



## Mokoia School Analysis of Variance 2022

**Strategic Aim 3**-We will develop practices that will enable the school to be sustainable – Nelp 6

*The school is able to run successfully, with everybody contributing to the shared vision. Staff have all they need, including knowledge, to function within their roles. BOT members are provided with the information and training they need to govern successfully.*

**Report:** We have set up a BOT and are currently learning how to function. A good pattern for keeping meetings focused has been set up. Training has been delivered by NZSTA, and BOT members keep themselves up to date with online resources and individual training as they desire.

Teachers use online google docs for communicating planning, schedules and to record meetings and meeting decisions. Paper copies of weekly communications to staff are handed out and available in the staffroom and online. Induction book for new staff was written and used at the beginning of the year, to set out expectations. Behaviour guidelines also written.

Re-organising of both physical and digital systems have begun. The administrator and principal are working on streamlining files and getting rid of duplications. New data summary books have been co-constructed with staff and have been made up and handed out to staff for each student. Assessment of literacy skills has changed due to BSLA and this has been part of the new summary books.

Reading books for early readers have been re-categorised and are being re-organised.

### **Next Steps**

- Continue to function as a BOT
- Continue to seek the founding of a PTA, and parent engagement
- Look at ways in which to physically be sustainable- e.g. coping with power outages, solar panels, developing practices around water supply etc.
- “How to” booklet for administrator, so that everything is in one place
- Continue to develop guidelines and policies for classroom practices.
- Seek more parent engagement.

**Strategic Aspiration:** We will develop practices that will enable the school to be sustainable.

Green –done Yellow- ongoing

What are we going to do	How are we going to do this	When	Who	How will we know it has been successful?
Establish a strong BOT	Prepare the school to be ready to have a BOT through getting policies in place, (especially H&S policies and practices), Strategic plan, budgeting etc	November 2021-April 2022	Commissioner and principal	Staff and community start to use policies in everyday practice. School will be a safer place where risks are managed safely. School is fully compliant.
	Apply to MOE to re-establish BOT	December 2021	Commissioner	MOE will accept application to re-establish BOT
	Go through election process to elect BOT	Term1 2022	Commissioner, (returning officer), community.	Election will take place and four members will be elected to BOT
	Support the BOT to establish healthy routines for meetings (through modelling meetings with Community Advisory Board and then new BOT).	April 2022 onwards	Commissioner, Evon, NZSTA	Meetings run efficiently and with a focus that prioritizes the children and their learning. BOT encouraged to ask questions and seek solutions that have a positive effect on the school.
	Personalised support and training from NZSTA for new BOT	April 2022 onwards	NZSTA	BOT know the role of the BOT and establish different delegations. Good communication between Board members, the principal and the community.
	Continuing PD for BOT	April 2022 onwards	NZSTA, BOT members	BOT grow in confidence and competence
Online systems organised in an easy to use way, and used to communicate planning and resources	Planning, digital resources and meeting notes kept in an online platform for staff to access	Start in Term 1	Staff	Staff put planning and digital resources on google drive. Staff can access meeting notes and PD online. Consider using airtable for assessments.
	Systems and routines established for communication	Start in Term 1	Principal teaching staff	Teaching staff (job shares) have effective ways to communicate with each other and to plan for tamariki.
	Routines and timelines for communicating planning established for principal and job shares	Start in Term 1	Principal	Staff information booklet that outlines expectations of when and how planning is communicated, and what is expected to be visible for both principal and job-share. Staff following expectations.
	Online files streamlined for administrator and principal	March onwards	Principal and administrator	System that is understood by both the principal and the administrator. Duplicate files destroyed, all information collected together and easily accessible.

