

Mairangi Bay School Board of Trustee

Meeting BoT Work Plan 2024



Meeting <i>Annual Plan 2024</i>		2024-1	2024-2	2024-3	2024-4	2024-5	2024-6	2024-7	2024-8
Term & Date Meetings		21 February (T1:Week 3)	20 March (T1:Week 7)	15 May (T2:Week 3)	19 June - Date changed to 26 June (T2:Week 9)	7 August (T3:Week 3)	4 September (T3:Week 7)	6 November (T4:Week 3)	4 December (T4:Week 8)
Guests Visitors		Strategic Planning and Reporting ERO School Profile	Strategic Goal 1 Josie - Iwi Brenda - MAC Te Pūheke - Heke	Strategic Goal 2 AKO Leaders ISL Literacy ISL Mathematics ISLMātauranga Māori Leader	Strategic Goal 3 PB4L Leader Whānau Leaders ESOL Leader	Strategic Goal 4 Student Leaders Music/ Arts Sports/ PE Leader	Strategic Review Iwi/ MAC progress	Strategic Review International Director	Strategic Review PTA Representative
Deputy Principals		Invited to attend some or all of the meeting to build leadership and governance capacity							
Board Requirement	BoT Election	Presiding Member appointment Confirm BoT portfolios 2024: - Property - Finance - Curriculum - Health and Safety - Legal - Communications	Casual vacancy - selection Roll return 1 March	Casual vacancy - selection Accounts to auditor Approved and sent to MoE	Review BoT portfolios 2024 Staff wellness survey 2024 Roll return 1 July	Preparation starts from end of Aug/Sept Roll return		BoT mid-term election - Date TBC Succession Planning	Review BoT portfolios 2024
Board PLD		Salesforce Property Module	Ongoing MOE or NZSTA self-directed						
Walkaround Property/ Health and Safety		All BoT Reps Monitor progress	BoT Rep 1	BoT Rep 2	ALL BoT Reps Monitor progress	BoT Rep 3	BoT Rep 4	BoT Rep 5	All BoT Reps Review progress
Mairangi Bay PTA hui rep		Plan events for 2024	Discos	Chocolates	Movie Night	Quiz Night	Math-a-thon	Colour Run TBC	MBS Recipe Book (2025)

Strategic Review	Policy Review Refer <u>current 3</u> year policy review schedule	School Docs Legislation/Policy +Parent Involvement +Community Conduct Expectations Board Assurance Te Tiriti o Waitangi Main BOT self-review policy School Planning and Reporting	School Docs Legislation/Policy Communicating with Parents Board Assurance Board Responsibility Reporting to Parents on Student Progress and Achievement	School Docs Legislation/Policy Teacher Relief Cover Safety Checking Classroom Release Time Staff Leave Board Assurance Appointment Procedure	School Docs Legislation/Policy Media Professional Development Staff Conduct Board Assurance Employer responsibility	Schools Docs Legislation/Policy Teacher Professional Growth Cycle Board Assurance Principal Professional Growth Cycle	School Docs Legislation/Policy Performance Management Board Assurance Concerns and Complaints Protected Disclosure	School Docs Legislation/Policy Property Maintenance Board Assurance Finance & property management Managing Income and Expenditure Financial Conflict of Interest Review Sports Cultural Arts Leadership	Review opps of: Sports Cultural Arts Leadership Schools Docs Legislation/Policy School Donations Expenditure Property Maintenance Board Assurance Prevention of Bribery, Corruption, Fraud, and Theft
	Strategic Goals and Evaluative Review	Annual Plan Confirm 2024	Review Strategic Goal 1	Monitor Strategic Plan 2	Monitor Strategic Plan 3	Monitor Strategic Plan 4	Monitor Strategic Plan 1 and 2	Monitor Strategic Plan 3 and 4	Strategic Plan Review to craft Annual Plan 2025
Regular Review	Finance Report	Monthly report Kiwisport funding etc Review Finance Assumptions 2025	Monthly report Audit update	Monthly report Annual audit final Heat, Light and Water application for reassessment from MOE.	Monthly report Review Finance Assumptions 2025 Reforecast Budget 2025	Monthly report	Monthly report Provisional Roll Review	Monthly report 2025 Budget draft Apply for extraordinary roll growth funding with MoE Check special reason staffing to cope with potential change Heat, Light and Water application	Monthly report 2025 Budget final

								for reassessment from MO	
	Learner progress and achievement	EOY Student Achievement 2023 Report Statement of Variance 2023 completed	Student Achievement PAT Maths and Reading (Longitudinal)	SENCo and ESOL Progress Report	20 week Phonic Years 0-2 progress	Mid-year progress report against end of year NZC levels. M/ Pasifika Report	SENCo and ESOL Progress Report M/ Pasifika Report		End of year data report and Statement of Variance 2024 DRAFT PAT analysis compared to Term 1 40 week Phonic Years 0-2 progress
	Mid-year and End of year reports indicate progress made in line with our Statement of Variance, Spiral of Inquiry and professional learning priorities								
	Other reports A combined report on Hero, Digital Curriculum, MBWay where different parts are highlighted as progress is made and as and when.	Mitey Programme School-wide wellbeing review ERO School Profile Report confirmed Launch new website Tūrangawaewae Report 2023-2024 with recommendations for 2024 Health, PE and Religious Education Review	Hero - Where to next? Local Curriculum MBWay - progress and what next?	Submit School Reporting and Planning - Annual Plan March 1	Localised Curriculum tracking Statements What does learning look like at MBS in line with our community consultation - Whanaungatanga		Local Curriculum MBWay - progress and what next? New English and Math curriculum	Localised Curriculum Statements What does learning look like at MBS in line with our community consultation - Whanaungatanga (Move to 2025)	Local Curriculum MBWay - progress and what next? Review new website design Review Trips and Events 2024 Review ESOL model Review TA model Review Learner support programme

									Review Mitey/ PB4L and Restorative Practice Review Cultural Competencies Review NZQA international self-review
	Human Resources	Principal Performance Agreement Approved Launch School Structure 2024 Inc: Leadership structure and Curriculum Team Whānau and AKO leaders New CRT Plan - 15 Hours per FTTE ESOL T1 & 2 funding application Check ALL staff have physical restraint certificates Leaders and Support Staff Goal Setting #1	Teacher PGC and growth coaching process confirmed Principal 2024 discussion with Presiding Member, Nicky & Principal - Coaching and Wellness	Teacher PGC and growth coaching planning Support staff feedback,, reflection and goal setting #1	Mid-year Principal Performance Review and survey Teacher PGC and growth coaching process #1 begins July: ESOL T3 & 4 funding application Leaders and Support Staff Goal Setting #2 Plan ESOL Verification	Teacher PGC and growth coaching process #3 New CRT Plan - 20 Hours per FTTE SLT and leadership feedback survey #1 survey Plan ESOL Verification	Teacher PGC and growth coaching process #4 Establishing School Structure in line with MoE teacher allocation 2025 Plan CRT -25 Hours per FTTE for 2025 International Code of Practice Review ESOL Verification	SLT and leadership feedback survey #2 survey Teacher PGC and growth coaching process #5 Leaders and Support Staff feedback surveys, reflection and goal setting #3	End of year Principal Performance Agreement Endorsed Complete Schedule of Delegation
	Curriculum Reports	Leadership Structure Road Map 2024	Curriculum and Assessment Pathways SENCo/ ESOL Report	Kāhui Ako	Mitey Programme Wellbeing Report - Staff and Students		MAC report SENCo/ ESOL	Sports/ Arts/Leadership	Curriculum and Assessment Review Literacy & Maths/Stats -

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		Review School Led Projects: e.g. planting Review Property Cyclical Maintenance Plan Review SEPE - School Evaluation of Physical Environment Schedule school works for term and holiday 1		Review School Led Projects: e.g. planting Review Property Cyclical Maintenance Plan Schedule school works for term and holiday 2		Review School Led Projects: e.g. planting Review Property Cyclical Maintenance Plan Schedule school works for term and holiday 3	Complete H & S for our Kaitiaki Garden Bees Chickens Pond Butterflies Playgrounds	Review School Led Projects: e.g. planting Review Property Cyclical Maintenance Plan Schedule school works for term and holiday 4	Property Maintenance and Cyclical Maintenance Plan for 2025 Review SEPE - School Evaluation of Physical Environment Update 2025
Emerging Review	New Government Initiatives	Curriculum Refresh TBC	Common Practice Model TBC	Physical Restraint Module Update	Creative Arts Grant - discontinued PLD Hours 2025 Heat, light and Water recalculation	BoT Hāutu Self Review	BoT Hāutu Self Review	Provisional Roll Review Extraordinary Growth Application Inc Heat, Light and Water review	BoT Hāutu Self Review
	ERO	Ongoing Review - Alongside Kay Low and Josie: Te Kawerau ā Maki							
	Local Initiatives	Kaitiakitanga Review Cultural Flow Launch Bike in School project PTA Annual Review - Fundraising Re-establish PCR system	Community Networking, sponsors and grants Principal Cafes/ focus groups	Principal Cafes/ focus groups Review Playgrounds and Bike in School project survey students/ teachers and community	Website and Social Media Refresh Celebrating and marketing tool PTA Annual Review - Fundraising PCR system review Investigate re-installation of the school pool	Community Networking, sponsors and grants Principal Cafes/ focus groups Review Bike in School project	Principal Cafes Community Consultation Focus Groups	Principal Cafes Restorative Practice and ESOL support	Confirm sponsors and grants 2025 Principal Cafes Review Bike in School project Next Steps

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Consultation	Students	<i>Student survey about learning</i>		Student Council - Playground and Bike Track focus groups	Student Council - Playground and Bike Track focus groups		NZCER Student <i>wellbeing survey</i>	<i>Student survey about learning</i> <i>Ākonga Māori Survey</i>	
	Staff	Iwi Consultation Leaders and Support Staff Goals Setting	<i>Years 0-3 and Years 4-6 Reviews</i> <i>Parent/teacher sharing: students optional</i>	<i>Teachers/ TA;' PGC review</i>	<i>Years 0-3 and Years 4-6 Reviews</i> <i>Principal/PGC: Staff & Board survey & interviews - Wellbeing</i> Iwi Consultation		<i>Years 0-3 and Years 4-6 Reviews</i> <i>Parent/teacher sharing: students optional</i> <i>School-wide NZCER TSP: Staff wellbeing survey</i>	Iwi Consultation	<i>Years 0-3 and Years 4-6 Reviews</i> Leadership 360 Feedback Reviews
	Community - Whānaua	Meet the teacher whānau huis	<i>Parent/teacher sharing: students optional</i>	Whānau huis		<i>Parent/teacher sharing: students optional</i>	<i>Community survey: about strategic goals</i>		
	Iwi - Mana Kura	Staff and BOT Consultation	<i>Community and Student Consultation</i>		Staff and BOT Consultation with PCR	<i>Community and Student Consultation</i> Developing our school pepeha	Developing our school pepeha	Staff and BOT Consultation Developing our school pepeha	<i>Community and Student Consultation</i> <i>Akonga survey</i>
	Principal (Coaching and Wellness)			NSPA Conference (North Shore)	APPA Conference (Taupō)	Overseas Learning (Rarotonga)	NZPF Conference (Christchurch)		

Community Consultation Plan 2024 - 2026

COMMUNITY CONSULTATION ROADMAP: Initiatives we are working on - MBS: 3 Year Plan - [ERO SCHOOL PROFILE REPORT](#)

A timeframe of initiation, development embedding sustaining of new initiative - Ākonga, Kaiako and Kaimahi, Whānau, Iwi

Initiative	2024	2025	2026	Responsible	Desired Outcome
Iwi - Whanaungatanga Hui - Term 2	Initiate	Developing	Embed	SLT and BoT	Build relationships and shared understanding of how we are giving effect to Te Tiriti o Waitangi as a school in Aotearoa
Māori Achievement Collaborative Hui - Term 2	Initiate	Developing	Embed	SLT, Leadership Team	Build relationships and shared understanding of how we are giving effect to Te Tiriti o Waitangi as a school in Aotearoa
NZSTA Hāutu Review (BoT) - Term 2	Initiate	Developing	Embed	SLT and BoT	Build relationships and shared understanding of how we are giving effect to Te Tiriti o Waitangi as a school in Aotearoa
Structured Literacy - LLLL and The Code - Term 3/44	Initiate	Developing	Embed	ISL leaders, AKO Leaders and SLT	Build coherence, alignment and shared language of learning
Problem Solving Maths - Term 3/4	Initiate	Developing	Embed	ISL leaders, AKO Leaders and SLT	Build coherence, alignment and shared language of learning
ERO Implementation Plan	Initiate	Developing	Embed	SLT, Iwi and BoT	Build coherence, alignment and shared language of learning
Wellbeing - Mitey Programme/Linewise - Term 2/ 3	Initiate	Developing	Embed	ISL leaders, AKO Leaders and SLT	Ensure well being of students, staff and community
Strategic Plan Review - Term 1	Developing	Embed	Sustain	SLT, Leadership Team	Build coherence, alignment and shared language of learning
ESOL Support - Term 1	Developing	Embed	Sustain	SLT and ESOL	Build coherence, alignment and shared language of learning
Supporting Neurodiverse Learners Term 2	Developing	Embed	Sustain	SLT, Leadership Team	Build coherence, alignment and shared language of learning
Collaborative Practice	Developing	Embed	Sustain	SLT, Leadership Team	Reinforce a strength-based approach
Local Curriculum Refresh - Term 3/4	Developing	Embed	Embed	ISL leaders, AKO Leaders and SLT	Connect programme with our identity and local area
Communication Strategy - Website Refresh and HERO SMS - Term 1	Developing	Embed	Sustain	SLT and BoT	Improve connection between home and school
MBWay - Mission, Vision, Values, PB4L Term 2/3	Embed	Embed	Sustain	SLT, Leadership Team and PB4L Team	Ensure well being of students, staff and community

