

# TE PUKE HIGH SCHOOL



Aim High

Whāia Te Mātauranga Tiketike

## Planning & Reporting - The Evolution of a School-wide Approach

# Questions

- 1. Why plan?**
- 2. How do you plan and report?**
- 3. Who is involved in your planning and reporting process? How are they involved?**
- 4. How do you align your School's Annual and Strategic Plans and the Charter?**
- 5. How do you report to the BOT and MOE?**
- 6. Who reports and how often?**

***second***

***What is the ~~first~~ word that comes to mind when you think about Planning and Reporting?***

**Strategic Plan**    Mission Statement    **Actions**

Performance Appraisal    **BOT**    **Charter**

**Targets**    Department Annual Plan

Department Annual Report    **MOE** Report

**Vision**    **Review**    Strategic Goals

# Planning and Reporting

**NAGs**    Performance Management

**School Annual Report**    Objectives

**NEGs**    **Core Values**    School Annual Plan

Teacher Annual Report    **Evaluate**

# Planning and Reporting

- Mandated through the *Education Act, 1989* and *Education Standards Act, 2001*.
- Detailed in the *National Administration Guidelines* (NAGs).
- Supported by the government's *Schooling Strategy 2005–2010*.
- Monitored by the Ministry of Education.
- Requirement of all schools.
- Essential task for every Principal.

# Education Act 1989

## Section 60A – National Education Guidelines

- (c) national administration guidelines, which are guidelines relating to school administration and which may (without limitation)—
  - (i) set out statements of desirable codes or principles of conduct or administration for specified kinds or descriptions of person or body, including guidelines for the purpose of section [61](#);
  - (ii) set out requirements relating to planning and reporting including—
    - (A) scope and content areas, where appropriate;
    - (B) the **annual update of school charter** framework for the school or classes of schools;
    - (C) broad requirements relating to schools' consultation with parents, staff, school proprietors (in the case of integrated schools) and school communities, and the broad requirements to ensure that Boards take all reasonable steps to discover and consider the views and concerns of Maori communities living in the geographical area the school serves, in the development of a school charter;
    - (D) variations from the framework for school planning and reporting for certain schools or classes of schools, based on school performance;
  - (iii) communicate the Government's policy objectives;
  - (iv) set out transitional provisions for the purposes of national administration guidelines.

# Education Act 1989

## Section 61 – School Charter

(3) A school charter must contain the following sections:

(b) a **strategic planning** section that—

(i) establishes the Board's aims and purposes; and

(ii) establishes for the next 3 to 5 years the Board's aims, objectives, directions, and priorities for intended student outcomes, the school's performance, and use of resources; and

(iii) includes any aims or objectives that designate the school's special characteristics or its special character (within the meaning of this Act):

(c) an **annually updated section** that—

(i) establishes for the relevant year the Board's aims, directions, objectives, priorities, and targets relating to intended student outcomes, the school's performance, and use of resources; and

(ii) sets targets for the key activities and achievement of objectives for the year.

# National Administration Guidelines

## NAG 2

Each Board of Trustees, with the principal and teaching staff, is required to:

- (i) develop a **strategic plan** that documents how they are giving effect to the National Education Guidelines through their policies, plans and programmes, including those for curriculum, assessment and staff professional development;
- (ii) maintain an on-going programme of **self review** in relation to the above policies, plans and programmes, including **evaluation** of information on student achievement;
- (iii) report to students and their parents on the achievement of individual students, and to the school's community on the achievement of students as a whole and of groups (identified through 1(iii) above) including the achievement of Maori students against the plans and targets referred to in 1(v) above.



# The Vehicle for Planning & Reporting

## Charter

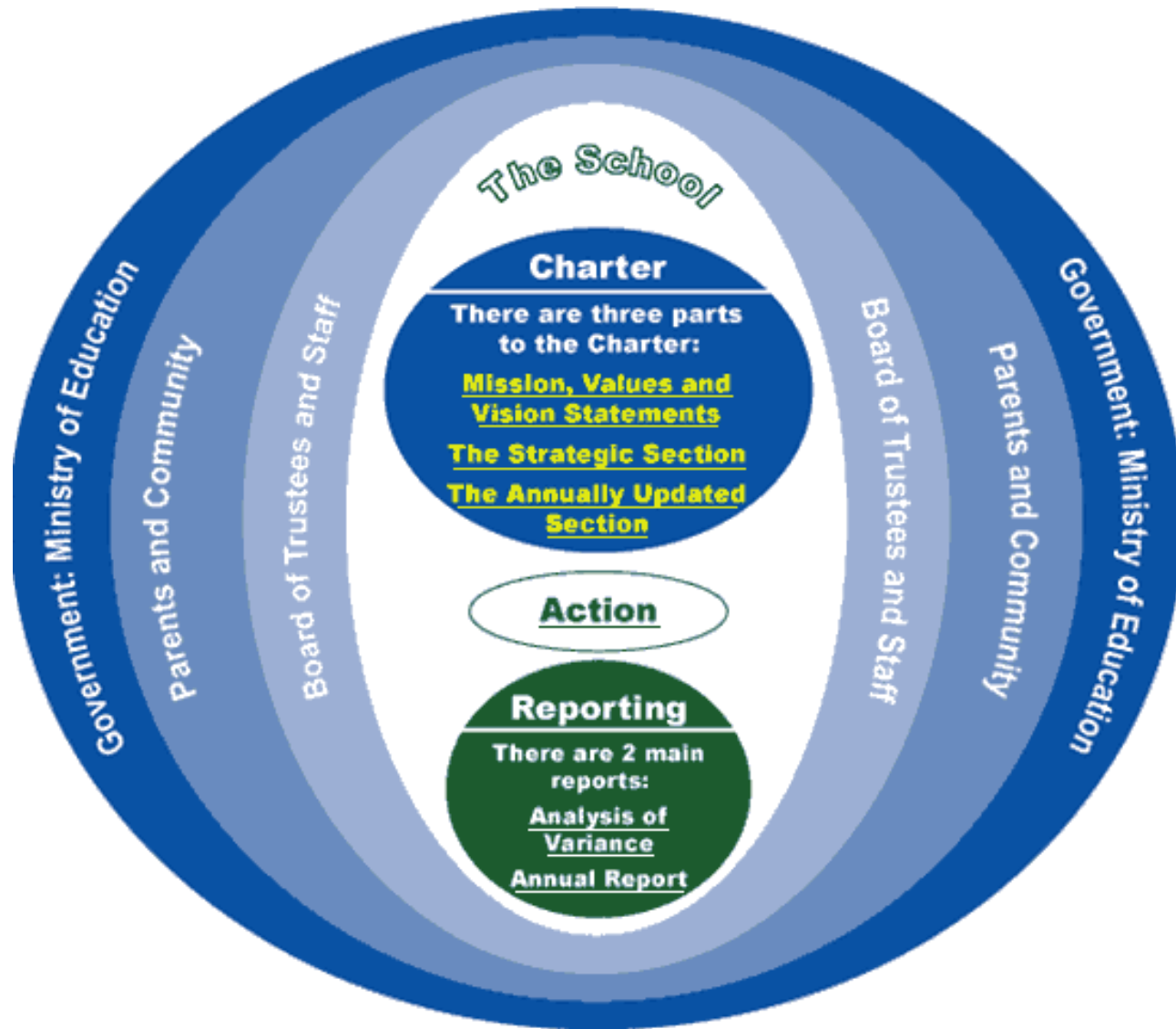
### MOE

- National Education Guidelines
- National Education Goals
- National Administration Guidelines
- Curriculum Statements

### BOT

- Vision
- Mission Statement
- Values
- Strategic Goals
- Objectives
- Targets
- Actions

# Planning & Reporting

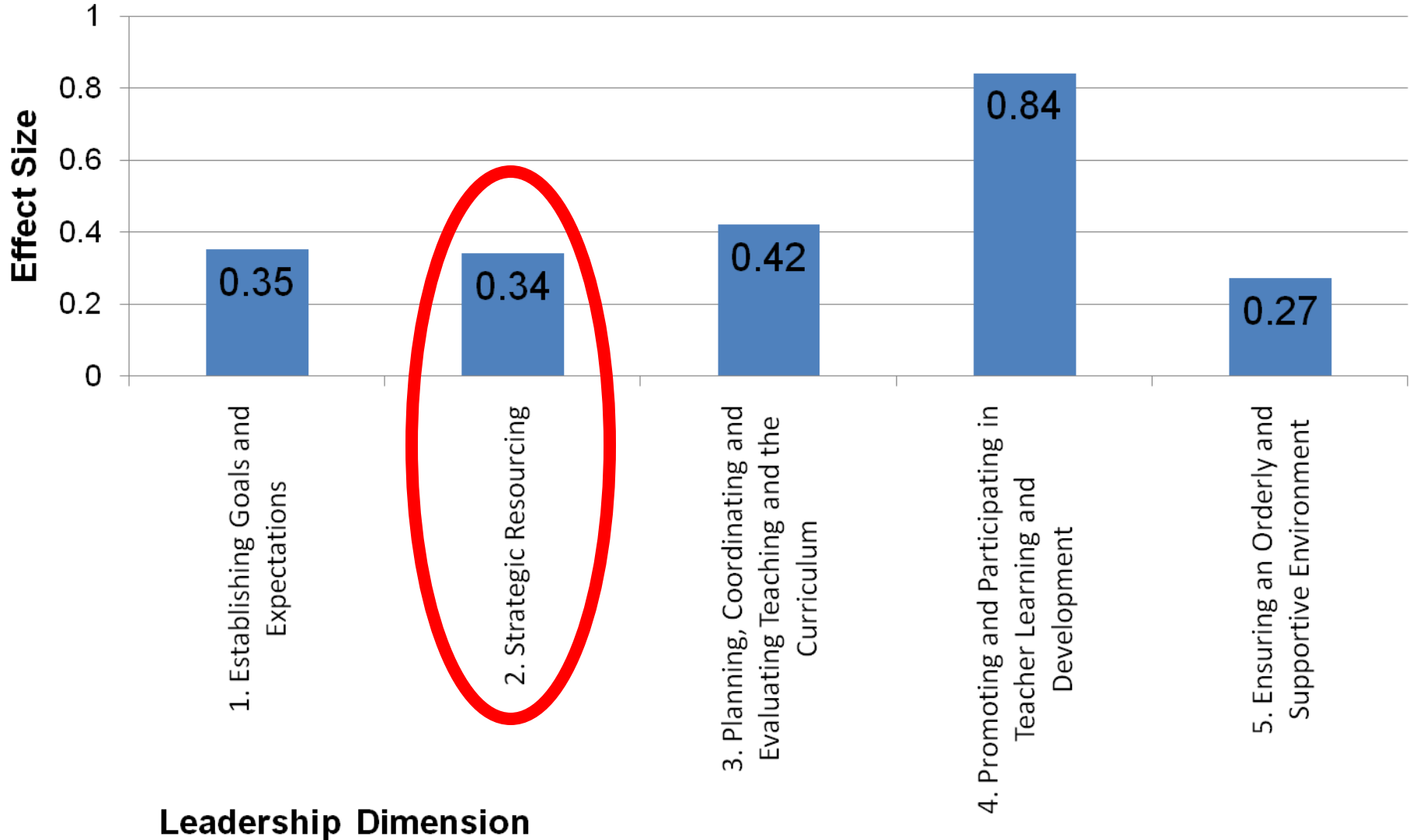


Your **challenge**  
is to **take**  
the **planning**  
and **reporting**  
process **beyond**  
a **compliance**  
**exercise.**

PRINCIPAL

# Best Evidence Synthesis - Leadership

## Leadership to Improve Learning Outcomes



# Best Evidence Synthesis - Leadership

1. Establishing goals and expectations.
2. Resourcing strategically.
3. Planning, coordinating and evaluating teaching and the curriculum.
4. Promoting and participating in teacher learning and development.
5. Ensuring an orderly and supportive environment.
6. Creating educationally powerful connections.
7. Engaging in constructive problem talk.
8. Selecting, developing and using smart tools.

# TE PUKE HIGH SCHOOL



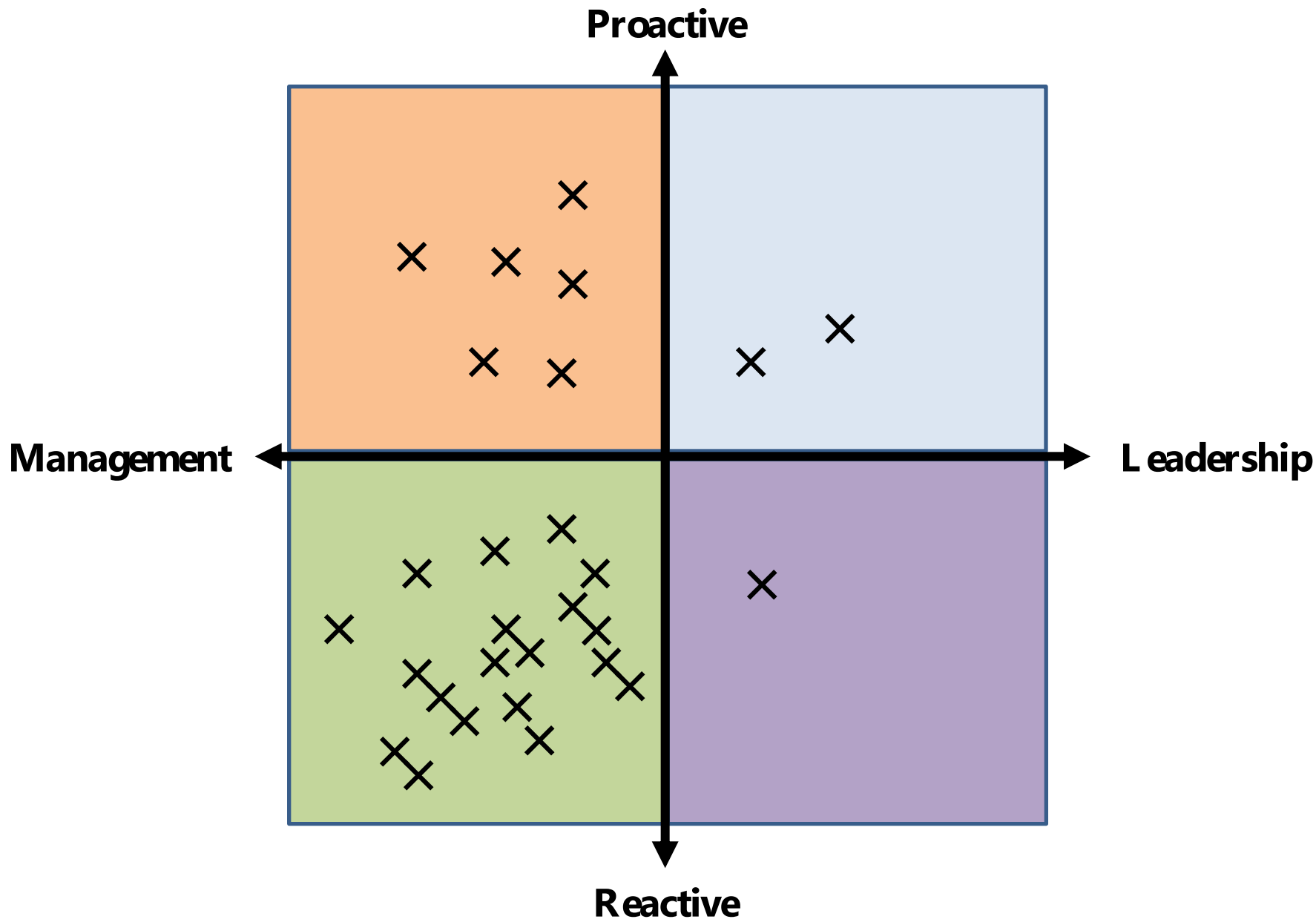
Aim High

Whāia Te Mātauranga Tiketike

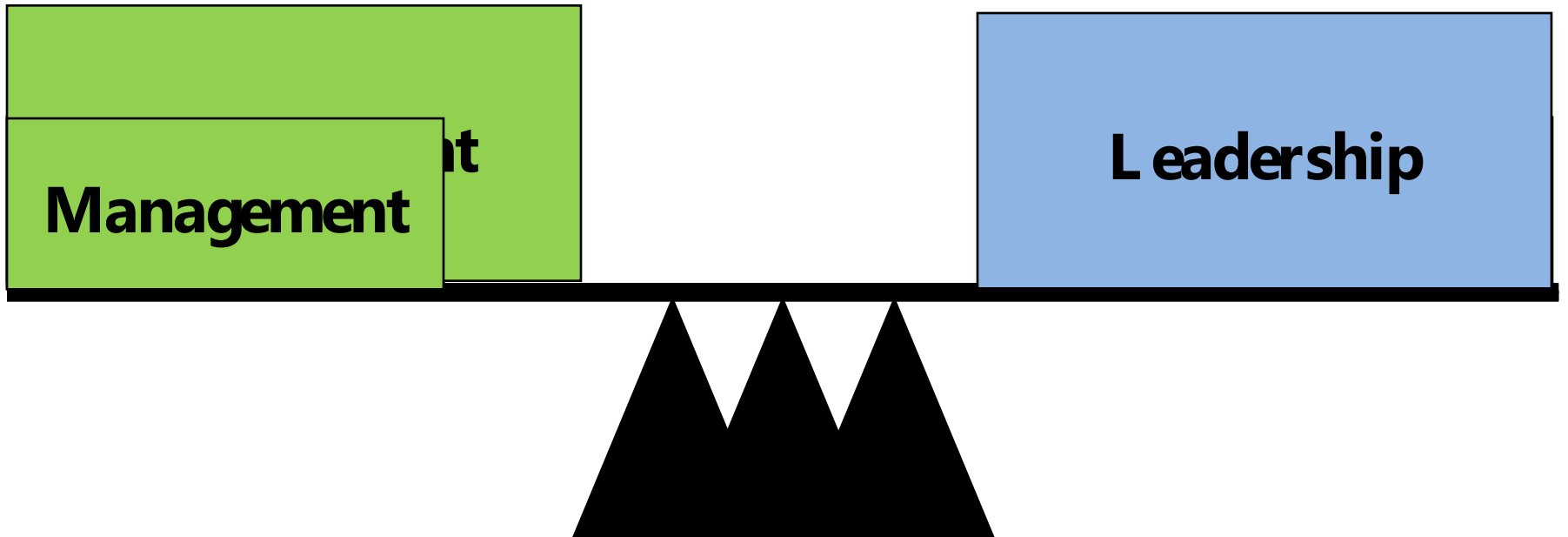
## Planning & Reporting - The Evolution of a School-wide Approach

# Questions

- 1. What is Management?**
- 2. What is Leadership?**
- 3. Do you lead a Senior Management Team or a Senior Leadership Team?**









## **Te Puke High School Senior Leadership Team Needs Analysis**

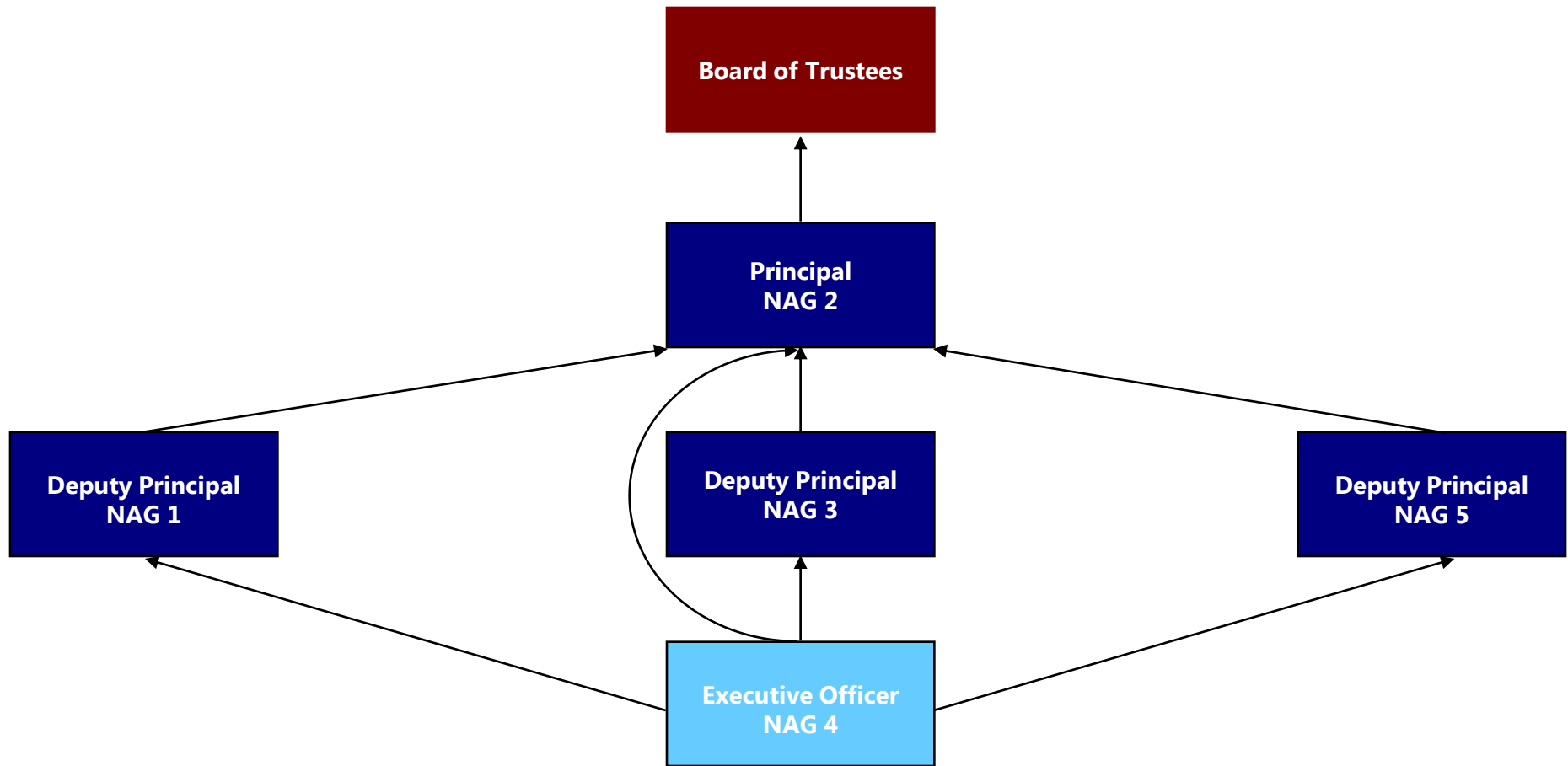
**November 2007**

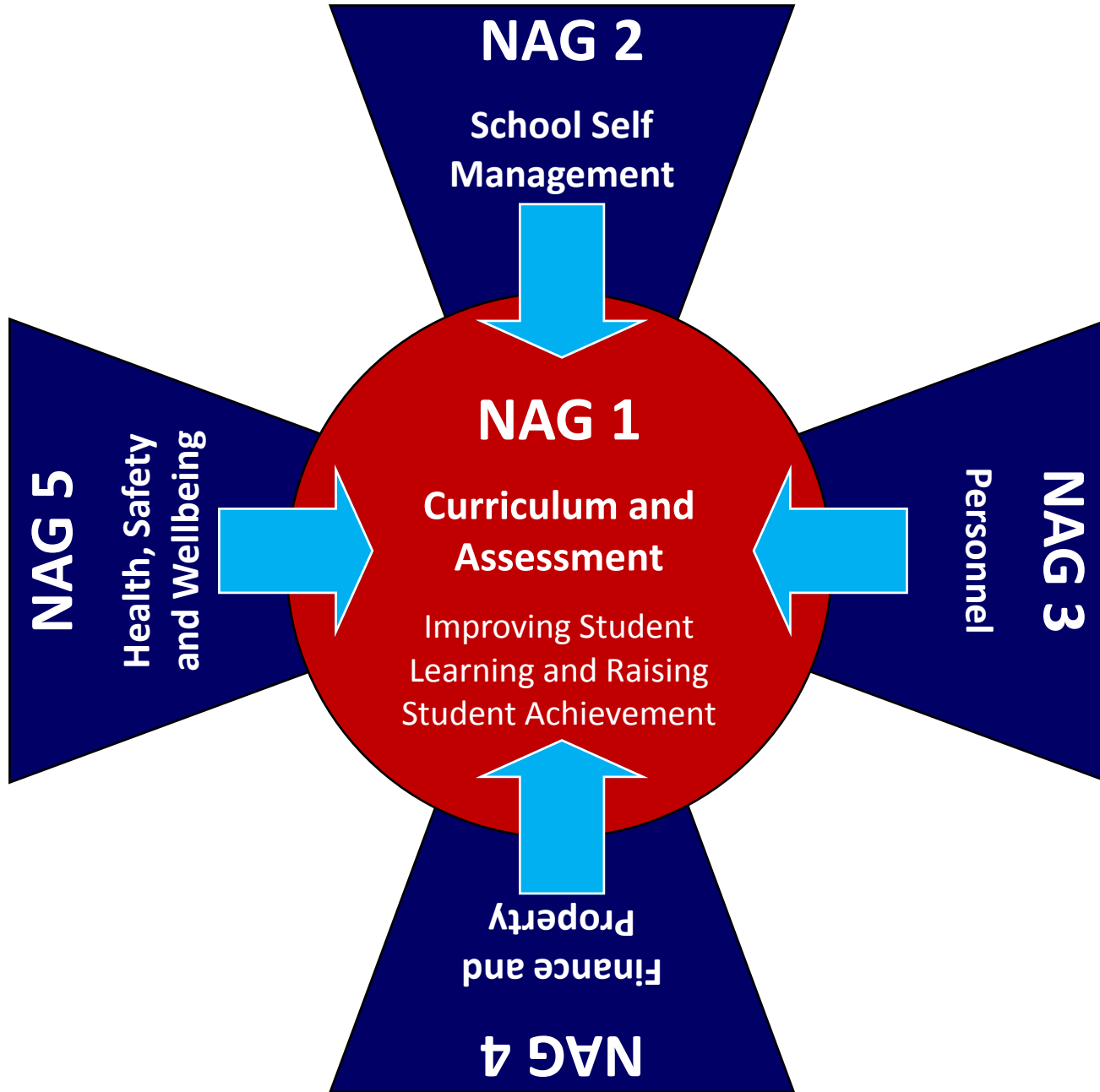
A report compiled by New Zealand Education  
Consultants Ltd





# TE PUKE HIGH SCHOOL Leadership Structure

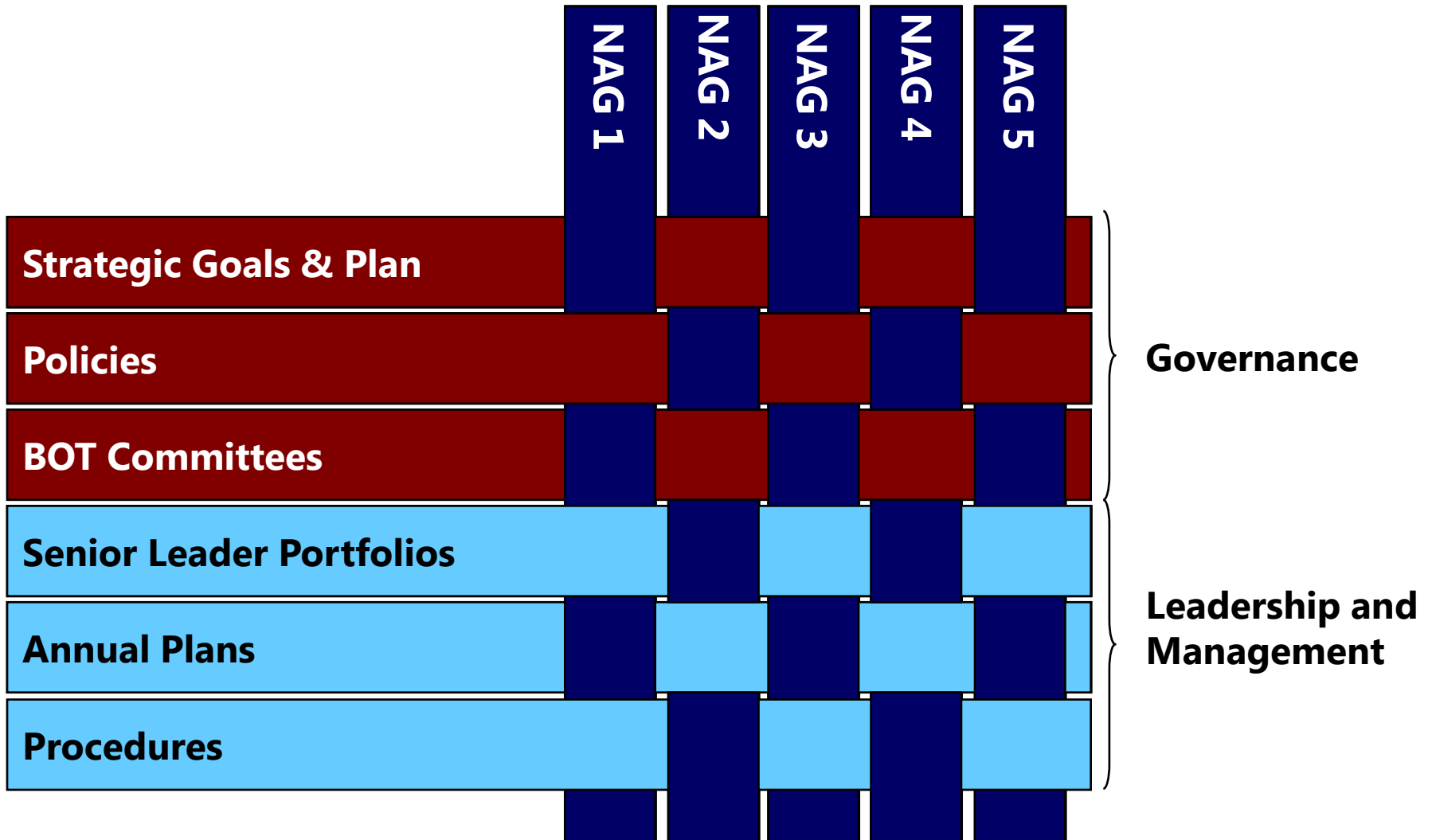






# TE PUKE HIGH SCHOOL

## Alignment of School Systems





## Planning

Collective Core Values  
& Vision



Charter:  
Strategic & Annual Plan



School  
Annual Plan



Department  
Annual Plan



Teacher  
Annual Plan



## Reporting

MOE



BOT



School Annual Report



Department  
Annual Report



Teacher Annual Report





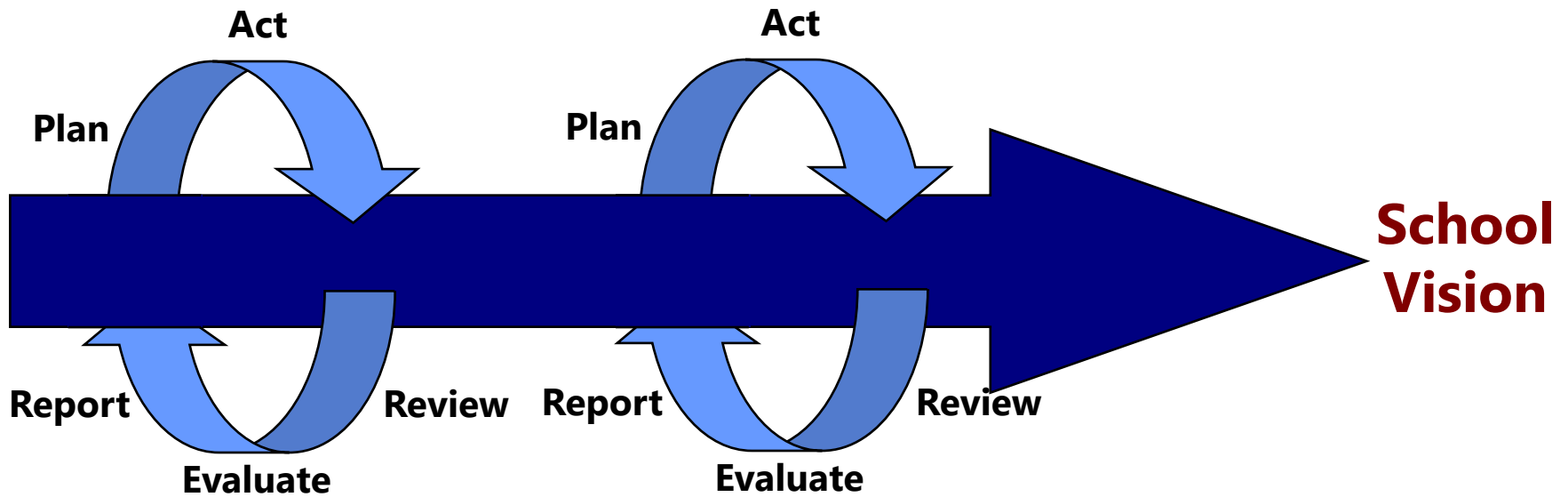
# Planning

**Collective Core Values  
& Vision**

# Reporting



# Model of Continual Improvement







# Planning

**Collective Core Values  
& Vision**



**Charter:  
Strategic & Annual Plan**



# **Strategic Analysis**

**2007 Stakeholders Feedback**

**2006 ERO Report**

**2003-2007 Strategic Plan**

**2007 Annual Plan**



# Planning

**Collective Core Values  
& Vision**



**Charter:  
Strategic & Annual Plan**



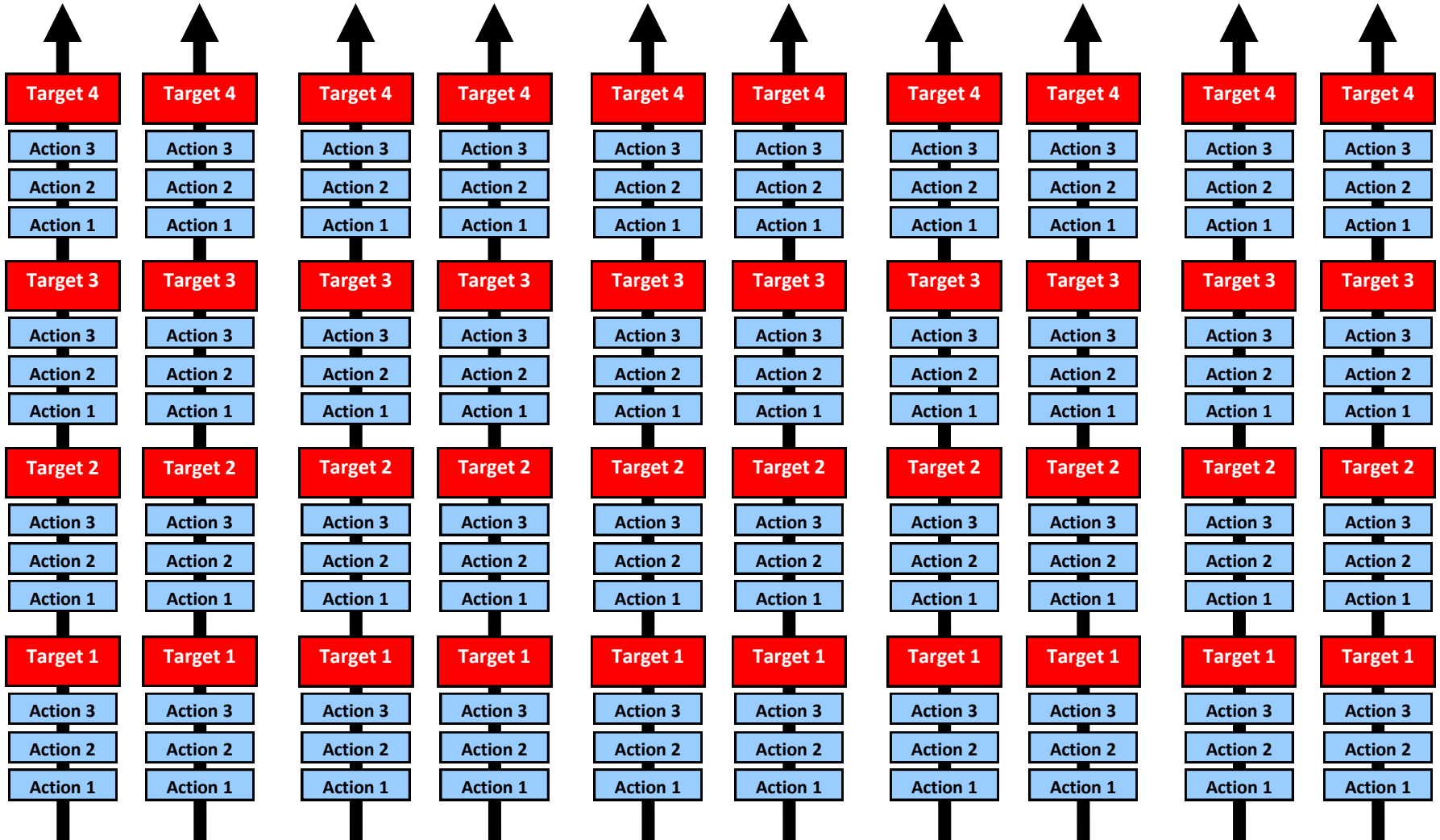
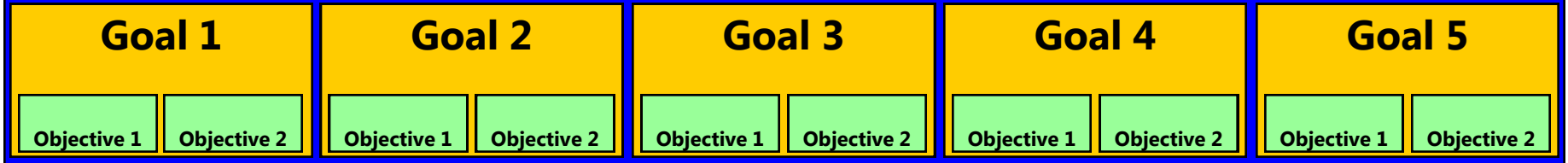
**School  
Annual Plan**



**Draw a diagram to show the relationship between the following words:**

- **Vision**
- **Goal**
- **Objective**
- **Target**
- **Action**

# Vision





# TE PUKE HIGH SCHOOL

## School Annual Plan Template

<b>Strategic Goal</b>				
<b>Objective</b>				
<b>Historical Background</b>				
<b>Year Group</b>		<b>Focus Group</b>		
<b>Gender</b>		<b>Ethnicity</b>		
<b>Targets</b>	<b>Actions</b>	<b>Responsibility</b>	<b>Resources</b>	<b>Completion Date</b>



# TE PUKE HIGH SCHOOL

## Alignment of School Documentation



<b>TE PUKE HIGH SCHOOL</b> School Annual Plan Template	
Strategic Goal	
Objective	
Historical Background	
Year Group	
Gender	
Targets	Actions

<b>TE PUKE HIGH SCHOOL</b> School Annual Plan Template				
Strategic Goal				
Objective				
Historical Background				
Year Group		Focus Group		
Gender		Ethnicity		
Targets	Actions	Responsibility	Resources	Completion Date

<b>Performance Indicator</b>
<ul style="list-style-type: none"> <li>• Leads and assists staff to improve their skills in teaching and learning approaches.</li> <li>• Acts as a role model for staff on professional teaching practice through classroom modelling.</li> <li>• Brings ideas from literature and practice to staff for discussion.</li> <li>• Acknowledges and deals with others directly on issues of professional standards.</li> <li>• Keeps up to date with current management and professional practice processes through reading and training.</li> <li>• Contributes to professional debates both within and beyond the school.</li> <li>• Participates as an effective member of the Senior Leadership Team.</li> <li>• Supports decisions taken by the Principal or board of trustees.</li> <li>• Keeps up to date on issues that could impact on the work of the school.</li> <li>• Works with the Principal to articulate the vision and direction for the school.</li> <li>• Works with the Principal to set annual targets for the strategic goals.</li> <li>• Monitor and reports to the Principal regularly on progress towards strategic goals including an annual report containing an 'analysis of variance'.</li> </ul>

School

School Annual Plan & Performance Agreement

Agreement



## Planning

**Collective Core Values  
& Vision**



**Charter:  
Strategic & Annual Plan**



**School  
Annual Plan**



## Reporting

**MOE**



**BOT**



**School Annual Report**







# TE PUKE HIGH SCHOOL

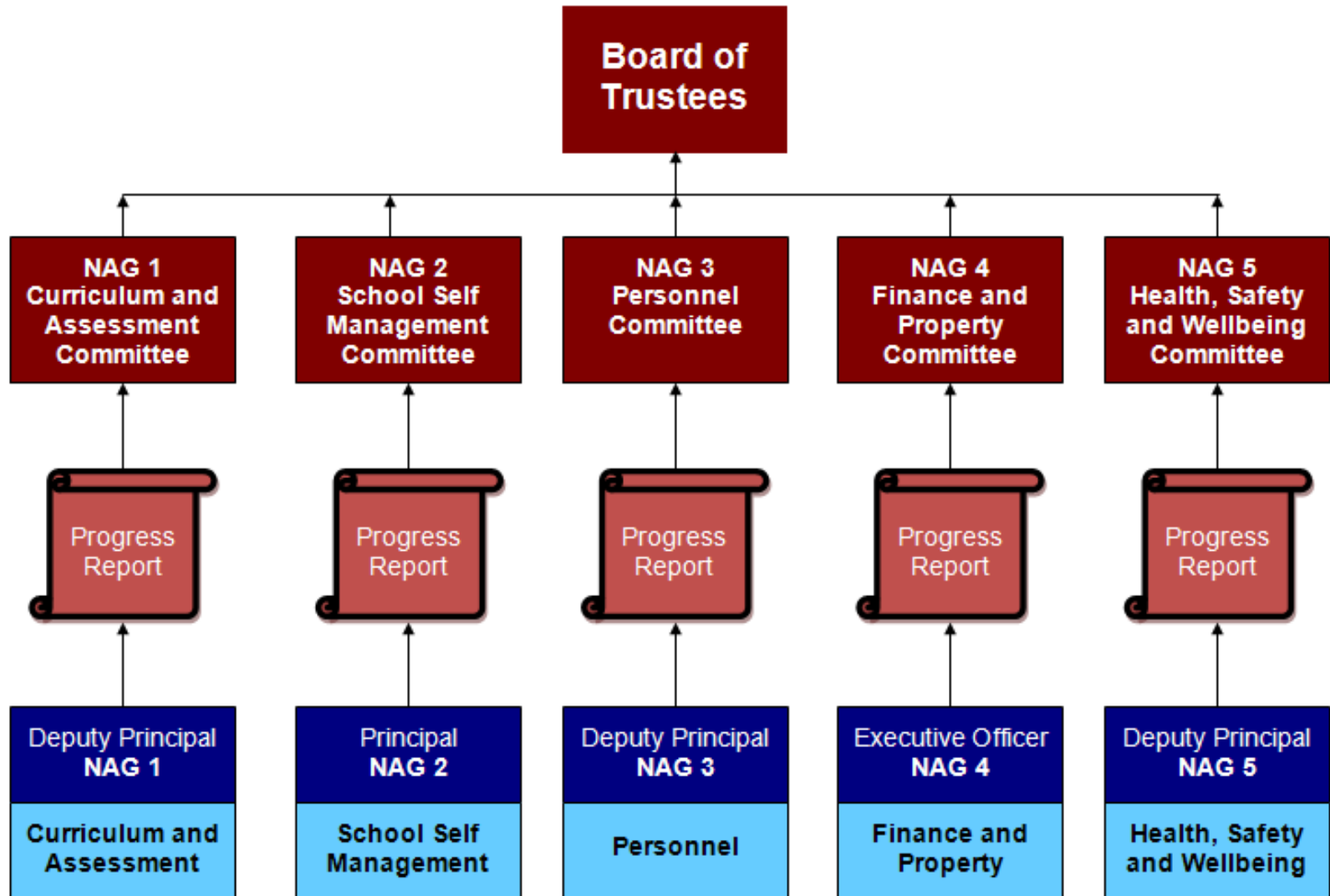
## School Annual Report Template

<b>Strategic Goal</b>			
<b>Objective</b>			
<b>Historical Background</b>			
<b>Year Group</b>		<b>Focus Group</b>	
<b>Gender</b>		<b>Ethnicity</b>	
<b>Target(s)</b>			
<b>Outcomes - Progress towards Target(s) and Objectives</b>			
<b>Analysis:</b>			
<b>Evaluation:</b>			



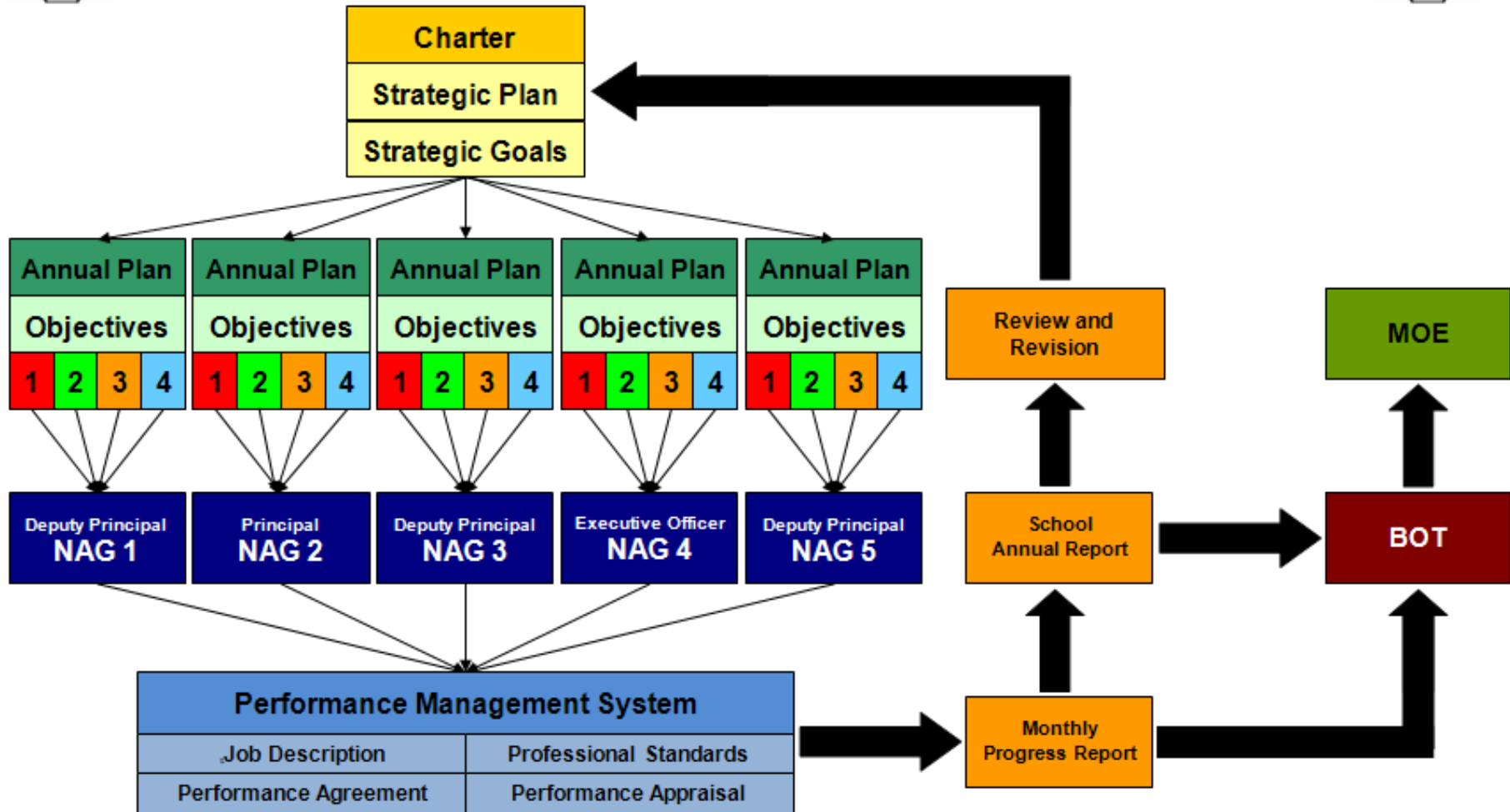
# TE PUKE HIGH SCHOOL

## Monthly Progress Report to the BOT





# TE PUKE HIGH SCHOOL School Plan and Report Model





## Planning

Collective Core Values  
& Vision



Charter:  
Strategic & Annual Plan



School  
Annual Plan



School Annual Report



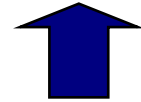
Department  
Annual Plan



Teacher  
Annual Plan

## Reporting

MOE



BOT





# TE PUKE HIGH SCHOOL

## Department and Teacher Annual Plan Template

**Department:**

<b>Strategic Goal</b>				
<b>Objective</b>				
<b>Historical Background</b>				
<b>Year Group</b>		<b>Focus Group</b>		
<b>Gender</b>		<b>Ethnicity</b>		
<b>Targets</b>	<b>Actions</b>	<b>Responsibility</b>	<b>Resources</b>	<b>Completion Date</b>



## Planning

Collective Core Values  
& Vision



Charter:  
Strategic & Annual Plan



School  
Annual Plan



Department  
Annual Plan



Teacher  
Annual Plan

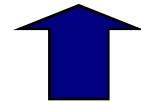


## Reporting

MOE



BOT



School Annual Report



Department  
Annual Report



Teacher Annual Report



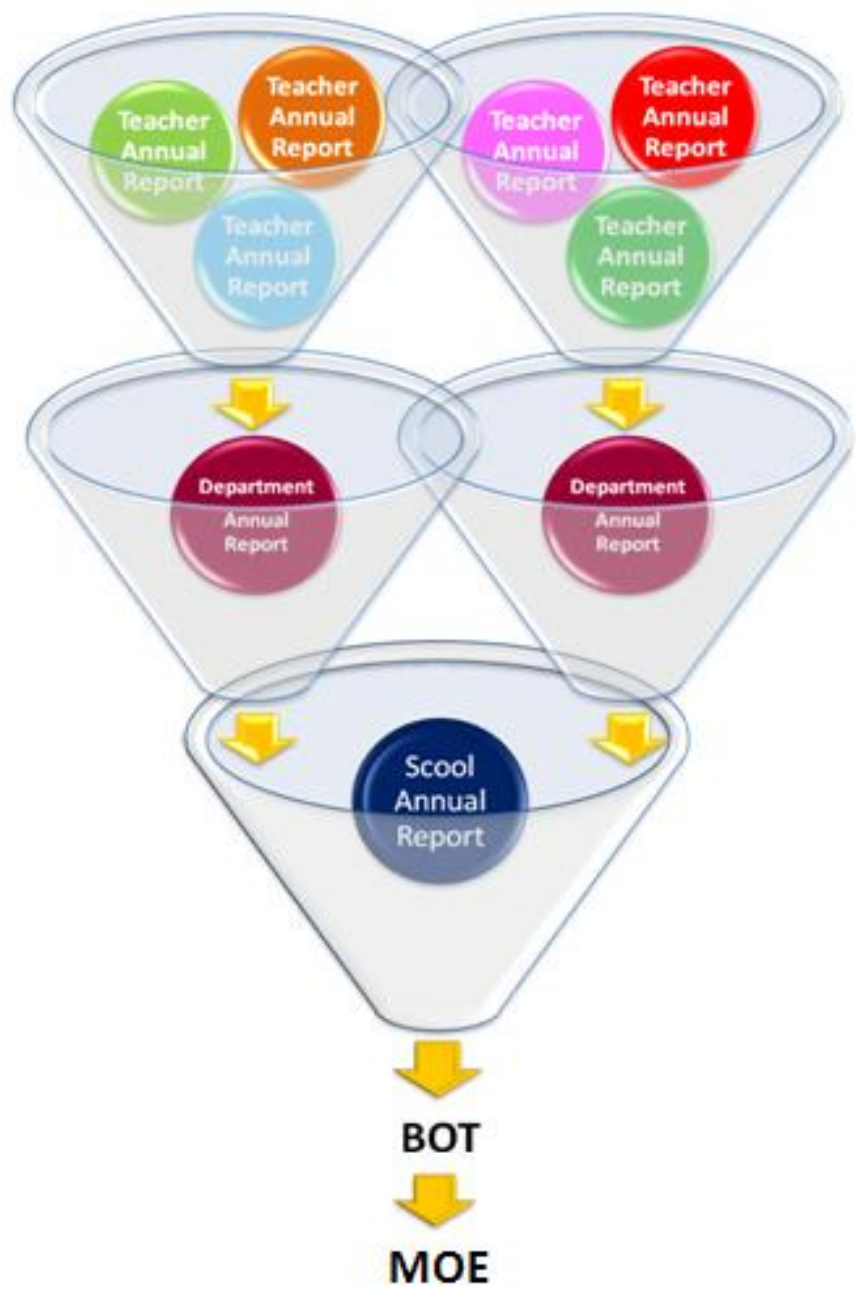


# TE PUKE HIGH SCHOOL

## Department and Teacher Annual Report Template

**Department:**

<b>Strategic Goal</b>			
<b>Objective</b>			
<b>Historical Background</b>			
<b>Year Group</b>		<b>Focus Group</b>	
<b>Gender</b>		<b>Ethnicity</b>	
<b>Target(s)</b>			
<b>Outcomes - Progress towards Target(s) and Objectives</b>			
<b>Analysis:</b>			
<b>Evaluation:</b>			







## Planning

Collective Core Values  
& Vision



Charter:  
Strategic & Annual Plan



School  
Annual Plan



Department  
Annual Plan

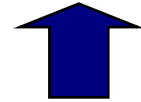


Teacher  
Annual Plan



## Reporting

MOE



BOT



School Annual Report



Department  
Annual Report



Teacher Annual Report

