

Partnership Schools | Kura Hourua

Quarterly Report, Q1 2016



School Details

School:

Type:

Current Year Levels: Year to Year

School Physical Address:

School Postal Address:

School Website:

School Leader/Person Responsible For Teaching And Learning

Name: Position:

Landline: Mobile: Email:

Sponsor Contact Details

s 9(2)(a) OIA

Sponsor:

Key Contact: Position:

Landline: Mobile: Email:

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 the information below on the Teaching positions in relation to the current quarter.

	Contracted	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Registered:	4	4			
Limited Authority To Teach:	0	0			
Non Registered:	1	2			

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

Our new entrants teacher is currently renewing her full practising certificate and is subject to confirmation. We expect that her full practising certificate will be confirmed by the end of May 2016. We have two learning assistants who have applied for LAT status.

School Term Dates

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

Teacher Only Days
1.0

Enrolment Details - Primary (Years 1 to 6)

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Estimated Roll:		80	85	85
Actual Roll:	69			
Guaranteed Minimum Roll:	80	80	80	80
Maximum Roll:	200	200	200	200
Student Contact Days:	40	54	51	49

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

At 31/03/2016 our roll is at 69 students, 34 male and 35 female. As at 27/4/16 our roll is at 76 students, 40 of whom are male and 36 female.

Student Engagement - Primary (Years 1 to 6)

	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	311				311	155.8
Stand Downs:	Zero Stand Downs	0				0	0
Suspensions:	Zero Suspensions	0				0	0
Exclusions: (Under the age of 16)	Zero Exclusions	0				0	0

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

140 of the unjustified days relate to 5 students no longer enrolled, who remained on our roll without notification of their intentions or a request for transfer to another school for a long period of time. A further 44 days relate to students no longer enrolled. This takes the unjustified days to 127. We are developing an alert system and strategies to reduce this number. Two students were stood down due to a serious matter that involved CYFs. Those children were subsequently withdrawn and re enrolled at their previous school.

Welling@School Survey

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.

Note that the Wellbeing Survey is only available for students in Years 5 and above. If all your students are below Year 5, write "Not Applicable" below).

Last Completed:

(DD/MM/YYYY)

12/12/2015

Next Scheduled:

(DD/MM/YYYY)

1/12/2016

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%			

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 &

No

Qualifications) of the Agreement ?

190

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 statement. Deficit is where the total income is less than total expenditure in the Statement of Comprehensive income and expenditure statement.

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Income:	\$187,987			
Expenditure:	\$180,502			
Operating Surplus (%):	4%			

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).

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:	\$38,227			
Current Liabilities:	\$42,508			
Ratio:	0.90			

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).

Sponsor is providing financial support while the roll number is <100.

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.

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Current Equity:	\$57,835			
Total Liabilities:	\$42,508			
Ratio:	0.73			

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).

Sponsor is providing financial support while the roll number is <100.

Operating Cash (Forecast vs Actual)

This is the annual earnings before depreciation, and excluding capital spending.

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Operating Cash per Forecast:	\$20,000			
Operating Cash End of Quarter:	\$17,370			
Variance from Forecast:	-13%			

Please provide some commentary on your quarterly result below if variance is more than 10%.
(You may also choose to comment even if you have *met* the target range).

Sponsor is providing financial support while the roll number is <100.

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.

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.	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			
9.1(a): The Sponsor will ensure that it teaches its Students in accordance with the Curriculum described in Schedule 2.	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			
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			
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			
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			
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			

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.

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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			
16.1(b): No serious criminal activity is discovered to have taken place on the Premises.	Met			

16.1(c): The Sponsor has operated the School in accordance with the requirements set out in the Gazette Notice.	Met			
16.1(d): The Sponsor has not exceeded the Maximum Roll.	Met			
16.1(e): The Sponsor has accepted students in accordance with clauses 7.2 to 7.4 of the Agreement.	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			
16.1(g): The stand-down or suspension periods for Students have not exceeded the maximum periods set out in the Act.	Met			
16.1(h): The Sponsor has complied with the legislative requirements in relation to standing down, suspending, excluding or expelling.	Met			
16.1(i): The Sponsor has complied with every direction given under the Act or the Agreement.	Met			
16.1(j): Any transport required is provided as described in Schedule 3 of the Agreement.	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			
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			
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			
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			
16.1(o): The Sponsor has reported to the Minister in accordance with clause 18.2 of the Agreement.	Met			
16.1(p): The Sponsor has reported to the Ministry in accordance with clause 18.3 of the Agreement.	Met			
16.1(q): The Sponsor has reported to parents in accordance with clause 7.8 of the Agreement.	N/A			
16.1(r): The Sponsor has reported to the public in accordance with clause 18.4 of the Agreement.	Met			
16.1(s): The Sponsor has provided audited accounts as required by clause 18.5 of the Agreement	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			
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			
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			

18.1 (e): The Sponsor must report to the Minister as soon as the Sponsor has defaulted on any of its debt obligations or as soon as the Sponsor can reasonably anticipate that it may soon default on any of its debt obligations.	Met			
18.1 (f): If the Sponsor is servicing any term debt, the Sponsor must report to the Minister as part of each Quarterly Report and each Annual Report on the Sponsor's debt service coverage ratio.	N/A			

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.

The first written report to parents is scheduled for mid year and the second will be provided in term 4 at the end of the year.

Part 7 of the Agreement: General Requirements

Clause:	Quarter 1	Quarter 2	Quarter 3	Quarter 4
32.1: 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.	N/A			
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			
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			
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			

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.

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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	Not 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	

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.

18.3- REPORTING TO MINISTRY -Due to unforeseen circumstances we have had to wait to confirm Unjustified Absences. This will be provided by 2nd November 2016.

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	
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	
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	

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.