and review process as listed previously.

MĀORI EDUCATION and RESPONSIVENESS PLAN

Parua Bay recognises the unique position of Māori culture in our community and endeavours to provide instruction in tikanga Māori and Te Reo Māori as an integrated process in various aspects of teaching and at set times within our class and whole school timetables.

Teachers target aspects of Taha Māori (tikanga and te reo) in curriculum planning. Our school participates in the annual Kapa Haka festivals at Whangaruru School and the "Te Whanga Festival", which rotates between Onerahi, Raurimu Avenue, Whangarei Heads Schools and Parua Bay. Parental involvement is encouraged and welcomed. Students enjoy two Kapa Haka groups: a junior group (years 2-4) and a senior group (Years 5-8).

All classes will continue to incorporate up to 3 hours (level 4b) of Te Reo Māori and tikanga Maori in 2021 and this will include timatanga, (karakia, waiata, mihi,) instruction and powhiri.

Parua Bay School is an active member of the Māori Achievement Collaborative schools (M.A.C.s), which is a group of schools in Te Tai Tokerau whose Principals meet once a term to discuss all aspects of Māori achievement. Parua Bay School is committed to the MACs process. In 2020 staff began an 18 month Level 3 National Certificate in Te Pōkaitahi Reo to boost their Te Reo and better meet the cultural needs of priority learners. A key feature of the staff PLD in 2021 will be a 'Relationships First' focus on reducing disparity between Māori and non-Māori learners at Parua Bay School

Parua Bay School strives to achieve:

- A higher awareness from the whole school of the bi-cultural nature of New Zealand;
- A higher level of commitment to Te Reo Māori in the whole school;
- The "normalisation" of all tikanga Māori protocols (powhiri, waiata, karakia) by the whole school.

PURPOSE OF OUR CHARTER

Our school Charter is used as a guiding document for all stakeholders to provide a literal and visual description of how we intend to progress towards goals and targets as set out in our Strategic and Annual Plan section of this Charter.

RELATED SCHOOL DOCUMENTS

The School Charter should be read and considered in conjunction with a number of key documents (which can be accessed through the school office):

- a) Parua Bay School Policy Framework
- b) Parua Bay School Budget for 2021
- c) Parua Bay School Annual Report 2020
- d) Parua Bay School Annual Plan 2021
- e) 5YA and 10YA Property Plan
- f) Parua Bay School Self Review Plan 2021
- g) Parua Bay Way

STRATEGIC PLAN 2021 - 2023

The overarching objective of the Strategic Plan is to *improve outcomes for all students and particularly priority learners*. This plan will set out the Board of Trustees' objectives and expectations for the school's achievements for the next three years and the ways in which they intend to meet those objectives. This strategic plan is responsive to stakeholder consultation and school needs. **Baseline data** helps to inform our plans.

End of 2020 Baseline Data - SUCCESSES	End of 2020 Baseline Data - CHALLENGES
 Reading 90.5% Year 4-8 students At or Above the expected level. 78% Year 1-8 students At or Above the expected level. Girls attained 78% and Boys attained 78.1% At/Above - showing greater parity between boys and girls in reading. 	Reading • 40% of Year 3 Below and Well Below. Target Year 4 in 2021. • 51% of Year 2 Below and Well Below. Target Year 3 in 2021.
 Writing 80% Year 1-8 students At or Above the expected level. Nearly 1 in 5 students Above the expected level. 84.4% of Girls At or Above the expected level. Improvement in boys' writing from 73.7% to 75.2%, 2019-20 At/Above 28% of both Years 5 & 7 students Above the expected level. 	 Writing 68.5% of Māori At/Above, a gap of 11.4% below All students 24.8% Boys Below and Well Below. 41% Year 2 Below and Well Below. Target Year 3 in 2021.
 Mathematics 75% Year 1-8 students At or Above the expected level. 25% Year 1-8 students Above the expected level 32.5% of Year 3, 4, 5 & 6 students Above the expected level. The mathematics gender gap has reduced from 4% in 2018 to 1.2% 	 Mathematics 60.7% of Māori At/Above, a gap of 14.3% below All students 33.7% Maori Below and Well Below. 37% Year 2 Below and Well Below. Target Year 3 in 2021. 38.4% Year 4 Below and Well Below. Target Year 5 in 2021.

<u>Summary Baseline Data Last 5 Years – National Curriculum Levels ALL Students - 2016 - 2020</u>

Learning Area	2016 At / Above (%)	2017 At / Above (%)	2018 At / Above (%)	2019 At / Above (%)	2020* At/Above (%)	
Reading	81	80	81	83.8	78	
Writing	76	74	71	79.9	80	
Mathematics	73	79	77	78.2	75	

^{*}Assessment tools changed from Standardised tests to Learning Progressions

Strategic Goals	2021 Initiatives	2022 Initiatives	2023 Initiatives
Grow high quality staff	 Grow teacher capability for reducing disparity Te Reo Relationships First Grow teacher capability in 21st Century teaching practices Collaborative practice COL - STEAM Hero Enhance Staff and Student wellbeing 	 Grow teacher mathematics skills & understanding Embed reducing disparity practices. Localised curriculum Participate in COL PLD where relevant. 	 Refine collaborative practice. Review staff Te Reo application in classes and impacts on learning. Participate in COL PLD where relevant, e.g. wellbeing.

Grow learner agency	 Enable learner self-regulation and awareness of their own learning. understand & use Hero Nurture learner wellbeing. Pause, Breathe, Smile 	 Continue to strengthen student choices and self-awareness of learning needs. Review student voice, power sharing and actions. 	 Review the 'Parua Bay Way'. Continue to strengthen student choice and self-awareness of learning needs.
Grow community engagement	 Strengthen connections with school whanau. Charter consult Kaumatua involvement, hui Hero + website Community experts and volunteers 	 Parental Survey & feed into Strategic Plan. Community service actions by students. 'PB4L' commonality of language & practices. Whanau Hui localised curriculum. 	 Review school values with the community. Review localised curriculum and whanau expectations.
Develop an inspiring school environment	 Ensure new buildings and physical facilities meet the needs of learners and staff. move in to new build car park & drop off pool and ancillaries fit for purpose library furniture SIPs 	 Maximize Enviroschool, STEAM & topic opportunities. Community engagement around developing the school grounds and Wild Area. 	Maximize Enviroschool, STEAM & topic opportunities.

2021 - '23 Planned Time Frames for Strategic Plan - Goals and Initiatives

Initiatives for Goal 1: Grow High Quality Staff:	2021			2022				2023				
Reduce disparity												
21st Century practices												
Staff & Student Wellbeing												
Mathematics Capabilities												
Localised Curriculum												
Initiatives for Goal 2: Grow Learner Agency:	2021				2022			2023				
Self regulation & awareness												
Learner Wellbeing												
Initiatives for Goal 3: Grow Community Engagement	2021			2022			2023					
Connectivity Schl Whanau												
Initiatives for Goal 4: Develop an inspiring environment	2021			2022			2023					
New build meets schl needs												

'Business as Usual':

- Staff Wellbeing;
- STEAM
- CYBERSAFETY
- PB4L

Challenges:

- Available time
- Funding
- Number of initiatives

2021 ANNUAL PLAN

Definition fo	Definition for RAG status in this Annual Plan							
	Problems have arisen & need resolving. Unplanned time, money or expertise needed to resolve.							
	Action has not started, no additional problems are on the 'radar'. COVID-19 has contributed to delay.							
	Actions are underway.							
	Completed or 'business as usual'							

Implementation Plan for Goal 1: Grow High Quality Staff

Initiative 1: Grow teacher capability for reducing disparity.

Overall Initiative Measures: Te Reo increasingly embedded into daily classroom practice. Reduction in disparity between Māori and non-Māori through OTJs.

Actions	Start	End	Key Lead Person	\$/time	Action Measure	RAG status
Implement L3 Te Pokaitahi, Te Reo Maori courses.	March 2020	July 2021	Rai R	1 SM/Wk 1TOD	Staff passing oral examinations	
Implement 'Reducing Disparity' Russell Bishop/Cognition PLD. Link to <i>Standards</i> , see below	Jan 2021	Dec 2021	SLT, Impact coaches	MoE funded PLD	TOD and Staff Meetings. Impact Coaches observe and feedback.	
Standards for the Teaching Profession used by all teachers to support disparity reduction.	Feb 2021	Dec 2021	PGC team	\$1200	Professional Growth Cycle created and implemented. Combined with Russell Bishop PLD.	

Implementation Plan for Goal 1: Grow High Quality Staff

Initiative 2: Grow teacher capability in 21st Century teaching practices

Overall Initiative Measures: Student voice indicates students engaged and learning in multiple subjects through localized contexts, also demonstrated through improved learner outcomes.

Actions	Start	End	Key Lead Person	\$/time	Action Measure	RAG status
Review collaborative practices	Mar 2021	Dec 2021	SLT	Staff meetings, schl visits	Collaborative teams refine and reflect on collaborative practices over 2021	
PLD for STEAM Within School Teacher (WST) from COL, delivered to staff & implemented with students	Mar 2021	Oct 2021	JS	0.08 COL fund, staff meetings	Staff feedback. '21st C' problem solving evident in classes.	
Targeted Mathematics PLD. JS & RB attend PLD inform target classes	March 2021	Dec 2021	Janette & Renay	4 x reliever \$1200	Staff feedback & planning changes.	
Use Hero Learning Progressions (HLPs) as an assessment & planning tool.	Jan 2021	Dec 2021	SLT	Staff meetings	HLPs for formative assessment and planning becomes 'business as usual'	
Review Cybersafety resources and implementation	June 2021	Sept 2021	МВ	\$600	Updated Cybersafety programme used	

Implementation Plan for Goal 1: Grow High Quality Staff

Initiative 3: Enhance staff and student wellbeing

Overall Initiative Measures: Staff supported, consulted & effective in their roles - info gained by survey & voice.

Actions	Start	End	Key Lead Person	\$/time	Action Measure	RAG status
Engage with COL, PLD for wellbeing leader delivered to staff	March 2020	Dec 2021	Lynfa	WST COL funded	School joins in COL PLD, incl survey	
Address challenges from staff wellbeing surveys	Feb 2021	Dec 2021	Lynfa, MA, SLT,	Multiple days	Fewer staff meetings Streamline appraisal	
Staff PLD on 'Pause, Breathe, Smile' initiative.	July 2021	Dec 2021	Sam, SLT	6x video, TOD 27 Aug	Course completion, implementation with students	
New building staff room and work spaces are high quality	April 2021		HS	MoE	Staff room and facilities enhance staff wellbeing	

Implementation Plan for Goal 2: Grow Learner Agency

Initiative 1: Enable learner self-regulation & awareness of their own learning

Overall Initiative Measures: Student voice indicates they know where they are & their next steps.

Actions	Start	End	Key Lead Person	\$/time	Action Measure	RAG status
Students self-assess their Reading/Writing/Maths through	Feb 2021	Dec 2021	Class teachers	Multiple Staff	Hero indicates students' use increasing.	

supported use of progressions				meetings	
Students use staff and peer feedback/forward to improve their learning outcomes.	Feb 2021	Dec 2021	Class teachers	Multiple Staff meetings	Students can articulate/indicate next steps.
Students identify 'where next' with their learning	Aug 2020	Dec 2022	HS with class teachers	Multiple class lessons	Senior students use Hero to self assess and select next steps
Students increase use and understanding of reflective questions	March 2021	Dec 2021	SLT & Class teachers	Multiple SMs	Teachers create reflective question aids. Students reflect
Intermediate Programme introduced. Badge/reward system. Leadership opportunities. T-shirts.	Feb 2021	Dec 2021	Intermedi ate team	\$1200	Intermediate student voice re: engagement

Implementation Plan for Goal 2: Grow Learner Agency

Initiative 2: Nurture Learner wellbeing

Overall Initiative Measures:

Students can articulate and use calming wellbeing strategies such as PBS. Children can explain who they can speak to or where they can go if they need support.

Actions	Start	End	Key Lead Person	\$/time	Action Measure	RAG status
Pause, Breathe, Smile PLD delivered to students by class teachers.	Jul 2021	Dec 2021	Sam M	TOD staff	Weekly PBS sessions for students	
Police Keeping Ourselves Safe	April	May	lan	Class time	Students complete the KOS course.	

programme delivery	2021	2021	Anderson	+ parents meet		
Anti-bullying Policy and initiatives developed - reinforce PB4L & Cybersafety	April 2021	Jul 2021	SLT	Hui, lessons, staff meets	Students, parents and staff voice	
Environments created to suit different learning styles	May 2021	Dec 2021	SLT	Ongoing, trial ideas	Students chose learning environs	

Implementation Plan for Goal 3: Grow Community Engagement

Initiative 1: Strengthen connectivity with school whanau

Overall Initiative Measures: Increased whanau attendance at whanau hui and student led conferences; whanau involvement in Charter improvements & BOT Parental Survey indicates improved perceptions.

Actions	Start	End	Key Lead Person	\$/time	Action Measure	RAG status
Annual calendar shared with parents well in advance.	·					
Further involvement of Kaumatua and local iwi through whanau hui, e.g. Strategic Plan, report on attainment of Māori students, implementation of TOW policy, PB4L	Feb 2021	Dec 2021	MA, RS, SLT	\$400 kai + multiple meetings + est \$600 total koha Kaumatua meetings Whanau Hui dates set for year, planned to boost #s - where, when, who, why		
Share successes with parents and whanau through Hero and other media.	Feb 2021	Dec 2021	Class teachers	Ongoing posts	Parent interaction on Hero. Engagement measured	

Engage community 'experts', e.g. Future problem solving, sports, culture, Enviro, arts	Mar 2020	Dec 2020	RJ, SLT, Class teachers	\$400	VIP Morning Tea attendance, Yearbook pics
Support Kea Crossing parents and students	Feb 2021	Dec 2021	MA, AH	\$250 bus, Blue Light	Raise profile in home messaging
Engage with whanau and community to develop a long term school crossing solution.	April 2021	Sept 2021	SLT	Multiple Safe long term crossing for children and community	
Review home/school communication tools	Mar 2021	April 2021	SLT	SLT & Admin meetings	Clear comms to parents - parental voice +ve
Pictures of curriculum enrichment to school website	May 2021	Dec 2021	LC, MB	1 hour + updates	Create page to capture events
Whanau and community expert engagement in Enviro initiatives working toward Green/Gold Award, e.g. trapping pests, Bream Head, Student Enviro teams.	May 2021	Dec 2021	RB, SM	\$1000	Green/Gold Enviroschool plan created - emphasis on sustainability

Implementation Plan for Goal 4: Develop an inspiring school environment

Initiative 1: Ensure new buildings and physical facilities meet the needs of our learners and staff

Overall Initiative Measures: 21st Century environments created to enrich learning and nurture both wellbeing and student outcomes.

Actions	Start	End	Key Lead Person	\$/time	time Action Measure	
Students and staff occupy new classrooms and admin areas	April 2021		HS, SLT	Removals, school closure	Furniture, students and staff occupy new building	
Pool and ancillary buildings fit for purpose - shelving, cupboards as needed	Feb 2021	Mar 2021	HS, MA, AC	Storage furniture		
Library interior furnished - form library team, obtain quotes based on chosen designs, purchase items.	Feb 2021	April 2021	AA, library team, SLT	Team & staff meetings, \$20K	High quality library to celebrate reading and learning	
Maker Spaces resourced	April 2021	June 2021	HS, SLT	\$10K	STEAM activities well catered for	
Classroom furniture and teaching tools in new building	Feb 2021	July 2021	SLT	\$30K, in addition to MoE funds	New building fit for purpose	
Adequate storage facilities created in main building	Feb 2021		HS	Storage capacity exceeds resources		

SIPs projects actioned - Pool tiered seating - \$25,000 Hockey Turf (20mx35m) \$80,781 Bike Track (320m) \$70,400 Water Fountains x4 \$8,500 Climbing Wall \$5,000 Hall Floor Resurface \$30,000	Feb 2021	Dec 2021	MA, Avail	Estimated Total = \$219,681		
Staggered end of day 2:30pm to 2:45pm until new school building occupied and car parking finished.	Feb 2021	April 2021	SLT		Safe access and dispersal of students at start and end of school day	

BOARD OF TRUSTEES REPORTING & REVIEW SCHEDULE FOR 2021

Meetings	28/01/2021	24/02/2021	24/03/2021	19/05/2021	23/06/2021	11/08/2021	15/09/2021	03/11/2021	01/12/2021	
Policy				Revie	w as per agenda	set at first mee	l ting - see below			
Review		Trustee Remune ration Policy	Staff Trustee role description	Managing Behaviour and Physical Restraint Policy	Procurement Policy	Protection & Sharing of Intellectual Property Policy				
Curriculum Review			Provision for Priority Learners - SENCO/LSC	Maths	Te Reo	STEAM & Wellbeing - COL WSTs	Literacy	EOTC & extra curricular		
Strategic Focus	Initial look at draft 2021 Charter	Charter, Annual Plan, AoV	Property Management – 5YA & New Building, SIPs	Ongoing progr Grow Grow Grow	 Grow Learner agency Grow community engagement 					
Annually Review	Appoint Chairperson for the year	Delegations List Interests Register Board Member Register			<u>.</u>					

PARUA BAY SCHOOL SELF REVIEW PLAN 2021

Terms	Week 1	Week 3	Week 5	Week 7	Week 9
1			Distance Learning - COVID Contingency Plan	Hero - for planning, assessing, reporting	Reducing Disparity
2	Te Reo & Tikanga	Behaviour, PB4L	Collaborative Practices	Hero - understanding and use by students	Reducing Disparity
3	PGC/Appraisal	Community engagement	Cybersafety	Collaborative Practices	Student Wellbeing incl. Pause Breathe Smile
4	STEAM & 21st Century Skills	Staff Wellbeing	Reducing Disparity		

Self review is carried out in several contexts, including in Collaborative Learning Teams (CLTs or syndicates). CLT self review is shared with the Senior Leadership Team (SLT) who monitor and adjust school actions to achieve overall strategic goals.

ABBREVIATIONS

PLD - Professional Learning and Development; SLT - Senior Leadership Team; COL - Community of Learning; WST - Within School Teacher; STEAM - Science, Technology, Engineering, Arts, Mathematics; OTJs - Overall Teacher Judgements; PB4L - Positive Behaviour for Learning; PGC - Professional Growth Cycle; 5YA - 5 Year Agreement; SIPs - School Investment Package;

NATIONAL EDUCATION GOALS (NEGs)

Government sets the following goals for the education system of New Zealand. NEGs inform the role of Trustees within Parua Bay School.

- NEG 1 The highest standards of achievement, through programmes which enable all students to realise their full potential as individuals, and to develop the values needed to become full members of New Zealand's society.
- NEG 2 Equality of educational opportunity for all New Zealanders, by identifying and removing barriers to achievement.
- NEG3 Development of the knowledge, understanding and skills needed by New Zealanders to compete successfully in the modern, ever-changing world.
- NEG 4 A sound foundation in the early years for future learning and achievement through programmes which include support for parents in their vital role as their children's first teachers.
- NEG 5 A broad education through a balanced curriculum covering essential learning areas. Priority should be given to the development of high levels of competence (knowledge and skills) in literacy and numeracy, science and technology and physical activity.
- NEG 6 Excellence achieved through the establishment of clear learning objectives, monitoring student performance against those objectives, and programmes to meet individual needs.
- NEG 7 Success in their learning for those with special needs by ensuring that they are identified and receive appropriate support.
- NEG 8 Access for students to a nationally and internationally recognised qualifications system to encourage a high level of participation in post-school education in New Zealand.
- NEG 9 Increased participation and success by Māori through the advancement of Māori education initiatives, including education in Te Reo Māori, consistent with the principles of the Treaty of Waitangi.
- NEG 10 Respect for the diverse ethnic and cultural heritage of New Zealand people, with acknowledgment of the unique place of Māori, and New Zealand's role in the Pacific and as a member of the international community of nations.

NATIONAL ADMINISTRATION GUIDELINES (NAGs) The school follows these guidelines in the administration and operation of the school in all areas of curriculum, planning, reporting, review, personnel, finance, property, health and safety and legislation as prescribed by the Ministry of Education.