



Year: 2017

Quarter: Quarter 3

School Details

School: Te Kāpehu Whetū (Teina)
Type: Primary School (Years 1-6) Number: 715
School Physical Address: 78 Tarewa Road, Whangarei
School Postal Address: PO Box 6020, Otaika, Whangarei 0147
School Website: www.tkw.ac.nz

School Leader

Name: Hoana Te Aika Position: Pouwhakaako
Mobile: [REDACTED] Email: h.teaika@mokonkz.co.nz

Person responsible for teaching and learning (if different from the above):

Name: Hoana Te Aika s 9(2)(a) OIA Position: Pouwhakaako
Mobile: [REDACTED] Email: h.teaika@mokonkz.co.nz

Sponsor representative/ Key Contact:

Name: He Puna Marama Charitable Trust
Key Contact: Raewyn Tipene s 9(2)(a) OIA Position: CEO
Mobile: [REDACTED] Email: rj.tipene@mokonkz.co.nz

Organisational Structure

Have there been any changes to your organisational structure this quarter (including arrival/departure of trustees, change in CEO, changed management/governance functions of the school leadership)?

No

If yes, please provide details of the changes. If no, please specify "n/a".

n/a

Teaching Positions

The contracted number of teaching positions is listed in Clause 1 of Schedule 4 of the Partnership Schools Agreement, and the contracted number or percentage of Registered Teachers and Holders of Limited Authority to Teach (LAT) is listed in Clause 2 of Schedule 4. The contracted percentage of curriculum time taught by Registered Teachers and holders of Limited Authority to Teach is stated in Clause 3 of Schedule 4.

NOTE: these may have been amended via Contract Variation.

Please enter the information below on the teaching positions in relation to the current quarter.

Teaching Positions	Contract	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Number of persons holding a current practising certificate - Minimum	4	4	3	6	
Number of persons holding a Limited Authority to Teach (LAT) - Maximum	0	0	0	0	
Number of teaching staff who do not hold a current practising certificate - Maximum	2	2	3	0	
Total	6	6	6	6	0
% curriculum time taught by a person holding a current practising certificate - Minimum	60%	66%	66%	100%	

that:

- actual numbers are below the agreed minimum number of persons holding a current practising certificate,
- actual numbers are above the maximum number of persons holding a LAT or
- actual numbers are above the maximum number of teaching staff who do not hold a current practising certificate
- the percentage of curriculum time taught by a person holding a current practising certificate is lower than the contracted requirement.

If numbers and percentages are as agreed, please specify "n/a".

n/a

Term Dates

Term dates are specified in Clause 3 of Schedule 1 of the Partnership Schools Agreement, but may be changed via a Contract Variation. Please enter the actual start and end dates for each term in the table below.

School Term Dates

	Start Contracted	End Contracted	Total number of	Actual Start	Actual End
Term 1:	30/01/2017	13/04/2017	52	30/02/17	13/04/2017
Term 2:	1/05/2017	7/07/2017	49	1/05/2017	7/07/2017
Term 3:	24/07/2017	29/09/2017	50	24/07/2017	29/09/2017
Term 4:	16/10/2017	20/12/2017	47	16/10/2017	20/12/2017

If the term dates are different to those that have been agreed please provide an explanation.

If term dates are the same as those agreed, please specify "n/a".

n/a

Enrolment Details

Your school is subject to a GMR for 2017. The GMR is set out in Clause 1.2 of Schedule 7 of the Partnership Schools Agreement, subject to any updates via Contract Variation.

Please indicate your school's actual roll below, as at the end of the term.

Current Year Levels:

Year **1** to Year **6**

Enrolment Details	Contracted	Q1 Actual (as at 31 March 2017)	Q2 Actual (as at 30 June 2017)	Q3 Actual (as at 30 Sept 2017)	Q4 Actual (as at 31 Dec 2017)
Actual Roll	N/A	101	101	107	
Guaranteed Minimum Roll	110	110	110	110	110
Minimum Roll	n/a	n/a	n/a	n/a	n/a
Maximum Roll	150	150	150	150	150
Enrolment Variance	110	-9	-9	-3	-110

Please provide further details if your roll is not between the Guaranteed Minimum Roll/ Minimum Roll/ Enrolment Variance and the Agreed Maximum Roll, or specify "n/a".

We have 3 akonga starting in Term 4.

Student Engagement

Student Engagement performance requirements are set out in Clause 2.2 of Schedule 6 of the Partnership Schools Agreement. Annex A to Schedule 6 provides specific performance standards for each class level (and where appropriate, course).

Please provide your student engagement results for this quarter below.

Student Engagement	Annual Performance Standard	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Year To Date	Annual Limit
Unjustified Absences	0.01 x Number of Students x Days in School Year	0	0	0		0	212
Stand downs	0 occurrences	0	0	0		0	0
Suspensions	0 occurrences	0	0	0		0	0
Exclusions (Under the age of 16)	0 Exclusions (occurrences)	0	0	0		0	0

Please provide details if you have not met any of the student engagement Performance Standards. If you have met all standards, please specify "n/a".

All absences are followed up on the day to get explanation. Subsequently all explained.

Wellbeing@School Survey

Schedule 6 of the Partnership Schools Agreement requires you to run the Wellbeing@School Survey annually. Note that the Wellbeing Survey is only available for Years 5 and above.

Last Completed:

(DD/MM/YYYY)

8/07/1905

Next Scheduled:

(DD/MM/YYYY)

Term 2, 2018

If you have completed the Wellbeing@School survey for this year, please summarise the key findings and any actions you are taking, or that you are planning to take, in response.

The Wellbeing Survey was completed in Term 2, 2017. I am unable to change the 'Last Completed' date.

Targeting Priority Learners

Clause 2.4 of Schedule 6 of the Partnership Schools Agreement requires you to target a minimum of 75% priority learners. Please complete the table below on Priority Learners in relation to the current quarter.

Note: a student can only be counted in one category, even if they identify with more than one priority learner group.

Percentage of Priority Learners:

Target:	Quarter 1	Quarter 2	Quarter 3	Quarter 4
75%	100%	100%	100%	

Please provide commentary if your quarterly result is lower than 75%. You may also choose to comment even if you have met the target range. If you have no comment, please specify "n/a".

n/a

School Curriculum

Curriculum and Qualifications are set out in Schedule 2 of the Partnership Schools Agreement. Please state if there have been any changes to the agreed Learning Areas identified in Clause 2 of Schedule

Yes

Please provide further information if there have been changes to the agreed Learning Areas. If there have not been any changes, please specify "n/a".

We implement Te Marautanga o Aotearoa as we have been a Rumaki for the last 22 months, as opposed to the NZC as set out in Schedule 2 of the Partnership Schools Agreement.

Financial Performance

Financial Performance Measures are set out in Clause 2.3 of Schedule 6 of the Partnership Schools Agreement.

Operating Surplus (Target: 2%-5%)

The Operating Surplus is the difference between total revenue and total expenditure (including interest expenses, tax and depreciation on assets). Schools should generally have a small surplus each year to ensure sufficient reserves are available to provide for any unexpected expenditure.

The Operating Surplus is calculated as follows: Net Surplus after expense, taxes, depreciation and amortisation divided by total revenue.

Operating (Net) Surplus	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Year to date
Income (\$)	\$254,386	\$254,236	\$251,169		\$759,791
Expenditure - incl interest, tax & depreciation (\$)	\$216,754	\$237,481	\$228,253		\$682,488
Operating (Net) Surplus (\$) - after interest and taxes	\$37,632	\$16,755	\$22,916		\$77,303
Operating (Net) Surplus (%)	15%	7%	9%		10%

Please provide an explanation if the quarterly result does not meet the performance standard. Your explanation should outline the reasons for this, what actions you are taking to remedy this, and an estimated date by which the Operating Surplus will meet the performance standard.

You can comment even if you have met the performance standard. If you have no comment, please specify "n/a".

1. Majority of the surplus is required to cover planned as yet unrealised expenditure in the future periods.

Working Capital Ratio (Target: at least 2:1)

The Working Capital Ratio indicates a school's ability to meet their short-term financial obligations through sound financial operation. The Working Capital Ratio is calculated by dividing current assets by current liabilities. Having a Working Capital Ratio of at least 1:1 means that a school is able to pay its short-term debts and operate with some flexibility. For example, if the Working Capital Ratio is 1.35:1, this would mean that for every \$1 of current liabilities owed, the school has \$1.35 current assets to use to meet their short-term financial obligations.

Working Capital Ratio	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Current Assets (\$)	\$668,809	\$641,232	\$662,069	
Current Liabilities (\$)	\$90,171	\$24,844	\$13,978	
Working Capital (\$)	\$578,638	\$616,388	\$648,091	
Ratio (eg 2:1)	7.4:1	25.8:1	47.4:1	

Please provide an explanation if the quarterly result does not meet the performance standard. Your explanation should outline the reasons for this, what actions you are taking to remedy this, and an estimated date by which the Working Capital Ratio will meet the performance standard.

You can comment even if you have met the performance standard. If you have no comment, please specify "n/a".

n/a

Debt Equity Ratio (Target: maximum 0.5:1)

A *Debt Equity Ratio* indicates how much debt an organisation is using to finance its assets relative to the amount of value it holds in equity. A ratio lower than 1 indicates that the entity has taken on manageable debt levels and has a low risk, and the lower the number, the less risk the entity is exposed to.

The Debt Equity Ratio is calculated by dividing total liabilities by total equity.

Debt Equity Ratio	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Equity (\$)	\$639,129	\$678,391	\$706,877	
Total Liabilities (\$)	\$90,171	\$24,844	\$13,978	
Ratio (eg 0.5:1)	0.1:1	0:1	0:1	

Please provide an explanation if the quarterly result does not meet the performance standard. Your explanation should outline the reasons for this, what action you are taking to remedy this, and an estimated date by which the Debt Equity Ratio will meet the performance standard.

You can comment even if you have met the performance standard. If you have no comment, please specify "n/a".

n/a

Operating Cash Flow (Target: positive operating cash flow)

Operating Cash Flow represents the net inflow and outflow of cash in relation to the operating activities of your school for the quarter. Operating Cash Flow is positive if the closing balance is higher than the opening balance, and is negative if the closing balance is lower than the opening balance. A positive Operating Cash Flow indicates that the school is able to generate sufficient cash flow to maintain and grow its operations.

Operating Cash Flow is calculated by adding together net surplus, non-cash operating expenses, and changes to working capital.

	Operating Cash Flow	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Year to date
	Operating (Net) Surplus - after tax	\$37,632	\$16,755	\$22,916		\$77,303
Less	Non-cash income (eg Establishment Funding released over time)	not specified	\$0	0		\$0
Plus	Non-cash Operating expenses (eg depreciation)	not specified	\$3,156			\$3,156
Less	Changes in Working Capital - excluding cash*	not specified	\$37,750	\$9,319		\$47,069
	Operating Cash for the Quarter (\$)	\$37,632	-\$17,839	\$13,597	\$0	\$33,390

* Increases in working capital should be inputted as a positive number, whereas decreases in working capital should be inputted as a negative number.

Please provide an explanation if the quarterly results does not meet the performance standard. Your explanation should outline the reasons for this, what action you are taking to remedy this, and an estimated date by which the Operating Cash Flow will meet the performance standard.

You can comment even if you have met the performance standard. If you have no comment, please specify "n/a".

We cannot fill-up the figure in Quarter 3 box under non cash operating expenses (e.g depreciation) because the box is locked. The non cash operating -depreciation is \$3,218.00.

Debt Service Coverage Ratio

Clause 18.2 of the Partnership Schools Agreement requires you to report on your Debt Service Coverage Ratio as part of each quarterly and each annual report if you are servicing any term debt. The Debt Service Coverage Ratio is a measure of the cash flow available to pay current debt obligations; it states forecast net operating income as a multiple of debt obligations due within one year. If the ratio is less than 1, the borrower is unable to pay current debt obligations without drawing on outside sources - without, in essence, borrowing more. If it is too close to 1 - say 1.1 - the entity is vulnerable, and a minor decline in cash flow could make it unable to service its debt.

The Debt Service Coverage Ratio is calculated by dividing the forecast net operating surplus for the next 12 months (before interest, taxes and lease payments) by the total of debt obligations due within one year (including interest, principal, sinking fund and lease payments, and including property and other operating leases, e.g. photocopiers).

Does the Sponsor service any interest, principal or lease payments?

No

Debt Service Coverage Ratio	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Year to date
Forecast Operating (Net) Surplus for the next 12 months - after interest and taxes	Not specified	\$1,411	\$1,441		\$2,852
Forecast Interest, taxes and lease payments payable for the next 12 months	Not specified	\$0	\$0		\$0
Forecast Operating (Net) Surplus before interest, lease payments and taxes for the next 12 months	\$0.00	\$1,411	\$1,441	\$0	\$2,852
Total debt obligations due in the current next 12 months (incl. Interest, principal, sinking fund and lease payments, and including property, and other operating leases, e.g. photocopiers)	Not specified	\$0	\$0		\$0
Debt Service Coverage Ratio	0:1	0:1	0:1	0:1	0:1

Has the Sponsor defaulted on any of its debt obligations, or can reasonably anticipate that it may soon default on any of its debt obligations?

No

Please provide further detail if the answer is Yes. If the answer is No, please specify "n/a".

n/a

Operational Management

Parents, family, whānau, iwi and community engagement policy

Clause 10.6 of the Partnership School Agreement requires you to publish and comply with your parents, family, whānau, iwi and community engagement policy. Please confirm whether you have complied with the requirements set out in Clause 10.6 of your Agreement.

Yes

If you have not published or complied with this policy, please provide commentary below. If you have published and complied with this policy, please specify "n/a".

n/a

Policies for ensuring a safe physical and emotional environment for Students

Clause 7.5 of the Partnership School Agreement requires you to prepare and provide to the Minister

the school's policies for ensuring a safe physical and emotional environment for students. Following their approval, these become an operative document with which you must comply. Please confirm whether you have complied with the requirements set out in Clause 7.5 of your Agreement.

Yes

If you have not complied with these policies, please provide commentary below. If you have complied, please specify "n/a"

n/a

Official complaints received by the Sponsor

Clause 10.5 of the Partnership School Agreement sets out requirements relating to complaints. Please identify if you received any official complaints during the quarter.

No

Please describe each complaint in general terms, without information that may be deemed confidential. Please also describe how each complaint has been resolved. If you have not received any complaints this quarter, please specify "n/a"

n/a

Challenges received under the Independent Review Framework (IRF)

Clause 1 of Schedule 8 of the Partnership School Agreement sets out requirements relating to the Independent Review Process. Please identify whether any students or parents, families and/or whānau of students have sought to use the Independent Review Process (IRP) to challenge any decisions, actions or omissions of the Partnership School?

No

Please describe any challenges using the IRP process in general terms, without information that may be deemed confidential. Please also describe how each challenge has been resolved under the IRP. If you have not had any challenges using the IRP this quarter, please specify "n/a".

n/a

Contractual Requirements

Contractual requirements are set out in the Partnership School Agreement as follows:

- Part 2 - Key Requirements
- Part 3 - Performance Regime
- Part 7 - General Requirements of the Agreement for the current quarter.

Please identify if you have met each of the contractual requirements specified below.

Part 2 of the Agreement: Key Requirements

Clause:	Quarter 1	Quarter 2	Quarter 3	Quarter 4
2.1(c) The Sponsor has acted in accordance with all of its approved operative documents (i.e. Parents, Family, Whānau, Iwi and Community Engagement Policy, and policies for ensuring a safe physical and emotional environment).	Met	Met	Met	
9.1(a): The Sponsor will ensure that it teaches its Students in accordance with the Curriculum described in Schedule 2.	Met	N/A	N/A	
9.1(b): Notwithstanding any description of the Curriculum in Schedule 2, the Sponsor must ensure that the Curriculum is, at a minimum, in line with any Foundation Curriculum Policy Statement.	Met	Met	Met	
14.2: The Sponsor will ensure that it has, at all times, the equipment that is suitable for the Curriculum being delivered or to be delivered at the School, the Class Level(s) and abilities of its Students.	Met	Met	Met	

If any of the above have been recorded as 'Not Met' in the most recent quarter, please record the clause number, reason and remedy or mitigation for this. If all Key Requirements have been met, please specify "n/a".

n/a

Part 3 of the Agreement: Minimum Requirements and Performance Regime

Clause:	Quarter 1	Quarter 2	Quarter 3	Quarter 4
16.1(a): No serious incident occurs in relation to the School that compromises the health and safety of a Student that could reasonably have been prevented by the Sponsor.	Met	Met	Met	
16.1(b): No serious criminal activity is discovered to have taken place on the Premises.	Met	Met	Met	
16.1(c): The Sponsor has operated the School in accordance with the requirements set out in the Gazette Notice.	Met	Met	Met	
16.1(e): The Sponsor has accepted students in accordance with clauses 7.2 to 7.4 of the Agreement.	Met	Met	Met	
16.1(f): The School hours and term dates have not reduced below the minimum levels set out in Schedule 1 of the Agreement.	Met	Met	Met	
16.1(g): The stand-down or suspension periods for Students have not exceeded the maximum periods set out in the Act.	Met	Met	Met	
16.1(h): The Sponsor has complied with the legislative requirements in relation to standing down, suspending, excluding or expelling.	Met	Met	Met	
16.1(i): The Sponsor has complied with every direction given under the Act or the Agreement.	Met	Met	Met	
16.1(j): Any transport required is provided as described in Schedule 3 of the Agreement.	Met	Met	Met	
16.1(k): The Sponsor has a person appointed as the person responsible for teaching and learning at all times with a proven background in educational leadership.	Met	Met	Met	
16.1(n): The Sponsor has complied with all requirements in relation to Police vetting under clauses 78C to 78CD of the Act (as applied by section 158U of the Act) and reporting on Police vetting under the Agreement.	Met	Met	Met	
16.1(q): The Sponsor has reported to parents in accordance with clause 7.8 of the Agreement.	Met	Met	Met	

18.1 (a) and (b): In addition to the requirements for enrolment records set out in Section 77A of the Act, the Sponsor must: (i) use a student management system that is approved by the Minister for use by the Sponsor which the Minister notifies the Sponsor of in writing; and (ii) use electronic attendance files for gathering data on Student attendance	Met	Met	Met	
18.1 (c): The Sponsor must maintain detailed records in accordance with prudent business practice and sufficient to enable the Sponsor to complete its reporting obligations under this Agreement, the Act or any other	Met	Met	Met	

If any of the above requirements have been recorded as 'Not Met', please record the clause number and reason why it was not met and the remedy or mitigation for this. If all Minimum Requirements have been met, please specify "n/a".

n/a

Part 7 of the Agreement: General Requirements

Clause:	Quarter 1	Quarter 2	Quarter 2	Quarter 3
33: The Sponsor will be required to maintain all necessary insurances needed for the ongoing operation of the School in accordance with this Agreement and any applicable laws. This shall include, at a minimum, holding the types of insurance at the levels specified in Schedule 9.	Met	Met	Met	Please Choose
34.4(a): The Sponsor must not sub-contract any obligations under this Agreement without the written consent of the Minister. If written consent is provided by the Minister, the Sponsor will remain fully responsible for the performance of all obligations under this Agreement (and responsible and liable for any non-performance) and will be responsible for all acts, defaults and neglects of any sub-contractor.	Met	Met	Met	Please Choose
34.5(a): The Sponsor may not assign or transfer any of its rights or obligations under this Agreement without the written consent of the Minister.	Met	Met	Met	Please Choose

If any of the above requirements have been recorded as 'Not Met', please record the clause number and reason why it was not met and the remedy or mitigation for this. If all General Requirements have been met, please specify "n/a".

n/a