

St. Mary's Catholic School, Papakura

Charter 2020



MISSION - *Together We Learn, We Pray, We Serve - Me Whakakotahi, Kia Maarama, Kia Pono, Ki Te Karakia*

VISION - Developing confident, connected, actively involved, lifelong learners, living in relationship with Christ.

VALUES - As a Catholic school, everything we do will be characterised by the Gospel Values of Our Lord Jesus Christ, with a particular focus on our the values of respect, care and responsibility (The St Mary's Way).

OUR TWIN PILLARS - Catholic Special Character and Student Achievement.

OUR FOCUS AREAS - Faith Development, Learning & Teaching, Future Focus, Staff Capability, Learning Environment, Community.

Provision for cultural diversity and recognition of the unique position of Maori - We will develop and implement policies and practices that reflect New Zealand's cultural diversity and the unique position of Maori. The school supports parents requesting instruction in Tikanga and Te Reo Maori for their children, to the extent that existing school staff capabilities and classroom arrangements permit.

STRATEGIC OBJECTIVES: 2020 - 2022

Nurturing Our Students' Personal Relationship with Christ
Delivering a Broader Curriculum
Development of the School Site

Raising Student Achievement
Encouraging Staff Growth & Development
Building Our Cultural Connections

STRATEGIC OBJECTIVES: 2020 – 2022

Objective	2020	2021	2022
<p align="center">Nurturing Our Students’ Personal Relationship with Christ</p>	<p>Provide visual signs of our Catholic Character in school environment</p> <p>CC Annual Self-Review - Dimension 3 – Christian Witness</p> <p>Invite families of 5.3 – 5.4 students to enroll for sacramental programme.</p> <p>Support the faith formation of staff</p> <ul style="list-style-type: none"> • RE paper (2nd semester) • New Teachers – Teachers New to Catholic Schools Course • Teaching Staff Retreat <p>Review school processes for informing parents/caregivers about RE programme delivery</p>	<p>CC Self - Review- Dimension 1 – Encounter with Christ</p> <p>Strengthen digital provision of RE</p> <p>Review teaching about House Patrons</p>	<p>CC Self-Review- Dimension 2 – Growth in Knowledge</p> <p>Review systems for financial support for students from needy families</p>
<p align="center">Raising Student Achievement</p>	<p>Targets set on the basis of 2019 EOY data – Reading, Writing, Maths</p> <p>Education Review Office external review scheduled in 2020</p>	<p>Review COL involvement</p> <p>Preparation for decapitation (closing roll to Yr 7 & 8 students) in preparation for</p>	

	<p>Team restructure – 4 Teams: Bethlehem (Yr1 & 2, Nazareth (Yr 3 & 4), Jerusalem (Yr 5 & 6), Emmaus (Yr 7 & 8).</p> <p>Review staffing allocation – AP, 4 teams</p> <p>Confirm school-wide communication tool (Seesaw vs E-tap parent portal)</p>	opening of St Ignatius Catholic College	
Delivering a Broader Curriculum	<p>Additional curriculum focus reports – Science, Technology</p> <p>Digital Technology Curriculum implementation</p> <p>Review Physical Education curriculum delivery</p> <p>Ensure sports programme alignment with interschool programmes</p>	<p>STEAM review</p> <p>Review EOTC/Camps</p>	Arts curriculum review
Encouraging Staff Growth & Development	<p>Building our staff culture after generational change</p> <p>Leadership training –Principal, SMT, Team Leaders</p> <p>Offer support for teachers aspiring to leadership</p> <p>Digital Technology</p> <p>Collaborative Practice</p>	<p>Staff appointments</p> <p>Fixed Term Units provision</p>	Management review

Development of the School Site	Room 15 – 19 ILE Development – Consents, fundraising, contract management, implementation. Review Master Plan – Develop next stages	ILE completion	Re-allocation of teaching spaces after decapitation
Building Our Cultural Connections	BOT Treaty training Making Pacific cultures more visibly present in environment Establish and support Pasifika liaison group Use one Within Schools COL position to support Pasifika achievement and family engagement		

2020 Annual Plan				
Item	Time Frame	Budget	Responsibility	Desired Outcome
Nurturing Our Students' Personal Relationship with Christ				
Provide visual signs of our Catholic Character in school environment	Ongoing	Property/RE budget	Staff, Property Committee, DRS	There are visible Catholic signs and symbols in the school environment
Support the faith formation of staff <ul style="list-style-type: none"> • RE paper (2nd semester) • New Teachers -Teachers • New to Catholic Schools Day • Teaching staff retreat 	Ongoing	PD Budget Teacher Only Day Budget Relief budget Retreat budget	DRS, Principal, RE advisors	Staff's faith is nourished and RE curriculum knowledge developed through the provision of targeted professional development.

Invite families of 5.2 – 5.4 students to enroll for sacramental programme.	2 x year		DRS, Parish Priest	5.2 - 5.4 preference students are offered opportunities to receive these sacraments.
Review school processes for informing parents/caregivers about RE programme delivery	T2		DRS, Team Leaders	Parents are informed about RE programme content and delivery.
Catholic Special Character Annual Self-Review - Dimension 3 – Christian Witness	T 3 & 4		Catholic Character Committee, DRS, Principal	The school's Catholic Special Character will be reviewed and reported on to the Bishop.
Raising Student Achievement				
Reading Targets - % Students at/above Curriculum Expectations (Targets set on the basis of 2019 EOY data)	Set by 1st March	Professional development budget/COL provision	Leadership Team, Teachers	Maori – 90% at/above (2019: 92%) Pasifika - 90% at/above (2019: 84%) ALL - 90% at/above (2019: 89%)
Writing Targets - % Students at/above Curriculum Expectations (Targets set on the basis of 2019 EOY data)	Set by 1st March	Professional development budget/COL provision	Leadership Team, Teachers	Maori - 90% at/above (2019: 88%) Pasifika - 80% at/above (2019: 72%) ALL – 85% at/above (2019: 78%)
Mathematics Targets - % Students at/above Curriculum Expectations (Targets set on the basis of 2019 EOY data)	Set by 1st March	Professional development budget/COL provision	Leadership Team, Teachers	Maori – 90% at/above (2019: 88%) Pasifika – 80% at/above (2019: 76%) ALL – 90% at/above (2019: 84%)
Education Review Office external review scheduled in 2020	T1 or 2		Board, Leadership Team, Staff	The school receives external feedback on its current provision and future direction

Implement new 4 teaching team structure <ul style="list-style-type: none"> Bethlehem (Yr1 & 2) Nazareth (Yr 3 & 4) Jerusalem (Yr 5 & 6) Emmaus (Yr 7 & 8) 	January, then ongoing		Principal, Leadership Team	The school delivers the curriculum through its four new teams. Teachers work collaboratively to raise student achievement in a manner consistent with the school's Catholic Special Character.
Review staffing allocation – AP, 4 teams	Term 4		Board, Principal	The Board reviews the effectiveness of the new school structure and the impact on student achievement and school finances of maintaining a non-teaching Assistant Principal role.
Develop one communication tool (Seesaw or E-tap parent portal)		\$2,000	Principal, IT teacher	Parents receive communication through a process that is consistent throughout the school
Delivering a Broader Curriculum				
Digital Technology Strand implementation	Ongoing	COL PD	Across and Within School COL, Tchr i/c IT	The school is ready to deliver the digital technology curriculum by 2020
Additional curriculum focus reports – Science, Technology	T2, T3		DP/AP	The Board receive a broader range of feedback on delivery of the curriculum.
Review Physical Education curriculum delivery			Senior Management, Teaching Staff	The school gives a more balanced PE programme, more aligned to the curriculum demands than is possible purely though a sport-dominated delivery plan
Ensure sports programme alignment with interschool programmes	T1		Tchr i/c Sport	There is a logical progression in sports programme – School Events, North Counties, Zone, Auckland Champs for major school events

Encouraging Staff Growth & Development

Building our staff culture after generational change	All Year - Beginning with Teacher Only Days in January then ongoing	Staff development budget provision	Principal, DP, AP, DRS	The school staff develop a cohesive feel, a shared understanding of the charism, ethos and values of the school, its parish and community relationships and our commitment to the twin pillars of Catholic Special Character and student achievement.
Leadership training –Principal, SMT, Team Leaders		Staff development budget provision. COL provision	Principal	Leadership capability is enhanced through targeted professional development.
Digital Technology strand delivery	Ongoing	COL - Across and Within School teachers, MOE/COL-provided PLD One Within School COL allocation STEAM Room resource provision (\$5,000 in Capital Budget provision)	COL teachers, Senior management staff, Tchr i/c IT	Staff are supported to deliver the digital technology strand of the Technology curriculum in 2020. The school's curriculum includes provision for delivery of the DT Strand.
Collaborative teaching practice and effective teams	Teacher Only Day then ongoing	PD Budget - \$1500	Leadership Team, Outside facilitator, COL-funded providers	Teachers are supported in developing their skills in working collaboratively in support of the students in their Teams.
Support & encourage aspiring leaders	Ongoing	Release time, course costs	Principal, CSO	Teachers with leadership aspirations are offered opportunities to take part in PD,

				attend courses and join the Diocesan Leadership Group.
Development of the School Site				
Room 15 – 19 ILE Development – Diocesan approval, consents, fundraising, contract management, implementation.	Term 1 then ongoing until built	\$15,000 approvals, plans \$150,000 buildings	Board, Leadership Team, staff	The Board obtains approval to develop ILE spaces in Room 15 - 19 on the basis of architectural drawings and costings. Building work under way in 2020.
Review Master Plan – Develop next stages	Term 1 then ongoing	Property budget, fundraising	Leadership Team, Property committee, Board, Property Manager	The school’s plans for long term site development reflect the Board’s vision for the school
Building Our Cultural Connections				
BOT/Staff Treaty training			Principal, Board	Staff and BOT are aware of their Treaty obligations
Making Pacific cultures more visibly present in environment	Term 1 – 3	Property budget	Property Committee, staff	Visible signs and symbols of Pacific cultures are evident in the school, creating a more welcoming environment for Pacific students and their families.
Establish and support Pasifika liaison group	Term 1		Principal, Board, Averil Hiddleston	A forum for communication with our Pacific Island families is in place.
Allocate one Within Schools Teaching role in support of Pasifika student achievement and family engagement	Term 1 then ongoing	Within School Teacher position	Principal	A staff member is given responsibility for supporting and strengthening engagement with the school’s Pasifika community.
School Self Review				
CC Self-review focus – Dimension 3 – Christian Witness	Term 3 & 4		DRS, Principal, Catholic Character Committee	The school receives feedback on its provision of Christian Witness to students and the community

Consult community on anti-bullying procedure	T1 & 2		Leadership Team, PB4L Team, Board	The school's St Mary's Way systems include steps for the identification of and response to bullying
ERO External Education Review	Term 1 or 2		ERO, Staff, Board	The school receives external feedback on the quality of school operations
Policy & Procedure Review See Board Work Plan	Each term		Principal, Staff, Board	Regular review of school policies and procedures takes place

1. Trustee register: updated when there is any change of board membership and reviewed annually

Approved number of elected parent representatives = 5

Name	Phone/email	Position on board – chair (CH), trustee (T), commissioner (CMR), member (ME)	Type of member – parent elected, selected, co-opted, staff trustee, student trustee, proprietor's appointee, principal	Date started ²	Date left the board	Current term expires
George Khoury	021 975 591 george.khoury@rossroofgroup.com	CH	Parent elected	15/6/16		Election 2022
Evan Jensen	021 809 202 evanneats@hotmail.com	(T) Deputy Chair	Proprietor's appointee	15/6/16		Election 2022
Judy Zanzottera	021 537 140 pizanzottera@gmail.com	(T) Secretary	Parent elected	15/6/16		Election 2022
Chris Butler	021 807 976 chris.butler@aucklandcouncil.govt.nz	(T)	Proprietor's appointee	15/6/16		Election 2022
Anna Buckley	09 298 4450 annab@stmaryspapakura.school.nz	(T)	Staff representative	11/12/19		Election 2022
Fr James Mulligan	09 298 5134 father.mulligan@gmail.com	(T)	Proprietor's appointee	21/2/19		Election 2022
Wendy Peoples	021 644 645 wendy@myharveys.co.bz	(T)	Parent elected	25/10/18		Election 2022
Damian Williams	021 0256 3709 damian.williams@windowslive.com	(T)	Parent elected	15/6/16		Election 2022
Greg Howarth	021 778 801 greg.howarth@crombielockwood.co.nz	(T)	Parent elected	20/6/19		Election 2022
Catherine Venu	021 109 9514 catherine_venu@msn.com	(T)	Proprietor's appointee	20/6/19		Election 2022
Margaret Pahina	027 956 936 margaretpahina@gmail.com	(N/A) Minutes Secretary	Employed Minutes Secretary	20/02/20		
Audrey Kippen (acting	principal@stmaryspapakura.school.nz	Principal	Principal	28/01/20		

Principal)						
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2. Board workplan - 2020

Area for review	Board meeting									
	21 Feb	21 March	30 May	dates(TBC)		22 August	25 Sept	31 Oct	14 Nov	28 Nov
Charter/strategic plan	Confirm and approve charter. Submit to MOE by 1 st March	Annual aims/goals regularly reviewed and reported to BOT through Principal's reports					Review of strategic plan	Approve next plan for 2020	Analysis of variance Annual plan draft	
Strategic aims	Nurturing Our Students' Relationships with Christ	Raising Student Achievement	Delivering a Broader Curriculum	Encouraging Staff Growth & Development	Development of School Site	Building Our Cultural Connections	Review of Strategic Aims/goals			
Policies & Procedures	Documentation & Review Policy	Health & Safety Policy Anti-bullying Procedure	Finance & Property Policy Fixed Assets procedure	Legislation Policy Complaints Procedure	Personnel Policy Unit allocation procedure	Curriculum Policy EOTC (Outdoor Education) procedure			Role of the chair	
Student progress and achievement	Student achievement targets	Special education needs	STEAM update report		Mid-year student achievement	Religious Education				
Human resources	Principal appointment revisited		Principal performance agreement approved			2021 staffing needs analysis, vacancies	Staff appraisal report	Formal review report principal performance		
Curriculum			Science	English		Maths	PE/Sport			
Budget	Approved	Monitor	Monitor	Mid-year review	Monitor			20xx draft		
New local initiatives		St Ignatius Catholic School								

Board process requirements	Appoint chair	Accounts to auditor	Annual report approved and sent to MoE	Parent reporting Roll return 1 July		Health curriculum consultation		Succession planning	Parent reporting
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