



Year:

Quarter:

School Details

School:

Type: Number:

School Physical Address:

School Postal Address:

School Website:

School Leader

Name: Position:

Mobile: Email:

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

Name: Position:

Mobile: Email:

Sponsor representative/ Key Contact:

Name:

Key Contact: Position:

Mobile: Email:

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)?

Please
Choose

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

NA

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	7	7	7	7	
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	1	1	1	
Total	9	8	8	8	0
% curriculum time taught by a person holding a current practising certificate - Minimum	77%	80%	80%	80%	

Please provide an explanation and advise the date by which the situation will be rectified if the table above indicates 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	Number of days	Actual Start	Actual End
Term 1:	31/01/2017	13/04/2017	50	31/01/2017	13/04/2017
Term 2:	1/05/2017	7/07/2017	48	1/05/2017	7/07/2017
Term 3:	24/07/2017	29/09/2017	48	24/7/2017	29/9/2017
Term 4:	16/10/2017	14/12/2017	43		

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 **11** to Year **13**

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	84	83	70	
Guaranteed Minimum Roll	100	100	100	100	100
Minimum Roll	N/A	N/A	N/A	N/A	N/A
Maximum Roll	250	250	250	250	250
Enrolment Variance	100	-16	-17	-30	-100

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".

During the Q3 period, 6 new students enrolled and 22 students left PASS. Leavers destinations were as follows: 6 employment, 1 overseas (then later returned), 2 another school, 4 courses, 2 unknown. The remaining 7 students were withdrawn by parents who reported they were going to 'another school', however follow up checks in ENROL show that they did not arrive at the next school, therefore PASS is still their last school of attendance. 3/7 of the students were 15 years old and the school assisted two of them to relocate to other schools, however the students did not enrol. The remaining student was a police referral to the school and was referred back to police due to ongoing criminal activity after hours. The unknown whereabouts of the 15 year old students were reported to the Ministry. The Sponsor and school identified that 15/22 students left the school system prematurely before gaining either NCEA L1 or L2 qualifications. Each case had it's own issues including housing, poverty, drugs and alcohol. Regular attendance and re-engagement back into the school system were ongoing challenges. 1 student who is now employed continues to work with the school to complete qualifications in his spare time. The decline in numbers is not an ideal situation for the school but the Sponsor and management team has reviewed it's recruitment approach by promoting PASS as a first choice schooling option for our new Y9-10 cohort rather than being a second chance option. The response to this approach is now spreading and have received 20 new Y9 and 10 enrolments over the past 2 weeks. The school continues to accept enrolments for senior school students for 2017 and 2018. The Sponsor and school are confident that we will reach the GMR of 100 plus and sustain it in 2018 due to the high interest of new enrolments for the junior school.

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	0.028 x Number Of Students x Days In School Year	96.43	120.84	104		321	381
Stand downs	2.1 occurrences per year per 100 students	0	0	0		0	2
Suspensions	0.42 occurrences per year per 100 students	0	0	1		1	1
Exclusions (Under the age of 16)	0.15 occurrences per year per 100 students	0	0	0		0	1
Expulsions (Over the age of 16)	0 Expulsions (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".

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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)

Term 3, 2016

Next Scheduled:

(DD/MM/YYYY)

Term 4, 2017

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.

N/A

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.

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 2.

Please
Choose

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".

N/A

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 - after interest and tax	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Year to date
Income (\$)	\$559,789	\$568,830			\$1,128,619
Expenditure - incl interest, tax and depreciation (\$)	\$530,843	\$537,387			\$1,068,230
Operating (Net) Surplus (\$) - after interest and taxes	\$28,946	\$31,443			\$60,389
Operating (Net) Surplus (%)	5%	6%			5%

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".

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 (\$)	\$1,402,714	\$1,383,553		
Current Liabilities (\$)	\$85,498	\$35,269		
Working Capital (\$)	\$1,317,216	\$1,348,284		
Ratio (eg 2:1)	16.4:1	39.2:1		

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".

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.

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Equity (\$)	\$1,208,658	\$1,197,084		
Total Liabilities (\$)	\$632,657	\$50,520		
Ratio (e.g. 0.5:1)	0.5:1	0.5:1		

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".

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. 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 adjusting the net surplus to take into account non-cash income and operating expenses, and changes to working capital (excluding cash).

	Operating Cash Flow	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Year to date
	Operating (Net) Surplus - after tax	\$28,946	\$31,443			\$60,389
Less	Non-cash income (eg Establishment Funding released over time)	not specified	\$0			\$0
Plus	Non-cash Operating expenses (eg depreciation)	not specified	\$0			\$0
Less	Changes in Working Capital - excluding cash*	not specified	\$31,068			\$31,068
	Operating Cash for the Quarter (\$)	\$127,756	\$375	\$0	\$0	\$128,131

* 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".

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?

Please
Choose

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	\$100,000			\$100,000
Forecast Interest, taxes and lease payments payable for the next 12 months	Not specified	\$10,000			\$10,000
Forecast Operating (Net) Surplus before interest, lease payments and taxes for the next 12 months	\$0	\$110,000	\$0	\$0	\$110,000
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	\$360,000			\$360,000
Debt Service Coverage Ratio	0:1	0.3:1	0:1	0:1	0.3:1

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?

Please Choose

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

Please Choose

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.

Please Choose

If you have not complied with these policies, please provide commentary below. If you have complied with these policies, 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.

Please
Choose

Please describe each complaint in general terms, without information that may be deemed confidential. Please also describe how each complaint has been resolved. If there have been no 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?

Please
Choose

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 there have been no challenges under 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	Please Choose	Please Choose
9.1(a): The Sponsor will ensure that it teaches its Students in accordance with the Curriculum described in Schedule 2.	Met	Met	Please Choose	Please Choose
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	Please Choose	Please Choose
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	Please Choose	Please Choose

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	Please Choose	Please Choose
16.1(b): No serious criminal activity is discovered to have taken place on the Premises.	Met	Met	Please Choose	Please Choose
16.1(c): The Sponsor has operated the School in accordance with the requirements set out in the Gazette Notice.	Met	Met	Please Choose	Please Choose
16.1(e): The Sponsor has accepted students in accordance with clauses 7.2 to 7.4 of the Agreement.	Met	Met	Please Choose	Please Choose
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	Please Choose	Please Choose
16.1(g): The stand-down or suspension periods for Students have not exceeded the maximum periods set out in the Act.	Met	Met	Please Choose	Please Choose
16.1(h): The Sponsor has complied with the legislative requirements in relation to standing down, suspending, excluding or expelling.	Met	Met	Please Choose	Please Choose
16.1(i): The Sponsor has complied with every direction given under the Act or the Agreement.	Met	Met	Please Choose	Please Choose
16.1(j): Any transport required is provided as described in Schedule 3 of the Agreement.	Met	Met	Please Choose	Please Choose
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	Please Choose	Please Choose
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	Please Choose	Please Choose
16.1(q): The Sponsor has reported to parents in accordance with clause 7.8 of the Agreement.	Met	Met	Please Choose	Please Choose
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 at School.	Met	Met	Please Choose	Please Choose
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 applicable laws.	Met	Met	Please Choose	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 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		
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		

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

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

Please review your answers and check for *purple* cells.

Purple cells indicate that you still need to make a choice or provide some data. Once you have done so, the red formatting will disappear.

Some input fields will automatically turn red depending on your previous answers, and will remain red until you have provided further data.