

Year:

Quarter:

School Details

School:

Type:

Current Year Levels: Year to Year **Max. Roll:** **Guaranteed Min. Roll:**

School Physical Address:

School Postal Address:

School Website:

School Term Dates

	Start	End
Term 1:	2/02/2016	15/04/2016
Term 2:	2/05/2016	8/07/2016
Term 3:	25/07/2016	23/09/2016
Term 4:	10/10/2016	16/12/2016

Contact Details

s 9(2)(a) OIA

School Leader/Person Responsible For Teaching And Learning:

Name: **Position:**

Landline: **Mobile:** **Email:**

Sponsor:

s 9(2)(a) OIA

Name:

Key Contact: **Position:**

Landline: **Mobile:** **Email:**

s 9(2)(a) OIA

Organisational Structure And Teaching Positions

Is there any change to your organisational structure for this quarter e.g. arrival/departure of key trustees or change in management/governance functions of the School leadership?

No

Please provide commentary below if your organisational structure has changed.

Please enter in the table below the number of Teaching positions in relation to the current quarter.

	Contracted	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Registered:	4.8	5.0	5.0	5.0	5.0
Limited Authority To Teach:	0	0	0	0	0
Subtotal Registered/LAT (Minimum):	4.8	5.0	5.0	5.0	5.0

Non Registered (Maximum):

Total:

6.8	4.0	2.0	2.0	2.0
11.6	9.0	7.0	7.0	7.0

Please provide commentary below in relation to any variation from the contracted requirements listed above.

Enrolment Details - Secondary (Years 7 to 13)

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Estimated Roll:				100
Actual Roll:	100	100	93	87
Guaranteed Minimum Roll:	100	100	100	100
Maximum Roll:	250	250	250	250
Enrolment Variance:	Met	Met	7	13

Please provide commentary below if your current roll is *not* between the Guaranteed Minimum Roll and Contracted Maximum Roll specified in the Agreement.

Between 19 October and 4 November, the school had 8 withdrawals. The withdrawals were accounted as follows: 4 students moved to other schools, 1 student left to be a full-time Mum, 2 students left school for full time employment. 1 student ran away from home and the parents withdrew him. Although it is not ideal to lose students at this stage of the year, the school continues to accept new enrolments. There is a discrepancy of 2 students in this count since the last report, I cannot access ENROL at the moment to cross check the numbers, ENROL is not allowing access (23 December 2016).

Student Engagement - Secondary (Years 7 to 13)

	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	7.9	5	7	7.4	27.3	473
Stand Downs:	2.1 occurrences per year per 100 students	1	0	0	0	1	2
Suspensions:	0.42 occurrences per year per 100 students	0	1	0	0	1	1
Exclusions: (Under the age of 16)	0.15 occurrences per year per 100 students	0	1	0	0	1	1
Expulsions: (Over the age of 16)	Zero Expulsions	0	0	0	0	0	0

Please record your comments in relation to any Performance Standards that have not been met below.

Unmet performance standards were noted in Q1 and 2.

Schedule 6 of the Agreement requires you to run the Wellbeing School Survey annually. Please advise whether the Survey has been run in this calendar year, and if not, when it is next scheduled to be run.

Last Completed:

(DD/MM/YYYY)

16/12/2016

Next Scheduled:

(DD/MM/YYYY)

11/01/2017

Targeting Priority Learners

Please complete the table below on Priority Learners in relation to the current quarter. Note that a student can only be counted in one category even if they identify with more than one priority learner group. When you are finished, the Total Headcount figure on the right should roughly balance with the Current Roll figure on the left.

Māori and Pasifika: This information would have been collected on the enrolment form for each student enrolled at your school. The information is also in ENROL. Therefore if a student is shown as Māori or Pasifika in ENROL, even if they are shown as having other ethnicities they can count towards the target (but only once).

Students with Special Education needs: As per your Agreement (Part 7: General, section 35), Special Education needs means students in the 'Ongoing Resource Scheme (ORS)', the 'Intensive Wrap Around Service' and 'High Needs Learning Service' provided through 'Resource Teachers Learning and Behaviour'.

Students from low socio-economic backgrounds: If the student has attended another state school in the previous three years, and if that school is decile 1-3, then the student can count as from a low socioeconomic background (this is restricted to three years because families may move as their circumstances change) OR identify the closest state school that is not a school of choice (integrated/section 155/156 school) to a student's address as listed on their enrolment form. If this school is a decile 1-3 school, the student can be counted as coming from a low-socio-economic background.

**Percentage of Students meeting the
Priority Learner definition:**

Target:	Quarter 1	Quarter 2	Quarter 3	Quarter 4
75%	100.0%	100.0%	100.0%	100.0%

Please provide some commentary on your quarterly result below if it is outside the target range. (You may also choose to comment even if you have *met* the target range).

School Curriculum

Have there been any changes to the Learning Areas agreed to in Schedule 2 (Curriculum & Qualifications) of the Agreement ?

No

Please provide commentary below if there have been changes.

Financial Performance

Operating Surplus (Target Range of 2% to 5%)

Surplus is where the total income is greater than total expenditure in the Statement of Comprehensive Income and Expenditure. Deficit is where the total income is less than total expenditure in the Statement of Comprehensive Income and Expenditure.

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Income:	\$539,593	\$539,593	\$552,350	\$543,846
Expenditure:	\$517,590	\$533,836	\$504,334	\$540,400
Operating Surplus (%):	4.1%	1.1%	8.7%	0.6%

Please provide some commentary on your quarterly result below if it is outside the target range.

(You may also choose to comment even if you have *met* the target range).

This quarter we had a slight reduction in the quarterly payment from the previous quarter related to school roll and we had more expenditure related to end of year i.e. school end of year events as well as more activities occurring in this quarter including recruitment and promotional work in preparation for 2017. However overall we are satisfied with the 4th quarter's financial performance

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

The working Capital ratio shows whether a school has enough short term assets i.e. money in the bank and other current assets to cover its short term debt (e.g. what it owes currently i.e. GST, creditors etc.) In the Balance sheet the figure is derived from dividing total current assets by total current liabilities.

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Current Assets:	\$1,042,166	\$1,248,709	\$1,379,662	\$1,407,340
Current Liabilities:	\$232,805	\$98,445	\$160,421	\$176,063
Ratio:	4.48	12.68	8.60	7.99

Please provide some commentary on your quarterly result below if it is outside the target range.

(You may also choose to comment even if you have *met* the target range).

PASS continues with a strong Working Capital ratio. We have maintained a staged development of our working capital from the initial set up fund spending it over several years as the school expands to cater for growth in student numbers and moving to year 11,12 and 13 in 2017. The main areas of current liabilities are Wages/Salary accruals, IRD PAYE/GST accruals and creditors.

Debt Equity Ratio (Target Ratio of 0.5 to 1)

A debt ratio is used to measure an entity's financial leverage, calculated by dividing total liabilities by equity. The D/E ratio indicates how much debt a company is using to finance its assets relative to the amount of value represented in equity. A number 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.

- *Equity is calculated by adding the surplus for the 2016 year (revenue less expenses) to the equity figure (retained earnings and reserves) as stated in your audited accounts as at 31 December 2015.*
- *Total Liabilities are the sum of your Current and Non-Current Liabilities as at 31 December 2016.*

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Equity:	\$1,479,515	\$1,420,075	\$1,468,091	\$1,209,516
Total Liabilities:	\$702,365	\$774,594	\$836,594	\$634,422
Ratio:	0.47	0.55	0.57	0.52

Please provide some commentary on your quarterly result below if it is outside the target range.
(You may also choose to comment even if you have *met* the target range).

We have reduced the level of equity against total liabilities as we invest in the school as we move our reserve monies from the reserves which is reflected in the liabilities and continue to improve the facilities of the school this quarter by renovating the gym and some classrooms. The Debt/Equity has decreased and overall PASS has not got any major loans outside of the reserve funds we show in liabilities as we recognise this funding as we spend it over several years.

Operating Cash Flow for Quarter

Operating Cashflow represents the net inflow and outflow of cash related to the operating activities of your school for the quarter. This can be calculated for the quarter as Net income + Noncash Expenses (Usually Depreciation Expense) + Changes in Working Capital.

Operating Cash for the Quarter:	Quarter 1	Quarter 2	Quarter 3	Quarter 4	YTD
			\$130,953	\$61,650	\$192,603

Please provide some commentary on your quarterly result below if your cash flow is negative, or significantly greater than normal.

While we had a small surplus for the Quarter when we add back depreciation on assets for the quarter and changes to working capital still resulted in a operating cash low of \$61,650. Due to the nature of this report the YTD only reflects the last 2 quarters and not the whole year which we will finalise in the year end accounts.

Operational Management

Parents, family, whānau, iwi and community engagement policy

Have you have published and complied with your parents, family, whānau, iwi and community engagement policy in accordance with Section 10.6 of the Agreement?

Yes

If you have not published or complied with this policy, please provide commentary below.

Policies for ensuring a safe physical and emotional environment for Students

Have you complied with your policies for ensuring a safe physical and emotional environment for students in accordance with Section 7.5 of the Agreement?

Yes

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

Official complaints received by the Sponsor

Have you received any written official complaints?

No

Please briefly detail any complaints below. This summary should describe each complaint in general terms, without mentioning specific names or information that may be deemed confidential, and should describe how each complaint has been resolved.

Challenges received under the Independent Review Framework (IRF)

Have 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 briefly detail any complaints below. This summary should describe each challenge in general terms, without mentioning specific names or information that may be deemed confidential, and should describe how each challenge has been resolved under the IRP.

Contractual Requirements

Please confirm you have met the following contractual requirements from Part 2, Part 3, and Part 7 of the Agreement for the current quarter.

Part 2 of the Agreement:Key Requirements

Clause:	Quarter 1	Quarter 2	Quarter 3	Quarter 4
6(b): The Sponsor may only provide religious instruction in the School during School hours if Schedule 1 provides that the Sponsor is permitted to provide religious instruction to the Students.	Not Met	Met	Met	Met
7.5: The Sponsor has complied with the policies for ensuring a safe physical and emotional environment as per the approved operative document.	Met	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	Met	Met	Met
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	N/A	Met	Met
10.1(c): The Sponsor is responsible for every Student who is attending a Learning Experience Outside the Classroom and must comply with any Ministry guidelines or Education Circular that relates to a Learning Experience Outside the Classroom that the Minister may determine and inform the Sponsor shall apply to the Sponsor as a Partnership School/Kura Hourua.	Met	Met	Met	Met

12.1(b): The Sponsor must notify the Ministry who has been appointed to the role of chief executive and must update the Ministry as soon as possible following a change in the person appointed to this role.	Met	N/A	Met	Met
14.1(e): The Sponsor must notify the Minister and obtain the Minister's approval before using premises other than the Premises described in Schedule 5 for the regular delivery of Courses to Students. The Sponsor may only seek the Minister's approval to use alternative premises under this paragraph (e) if either of the following circumstances apply: (i) the new premises are in addition to the Premises described in Schedule 5; or (ii) the new premises are to replace the Premises described in Schedule 5	Met	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	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 below.

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	Met
16.1(b): No serious criminal activity is discovered to have taken place on the Premises.	Met	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	Met
16.1(d): The Sponsor has not exceeded the Maximum Roll.	Met	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	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	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	Met
16.1(h): The Sponsor has complied with the legislative requirements in relation to standing down, suspending, excluding or expelling.	Met	Met	Met	Met
16.1(i): The Sponsor has complied with every direction given under the Act or the Agreement.	Met	Met	Met	Met
16.1(j): Any transport required is provided as described in Schedule 3 of the Agreement.	Met	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	Met
16.1(l): The number or percentage of Teaching Positions filled by people holding a Practising Certificate or Limited Authority to Teach did not fall below the minimum number or percentage set out in clause 2 of Schedule 4 of the Agreement.	Met	Met	Met	Met

16.1(m): The percentage of the Curriculum time taught by people holding a Practising Certificate or Limited Authority to Teach as compared with the total Curriculum time taught by any person holding a Teaching Position did not fall below the minimum percentage set out in clause 3 Schedule 4 of the Agreement.	Met	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	Met
16.1(o): The Sponsor has reported to the Minister in accordance with clause 18.2 of the Agreement.	Met	Met	Met	Met
16.1(p): The Sponsor has reported to the Ministry in accordance with clause 18.3 of the Agreement.	Met	Met	Met	Met
16.1(q): The Sponsor has reported to parents in accordance with clause 7.8 of the Agreement.	Met	Met	Met	Met
16.1(r): The Sponsor has reported to the public in accordance with clause 18.4 of the Agreement.	Met	Met	Met	Met
16.1(s): The Sponsor has provided audited accounts as required by clause 18.5 of the Agreement	Met	Not Met	Met	Met
16.1(t): The Sponsor has provides all of the required reports to the Minister by the dates or within the timeframes set out in clause 18.2 of the Agreement.	Met	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 at School.	Met	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 applicable laws	Met	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 below.

Debt Service Coverage Ratio

18.2 (b) Do you service any interest, principal or lease payments?

Yes

Debt Service Coverage is the ratio of cash available for debt servicing to interest, principal and lease payments.

If you are servicing any term debt, you must report to the Minister as part of each Quarterly Report and each Annual Report on your debt service coverage ratio.

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Debt Service Coverage Ratio (%):		1.0%	1.0%	1.0%

18.2 (a) Have you defaulted on any of its debt obligations, or can you reasonably anticipate that

it may soon default on any of its debt obligations?

Yes

Please provide commentary below if the answer to the above question was Yes.

Part 7 of the Agreement:General Requirements

Clause:	Quarter 1	Quarter 2	Quarter 3	Quarter 4
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	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	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	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 below.