

Partnership Schools | Kura Hourua

Quarterly Report



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

School Leader/Person Responsible For Teaching And Learning:

Name: Position:

Landline: Mobile: Email:

Sponsor:

Name:

Key Contact: Position:

Landline: Mobile: Email:

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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		

Limited Authority To Teach:	0	0	0		
Subtotal Registered/LAT (Minimum):	4.8	5.0	5.0	0	0
Non Registered (Maximum):	6.8	4.0	2.0		
Total:	11.6	9.0	7.0	0	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:			110	110
Actual Roll:	100	100		
Guaranteed Minimum Roll:	100	100	100	100
Maximum Roll:	250	250	250	250

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

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			12.9	571
Stand Downs:	2.1 occurrences per year per 100 students	1	0			1	2
Suspensions:	0.42 occurrences per year per 100 students	0	1			1	0
Exclusions: (Under the age of 16)	0.15 occurrences per year per 100 students	0	1			1	0
Expulsions: (Over the age of 16)	Zero Expulsions	0	0			0	0

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

The suspension and exclusion were placed on one student over the same incident.

SUSPENSION NOTES: The suspension was necessary due to serious violent threats over Facebook causing the opponents coming to the school grounds putting other students and staff at risk of danger. Staff initiated school lockdown procedures and called the Police. I met with the family on 26 May 2016, suspension took effect on the same day.

EXCLUSION NOTES: After 2 meetings with the family, the Board decided to exclude the student on the grounds of (3) Likely to cause serious harm (s14(1)(b) of the Education Act 1989) and (1) Continual Disobedience. The Sponsor is satisfied that they and the Co-Principals have followed the correct procedures as outlined in the Ministry guidelines and MOE staff support team.

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.

Last Completed:

(DD/MM/YYYY)

12/09/2016

Next Scheduled:

(DD/MM/YYYY)

11/09/2016

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%	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 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:	\$539,593	\$539,593		
Expenditure:	\$517,590	\$533,836		
Operating Surplus (%):	4.1%	1.1%		

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 are maintaining Student levels at budget levels, We invest specifically external curriculum support through Manukau Institute of Technology vocational and NCEA courses for students and we maintained staffing levels and expenditure at satisfactory levels

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		
Current Liabilities:	\$232,805	\$98,445		
Ratio:	4.48	12.68		

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).

Again PASS shows are strong working capital ratio with strong cash in bank position as opposed to current liabilities which are Accounts Payable, Wages accrued, PAYE Accrued and a small GST payable amount.

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
Equity:	\$1,479,515	\$1,420,075		
Total Liabilities:	\$702,365	\$774,594		
Ratio:	0.47	0.55		

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).

Maintaining steady Debt to Equity ratio with strong cash in bank. With accrual liabilities fluctuating each month

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:	\$539,594	\$539,594		
Operating Cash End of Quarter:	\$573,566	\$554,320		
Variance from Forecast:	6%	3%		

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).

Mostly generating Contract income plus School donations and interest received from cash in bank

Debt Service Coverage Ratio

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.

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

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

No

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

We do not have any debt obligations and defaulting or any debts. We do service lease interest of leasehold computer equipment and vans but against cash available this is approx 1% if that.

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

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		
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		

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

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		
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		
16.1(o): The Sponsor has reported to the Minister in accordance with clause 18.2 of the Agreement.	Met	Met		
16.1(p): The Sponsor has reported to the Ministry in accordance with clause 18.3 of the Agreement.	Met	Met		
16.1(q): The Sponsor has reported to parents in accordance with clause 7.8 of the Agreement.	Met	Met		
16.1(r): The Sponsor has reported to the public in accordance with clause 18.4 of the Agreement.	Met	Met		
16.1(s): The Sponsor has provided audited accounts as required by clause 18.5 of the Agreement	Met	Not 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		
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		
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		

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.

clause 16.1 Annual accounts have been completed but are still with Auditors and will be sent through once completed. Main reasons were wrong financial years for PPAT sponsor in the transition year for year end 30th June to 31st December and timing mistakes.

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.	Met	Met		
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 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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