



Our Vision

St Michael's Church School was founded over 150 years ago. Throughout its history the School has enjoyed worship, learning and ministry with the parish community of St. Michael and All Angels.

The School provides excellence in education for girls and boys from Year 0 to Year 8 in a rich atmosphere of Christian beliefs and values. Pupils are given a wide variety of challenging and enriching educational experiences utilising the resources of our city.

These experiences empower our pupils to participate as compassionate, responsible, thinking members of the community. Led by dedicated and skilled staff, the School provides a supportive, caring and respectful learning environment in which pupils are nurtured.

Our Mission

St Michael's Church School is a Christian community providing quality education and empowering learners to be compassionate, responsible, resourceful citizens



In this sign you shall conquer

Objectives

1. To be a community of worship, learning, and ministry, within the Catholic tradition of Anglicanism, in which the Christian faith as proclaimed in and through the Anglican Church of Aotearoa, New Zealand and Polynesia is proclaimed.
2. To provide an environment in which true Christian values are sought and fostered, and taken into account in decisions, actions and methods.
3. To provide education in a school of special character, which welcomes, and is open to, a wide range of pupils from all social, economic, religious, ethnic and cultural backgrounds within the community.
4. To provide educational experiences of a high quality which meet the spiritual, intellectual, cultural and physical needs of pupils within a well-balanced programme.

Goals and Objectives 2010 – 2014

Area of responsibility	Focus	Our mission means we will	Hence we must	We've achieved that when
SCHOOL SECTION				
Responsibility of the Principal and Staff	Curriculum	<p>Continue to provide quality education which meets the learning needs of our pupils</p> <p>Ensure resources support teaching and learning</p>	<p>Continue to review the effectiveness of teaching and learning programmes</p> <p>Encourage opportunities for integration across curriculum areas</p> <p>Further develop Inquiry learning and the teaching of thinking skills</p> <p>Provide professional development which assists teachers to implement the curriculum and improve their pedagogy</p> <p>Provide quality resources for the delivery of the curriculum from Syndicate budgets</p> <p>Continue to develop ICT resources</p> <p>Provide resources to support pupils' learning needs</p>	<p>A cycle of review will be prepared and implemented.</p> <p>Concepts and "Big Ideas" will be used to guide planning.</p> <p>Inquiry learning will be used at all levels of the school. A planned programme of thinking skills will be taught throughout the school.</p> <p>Teachers will be able to access professional development which enables them to meet whole staff and individual goals</p> <p>Needs are identified and practised Curriculum resources will be plentiful, relevant and up to date</p> <p>Staff and pupils will have access to appropriate ICT resources</p> <p>Learning support is resourced</p>
	Assessment and Reporting	Gather quality data on student achievement and use this as the basis for planning, and reporting.	<p>Implement the National Standards</p> <p>Use assessment data to identify targets to improve pupil achievement</p>	<p>Pupil progress will be assessed and reported on with reference to the National Standards.</p> <p>Targets will be set to improve areas of pupil achievement.</p>

			<p>Establish clear expectations and procedures for assessment and reporting</p> <p>Prepare appropriate systems and materials for recording and tracking pupil progress and for reporting to parents</p>	<p>School wide procedures for assessment and reporting will be clear, manageable and effective.</p> <p>School Report pro forma and Record Cards will be redesigned to meet requirements of National Curriculum and National Standards.</p>
	Website	Maintain our website as a vital and attractive gateway to our School.	Review the site and plan to keep all content current.	Site has been revitalised and all material is current.
BOARD SECTION				
Responsibility of the School Board	Operation of the Board	Provide effective and responsible governance.	Promote knowledge and understanding of the School Statute.	All staff and Board have copy of the Statute and are familiar with it. School Statute is available on the website.
			Consider alternatives to the composition of the School Board so as to avoid conflicts of interest or duty, and initiate any such revision of the School Statute as may be necessary.	There has been full consultation on the Statute.
			Continue to review and revise policies.	Policies are reviewed on a regular cycle.
			Conduct an annual review of the Board's own performance.	Review has been conducted.
			Consider revision of the rules in the Statute with particular reference to financial reporting.	Full consultation has occurred.

	Maintenance of Special Character	Act so as to exemplify and reinforce the School's core values and ethos.	Review all decisions in the light of the Statute.	All decisions are appropriately justified.
	Personnel	Provide a quality working environment in order to attract and retain skilled staff.	Redefine job descriptions for Administrative Support staff to establish the scope of necessary roles, including Secretary, Bursar and Receptionist.	New job descriptions are prepared.
			Develop consistent job descriptions for all staff and ensure appropriate contracts are drafted and executed.	Review on regular cycle and/or as required. Appropriate contracts are executed.
			Implement exit questionnaires.	We receive replies from departed staff.
			Charge Principal with the responsibility of ensuring that staff have increased non-contact time where possible within budgetary constraints.	Staff have appropriate non-contact time.
			Annually appraise performance and provide on-going supervision for the Principal.	Annual appraisal is carried out and supervision is provided for by Board.
			Principal is charged with ensuring that senior staff members are given appropriate and varied responsibilities, such that they may be better prepared to assume greater responsibility.	Senior staff members are given appropriate responsibilities.

			Charge Principal with the responsibility to ensure that all staff members have adequate opportunities to pursue appropriate professional development within budgetary constraints.	Appropriate professional development opportunities are arranged and supported and the Board receives reports.
Finance	Plan and make provision for the financial needs of the School.		Budget appropriately for operating and capital expenses. PTFA are consulted on possible provision of resources.	Funds are available for the School's needs.
			Set our fees at a reasonable level.	Fees are affordable for as many families as possible.
			Ensure the implementation of policies for the collection of fees.	The new policy is carried out.
			Prioritise new Capital expenditure.	Priorities are reviewed annually by Board before Budget.
	Safeguard our financial security.		Ensure Principal is forthright with prospective School families as to our fees and the Terms of Payment.	Fees are paid on time.
			In conjunction with the St. Michael's Parish Trust ensure the financial reserve is available.	Funds are available for the School's needs.
			Promote the school in order to grow the roll to near capacity.	Principal reports to Board on promotion activity. We experience roll growth.
			Explore possible alternative income streams.	At least one new source of funds is found.

			Explore fundraising opportunities.	New fund-raising opportunities are found and used.
Property	Provide a safe, attractive environment which meets the needs of pupils and staff.	Charge Principal with responsibility to direct the groundsman to attend to necessary duties.	All necessary grounds-care duties are carried out.	
		Continue to liaise with the Trust and Contractors to monitor the maintenance contracts. (Memorandum of Understanding)	Liaison is maintained and maintenance contracts are carried out.	
		Deal with all maintenance and renovation issues expeditiously.	Current items have been dealt with.	
		Review landscaping of the School grounds and playgrounds in conjunction with the Parish Trust and Vestry.	Landscaping issues have been addressed.	
Community relationships	Strengthen relationships among members of the St Michael's Church and School community.	Further develop channels of communication.	Board Chairman to write brief item on Board activities, each term, for newsletter and Trumpet.	
		Continue to encourage maintenance of the existing good will.	Organise appropriate joint social activity.	

Five Year Plan

	2010	2011	2012	2013	2014
SCHOOL SECTION					
Curriculum	Professional development in assessment and reporting Complete work on key characteristics of a St Michael's learner Complete Technology and Learning Languages programmes Equip all classrooms with bookcases, teaching stations	Professional development in Inquiry Learning and the teaching of Thinking skills Revise the English programme of work Revise SS, Science, Health programmes to enable greater integration Purchase a second pod of laptops	Professional development related to Annual Target Review Behaviour Management policy and Virtues Programme Revise PE/EOTC and Arts and Mathematics programmes Identify and Prioritise ICT needs	Professional development related to Annual Target Review Gifted and Talented policy Revise RE, Technology and Information Literacy programmes	Professional development related to Annual Target Revise Learning Languages, SS, Science and Health and English Programmes
Assessment and reporting	Become familiar with National Standards and implement them. Review assessment and reporting procedures Report on pupil Achievement in Writing	Update systems of record keeping Report on pupil Achievement in Reading Report on annual target	Report on pupil Achievement in Mathematics Report on annual target	Report on pupil achievement in Writing Report on annual target	Review policy and procedures for Assessment and Reporting Report on pupil achievement in Reading Report on annual Target
Website	Review website and update content.	Prepare fresh content for new year.	On-going		
BOARD SECTION					
Operation of the Board Special Character	Statute objectives published in School newsletter. A poster created to advertise School Statute.	All staff and Board have copy of the Statute and are familiar with it. School Statute is available on the website.	Maintain the Statute's Objectives at the forefront of the thinking of the School community.	Ongoing	Ongoing

	Continue to review and revise Policies.	Ongoing	Ongoing	Ongoing	Ongoing
	Conduct annual review of Board's own performance	Ongoing	Ongoing	Ongoing	Ongoing
	Initiate full consultation on the School Statute for review and possible revision.	Collate and pursue the recommendations arising out of the consultation.			
	Review all decisions in the light of the Statute.	Ongoing	Ongoing	Ongoing	Ongoing
Personnel	Write new administration job descriptions.	Review job descriptions and contracts as appropriate.	Ongoing	Ongoing	Ongoing
	Implement exit questionnaires.	Responses from questionnaires are collated and given due regard in forward decision making.	Ongoing	Ongoing	Ongoing
	Charge managerial staff to review teacher workloads, opportunities for release time and opportunities for professional development.	Ongoing	Ongoing	Ongoing	Ongoing
	Execute annual appraisal and supervision for Principal.	Ongoing	Ongoing	Ongoing	Ongoing
Finance	Prioritise new Capital spending.	Make Capital expenditure according to priorities agreed.	Ongoing	Ongoing	Ongoing

	Undertake revision of the rules of the Statute in relation to financial reporting.	Pursue recommendations arising from the review.	Ongoing	Ongoing	Ongoing
	New Bursar is introduced to the requirements and deadlines of financial reporting to the Proprietors.	Ensure requirements and deadlines of financial reporting are met in an ongoing manner.	Ongoing	Ongoing	Ongoing
	Implement the new policy for collection of fees. Ensure Management is forthright with families on fees and Terms of Payment.	Ongoing	Ongoing	Ongoing	Ongoing
	Principal undertakes promotion activity and reports actions to Board	Ongoing	Ongoing	Ongoing	Ongoing
	Board explores fundraising and possible alternative sources of funding.	Ongoing	Ongoing	Ongoing	Ongoing
	Board initiates consultation and determines a Budget for the year ahead.	Ongoing	Ongoing	Ongoing	Ongoing
	Board monitors operation of the School against the Budget.	Ongoing	Ongoing	Ongoing	Ongoing

Property	Principal ensures all grounds-care duties are carried out. Board ensures Programmed Maintenance Contracts are carried out. Landscaping review is arranged in conjunction with the Trust and work is prioritised and started. Renovation and maintenance tasks are prioritised and started.	Ongoing Ongoing Landscaping work is continued in conjunction with the Trust. Ongoing	Ongoing Board negotiates a new maintenance service contract for the School. Ongoing Ongoing	Ongoing Ongoing Ongoing	Ongoing Ongoing Ongoing
Community relationships	Board Chairman writes reports on Board activities each term. An appropriate joint activity is arranged.	Ongoing Ongoing	Ongoing Ongoing	Ongoing Ongoing	Ongoing Ongoing

Annual Plan

Area	Goal	Agreed Action	Who is responsible? When?	Expected outcome
SCHOOL SECTION				
Curriculum	Complete work on key characteristics of a St Michael's	Key before staff, seek specialises assistance	Principal and DP Beginning of Term 2	Characteristics will be identified and a graphic designed to publicise these
	Provide Professional development in the National Standards	Staff meeting focus for Terms 1 and 2 Principal and DP to attend MOE training	Principal and DP Terms 1 & 2	National Standards will be implemented
	To complete the Technology Programme of Work	Programme will be completed and shared with staff	Jo Term 1	Programme will be completed, distributed and put into folders
	To complete the Learning Languages Programme of Work	Syndicates will clarify content of Te Reo programme for each year level.	Syndicate Leaders, DP Term 1	Overviews for Te Reo, French and Spanish will be collated, distributed and filed
	To equip all classrooms with bookcases and teaching stations	Work with the PTFA to secure funding and arrange purchase	Principal, Staff Rep on PTFA asap	All classes will be furnished with basic equipment
Assessment and reporting	To be able to implement the National Standards	Professional development and appraisal focus for all teaching staff	Teaching staff, Term 1	Teachers will be competent and confident in assessing and reporting pupil progress in relation to the National Standards.
	Review assessment and reporting procedures	Carry out a stock take of existing procedures	Terms 1 and 2	The schedule for assessment and reporting will be rewritten and the Report proforma will be redesigned.

	Report on pupil achievement in Writing	Use AsTTle and Exemplars to assess pupil achievement and writing. Review data to identify strengths and weaknesses, identify steps to improve achievement and report to the Board.	Term 3 Class Teachers,	Pupil strengths and needs will be identified and reported to the Board and steps for improving achievement will be identified.
Website	Review website content.	Up-date school information and blogs as early as possible.	Secretary and Class teachers. Beginning Term 1, and during the year.	Blogs are regularly updated for maximum impact.
BOARD SECTION				
Operation of the Board Special Character	Provide effective and responsible governance. Act so as to exemplify and reinforce the School's core values and ethos.	Statute objectives published in School newsletter. A poster created to advertise School Statute. Continue to review and revise Policies. Initiate full consultation on the School Statute for review and possible amendment or re-enactment. Conduct annual review of Board's own performance Review all decisions in the light of the Statute.	Chairman and Administration staff in Term 1 Volunteer school staff with children - soon Policy sub-committee – ongoing Initiated by Chairman in Term 2 Initiated by Chairman in Term 3 Initiated by Chairman and considered in Annual review of Board's own performance.	Enhanced knowledge and appreciation of the School Statute and the Objectives that lie at the heart of the School's Special Character. Our Policies are relevant and up-to-date. Collation of opinions as to the adequacy of the existing Statute. Practices will be amended where required and maintained where proved effective. Decision making and governance are reflective of the School's Special Character designed to enhance the Character.
Personnel	Provide a quality working environment in order to attract and retain skilled staff.	Write new administration job descriptions.	Current School Secretary and Principal (already completed)	An appropriate allocation of tasks is made and the responsibilities of the position are clear.

		<p>Implement exit questionnaires.</p> <p>Charge Principal to review teacher workloads, opportunities for release time and opportunities for professional development.</p> <p>Execute annual appraisal and supervision for Principal.</p>	<p>Chairman or Board secretary</p> <p>Principal – ongoing</p> <p>Chairman - Term 3</p>	<p>Responses inform review of the Board’s own performance.</p> <p>Workloads are reviewed. Satisfactory release time is provided for within budgetary constraints</p> <p>Satisfactory Professional Development opportunities are provided.</p> <p>Enhanced performance of Principal as Head of Education and Chief Executive of the Board.</p>
Finance	<p>Plan and make provision for the financial needs of the School.</p> <p>Safeguard our financial security.</p>	<p>Prioritise new Capital spending.</p> <p>Undertake revision of the rules of the Statute in relation to financial reporting.</p> <p>Implement the new policy for collection of fees.</p> <p>Principal undertakes promotion activity and reports actions to Board</p> <p>Board explores fundraising and possible alternative sources of funding.</p>	<p>Finance committee + school staff</p> <p>Board meeting in March</p> <p>Principal – immediately and ongoing</p> <p>Principal – ongoing</p> <p>Fund-raising sub-committee meets as need arises.</p>	<p>Work is started.</p> <p>Difficulties are clarified.</p> <p>Assurance that School has good cash flow and resources are not wastefully consumed in pursuing debt.</p> <p>There is some increase in roll.</p> <p>New sources of funding are found.</p>

Property	Provide a safe, attractive environment which meets the needs of pupils and staff.	<p>Investigate the most cost-effective and effective solution to soundproofing the wall between the Year 1 and Year 2 rooms</p> <p>Provide resources to ensure adequate, private changing areas</p> <p>Ensure each classroom has appropriate furniture (eg. bookshelves, mobile teaching station)</p> <p>Provide shade cover in the Junior playground.</p> <p>Enhance the appearance of the school entrance from Durham St.</p> <p>Provide an adequate sound system for the Hall</p> <p>Replace the benches with fixed seating outside Years 1 to 6</p>	<p>Trust and contractors – soon</p> <p>Blinds or screens are acquired for the boys’ changing room – soon</p> <p>PTFA through grant applications in Term 1.</p> <p>To be explored by PTFA prior to Spring 2010.</p> <p>Trust gives urgent consideration to this.</p> <p>Principal pursues possibilities and actions in consultation with the Parish.</p> <p>Principal investigates options and makes a proposal to the Trust for approval and to Board Finance sub-committee for funding.</p>	<p>Sound-proofing is improved.</p> <p>Boys have privacy while changing.</p> <p>Fully equipped classrooms.</p> <p>Adequate shade is provided.</p> <p>Aspect is improved.</p> <p>An adequate sound system is provided.</p> <p>Suitable fixed seating is provided.</p>
Community relationships	Strengthen relationships among members of the St Michael’s Church and School community.	<p>Board Chairman writes reports on Board activities.</p> <p>An appropriate joint activity is arranged.</p>	<p>Chairman – each term</p> <p>PTFA arranges this at an appropriate time.</p>	<p>The community is informed of Board activities.</p> <p>Relationships are strengthened.</p>