

Report to the St Bernadette's School Board of Trustees

Principal's Report



Board Meeting Date:	19 th February 2019
Report Title:	Principal's Report
Report Author:	Debbie Waldron

1. Domain: Special Character

To understand and live out our Special Character.

Continue to Strengthen the implementation of the Bridging Document.

See strategic section of Charter.

- Opening prayers for Teacher Only Days were led by Gerard and Roger.
- All staff who were able (a large number) attended the Dunedin Catholic Teachers Commissioning Mass on the 7th of February.
- Room 1 and Room 2 have led Prayer Assemblies with themes of 'Communication' (that acknowledged the significance of the Treaty of Waitangi) and 'Friends'.
- Room 7 celebrated the first class Mass of the year honouring St Valentine.
- Anne-Marie delivered a PLD session for teaching staff on prayer. As a result of this Siobhan has prepared a planning resource for teachers.
- All classes have begun the year teaching the Prayer Module.
- Congratulations to Sharon who has completed her Diploma of Religious Teaching from the Catholic Institute.
- Two students were baptised at our First Combined Schools Parish Mass on Sunday the 17th of February.
- At the end of 2018 we supported six families with a donation for Christmas. We also delivered flowers and a care package to a staff member. Pastoral Care is alive and well at St Bernadette's.

2. Domain: Teaching & Learning

All children are fully engaged in learning, display a pride in their cultural identity and achieve success in their learning.

To lift achievement for all targeted students in writing and mathematics.

See strategic section of the Charter.

3. Personnel

2018 Staffing:

New Entrants:	Andrea Christophers
Year 1:	Melanie Atkinson
Year 2:	Sharon Tayles
Year 3:	Siobhan Burke
Year 3:	Roger Bone
Year 4:	Keith Wilcox
Year 5:	Nicky Bell
Year 5/6:	Gerard Shaw / Amy Fitzgerald (Term's 1/4)
SENCO/CRT:	Sharlene Gillespie
Support Staff:	Sally McNeilly, Janice Shaw, Paul Armstrong, Mary-Lee Rolleston-King, Karen Rowe, Stephanie Lavelle-Pool
College Students:	Rachel Frampton, Sophie Taylor, Emma Slater

- Induction meetings have been held with new staff and college students.
- Staff were visited by an NZEI rep to give an update on collective agreement negotiations. She also alerted us to the paid stop work meetings being held in the week beginning the 18th of March.
- Amy is supporting literacy and numeracy in Room 1, providing release time for Gerard, Nicky and Keith and Inquiry Time for all teachers. We will need to employ a Fixed Term part-time teacher for Term's 2 and 3.
- Two Teacher Only Days were held prior to school starting. Included in these days were three professional learning sessions – PacT, Treaty of Waitangi, and Spirals of Inquiry (all run by outside providers), organisation aspects, policy and procedure review and Special Character.
- This year I have ensured we have the correct percentage of units permanently allocated. One permanent unit has now gone to the SENCO role and an extra fixed term unit has gone to leadership in the junior school.
- All staff members have current Teacher Registrations or Police Vets. In the latter part of 2019 we have 5 teaching staff and 2 support staff who registration or vet will expire.
- Stephanie Lavelle-Pool and Mary-Lee Rolleston-King are the supervisors in charge of After School Care. Moneka Prasad-Sinclair is a permanent 5 day worker and we have three casual employees that cover the third position. I am just going through the process of employing another casual staff member for 2018.

Professional Development:

Ian Taylor – Innovation - CoL
First Aid

All Teaching Staff
Mel, Siobhan, Roger, Janice

We have a very innovative delivery plan for our Kāhui Ako MoE Centrally Funded PLD. This involves us working in more collaborative ways with other schools and also gives us choice about PLD that we undertake.

4. Health & Safety

- An evacuation drill was held on Wednesday the 13th of February. It took 3.18 minutes to evacuate the school and complete a roll count. For the first time all classes heard the alarm clearly and in general it was an excellent evacuation. Issues that arose were:
 1. Reminders not to go back into the room if you forget something.
 2. Walk briskly rather than dawdle.
- James Crawford from Logic Group did a Health & Safety check-up for Building Warrant of Fitness. An informal discussion indicates that everything is compliant apart from the area behind the senior block and he has suggested we perhaps need to have more than just a sign to ensure the children don't climb the wall.
- All staff and most Year 3-6 students have signed a Responsible Use ICT Agreement for 2018.
- Health & Safety items covered during Teacher Only Days were cyber safety, sun safety, class rolls, evacuation, working outside school hours, hazards, protected disclosure and identified student health needs.
- Chat Bus personnel have visited the school to talk to staff and a letter has been sent home to parents. The first visit will be Tuesday the 19th of February and then every alternate Tuesday.

4. Property & Finance

- The Management Summary report for December shows that we have a healthy surplus at year end and an increased Working Capital. Expenditure has remained all within budget apart from the area of administration which is 9% over (photocopier \$2,565, caretaking and cleaning \$2,122, Building Maintenance \$4,908 - currently includes purchase of furniture, Xero/Monty subscription \$1,260 and Insurance \$2,436 – paid for 2019 in 2018 and will not be counted in 2018 accounts.
- Liz and I met to go over the 2019 Budget. There were some changes that had to be made as one Teacher Aide salary was left off the draft budget. This was added and other adjustments made, the biggest of these was the employment of Manawa Enterprises for one term only (which is all they could commit to anyway), to ensure we had a break even budget.

- Required documentation has been sent to our accountants in preparation for being sent to the auditor.
- I am currently in talks with Konica Minolta around our photocopying contract. This year is the final year of a five year contract and it may be worthwhile for us to investigate what the best future option is.
- We had issues with seven of our Chromebooks at the end of 2018. Five of these were repaired under the warranty. Two did not fit under the warranty and the cost of repairing them was almost the cost of purchasing two new units so these need to be taken off our asset register.
- We are about to have an IT audit of the school around the use of the server and possible migration to the 'cloud'. This was supposed to have been done last year but changes in Cyclone personnel meant this did not occur.
- As a result of one of the Health & Safety reviews with Gareth last year we have sought quotes for the cost of installing a heat-pump in Room 8.
- Gerard has been working on an idea for the windows in the school prayer space which he is in the process of costing out.

5. Community Engagement

- All junior classes are continuing to use either Class Dojo (junior) or Seesaw (senior) to communicate and share learning with parents.
- Meet the teachers evenings are planned for Tuesday and Wednesday (19th and 20th of February). These are to talk about class routines, expectations, communication and learning. It is also a time to begin/continue relationship building and answer questions about the year ahead.

6. School Roll

Ministry of Education Staffing Roll	195
Start of Year Roll 2019	179
End of Term 1	181
End of Term 2	183
End of Term 3	185
Predicted End of Year Roll 2019	187