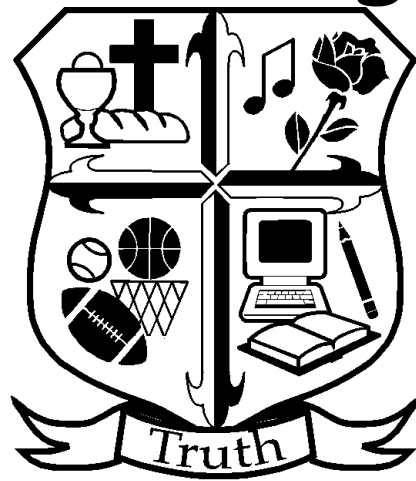


# St Theresa's School

King Street

Invercargill



Annual School Plan

# 2010

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<b>Section B</b>	<b>School Organisational Structure</b>	<b>B1 to B3</b>
	<p>This section contains general information intended to provide the reader with an understanding of the school's organisational structure.</p>	
<b>Section C</b>	<b>Education Plan</b>	<b>C1</b>
	<p>This is the Education Plan which sets out for school and curriculum areas the main objectives and goals for 2010</p>	
<b>Section D</b>	<b>Staff Development Plan</b>	<b>D1</b>
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<b>Section F</b>	<b>Finance Plan and Budget</b>	<b>F1 to F2</b>
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## Overview

### Introduction

Schools are required to prepare an annual plan which details objectives and goals for each of the school activities, the expected outcomes and the related costs. The annual plan (and budget) will provide a means of measuring the performance of the school and ensure increased accountability to parents and caregivers.

### Components of the School Plan

The 2010 School Plan for St Theresa's School consists of five separate plans:

- Charter & Education Plan,
- a Personnel Plan,
- a Property Management & Health and Safety Plan,
- the Finance Plan (including a Budget)
- the Charter and Policy Plan .

These plans together comprise the School Plan.

The School receives an operational grant from the Ministry of Education. This grant, which is paid in four instalments (January, April, July and October), is calculated by the Ministry at a set rate per pupil multiplied by the number of pupils (300) projected by St Theresa's School as at 1 July 2010. The other main sources of income to meet the cost of operating the school are interest (from money temporarily invested or on long term investment) and grants from the Ministry of Education to meet the cost of relieving teachers, senior management salaries and special needs pupils. The school will also receive grants to carry out deferred maintenance work.

### Consultative Procedure

An initial draft of the Annual plan will be considered at the Board of Trustees meeting in December 2009. This document will be ratified at the Board's meeting in March 2010.

The staff had input into the development of the Budget, the Education Plan and the Staff Development Plan.

Parents have the opportunity to discuss the plan at Board of Trustees meetings which are held on the third Thursday of each month.

**MISSION STATEMENT(Purpose)**

To provide a learning community, which aspires to achieve educational excellence in a Catholic environment in which students will learn to be true to God, to others and to themselves.

**THE SCHOOL**

- 1 St Theresa's is a Roman Catholic primary school which teaches the values of Jesus Christ in a caring environment, challenging all students to reach their full potential.
- 2 The Bishop of the Diocese of Dunedin is the school's proprietor and pastoral leader.
- 3 The school's motto is "Truth".

**Vision**

St Theresa's school will provide a special character environment that enables children to confidently face the challenges of their world.

St Theresa's will provide opportunities for the children to;

- attain appropriate learning, knowledge, skills and attitudes to be contributing members of our modern society
- reach a high level of attainment so they may take advantage of future educational opportunities
- integrate the knowledge attitudes and beliefs of the Catholic Faith into their everyday life.

**Beliefs**

St Theresa's School supports quality teaching and learning by:

- Providing a quality education that will prepare for life long learning.
- Supporting a curriculum which is dynamic, creative, relevant to the students and delivered in a way that promotes success for all pupils, consistent with Catholic Values.
- Continuing to provide a positive and safe learning environment.
- Offering pastoral care for students, staff, and parents and providing support and opportunities for personal & professional growth.
- Endeavouring that the school community celebrates its Catholic Faith through prayer, liturgy and worship.
- promoting positive interaction with Parents, Parish, and the wider community.
- provide collaborative leadership in the school which empowers all staff to provide a stimulating learning environment.

**Attitudes and Values**

School values and attitudes that are in keeping with the special character of the School:-

mutual respect      honesty      integrity      openness      self-discipline      reliability  
co-operation

School provides the opportunities to develop skills to enable students to become:-

self motivated      confident      independent  
responsible for own learning and behaviour      risk takers (having-a-go)

**BEHAVIOURS**

These are the behaviours that will be encouraged at St Theresa's School:

- planning for and expecting excellence in all areas.
- listening actively and responding constructively to our students and parents views
- valuing team work in decision making
- being committed to multi-culturalism and upholding the principles of the Treaty of Waitangi.

# School Organisation for 2010 - Teaching staff

## Senior Management

Principal	
Deputy Principal	5 management Units
Assistant Principal	4 management Units
Director Of Religious Studies	2 management Units
Sports Co-ordinator	1 management Units
Junior support	1 management Unit
Senior syndicate support	1 management Unit
Curriculum Development ( Junior)	1 management Unit
Curriculum decvelopment ( Senior)	1 management Unit
<b>Total</b>	<b>16</b>

## Junior Syndicate

<u>Class</u>	<u>Room</u>	<u>Teacher</u>
NE/Yr1	Room 8	Mrs J Russell Syndicate support
NE/Yr1	Room 9	Mrs Lines D. P. (Special Needs)
Yr 1/2	Room 10	Ms Calvert
Yr 2/3	Room 11	Mrs Sapsford Syndicate support
Yr 1/2	Room 12	Mrs Falconer
Ne/yr1	Room 1	Mrs Wilson

## Senior Syndicate

Yr 3	Room 2	Mrs Williams
Yr 3	Room 3	Mrs Radka
Yr3/4	Room 4	Miss Forde
Yr4/5	Room 5	Mrs Conaghan DRS
Yr 5/6	Room 6	Miss Hogan Sports Co-ordinator Syndicate Support
Yr 6	Room 7	Ms McElhinney AP

## Part time Teachers

Part time hours Mrs Laidlaw Reading recovery .5 FTTE

Teachers Aides:	Mrs Erin Forde	Mrs Carol Campbell
	Mrs Mary Brown	Mrs Tracy Shirley

## Term dates 2010

B2

For future planning here are the 4 term dates for 2010

Term 1	First day	Tuesday	2nd	February
	Last day	Thursday	1st	April
Term 2	First day	Monday	19th	April
	Last day	Friday	2nd	July
Term 3	First day	Monday	19th	July
	Last day	Friday	24th	September
Term 4	First day	Monday	11th	October
	Last day	Tuesday	14th	December

1 days for Curriculum development provided by the Ministry of Education

Three compulsory Sunday Masses during 2010 count for one day

DIRECTORY

BOARD OF TRUSTEES

NOTE

Mr Nigel Gear(Chairperson)	1
Mr Graeme Wright(Vice Chairperson)	1
Mr John Lieshout (Principal)	
Mrs Bernadette Gourley (Treasurer)	3
Father B Ward (Parish Priest)	3
Mrs Suzie Harrington	1
Mrs Mary van Eeden	3
Mr John Prendergast	3
Mrs Trudy Brand (Staff Rep)	2
Mrs Lynne Ferguson	1
Mrs Claire O'Neil	1
Proprietor	The Catholic Bishop of Dunedin
Minutes Secretary	Claire Cosgrove
Finance	Bernadette Gourley
Property	Graeme Wright , Suzie Harrington, cc Health & Safety
Staffing	Lynne Ferguson , John Prendergast John Lieshout , Staff Rep
Charter & Policy	John Lieshout Claire O'Neill
Health And Safety	Suzie Harrington Mary Van Eeden
Financial Consultants	Education Services Southland
Public Relations	Nigel Gear
Auditors	WHK Cook Adam Ward Wilson
Banker	Westpac

**Note:** The numeric references above refer to how the Trustees were elected or appointed to the Board.

- 1 Elected by Parents
- 2 Elected by Staff
- 3 Appointed by the Proprietor

# St Theresa's Primary School Plan for 2010( Professional development

## C1

### Special Character focus 2010

Themes: To be determined

Special character Review for 2010 from Review Scheme-Introduction National standards and National Curriculum. Set out in the Curriculum and Strategic Plans

### Literacy

Continuation of Otago University Contract with Raewyn Green

This contract involves the use of the assessment tool Asttle.

Children are tested using Asttle and programmes are specifically designed for groups within the classroom based on the data that is assessed.

Generically its covers a literacy focus

Its focus in 2007 was Reading

2008 Writing

2009 Oral and Presentation

2010 Introduction of National Standards

### Numeracy project

St Theresa's is also taking part in a cluster initiative called Numeracy recovery.

Two teachers Mrs Lamond and Mrs Smith work with children in Years 3 & 5 in a group and during the programme works with teachers to maintain progress. This project began in 2008 and will continue till 2010

The maths National standards will be the major focus for 2010

### New Curriculum

Staff will be working on further developing the new curriculum, building on work completed in 2009. The focus move to redevelopment of the charter. Also the essential learning areas continue with period of review for Science, Social Science, Physical Education & PE and Technology. The Arts to be completed in 2011.

# St Theresa's Primary School Plan for 2010

**D1**

## Provisional Staffing for 2010

St Theresa's has been allocated a 2010 entitlement of 15.24 including ORRS funding

This is allocated as follows;	Curriculum( Classes)	12	
	Principal	1.00	
	Special Needs(Tagged ORRS)	0.32	
	Classroom Release time	0.72	
	Part-time Teachers		1.54
	Senior Management release	0.5	
		<b>16.08</b>	

## **Increase of staff due to increase in roll and the improve junior staffing of 1:15 for year 1 classes**

The school personnel plan must be viewed in line with the curriculum goals and budget.

### Religious Instruction

Teachers to attend R.E. courses run by the Catholic Education Office  
2 Days Principal and DRS

Total cost

**\$600**

IEP development 2 days

**\$300**

### Staff personal professional development areas

As a result of staff appraisal and professional goal setting, the staff have been allocated funding to help meet objectives in 2010

**\$2000**

### Ancillary Staff training Under administration funds

Teacher Aide \$600

**\$600**

### Appraisal

The system for appraising staff continues as is required by the Teachers Standards. The process being used is based on professional development needs and is reflected in the Personnel plan

Expected Costs

**\$600**

### Professional Conferences

It is important that our Principal is able to keep up to date with educational thinking. Expected cost ; Principal conference (Queenstown)

**\$2000**

### ASTU/AST /University Courses

In supporting educational development of staff we are able to contribute to these costs if it is within the current school Foci; these being Technology, Religious Education, NZ Framework, Technology and Administration development.  
Expected cost

\$600

### Board of Trustees Training:

Provision has been made for BOT training and development to be held in 2010  
Expected costs

\$400

### PERSONNEL PLAN COSTS 2010

Religious Instruction	600
	300
	2,600
	600
Appraisal	400
Professional Courses	2,000
	600
B.O.T Training	400
Charged to Staff Development	7,500

### St Theresa's Primary School Plan for 2010

E1

#### Property /Health & Safety Sub Committee

##### General

1. The property sub committee will be familiar with and comply with the Board's policies that relate to property and health and safety. These policies to be kept under review.
2. The property sub committee will refer to the Ten Year Maintenance Plan (attached) and the Health and Safety Report.
3. The property sub committee will meet annually with the finance committee to:
  - a) confirm the financial requirements of the Ten Year Maintenance Plan for the following year.
  - b) discuss the feasibility of the 'wish list' within budget constraints.(See Appendix)
4. The Health and Safety Officer will establish a Health and Safety Committee that will work to develop a health and safety focus within the school.

## Monthly

1. The Property convenor, Health & Safety Officer, Principal, (related staff as required) will inspect the grounds and buildings and report to the full Board meeting.
2. The property sub committee will meet between board meetings on a monthly basis as required by the Convenor of the Property sub committee.

## Special projects for 2010:

New set of 5 leased Laptops for Students

## Maintenance Programme Balance at end of 2010; \$15000

*A new Spreadsheet has been sent to Catholic Property Services with our Priorities for 2010. This is the building of a new classroom*

Year	2010	2011	2012	2013	2014	2015	2016	2017	2018
<b>Allocation</b>	15000	17500	20000	20000	20000	13000	20000	20000	20000
<b>Expected Costs</b>									
Ext. Painting	7000	8000	8000	8500	8500	0	8500	9000	9000
Int. Painting	4500	4500	5000	5000	5500	5500	6000	6000	6000
Flooring	500	500	500	500	500	750	750	750	750
* Minor Capital works	2500	2500	3000	3000	3500	3500	4000	4000	4000
<b>Total</b>	14500	15500	16500	17000	18000	9750	19250	19750	19750
<b>Balance</b>	500	2500	6000	3000	2000	3250	750	250	39750

## St Theresa's Primary Financial Plan for 2010

**E2**

The St Theresa's School Board of Trustees obtains its funds from the following sources:

- (a) Government grants (from the Ministry of Education) meet:
  - (i) the operating costs of the school - Administration  
Education  
Maintenance
  - (ii) the cost of employing teachers to relieve staff away on leave e.g. sickness
  - (iii) the cost of senior management Principal  
Deputy Principal  
Assistant Principal
  - (iv) special needs pupils

## Maintenance Reserve

The BOT will continue to set aside each year, sufficient funds for future repainting and redecoration costs within the 10 year maintenance cycle. The reserve fund stands at \$20000. The BOT is expecting a total income (depending on roll numbers) of **\$1,452,000** during 2010. Out goings are expected to be **\$1,452,000** thus leaving a surplus for the year of \$0

The relieving teacher's grant of \$26663 represents \$1718 per teacher or 6 days per teacher on average for the year. Any unspent money from this source at 31/12/2009 will be carried forward to 2010 to help fund 2010 requirements.

## **Appendix : Dues explanation**

### Attendance Dues and St Theresa's School Funding

1. The attendance dues paid by parents/caregivers for children attending the school do not go to the school. These dues are pooled by the Catholic Education Office in Dunedin and are used to:
  - (a) repay principle and interest on loans (borrowed) to bring schools' in the Dunedin Diocese up to code on integration with the State school system and for new capital works.
  - (b) pay for the costs of deferred maintenance not funded by the government

### St Theresa's School Budget

Budgeted Profit and Loss Account for the year ended 31 December 2010

#### **Income 2010**

**Teachers Salaries	1100000
Operations Grant	285000
Investment	3000
Fund raising and Other Income	18000
Special Needs Grant(ORRS)	21000
Special needs Grant (Decile generated)S.E.G)	13000
Targeted Funding for Educational Achievement (T.F.E.A.)	12000

Trading Activities, Canteen	0
Recreation and Sport	0
Trading	0

**Total 1452000**

#### **Less Costs of Operation**

Property and Grounds	58500
Administration	81600
Syndicates	31600
Salaries and Staffing	1252300
Maintenance Contracts	15000
Special Projects	13000

**Total 1452000**

**Surplus for the Year 0**

<b>Administration</b>		<b>Property and Grounds Depreciation</b>		<b>35000</b>
Audit Fees	3000			
Consumables - Office	4000			
Consultants/service Charge	6000			
Freight	500		<b>Subtotal</b>	<b>35000</b>
Principal's Expenses	3000	<b>Repairs and Maintenance</b>		
Heat and Light	15000	Buildings		4000
Insurance	3500	School Computers		2000
Library Books/ Repairs	500	Furniture		2500
Medical Supplies	300	Grounds		3500
Photocopying	22000	School Equipment		1500
Postage	600	Office Equipment		500
Printing and Stationery	500	Sports and recreational Equipment		1000
Rates	3000	<b>Board Administration</b>	<b>Subtotal</b>	<b>15000</b>
Reading Recovery	500	Attendance Fees	9500	
Security system costs	1500	Clerical Services	1000	Bin Hire 1500
Telephone and Tolls	2000	Entertaining	700	Materials 2500
		Subs and Resources	4500	Sanitary Supplies & Laundry 3000
<b>Sub Total</b>	<b>65900</b>			Cleaning Costs 1500
		<b>Sub-total</b>	<b>15700</b>	<b>Subtotal</b>
				<b>8500</b>

**Total 81600**

**Expenditure Property and grounds 58500**

<b>Curriculum Area</b>	<b>Senior</b>	<b>Junior</b>	<b>Specialist Budget</b>	<b>Special Projects</b>
Art and Craft	1500	1500	Hire of Laptops	13000
Consumables	3000	3000		
English	2000	2000		
Mathematics	1200	1200		
Science	300	300		
Social Studies	300	300		
Religious Education				1600
Maori	300	300		
Health	300	300		
Physical Education	250	250	1600	
Music	300	300		
Technology	750	750	Junior Buldge	500
Library	1000	1000	Senior Bulge	1500
Text Book Replacement	2000	2000	Bulge	2000
<b>Sub Total</b>	<b>13200</b>	<b>13200</b>		<b>31600</b>

Replacement & Depreciation 2010

Computer Equipment	10000
Sports Equipment	1500
Library	3500
Audio Visual	3000
Furniture	3000
Plant and Equipment (property)	3000
Science Equipment	1000
Office Furniture	1000
School Furniture	4000
Grounds Equipment	3000
Buildings	2000

**Total 35000**

**Staffing & Salaries**

Teachers Salaries	1100000
Administration	27000
Cleaners and Caretaker	40000
Relievers	Staff Development 4500
Relievers	Others 15000
Teachers Aide	52000
Special Needs-Specialist services/Teachers Aides	2000
Special Needs	Equipment 500
Special Needs	Other 200

**Subtotal 1241200**

**Staff Costs**

Accident Compensation Levies	1000
Recruitment Costs	500
Reimbursement Staff	2400
Reimbursement Principal	
Staff Development	3000
Staff Room Expenses	3000

**Subtotal 11100**

**Total Salaries 1252300**

**St Theresa's School Charter and Policy Plan for 2010**

**G1**

Charter and Policy Committee have put in place a programme of self review. In 2008 the ministry has introduced a Revised Curriculum. this is to be implemented by 2010 The committee has put together a timetable based on the National Education Guidelines. This plan gives a three year cycle of review and includes curriculum and policy areas.

<b>Self Review Time Table 2010</b>			
	<b>Curriculum</b>	<b>Board Policies</b>	<b>Board area</b>
			Charter Development
Term 1	Social sciences	Privacy Thief & Fraud Prevention	Chater Review in light of New Curriculum
Term 2	Science	Children with special abilities Classroom Release time	↓
Term 3	Physical education & Health	Outdoor Ed policy	
Term 4	Technology	Attendance	