

## 2016 Kirkwood Intermediate School Charter

Mission Statement	Vision
<p><i>To engage each student to do his or her best through delivering a balanced curriculum in an inclusive learning environment.</i></p>	<p><i>Achieving personal excellence now and for the future – Kia eke panuku, eke tangaroa i ngā wā katoa.</i></p>
School Description	
<p><i>Kirkwood Intermediate is a decile 7 Intermediate school located in Riccarton, near Canterbury University in Christchurch. Its roll is changeable, depending on parental choice. Kirkwood has one contributing school which contributes between 30 and 40 pupils each year. The other pupils choose to come to Kirkwood from a range of other schools, mainly leaving full primary schools or avoiding attending Year 7 – 13 schools. These children bring very positive attitudes and parental support and help to make our school a pleasant and friendly place to learn and to work. We have a good mix of ethnicities. They are as follows: NZ European/Pākehā/Other European 66%; Asian 15%; Maori 13%; Pacific peoples 3% and MELAA (Middle Eastern/Latin American/African) 2%.</i></p> <p><i>These children enhance our multi-cultural nature of our school. The school has a strong reputation as a provider of International Education and is developing programmes again, after the effects of the Canterbury earthquakes.</i></p>	

*The school is in a strong position in resourcing, with a healthy bank balance and well-resourced and maintained classrooms, technology rooms and hall. The administration areas need redevelopment, especially with an increased staff roll. The school was due to re-develop these areas but the earthquake and subsequent freeze on property spending has meant this has not happened. A feature of our school is the amount and quality of technology education available to both our pupils and to client schools. We have very well resourced and, maintained classrooms and our Technology staff are well skilled and are implementing the Technology curriculum to a high standard.*

*The classroom teaching staff are committed to the success of our pupils, as can be clearly seen in our results. Children appreciate the friendly yet well-structured learning plans and the support the teachers provide. Working with children from as many as 37 different schools each year provides some challenges but the staff work hard to support each and every learner. Currently the school is reviewing changing approaches to teaching and learning. It is certain that any change that happens at our school will be based on the best evidence we can find. Student learning outcomes are the focus of Kirkwood Intermediate.*

#### **Ministry of Education and School Priorities.**

*The school is committed to working with our school community to develop programmes and pedagogy that reflects not only best practice, but also the richness that an Intermediate school curriculum should include. We regularly review each curriculum area on a three-year cycle and each year review programmes in Reading, Writing and Mathematics. This is done through our Student Target groups. The Board is given high quality information on which to base its decision making. The School is well aware of the need to prioritise student achievement in the areas stressed by the Ministry of Education and is currently working hard to ensure Māori and Pasifika student achievement in particular is a focus for our school.*

## **National Administration Guidelines and National Standards**

- *The Kirkwood Intermediate School Board of Trustees will comply with all relevant legislative and regulatory requirements.*

## **Procedural Information**

### **Consultation with the school community:**

#### **The Board will consult with the community through:**

- *Regular, publicised Board meetings;*
- *Published Board Contact Lists available for all parents by request;*
- *Communication through the school newsletter.*

#### **The Board will consult with the Māori community by:**

- *All means as above;*
- *Personal contact when issues of particular importance to Māori are being considered;*
- *Through the school, and the local advisors as appropriate.*

#### **Each year the Board will:**

- *Send to the Ministry its annual report by the due date;*
- *Forward to the Ministry its updated charter within two months of its annual report being forwarded.*

Values	Māori dimensions and Cultural Diversity
<p><i>At Kirkwood, we endeavour to work within a set of values that promote a child centred school. It is important to us that each and every child feels both welcome and valued, that they see their school as a positive and friendly place and where they can continue their emotional, physical and academic growth in a warm caring environment. To this end we have focused on three main strategies:</i></p> <p style="text-align: center;"><i>Our Commitment card Student behaviour Parent involvement</i></p> <p><b>Values</b> <i>At Kirkwood Intermediate School we value:</i></p> <ul style="list-style-type: none"> <li>• <i>Achieving our best – aiming high and persevering;</i></li> <li>• <i>Innovation, Inquiry, Curiosity and Flexibility- by thinking critically, creatively and reflectively;</i></li> <li>• <i>Diversity – as found in our different abilities, languages, cultures and heritages;</i></li> <li>• <i>Inclusiveness and belonging – through equal opportunity and fair treatment of all;</i></li> <li>• <i>Caring and compassion within our community;</i></li> <li>• <i>Our environment – our classrooms, shared spaces and recreational areas;</i></li> <li>• <i>Honesty and trustworthiness;</i></li> <li>• <i>Courtesy and respect;</i></li> <li>• <i>Responsibility and reliability.</i></li> </ul>	<p><i>Kirkwood Intermediate School, as appropriate to our community, will develop procedures and practices that reflect New Zealand’s cultural diversity and the unique position of Māori culture.</i></p> <p><i>To achieve this, the school will provide:</i></p> <ul style="list-style-type: none"> <li>• <i>A two-year curriculum plan for classes to follow</i></li> <li>• <i>In-class programmes in Te Reo me Tikanga Māori in every classroom</i></li> <li>• <i>Opportunities for students to participate in a Kapahaka group and to access extra Te Reo as requested.</i></li> </ul> <p><i>In recognizing the unique position of the Māori culture, we will take all reasonable steps to provide instruction in Tikanga (Māori culture) and Te Reo (Māori language) for students whose parents request it.</i></p> <p><i>Reference also to:</i> <i>Policy No: 1106 Pasifika Student Achievement Policy;</i> <i>Policy No: 1104 Māori Student Achievement Policy.</i></p>

## Strategic Goals 2016 - 2018

Goal 1	Goal 2	Goal 3
Student Learning: Provide quality teaching and learning programmes that reflect our school curriculum and embodies the Vision and Principles of the NZ curriculum.	Community Engagement: Build partnerships with students, staff, parents/caregivers, cluster school, contributing schools, local high schools and wider community agencies to enhance engagement and achievement.	Student Engagement: Provide a safe engaging and effective learning environment through detailed self-review, strategic planning and by ensuring the most appropriate teaching practices are in place.

### *Links to National Administration Guidelines*

<b>NAG 1</b>	<i>Fostering Student Achievement</i>	<b>NAG 1</b>	<i>Fostering Student Achievement</i>	<b>NAG 4</b>	<i>Allocating and managing school funds</i>
<b>NAG 2</b>	<i>Strategic planning, self-review of reporting</i>	<b>NAG 2</b>	<i>Strategic planning, self-review and reporting</i>	<b>NAG 5</b>	<i>Provides physically and emotionally safe environment for students and staff</i>
<b>NAG 2A</b>	<i>Implementing and reporting on National Standards</i>	<b>NAG 2A</b>	<i>Implementing and reporting on National Standards</i>	<b>NAG 6</b>	<i>Compliance with general legislation</i>
<b>NAG 3</b>	<i>Develop and implement personal policies and being a good employer</i>			<b>NAG 7</b>	<i>Annual update of school charter</i>
				<b>NAG 8</b>	<i>Analysis of Variance</i>

<p>2016:</p> <ul style="list-style-type: none"> <li>• Review current teaching models at schools locally, nationally and internationally;</li> <li>• Produce consultation document for school community;</li> <li>• Review technology provision and arrangements for client school;</li> <li>• Implement then review new teacher appraisal system 'Appraisal Connector'.</li> </ul> <p>2017:</p> <ul style="list-style-type: none"> <li>• Consult with wider school community with regard to most appropriate teaching model for Kirkwood Intermediate.</li> </ul> <p>2018:</p> <ul style="list-style-type: none"> <li>• Implement preferred model taking into account funding available through the Ministry of Education rebuild.</li> </ul>	<p>2016:</p> <ul style="list-style-type: none"> <li>• Further develop community relationships with Māori and Pasifika families;</li> <li>• Cluster PD on Writing;</li> <li>• Cluster Board training.</li> </ul> <p>2017:</p> <ul style="list-style-type: none"> <li>• Examine transition processes from contributing schools and for those pupils not from recognised contributing schools;</li> <li>• Examine transitioning to high school practices with main school.</li> </ul> <p>2018:</p> <ul style="list-style-type: none"> <li>• Introduce refined transitioning plans;</li> <li>• Review community relationships through community survey and plan then implement improvements.</li> </ul>	<p>2016:</p> <ul style="list-style-type: none"> <li>• Implement changes necessary to ensure school is compliant with Health and Safety regulations;</li> <li>• Student and staff survey 'Me and my School' (or similar) and report to the Board.</li> </ul> <p>2017:</p> <ul style="list-style-type: none"> <li>• Review school charter model to ensure it is effective and meets the needs of the school.</li> </ul> <p>2018</p> <ul style="list-style-type: none"> <li>• Review budget and property plan to ensure sufficient funding is on hand for any school redevelopment.</li> </ul>
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# Annual Plan 2016

## Strategic Goal 1: Student Learning

<b>Background</b>	<b>Target</b>	<b>Who</b>	<b>Reporting and When</b>
<p><i>We need to look at what teaching models best suit our pupils and our community.</i></p> <p><i>With the continued uncertainty around technology provision in Christchurch we need to be prepared to ensure any client schools are aware of our programmes.</i></p> <p><i>ERO suggested our appraisal process could be more robust.</i></p>	<ul style="list-style-type: none"> <li>• <i>Review current teaching models locally, nationally and internationally by:                             <ul style="list-style-type: none"> <li>○ <i>School visits</i></li> <li>○ <i>Professional teaching</i></li> <li>○ <i>Professional conversations</i></li> </ul> </i></li>   <li>• <i>Review technology programmes and compare with other providers.</i></li> <li>• <i>Establish a reference group from our client schools to share information and to ensure their needs are being met.</i></li> <li>• <i>Provide clear information to teachers and the school community around our in-school technology programme.</i></li>   <li>• <i>To implement 'Appraisal Connector' with all staff and to ensure it meets the needs of staff and the school.</i></li> <li>• <i>Ensure funding is available to support this development.</i></li> </ul>	<p><i>Principal Senior Staff Staff</i></p> <p><i>Principal Head of Technology Technology Staff</i></p> <p><i>Principal Senior Management Board (funding) All Staff</i></p>	<p><i>A document will be provided to the Board by end of 2016, outlining information gained and including draft consultation document.</i></p> <p><i>Report to the Board on progress to achieving these goals by November 2016.</i></p> <p><i>A report to the Board will be provided in July 2016 updating progress.</i></p> <p><i>A final report will be provided in February 2017 summarising progress.</i></p>

## Strategic Goal 2: Community Engagement

<b>Background</b>	<b>Target</b>	<b>Who</b>	<b>Reporting and When</b>
<p><i>Kirkwood is an ethnically diverse school with significant numbers of Asian and Māori students. A government priority is Māori and Pasifika education. We need to ensure we are meeting the needs of our community.</i></p>	<ul style="list-style-type: none"> <li>• <i>Further develop community relationships with our Māori and Pasifika families through developing a strong whanau support programme.</i></li> </ul>	<p><i>Principal Board Head of Māori All Staff</i></p>	<p><i>Report to the Board on this by November 2016.</i></p>
	<ul style="list-style-type: none"> <li>• <i>Ensure our Asian families feel supported through the provision of interpreters where requested/needed. This will involve developing a pool of interpreters who can be contacted.</i></li> </ul>	<p><i>Principal ESOL Teacher International Co-ordinator All Staff Board of Trustees funding</i></p>	<p><i>Report to the Board in August 2016 after midyear interviews by Principal.</i></p>
	<ul style="list-style-type: none"> <li>• <i>Though our cluster P.D. on Writing, ensure we look at the needs of our whole school community in particular Māori and Pasifika as those with English as an additional language.</i></li> </ul>	<p><i>Principal Head of Māori Cluster Facilitator Head of Writing</i></p>	<p><i>Target reporting October 2016 Report in Writing P.D. by Teacher in Charge of Writing October 2016</i></p>
	<ul style="list-style-type: none"> <li>• <i>Ensure a transition plan is in place for the Board election, and that training is available for all Board members.</i></li> </ul>	<p><i>Board Chair Board members Principal</i></p>	<p><i>Board of Trustees self-review October 2016</i></p>
	<ul style="list-style-type: none"> <li>• <i>Ensure key policies are available on school website so that parents feel informed.</i></li> </ul>	<p><i>Board of Trustees Principal Administration Staff</i></p>	<p><i>Report to the Board of Trustees on which policies are available by June 2016. Any additional policies update by November 2016.</i></p>



### Strategic Goal 3: Student Engagement

<b>Background</b>	<b>Target</b>	<b>Who</b>	<b>Report and When</b>
<p><i>Kirkwood has a history of being a safe school for all students, staff, contractors and visitors. It is timely however to check that this is still the case with the change in Health and Safety legislation we need to ensure that the school is compliant.</i></p>	<p><i>Implement changes to ensure that the school is compliant with Health and Safety legislation.</i></p> <p><i>Survey both staff and pupils using 'Me and my School' survey (or similar) to identify how both staff and pupils feel about, and at, the school. Review findings report and implement any changes that are needed.</i></p> <p><i>To complete a school wide risk assessment in line with the new Health and Safety legislation.</i></p>	<p><i>Board of Trustees Health and Safety Committee Principal</i></p> <p><i>Principal School Counsellor</i></p> <p><i>Health and Safety Committee</i></p>	<p><i>Reports to the Board in June 2016 and in December 2016.</i></p> <p><i>Report to the Board in August 2016.</i></p> <p><i>Report to the Board in June 2016</i></p>

## Overview of Planning for Board Meetings, 2016 - 2018

Month	2016	2017	2018
January			
February	<p>Where are we? A quick review of the beginning of the year</p> <p>Election of officers Delegation of Authority Subcommittee structure <b>Prepare transition plan for new Board</b></p>	<p>Where are we? A quick review of the beginning of the year</p> <p>Election of officers Delegation of Authority Subcommittee structure</p>	<p>Where are we? A quick review of the beginning of the year</p> <p>Election of officers Delegation of Authority Subcommittee structure</p>
March	<p>School wide data collection For student Target Reports in Maths, Writing &amp; Reading <b>Review of Annual Plan</b></p>	<p>School wide data collection For student Target Reports in Maths, Writing &amp; Reading <b>Review of Annual Plan</b> <b>Review of NAG 2</b></p>	<p>School wide data collection For student Target Reports in Maths, Writing &amp; Reading <b>Review of Annual Plan</b></p>
April	<p><b>Board elections</b> Board review of Student Achievement Targets Board review Student Achievement against National Standards</p> <p><b>1<sup>st</sup> assessment for Curriculum Reviews presented to Board</b></p> <ul style="list-style-type: none"> <li>English</li> <li>Health &amp; PE</li> <li>Performing &amp; Visual Arts</li> <li>Māori &amp; Pasifika Achievement</li> </ul> <p>Board approve Annual Report Review Code of Conduct and meeting procedures <b>Year 7 EOTC Report</b></p> <p><b>Board review Charter</b> &amp; publish in newsletter inviting community to comment plus staff</p>	<p><b>Review NAG 2</b> Board review of Student Achievement Targets Board review Student Achievement against National Standards</p> <p><b>1<sup>st</sup> assessment for Curriculum Reviews presented to Board</b></p> <ul style="list-style-type: none"> <li>Social Science</li> <li>Technology</li> <li>Visual Arts</li> <li>Maths</li> </ul> <p>Board approve Annual Report</p> <p><b>Yr 7 EOTC Report</b> <b>Board review Charter</b> &amp; publish in newsletter inviting community to comment plus staff</p>	<p>Board review of Student Achievement Targets Board review Student Achievement against National Standards</p> <p><b>1<sup>st</sup> assessment for Curriculum Reviews presented to Board</b></p> <ul style="list-style-type: none"> <li>Science</li> <li>International Language</li> </ul> <p>Ratify 3000-3106</p> <p>Board approve Annual Report</p> <p><b>Yr 7 EOTC Report</b> <b>Board review Charter</b> &amp; publish in newsletter inviting community to comment plus staff</p>
May	<p>Preliminary assessment data for curriculum reports</p> <p><b>Policy review NAG 6</b></p> <p><b>Board to look at responses to Charter</b></p>	<p>Preliminary assessment data for curriculum reports</p> <p><b>Review NAG 5</b></p> <p><b>Board to look at responses to Charter</b></p>	<p>Preliminary assessment data for curriculum reports</p> <p><b>EOTC</b></p> <ul style="list-style-type: none"> <li><b>Policies, plans</b></li> <li><b>Policy review NAG 3</b></li> <li>Employer Responsibility 3000 – 3106</li> </ul> <p><b>Board to look at responses to Charter</b></p>
June	<p><b>Policy review NAG 4</b></p> <p>Set international student fees Set School fees</p> <p><b>Review of Strategic Plan (June/July)</b></p>	<p><b>Review NAG 5</b></p> <p>Set international student fees Set School fees</p> <p><b>Review of Strategic Plan (June/July)</b></p>	<p><b>Policy Review NAG 3</b></p> <ul style="list-style-type: none"> <li>Employer Responsibility 3201 – 3302</li> </ul> <p>Set international student fee Set School fees</p> <p><b>Review of Strategic Plan (June/July)</b></p>

Month	2016	2017	2018
July	Continuing Review of Strategic Plan	Continuing Review of Strategic Plan	Policy review NAG 1 – Curriculum 1000 – 1104  Continuing Review of Strategic Plan
August	Principal's Appraisal – Mid Year Review  EOTC for Wellington Camp  Approve Strategic Plan	Principals Appraisal – Mid Year Review  Approve Strategic Plan	Principal's Appraisal – Mid Year Review  Policy Review – NAG 1 1201 – 1301  Approve Strategic Plan
September	Review of Board performance – are we affecting student achievement?	Review of Board performance – are we affecting student achievement?	Review of Board performance – are we affecting student achievement?
October	Curriculum Reports - English - Health & PE - Performing & Visual Arts - Māori & Pasifika Achievement Reports to Board on Student Achievement Targets on Maths, Writing & Reading Report on Pastoral Care Review & Set Annual Plan for 2017 (Oct & Nov)	Curriculum Reports - Technology - Mathematics - Social Science - Visual Arts Reports to Board on Student Achievement Targets Report on Pastoral Care Review & Set Annual Plan for 2015 (Oct & Nov)	Report to Board on Maori programmes and achievement  Curriculum Reports - Science - International Language Reports to Board on Student Achievement Targets Report on Pastoral Care Review & Set Annual Plan for 2016 (Oct & Nov)
November	Compliance reports Principal's Appraisal Draft budget Complete review & Set Annual Plan for 2017 (Oct & Nov) Approve Student Achievement Targets for 2017 EOTC Ram Yr 7 camp for following year	Compliance reports Principal's Appraisal Draft budget Complete review & Set Annual Plan for 2018 (Oct & Nov) Approve Student Achievement Targets for 2018	Compliance reports Principal's Appraisal Draft budget Complete review & Set Annual Plan for 2019 (Oct & Nov) Approve Student Achievement Targets for 2019 EOTC Year 7 Camp approval
December	Approve budget Yr 8 EOTC Report Ratify Charter for 2017	Approve budget Yr 8 EOTC Report Ratify Charter for 2018	Approve budget Yr 8 EOTC Report Ratify Charter for 2019