



Strategic & Annual Implementation Plan 2024

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Term Dates: Term 1: Thursday Feb 1 - Friday 12 April

Term 2: Monday 29 April - Friday 5 July

Term 3: Monday 22 July - Friday 27 September

Term 4: Monday 14 October - Thursday 12 December

The Key

2373 Te Anau Mossburn Highway

Te Pepeha O te Kura O Mararoa

Kia Ora Koutou

Ko Takitimu te Maunga

Ko Mararoa te Awa

Ka tu Matau i runga i nga whenua O Ngai Tahu, Kati Mamoe me Waitaha

Ko Mararoa matau Kura

Ko The Key Ahau

No Reira, tena koutou, tena koutou, tena koutou katoa

School Background: Mararoa School is located at 'The Key', 25 kilometres East from Te Anau, Fiordland. Our small, rural school operates as a family unit where there is an inclusive environment of trust, sharing and respect for others and the environment, and where children feel secure and enjoy success in everything they do. Our local community supports us in everything we do and is actively involved in many of our school programmes. It is a well-documented fact that schools which enjoy a high level of support from parents and people within the community, have happier children who are rich in experiences and secure in a supportive environment, and our Mararoa students reflect this.

Strategic Plan 2024 - 2025

Our Vision

'Key Learning for Life's Journey'

Mararoa students will be positive, responsible learners who are able to successfully step forward in life's journey.

At Mararoa it is our vision to provide each of our children with 'Key Learning for Life's Journey' to enable them to be confident, connected, actively involved, lifelong learners.

Our school equips children with the skills and knowledge to become positive, responsible learners and enables them to embark upon a successful, life-long journey of learning.

Our Values – Excellence, Innovation, Inquiry & Curiosity, Equity, Community & Participation, Ecological Sustainability, Integrity, Respect. Our Values guide us in what we do.



Caring for Others



Caring for Ourselves



Caring for the Environment

Key Competencies



Thinking: Students will think for themselves, Think of others, Be able to forward think to measure consequences and actions



Using Language Symbols & Texts: Students will talk & Listen to others, Use correct written & oral grammar, Read and interpret print & images, Have competent spelling, writing & ICT skills, Have useful Mathematical skills



Relating to others: Students will learn to be respectful, listen and value differences, help each other, contribute responsibly, take on roles and responsibilities.



Participating and Contributing: Students will participate in team and group activities, Value other's contributions, share ideas, be prepared to give things a go, lead by example



Managing Self: Students will be organised, set goals, make plans, complete tasks, meet deadlines

Principles

High Expectations, Treaty of Waitangi, Cultural Diversity, Inclusion, Learning to Learn, Community Engagement, Coherence, Future Focus

Our Beliefs about effective teaching and Learning Programmes

Students learn best when they feel supported, accepted and included. This will be achieved by:

- Providing students with opportunities to engage with, practice and transfer new learning

Students learn best when they are given time and opportunities to think critically and creatively. This will be achieved by:

- Providing them with the opportunities to engage with, practice and transfer new learning.

Students learn most effectively when they understand what they are learning, why they are learning it and how they will be able to use their new learning. This will be achieved by:

- Supporting students to make connections across learning areas as well as home & the wider world practices

Teachers, children and parents have a consistent understanding of learning expectations. This will be achieved by:

- Developing and communicating clear statements of learning expectations to all. Reporting meaningful student achievement information to all involved in children's learning.

All students can learn and succeed. This will be achieved by:

- Gathering, analysing and using reliable assessment information to inform teaching and learning programmes. Providing children with purposeful learning experiences using a range of resources, tools and approaches, including e-learning.

Children learn best in a stimulating, safe, well maintained environment. This will be achieved by:

- Providing child centred classroom environments, providing well maintained resources.

Mararoa Curriculum Delivery Statement

'Key Learning for Life's Journey'

Our School Vision is for Mararoa students to be positive, responsible learners who are able to successfully step forward in life's journey. Our Principles, Values and Key Competencies are the base on which we build and link our learning together.

The eight learning areas: English, Mathematics & Statistics, The Arts, Health & Physical Education, Learning Languages, Science, Social Science and Technology are our key areas for learning.

When designing and reviewing our Curriculum Delivery, we will select achievement objectives from each learning area in response to the identified interest and learning needs for the children.

Values and Key Competencies will not be assessed or reported to the Board of Trustees in isolation, but will be included into learning area assessment. Children will be given the opportunity to self-assess key competencies and values.



office@mararoa.school.nz



(03)249 5816



mararoa.school.nz



Caring for Others



Caring for Ourselves



Caring for the Environment



This Strategic Plan: At the end of 2023, the Mararoa School Community was consulted. The Plan includes the communities aspirations and priorities identified as being crucial to providing their tamariki with quality teaching and learning at Mararoa School for the next two years. The school will implement an annual plan of high quality teaching and learning programmes based on the needs of the students, priorities of the community alongside the requirements of the seven National Education & Learning Priorities (NELP's). The School Community (families/whanau, students/tamariki & teaching staff/kaiako) have identified the following goals to prioritise over the 2023/2024 period.

Mararoa School Strategic Goals 2024-2025

Strategic Goal (A) Literacy & Numeracy

All students will be taught an average of one hour per day of Reading, Writing & Mathematics. Students identified as being at risk of not achieving at or above in Mathematics (2024) and Reading (2025) in each class will have extra learning time to assist in raising achievement.

Strategic Goal (B) Give Effect to Treaty of Waitangi, Te Tiriti O Waitangi

Mararoa School will give effect to Te Tiriti of Waitangi by working to ensure plans, policies, and local curriculum reflect local tikanga Maori (customs or practices), matauranga Maori (knowledge) and Te Ao Maori (relationships between nature and people).

Strategic Goal (C) Wellbeing

All students, staff & whanau will learn and work in an environment where the wellbeing of all is nurtured and positively enhanced. Students will feel safe and supported in their learning environment.

Strategic Goal (D) Future Ready

Students will learn Life Skills - practical, social, emotional & leadership elements to ensure they are confidently able to adapt to their future places of learning and work.



Caring for Others



Caring for Ourselves



Caring for the Environment

Mararoa School Strategic Goals Plan 2024-2025

Strategic Goal	Which Core Primary Objective (From the Education and Training Act 2020) does this Strategic Goal align with?	Which National Education & Learning Priority (NELP) does this Strategic Goal align with?	How will we achieve or make progress towards our strategic goal?	What do we expect to see?	How will we measure success? What measures, evidence and processes will be used to identify and monitor progress?
	Education Act	NELP	How?	What?	Evidence?
<p>Strategic Goal (A) Literacy & Numeracy</p> <p>Identify at least one core Curriculum Area in Numeracy and Literacy annually to raise achievement of students/akonga achieving below or at risk of falling below their expected level.</p>	<p>(a) Every student at the school is able to attain their highest possible standard in educational achievement</p>	<p><u>Objective 1: Learners at the Centre</u></p> <p><u>Priority 2:</u> Have high aspirations for every learner/akonga, and support these by partnering with their whanau and communities to design and deliver education that responds to their needs, and sustains their identities,</p>	<p>Target a group of students in each class who are identified as at risk of not achieving at or above their expected level in mathematics (2024/2025). This will subsequently raise the level of engagement and achievement in Mathematics for all.</p> <p>Provide teachers with Mathematics Professional Development for</p>	<p>Investigate and update the delivery of the Mararoa School Mathematics Programme to provide a school wide scope and sequenced delivery.</p> <p>Utilise small group (one on one, small group) with the teacher or teacher aide to provide an individualised Mathematics programme for</p>	<p>Data will be collected and analysed at least twice per year to monitor school wide achievement in Numeracy and Literacy.</p> <p>Curriculum achievement data will show improvement for all targeted students.</p> <p>Processes, developments and achievements of students/akonga will be communicated with key stakeholders.</p> <p>Teachers will link their</p>

		<p>languages and cultures</p> <p>Objective 2: Barrier Free access</p> <p><u>Priority 3:</u> Reduce barriers to education for all, including for Maori and Pacific learners/akonga, disabled learners/akonga and those with learning support needs</p> <p><u>Priority 4:</u> Ensure every learner/akonga gains sound foundations skills including language, literacy and numeracy</p>	<p>teaching staff and teacher aides.</p> <p>Target a group of students in each class who are identified as at risk of not achieving at or above their expected level in Reading. (2025/2026). This will subsequently raise the level of engagement and achievement in Reading for all.</p>	<p>each targeted student.</p>	<p>Annual Professional Growth Cycle to the targeted goals and implement classroom programmes to help lift achievement in Numeracy and Literacy.</p>
<p>Strategic Goal (B) Give Effect to the</p>	<p>(a) Every student at the</p>	<p>Objective 1: Learners at the</p>	<p>Provide Professional</p>	<p>Continue to build an understanding</p>	<p>Mararoa students and staff will grow their</p>

<p>Treaty of Waitangi, Te Tiriti o Waitangi</p> <p>Mararoa School will: actively promote and protect Tiriti rights to develop an education setting in a way that reflects Māori-Crown relationships.</p>	<p>school is able to attain their highest possible standard in educational achievement; and (d) the school gives effect to Te Tiriti o Waitangi, including by (i) working to ensure that its plans, policies, and local curriculum reflect local tikanga Maori, matauranga Maori, and te ao Maori and (ii) taking all reasonable steps to make instruction available in tikanga Maori</p>	<p>Centre</p> <p><u>Priority 1:</u> Ensure places of learning are safe, inclusive and free from racism, discrimination and bullying</p> <p>Objective 2: <u>Barrier-free access</u></p> <p><u>Priority 3:</u> Reduce barriers to education for all, including Maori and Pacific learners/akonga, disable learners/akonga and those with learning support needs</p> <p>Objective 3: <u>Quality teaching and leadership</u></p> <p><u>Priority 5:</u> Meaningfully</p>	<p>Development for staff in the areas of:</p> <p>Te Reo Maori (Language) Te Ao Maori (World) Tikanga Maori (Protocols) Matauranga Maori (Knowledge)</p>	<p>of aspects of the Treaty of Waitangi.</p> <p>See and hear Te Ao Maori within our school setting.</p> <p>Mararoa School is a school that is obviously set in Aotearoa New Zealand.</p>	<p>understanding of the cultural narrative of the Mararoa and Te Anau Basin areas.</p> <p>There will be regular input & consultation from our Maori whanau to help develop a culture at Mararoa School that reflects giving effect to Tiriti o Waitangi.</p>
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	<p>and te reo Maori; and (iii) achieving equitable outcomes for Maori students.</p>	<p>incorporate te reo Maori and tikanga Maori into the everyday life of the place of learning</p> <p><u>Priority 6:</u> Develop staff to strengthen teaching, leadership and learner support capability across the education workforce</p>			
<p>Strategic Goal (C) : Wellbeing</p>	<p>(a) Every student at the school is able to attain their highest possible standard in educational achievement; and (b) the school (i) is a physically and emotionally safe place for</p>	<p>Objective 1: Learners at the centre</p> <p><u>Priority 1:</u> Ensure places of learning are safe, inclusive and free from racism, discrimination and bullying</p> <p><u>Priority 2:</u> Have high aspirations for every learner/ākonga,</p>	<p>Continuing with building a positive school environment at Mararoa School where the wellbeing of all (student, staff and family/whanau) is nurtured and positively enhanced.</p>	<p>Revisit and re-evaluate the Mararoa School Managing Self Behaviour Programme DEBUG System.</p> <p>Regularly consult students, staff and family/whanau about the school wellbeing setting and work towards</p>	<p>All students, staff and whanau will have a shared understanding of what wellbeing looks like at Mararoa school and all stakeholders are confident to share their ideas with each other for the benefit of wellbeing at Mararoa.</p>

	<p>all students and staff and (ii) gives effect to relevant rights set out in this Act, the New Zealand Bill of Rights Act 1990, and the Human Rights Act 1993; and (iii) takes all reasonable steps to eliminate racism, stigma, bullying, and any other forms of discrimination within the school.</p>	<p>and support these by partnering with their whānau and communities to design and deliver education that responds to their needs, and sustains their identities, languages and cultures</p>		<p>a shared understanding of what wellbeing at Mararoa School looks and sounds like.</p>	
<p>Strategic Goal (D) Future Ready</p>	<p>(a) Every student at the school is able to attain their highest</p>	<p><u>Objective 1: Learners at the centre.</u> <u>Priority 2: Have high aspirations</u></p>	<p>Use local curriculum content to give all students the opportunities to develop and use</p>	<p>Develop Mararoa Schools Local Curriculum content to ensure students are</p>	<p>Year 7 & 8 students will be able to articulate and demonstrate life skills that will be essential for their own</p>

	<p>possible standard in educational achievement; and (i) the school is inclusive of and caters for students of differing needs.</p>	<p>for every learner/akonga, and support these by partnering with their whanau and communities to design and deliver education that responds to their needs, and sustains their identities, languages and cultures.</p> <p><u>Objective 3:</u> <u>Quality Teaching and Leadership.</u> <u>Quality teaching and leadership make the difference for learner and their whanau.</u></p> <p><u>Priority 6:</u> Develop staff to strengthen teaching, leadership and learner support</p>	<p>real life skills that are relevant to contributing successfully to their own lives and contributing productively to society.</p>	<p>given the opportunity to experience Real World Learning.</p> <p>Life Skills include: Time Management, Money Management, Housekeeping, Communication, Positive Self-Image development, Growth Mindset and Self Improvements and Stress Management.</p>	<p>real life situations and also for the benefit of the wider community. These skills include critical thinking, emotional intelligence and having decision making abilities.</p>
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capability across the education workforce.

Objective 4:
Future of Learning and Work. Learning that is relevant to the lives of New Zealanders today and throughout their lives.

Priority 7:
Collaborate with industries and employers to ensure learners/akonga have the skills, knowledge and pathways to succeed in work.

Annual Plan 2024

Finance (1:1-1:6)

- Implement sound Financial Systems
- Prepare and revise budget for 2024/2025
- Effectively report and monitor budget figures of the actual spend throughout the year to the BOT
- Ensure our budget is of a standard that will easily service our school property, health & safety, infrastructure, personnel and community
- Complete annual report & publish on school website
- Lodge annual report with MOE
- BOT Treasurer and Principal to present monthly accounts & spending to the BOT

Property (2:1-2:6)

- Update 5 year asset replacement plan and prioritise spending for 2024/2025
 - Check accuracy of asset register/chairs/desks/trays - Furniture grant Dec 2023
- Capital Works - Replacement of pool & veranda roof
- Regularly check playground area and equipment to ensure it is safe for use
 - Treatment & Maintenance of Swimming Pool
- Regular inspection of equipment installed for ORS funded student

Health & Safety (3:1-3:6)

- Ensure the school environments meets Ministry of Health standards and guidelines
- Monthly inspection of property as per Property Management Policy
 - Ongoing review of school behaviour programme - review DEBUG early Term 1
- Implement Health & Safety Policies including Risk Analysis Management forms for extra curricular activities outside of school
- Continue water quality and testing programme. (possible Bore replacement 2024)
- Bi annual First Aid training for staff

Curriculum (4:1-4:10)

- High quality Numeracy & Literacy Programmes
- Employ additional Teaching Staff where required
- Keep up to date & relevant cumulative records Term 2 & 4
- Integrate enviroschool principles into relevant curriculum

Personnel (5:1-5:9)

- Develop teaching staff Professional Growth Cycle & strengthen peer review process
- Develop effective timetable for teacher aides & support staff
- Review and sign revised job descriptions for all staff

areas

- Reevaluate Year 7 & 8 Leadership programme
- Keep up to date data & learning goals of all students, including students identified as being at risk of falling below expected levels
- Te Ao Maori integrated into classroom programmes
- Foster relationships with Takutai o Te Tiriti (Colac Bay) Marae
- Ensure Year 7 & 8 students receive a well rounded technology programme
- Balanced use of digital technology into all Curriculum programmes across school

- Research most relevant Professional Development courses for teaching staff
- Continue Professional Development for Principal
 - Ongoing Board of Trustee training
 - Ongoing Office Management Training
- Timetable Teacher Only Days as appropriate throughout the year
 - School Development Day – November

Documentation & Review (6:1-6:9)

- Review School Strategic Plan/Annual Plan in line with **Refreshed Curriculum & Full Consultation and Update of Strategic and Annual Implementation Plan**. Submit to Ministry of Education
 - Follow 3 Year School Self Review Programme
- Deliver regular & current Newsletters, Closed School FaceBook page, School Stream App & Website
- Parent Teacher Association – School Consultation
- Fundraising – set priorities for benefit of Mararoa School
 - Conduct Community Consultation regularly
 - Update Contact numbers of school community
 - Transitioning programmes in place
- Revise School Policies & Procedures as per School Docs

Legislation (7:1-7:4)

- Roll Returns completed in timely manner
- Report Attendance & school open for instruction to Board of Trustees
 - Confirm 2025 school dates by Term 3 2024
- Ensure all Policies and Procedures are current and in line with 3 year self-review plan

FINANCE: We believe to meet our school beliefs to ensure students at Mararoa School have the best opportunities for learning we will:

IMPLEMENT SOUND FINANCIAL PROPERTY SYSTEMS

	Target	Time Frame	Budget where applicable	Personnel Responsible	Actioned
1.1	Prepare and revise budget for 2024/2025	January, July, November	N/A	Principal, Office Manager, Education Finance Company, BOT Finance Representative	
1.2	Effectively report and monitor budget figures of the actual spend throughout the year to the BOT	At each Board Meeting	N/A	Principal, Office Manager, BOT Finance Representative	
1.3	Ensure our budget is of a standard that will easily service our school property, health & safety, infrastructure, personnel and community	Term 1-4	N/A	Principal, Office Manager, Education Finance Company, BOT Finance Representative	
1.4	Complete annual report & publish on school website	March	N/A	Principal, Office Manager	
1.5	Lodge annual report with MOE	March	N/A	Principal, Office Manager	
1.6	BOT Treasurer and Principal to present monthly accounts & spending to the BOT	At each Board Meeting	N/A	Principal, Office Manager, BOT Finance Representative	

PROPERTY: We believe to meet our school beliefs to ensure students at Mararoa School have the best opportunities for learning we will:

ENHANCE THE SCHOOL'S PHYSICAL ENVIRONMENT & MAINTAIN A SAFE ENVIRONMENT

	Target	Time Frame	Budget where applicable	Personnel Responsible	Actioned
2.1	Update 5 year asset replacement plan and prioritise spending for 2024/2025	February, June, November	As required	Principal, Board of Trustees	
2.2	<p>Check accuracy of asset register.</p> <ul style="list-style-type: none"> • Purchase furniture needed using grant banked Dec 2023 • Purchase and update up to 5 new digital devices • Research options for Office Manager new computer • Employ ICT technician to maintain effective systems • Purchase and delete Library books • Maintain purchasing of Curriculum 	Term 1-3	\$2500	Principal, Office Manager	

	resources based on priorities and requests (including Literacy & Numeracy resources)				
2.3	Capital Works - Replacement of pool & veranda roof	Term 1-2	5YA Budgeted for & Ministry Budgeted for		
2.4	Regularly check playground area and equipment to ensure it is safe for use	Throughout the year		BOT Health & Safety Representative, BOT Property Representative	
2.5	Treatment & Maintenance of Swimming Pool	Term 1 & Term 4	PTA Donation	Office Manager, PTA Representative, Property Representative	
2.6	Regular inspection of equipment installed for ORS funded student	Term 1-4	Ministry of Education	Principal, BOT Property Representative, BOT Health & Safety Representative	

HEALTH & SAFETY: We believe to meet our school beliefs to ensure students at Mararoa School have the best opportunities for learning we

will: ENHANCE THE SCHOOL'S PHYSICAL ENVIRONMENT & MAINTAIN A SAFE ENVIRONMENT

	Target	Time Frame	Budget where applicable	Personnel Responsible	Actioned
3.1	Ensure the school environments meets Ministry of Health standards and guidelines	Throughout the year Termly practise School Evacuations (Fire, Earthquake, Lockdown) Term 1 & 4 - Shade sail over sandpit. Sandpit maintenance Term 3.		Principal, BOT Property Representative, BOT Health & Safety Representative	
3.2	Monthly inspection of property as per Property Management Policy	Monthly prior to Board Of Trustees Meeting		BOT Property Representative, BOT Health & Safety Representative	
3.3	Ongoing review of school behaviour programme	Throughout the Year Review DEBUG Behaviour programme	Prize box contents - \$100		
3.4	Implement Health & Safety Policies including Risk Analysis Management Forms	Throughout the Year		Principal & Teaching Staff	
3.5	Continue water quality and testing programme	Throughout the Year Clean & Replace Filters for drinking water at source		BOT Property Representative, BOT Health & Safety Representative, Property Consultant	
3.6	Bi annual First Aid training for all staff	Due by Term 2 2025		Principal, BOT Health & Safety Representative	

**CURRICULUM: We believe to meet our school beliefs to ensure students at Mararoa School have the best opportunities for learning we will:
 PROVIDE BEST QUALITY TEACHING & LEARNING PROGRAMMES TO DEVELOP SELF MOTIVATED INDEPENDENT LEARNERS SO THAT EVERY STUDENT
 REACHES THEIR MAXIMUM POTENTIAL**

	Target	Time Frame	Budget where applicable	Personnel Responsible	Actioned
4.1	High quality Numeracy & Literacy Programmes <ul style="list-style-type: none"> • 1 Hour per day each of Literacy & Numeracy teaching • Integrate Inquiry Programmes as much as possible • Maths Programme update & Review mid year • Target student Mathematics Target: to raise engagement and achievement for all students in Maths with a focus on learners working below or who are at achievement 	Term 1-4		Teaching Staff Principal	
4.2	Employ additional Teaching Staff where			Principal	

	<p>required</p> <ul style="list-style-type: none"> • Employ Teacher Aide to support across school 9.30-12.30 Monday-Friday • Employ full-time teacher aide (shared position) to support very high needs ORS funded student • Employ specialist personnel to assist with classroom programmes for expert teaching 	<p>Evaluate each term</p> <p>As required</p>			
4.3	<p>Keep up to date & relevant cumulative records</p>	<p>Term 1-4</p>		<p>Teaching Staff Principal</p>	
4.4	<p>Integrate enviroschool principles into relevant curriculum areas</p> <ul style="list-style-type: none"> • Kids Restore Kepler, Outdoor Education Activities, Inquiry, Clubs Day • Whole School Foci - 	<p>Term 1-4</p> <p>Term 1 - Relationships, Standards, Life Education, Farming</p>		<p>Teaching Staff Principal Board of Trustees PTA</p>	

	Cross Curricular Activities - Link Here	Safety Term 2 - Term 3 - Term 4 -			
4.5	Reevaluate Year 7 & 8 Leadership Programme	Term 1		Principal Teaching Staff	
4.6	Keep up to date data & learning goals of all students <ul style="list-style-type: none"> including students identified as being at risk of falling below expected levels 	Term 1-4 Report to parent/caregivers at least twice per year		Teaching Staff Principal	
4.7	Te Ao Maori integrated into classroom programmes <ul style="list-style-type: none"> Use Wai Ako programme 	Term 1-4		Teaching Staff	
4.8	Foster relationships with Takutai o Te Tiriti (Colac Bay) Marae	Term 1-4		Principal Teaching Staff	
4.9	Ensure Year 7 & 8 students receive a well rounded technology programme	Term 1-4		Principal Teaching Staff	

4.10	Balanced use of digital technology into all Curriculum programmes across school <ul style="list-style-type: none">● Implementation of Refreshed Curriculum● Use of Google Classroom Year 4-8● Seesaw Year 0-3● Investigate use of Kotui Ako (online programme for year 6-8)	Term 1-4			
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PERSONNEL: We believe to meet our school beliefs to ensure students at Mararoa School have the best opportunities for learning we will: CONTINUE TO EMPLOY HIGH QUALITY, SUITABLY TRAINED STAFF WHO ARE VALUED & PROVIDED WITH RESOURCES (BOTH PHYSICAL & EMOTIONAL) TO ENSURE DELIVERY OF HIGH QUALITY TEACHING & LEARNING PROGRAMMES AT MARAROA SCHOOL

	Target	Time Frame	Budget where applicable	Personnel Responsible	Actioned
5.1	Develop teaching staff Professional Growth Cycle & strengthen peer review process	Term 1-4		Teaching Staff Principal	
5.2	Develop effective timetable for teacher aides & support staff	Term 1-4		Teaching Staff Principal	
5.3	Review and sign revised job descriptions for all staff <ul style="list-style-type: none"> • Ensure staff appraisals are completed in timely manner 	Term 1 Cycle ends Term 2 Begin new cycle Term 3		Teaching Staff Principal Principal	
5.4	Research most relevant Professional Development courses for Teaching Staff	Term 1-4	\$2500	Principal	
5.5	Continue Professional Development for Principal <ul style="list-style-type: none"> • Wellbeing fund • Beginning Principal Meetings • Principal Conference 	Term 1-4	\$6000 2023 \$6000 2024		

	<ul style="list-style-type: none"> Basin Principal Cluster 				
5.6	Ongoing Board of Trustee Training	Term 1-4	\$600	Board of Trustee Presiding Member	
5.7	Ongoing Office Management Training	Term 1-4		Office Manager	
5.8	<p>Timetable Teacher Only Days</p> <ul style="list-style-type: none"> 2024 Ministry Days - Tuesday 4th June (King's Birthday weekend) Tuesday 29th October (Labour Weekend) Another day to be agreed upon 			Principal Board of Trustees	
5.9	<p>School Development Day</p> <ul style="list-style-type: none"> Finalise graduation processes Data collection Begin to organise 2025 school year (dates, targets/goals) 	Term 4		Teaching Staff Principal Office Manager	

	<p>Staffing reserve, Resources for classrooms</p> <ul style="list-style-type: none"> • Year 7 & 8 Leadership Camps • Board of Trustees - Staffing reserve Mavora Explorer Fundraiser • Cattle Scheme - Staffing reserves • Upgrading Technology Devices 		<p>\$4000 for school camps and leadership (Auckland, Stewart Island)</p>	<p>Year 7 & 8 Parents and students (Year 5-8 students and Parents for Stewart Island Camp) Board of Trustees</p> <p>Teaching Staff</p>	
6.6	<p>Conduct Community Consultation regularly</p> <ul style="list-style-type: none"> • School Docs review of policies regularly scheduled • Curriculum Reviews shared with community • Community consultation -Leadership Programme, Strategic Planning input 	<p>Term 1-4</p> <p>Term 1-4</p> <p>Term 1</p> <p>Term 4</p>		<p>Principal Board of Trustees</p>	

6.7	Update Contact numbers of school community	Term 1 and as required			Office Manager Bus Controller
6.8	Transitioning programmes in place <ul style="list-style-type: none"> • Playcentre • Home based caregivers • Kindy & Early childhood centres • Fiordland College (Year 8 transitioning) • Other education providers (Year 8 Leavers) 	Initial Contact Term 1 then ongoing as required			Principal Teaching Staff
6.9	Revise School Policies & Procedures as per School Docs	Throughout year - ongoing			Principal Teaching Staff Board of Trustees

LEGISLATION: We believe to meet our school beliefs to ensure students at Mararoa School have the best opportunities for learning we will:

COMPLY WITH ALL GENERAL LEGISLATION REQUIREMENTS

	Target	Time Frame	Budget where applicable	Personnel Responsible	Actioned
7.1	Roll Returns completed in timely manner	March & July		Principal Office Manager	
7.2	Report Attendance & School open for instruction to Board of Trustees	Each Board of Trustees Meeting		Principal Office Manager Board of Trustees	
7.3	Confirm 2025 school dates by Term 3 2024	Term 3		Principal Board of Trustees	
7.4	Ensure all Policies and Procedures are current and in line with 3 year self-review plan	Term 1-4		Principal Board of Trustees	

TIMETABLE FOR CROSS CURRICULAR ACTIVITIES 2024

Activity	Date (if known)	Actioned
Think Brain Safe Farming Day	Thursday 8th February 2024 - At Te Anau Primary School	
Kotui Ako Technology Programme	Timetabled as programme scheduled	
Athletics Sports	Basin - Northern - Wednesday 13th March (PP Friday 15 March)	
Swimming Sports	Basin - Northern - Thursday 28th March Primary School Swimming - (Term 4)	
Swimming	Term 1 & 4 - Classroom skill programme Term 1 - Daily aqua aerobics fitness programme Term 4 - Swim Safe Lessons (outside tutors) Term 4 - Year 5-8 Deep Water Skills (Mossburn pool)	
Life Skills around water	Term 1 - \$500 grant from Te Hau Toka	
Digital Citizenship	Contact John Parsons re dates	
Life Education Van	March 1 & 4	
Clubs Day	Friday 12th April	
Year 7 & 8 Leadership Programme Camps	Term 1: Term 2: Auckland Term 3: Term 4: Stewart Island (with Year 5 & 6)	
Social Science Fair - Invercargill	Term 3	
Nature Discovery		

Cross Country	Basin: Friday 24 May Northern: Wednesday 29 May (PP 31 May) Southland:	
Winter Sports Programme	Thursday June 13/20/27/July 4 Thursday July 25 August 1/8/15	
Gymnastics	Term 3 - September 5/12/19/26	
Speech Competition	School - Northern - Southland	
Pet Show	Term 4 - Te Anau Primary to host	
Book Fair	Term 4	
Art Exhibition & Wapiti Art	Term 4	
Year 8 Graduation & School Presentations	Tuesday 10 December	
End of Year Fun Trip	Wednesday 11 December	