

GREEN BAY SCHOOL ANNUAL PLAN 2011



GREEN BAY SCHOOL

Annual Plan

2011

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ACTION PLAN: STUDENT LEARNING - "GROW THE MIND"

Strategic Goal:

- Improve student achievement annually.
- Be a lead School in Design Technology
- Be a lead School in Science
- All students will learn te reo Maori
- All students will learn a foreign language
- Students will grow ownership of their learning
- Be a school that allows student voice to be heard
- Be a lead Enviro School
- Be a lead School in wellbeing

Term 1 Position:

The Term 1 data set out below is based on NS data rolled over from Term 4 and updated to allow for any changes over the holiday break and includes new children to the school. This is to allow targets to be set on information that reflects the up-to-date needs of our students. This information therefore does not demonstrate National Standards absolutely, though it is an indicator.

One reason for this is that the Junior School NS results don't align with a school year, but instead measure progress from the date of each individual's entry to school. There is little point setting annual targets based on data that, in the case of a significant number of children who first entered school in a February or March, might be already potentially 9-10 months out of date. Cohort targets can be more reliably identified for the Year 4 to 8 data, which *does* fit neatly into a school year. Another reason for basing targets on up-to-date information is that this system has been proven to work for us in the past.

By using this current data, the Board can be more confident that this year's targets will be responsive to current needs.

The sets of data exclude ESOL and ORRs students, as is allowed under NS; progress for these students will be measured using English Language Learning Progressions (ELLP) and Individual Education Plans (IEPs) respectively.

At the end of the year, the Board will receive a report based on Junior NS anniversary-year achievement and Senior NS cohort achievement.

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| Student Learning: Actions to be Taken | Timeframe | Personnel | Resources allocated to meet target |
|---|------------------------------------|---|--|
| 1. Review assessment data in syndicates and with Management Team and determine class target groups; link target groups to syndicate and teacher appraisal goals | From Wk 5 T1 Mid year Term 4 | Management Team Teachers | Meeting time |
| 2. Conduct teacher professional development in new Professional Standards and discuss implications for teaching & learning; identify & make any changes to systems as a consequence of new Prof Stds, e.g. appraisal | TOD T1 | Jude | TOD |
| 3. Hold regular monitoring meetings in syndicates to discuss progress of targeted students | Across year | Team Ldrs Lit/Num Ldrs | Meeting time |
| 4. Moderate assessment procedures/Nat Stds/OTJs to ensure school-wide consistency and provide further PD as required | PD calendar | SMT/ facilitators | PD Calendar/ Syndicate Meeting time |
| 5. Emphasise Reflective Diaries to be about <i>teacher</i> learning; coaching as required | Appraisal calend | SMT, Appraisors | Appraisal budget |
| 6. Develop new Goal-focussed Term 1 Progress Report to Parents | By Wk 7 Tm1 | SMT, Pauline, EdTech | Plg & Assmt Budget, IT time |
| 7. Launch new school Vision poster, strategise how to utilise this with students to maximise learning engagement; issue poster to community | TOD, Term 1 | Teachers, Admin staff | P/Copying budget |
| 8. Investigate strategies for developing better home-school partnerships to involve parents/whanau in student learning; Set up process for outreach to Maori community | Across year | Mgt Team | |
| | Term 1 | Board | Board Expenses budget |
| 9. Continue to embed student engagement/ formative assessment strategies to involve students as partners in their own learning (see Action Plan 'Grow the Spirit') | Across year | All | PD Budget |
| 10. Provide school-wide or targeted PD for teachers on: <ul style="list-style-type: none"> • formative assessment strategies, moderation/ NS, 'mining the data' strategies, data analysis, pedagogical interventions (Ministry of Education) • Technology Curriculum (including participation in a University of Auckland Research Project); • Robotics training • High Teacher Expectations Project (context Reading – skills transferrable to Maths) (University of Auckland Research Project) • Maths University paper, Maths Pick-up courses | PD calendar All year | SMT, Teachers MoE Facilitators TBC Management Team | PD Budget Ministry funded |
| | 2 yr project | Vicki Compton UofA Kathy, Diana & TBC | UofA funded |
| | Funds permitting | Cara, selected tchrs | Grant funding |
| | 2 yr project | Christine Rubie UofA Yr 4-8 tchrs (half Intervention Group /half Control Group) Gail Ledger UofA, 10+ tchrs | UofA funded |
| | 1 Semester; all yr | | \$200 tertiary allowance; tchr pay \$120; Ministry pays remainder |

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| Actions to be Taken | Timeframe | Personnel | Resources allocated to meet target |
|---|--------------|---|------------------------------------|
| 11. Participate in Student Achievement e-asTTle strand of the Waitakere Learning Plan, attending workshops & PLG's | WLP calendar | SMT, key teachers | PD Budget, PD calendar |
| 12. Implement e-asTTle in reading, writing, maths; analyse data; involve students in understanding info and next steps; SMT practice data analysis skills | Across year | SMT, Teachers, Jackie (IT Support), facilitator | PD Budget, PD Calendar |
| 13. Analyse and reflect on end of year data to inform progress & planning for next year | Term 4 | SMT, Mgt Team | |
| 14. Continue to use NZCER Info Skills test and analyse skills for development | Tm 1, Tm 4 | Diane W | Class time; AP release |
| 15. Resources to purchase (if funds permit): <u>Reading:</u> Junior reading books \$800 Intermediate Comprehension set \$2,500 APPA Speech competition \$40 Speech & Poetry Recital Medals \$80 PD for courses \$1,000 <u>Numeracy:</u> PD for staff for Numeracy 'pick-ups' (3 tchrs) \$2,250 Syndicate maths resources \$2,500 NZ Curriculum Stage 4 Text Books x 20 \$700 University paper \$200 x 10 = \$2,000 | | | |

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ACTION PLAN: STUDENT LEARNING - "GROW THE MIND"

Strategic Goal:

- Be a lead School in Design Technology
- Be a lead School in Science
- All students will learn Te Reo Maori
- All students will learn a foreign language

| Student Learning: Actions to be Taken | Timeframe | Personnel | Resources allocated to meet target |
|--|---|--|---|
| 1. Incorporate Technology into Learning Pathways themes; scaffold teachers' knowledge through LP planning & resources provided | Across yr | LP Team, Tech Ldr/s | Tech Rm budget |
| 2. Seek facilitation support to continue to grow Technology leaders or grow leadership capacity through involvement in university research project | As per project timeframe (2 yr project) | SMT, Tech Ldrs, Auckland University; Vicky Compton; Paul Helverdsen | PD Budget; UoA funding Possible grant funding (TBC) |
| 3. Continue to provide mentoring/ PD support for teachers in using the Tech Room and equipment | Across yr | Tech Ldrs, key tchrs | PD Budget, release time, Management Unit; possible grant funding (TBC) |
| 4. Involvement in Tech opportunities, (e.g. Trash to Fashion, Future-in-Tech, Neighbourhood Engineering Award, Technology Challenge comp) | | Key tchr/s, support staff | Release time, competition fee/s |
| 5. Grow the Robotics programme; add to Robotics sets; purchase additional software for Tech Rm; up-skill more teachers & student leaders | | Cara, Tech Ldrs, Jackie | PD Budget, Grant applications, \$1,000 software req. grant PD funding (TBC) |
| 6. Continue Science Specialist programme; Nick to share Fair Testing data with teachers & discuss implications; PD input on Statistics from Diane & Helen; discussions on how class maths programme can support Science; data collection to monitor progress | Across yr TOD Tm 1 | Nick Diane & Helen Tchrs | Science funding Science budget TOD time |
| 7. Continue to provide opportunities for students to access Te Reo, particularly when Adrienne is away on study leave; continue Kapahaka, involvement in Waitakere Multicultural Festival, beginning of year powhiri,, mihi etc. | Across yr | Adrienne, Helen, Sue, Martha/whanau | Maori Unit; release time. If funding permits \$3,750 required to continue employing Adrienne -15 days \$250 reliever cost |
| 8. Continue to provide opportunities within and across syndicates for teachers with expertise and interest in foreign language to teach students 'taster' lessons, utilising syndicate rotations, swapping tchrs, etc | Across yr | Vivienne (Languages Leader), Syndicates | Tchr expertise; syndicate timetabling |
| 9. Continue to develop leadership capacity through PD, coaching & mentoring & appraisal processes. PD through Waitakere Learning Plan - leadership coaching workshops & PLGs (Jan Robertson) - Network for Learning workshops & computer simulation - Principal & Snr Leader PLGs - Assessment for Learning workshops (Lorna Earl) - Workshops for Strand Leaders (Transition/Assmt/IT Student Voice) Ministry of Education Leadership PD | Across yr | SMT, Mgt Team Waitakere Learning Plan Steering Committee Facilitators | PD Budget |

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|--|------|---------------|----------------------|
| 10. Board to consider funding sources to continue providing resourcing for special needs students. | Tm 1 | Board | Meeting time |
| 11. Special Needs Resources to purchase (if funds permit) National Young Leaders Day (for councillors) \$355 PD for staff to meet targeted needs e.g. autism, dyslexia \$1500 Fast forward Reading resources \$500 Lexia Reading site licence (x4) \$200 Support staff appreciation \$300 | | Linda, SENCOs | Special needs budget |

ACTION PLAN: STUDENT WELLBEING - "GROW THE HEART"

Strategic Goals:

- Be a lead Enviro School
- Be a lead School in wellbeing

| Actions to be Taken | Timeframe | Personnel | Resources allocated to meet target |
|--|-----------------------|---|---|
| 1. Continue to work towards achieving Green-Gold Award. Projects which commenced in 2010 will be consolidated. New projects developed. Grants raised if required. 'Helping Hands' Volunteer Day to support environmental projects such as murals, and improving school grounds. 2. The Enviro Team will continue its work, involving a partnership between teachers, student leaders and parents. 3. Use Native Walkway for lessons, supported by signage and teaching materials to be developed 4. Learning Pathways themes to include Twin Streams project of caring for our local stream adjoining the school 5. Strategies developed for classes to take on an environmental goal, e.g. caring for a garden area or responsibility for a system such as worm farms 6. Continue to review and improve school wide sustainability systems 7. Continued involvement in Enviro Networks & Organic Gardening Networks 8. Enviro Team to continue to participate in PD in sustainable gardening practices | Across yr | Enviro Lead Tchrs, Enviro Team, EcoMatters Chris McLean Garden experts Murray & Karenne Staff | Enviro Management Unit Release time Enviro Budget Helping Hands budget |
| 9. Form a Restorative Practices Committee to implement Restorative practices school wide, to guide PD, & to review school systems that may need to be changed, e.g. 'school rules' might change to 'code of conduct' | 2010 on | Diane W, Restorative Team key tchrs, Deidre | Meeting time |
| 10. Build the capacity of teachers through PD to implement a cohesive school wide approach to restorative practices and student engagement practices (KIT Team PD Project, Waitakere Learning Plan), mentoring opportunities | TOD Tm 1 Across yr | KIT Team, Deidre, Diane W & Restorative Committee | TOD time PD Calendar Release time |
| 11. Embed Circle Time practices in classrooms; provide opportunity for classroom | Tm 1 on | All tchrs, Deidre, Diane W, | In class time |

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| observations of practice | | key tchrs | Release time |
|--|---------------|--|--|
| 12. Health promotion learning topics including KOS & DARE; special events | Tm 1 | Teachers, Enviro Grp | N/A |
| 13. Participate in Health research initiative "PLAY" in which students' health indicators will be measured by health professionals as part of a control group studying effects of playground equipment on children's health | 2x per yr | Yr 2& Yr 4 children Snr tchrs, Sport Waitakere, AUT University | No cost |
| 14. Develop relationship with Kiwisports Activator and Sport Waitakere, to grow student participation in organised sports 15. Collect Kiwisport baseline data, 16. Jointly, Activator and Sports Coordinators plan a programme to support the PE curriculum and expose students to a wider range of sporting possibilities. 17. Organise lunchtime sports. 18. Investigate feasibility of Waterwise yachting and beach safety programmes. 19. PD opportunities for interested staff, as arises. | Across yr | Sports Coordinators, Simon Bucknell, Hollie@ Sport Waitakere, Casey@ GBHS Teachers | KiwiSports budget PE budget, funds permitting |
| 20. Revalidate staff in Outdoor First Aid | | Vivienne, Natalie, Anja | EOTC budget |
| 21. Provide PD to teachers in teaching swimming; workshop and follow up mentoring | TOD & Wk4 Tm1 | Swim NZ (Gillian) | No cost |
| 22. Trial new EOTC procedures, evaluating effectiveness; load onto Ultranet | By end Tm 4 | Nick, Jude Senior Tchrs | Photocopy budget |
| 23. Implement requirements of 2010 OSH Safety Audit, as appropriate | Tm 1 | Diane W, H&S Team | H&S Admin budget; property budgets as appropriate |
| 24. Building Project to Heat the school – addressing the boiler and electrical difficulties; review 5YA agreement to achieve this | Before winter | Karenne, Murray, Board Property Committee, MoE Consultant | 5YA fund |
| 25. Replace or enhance rubber matting under playgrounds through Helping Hands Project or grant | Tm 1 | Helping Hands, Karenne, Murray, volunteers | Fundraising Budget; Minor Cap Wks budget, Cyclical Maintenance budget |
| 26. Complete a variety of minor capital works, enviro and beautification projects; re- painting designated rooms, cupboards, varnish hall floor & carpark markings | Tm 1 | | |
| 27. Community Consultation: survey the community | Tm 1-3 | Ops Team | Meeting time; Survey Monkey |
| 28. Policies requiring review: Review Policy writing practices. | Feb 2011 | Board | Meeting time |

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ACTION PLAN: STUDENT ENGAGEMENT & EMPOWERMENT - "GROW THE SPIRIT"

Strategic Goals:

A. Students will grow ownership of their learning

B. Be a school that allows Student Voice to be heard

| Actions to be Taken | Timeframe | Personnel | Resources allocated to meet target |
|--|---------------------------|---|---|
| 1. Continue to embed the Student Engagement Initiative and formative assessment practices through whole-school PD and growing student partnership practices (Ministry facilitator & Waitakere Learning Plan) | Across yr PD Calendar | Ministry of Education SMT, Tchrs Waitakere Learning Plan | PD Budget Clarity in the Classroom texts |
| 2. Participation in the Transition Strand of the Waitakere Learning Plan to improve transition practices & induction; explore ways of growing Student Voice, e.g. school council, involvement in topic choice, surveys, Enviro team, Sports Committee, lunchtime sports leadership programme etc | Across Yr WLP Calendar | SENCOs, key tchrs, Kiwisports Activator, Sports Coordinators Enviro Ldrs, Student Ldrs | Release time PD Budget Management Units |
| 3. Develop methods to engage students in having ownership of their learning; develop a range of student goal-setting, self-monitoring and self evaluation tools including use of Ultranet | Across yr | PD Jackie Tm 1, Tchrs | ICT Admin budget, IT budget, staffing component in TAide budget |
| 4. Extend wireless capability; explore cost effective interactive whiteboard options, apply for grants; provide PD support for staff having these | Across yr | Jackie, George, Jude, Board | IT Budget, Grants |

EEO PLAN

Strategic Goals:

To be a good employer the Board will

- Provide opportunities for staff to grow professionally in career pathways

- Ensure that gender, ethnicity or disability of employees does not impact negatively

- Ensure all employees have the same chance to contribute & succeed to the best of their abilities in their work

- Employ the best person for the job

| Student Learning: Actions to be Taken | Timeframe | Personnel | Resources allocated to meet target |
|--|--|-----------------------------------|---|
| <ul style="list-style-type: none"> - Provide flu vaccinations on site for staff - Provide a budget for acknowledging the efforts of staff, e.g. modest birthday gifts, thank you presentations, special refreshments including staff subsidy of \$20 per head for a Christmas celebration - Offer a Tertiary Incentive allowance of \$200 to teachers having successfully completed University papers - Cater to staff members' children on evenings, TOD's, etc when staff stay late on school business – child-minding, refreshments - Give teachers the opportunity to access high quality professional development - Continue to seek & support personnel with strengths in Tikanga and Te Reo Maori - Provide support staff PD to meet identified needs - Aspiring Leadership and Growing Leadership PD programmes (as above) | <p>Winter Across year</p> <p>As needed</p> <p>Ongoing</p> <p>As appropriate New appointments & ongoing Across year</p> | <p>Karenne, Jude Vivienne</p> | <p>Reliever Budget Hospitality Budget Staff Refreshments Budget Board expenses Budget PD Budget</p> <p>PD Budget Waitakere Learning Plan, Support Study Leave, other Leadership PD, University Research Project/s</p> |