

NAPIER BOYS' HIGH SCHOOL ANNUAL PLAN 2009

CURRICULUM

1. New Curriculum (2010) review and planning for implementation. (NAG 1)
2. Parent communication enhanced to support student learning.
3. Meet MOE attendance requirements for electronic rolls.
4. ICT Professional Development – Term I
5. Annual targets for each Subject Department

PERSONNEL

1. HOD training
2. Industry placements for staff for New Curriculum.
3. Review Management Structure
4. Review Careers delivery and staffing.
5. Report NZTC Requirements at March BOT meeting.
6. Police Vetting audit cycle.
7. EEO annual programme.

PROPERTY / HEALTH & SAFETY

1. Complete Entrance, Art Block and F Block projects
2. Continue to upgrade & maintain a safe school environment.
3. Maintain & implement all procedures from Health & Safety
4. Review Emergency response manual (and Red Box).
5. Monitor OSH Committee.

LEGISLATIVE REQUIREMENTS

1. To meet Board legislative requirements.
2. Monitor compliance procedures, privacy considerations, etc.
3. Elect Student Board Representative (August), and complete orientation programme.
4. Prepare for BOT elections in 2010
5. Complete Headmaster's Performance Appraisal.
6. International Students Annual review – policy / procedure review.
7. Review NAG1 and NAG 4.

FINANCE

1. Prepare annual Budget.
2. Monitor & control school expenditure against Budget
3. Lodge Annual Financial Statements for audit by 31st March 2009.
4. Complete annual internal controls review (International Students).

DOCUMENTATION / SELF REVIEW

1. Draft and implement Strategic plan to 2013.
2. Prepare Variance Report 2008 & report to community & MOE.
3. Prepare Charter 2009 & lodge with MOE.
4. Ongoing development & review of policies as per Self Review Plan.

SCINDE HOUSE ANNUAL PLAN 2009



STUDENTS:

- Maintain and foster a culture of academic excellence amongst Scinde House students.
- Endeavour to uphold a positive 'Scinde House Culture' and maintain a strong presence in Inter-House Activities.
- Continue to monitor student safety within the Hostel both, physical and emotional.
- Maintain access for boarders to school facilities – computers, music practice rooms, gym, pool, tennis courts and the provision of sports equipment.
- Facilitate access to town and encourage participation in sporting and extra curricular activities for boarders. Develop a 9-hole putting green for the use of boarders.
- Maintain extra-curricular weekend activities in and around Napier for fulltime boarders. This will include more social activities as appropriate with Hewitt House and the annual ski trip.

PERSONNEL

- Sustain a high quality hostel staff team culture.
- Review staff contracts and job descriptions as required.
- Implement staff appraisal systems before the beginning of term four.
- Provide staff professional development opportunities. Including attendances at boarding conferences and nursing registration courses for Matron. First aide course to be completed by all Duty Masters. Some Duty Staff to sit HT license to enable them to drive the red bus for Hostel activities.
- Develop Year level Deans (who will move through with boarders)
- Maintain a fully staffed prep supervision facility.

CATERING

- Continue to monitor the food delivery service, including student/parent satisfaction surveys.
- Provide training opportunities for the catering staff on as need basis.

COMMUNICATIONS:

- Continue to promote the Hostel to prospective parents via annual visits around the region. Send promotional calendar to contributing schools early in term one with a newsletter. Investigate having a promotional meeting in Gisborne.
- Update web site to provide hostel information on-line.
- Maintain communication link with parents and caregivers (e-mail bulletin and regular newsletters).
- Provide a profile of Housemasters to improve links of communication in the first newsletter for the Year.

PROPERTY:

- Continue with ablution block upgrades.
- Develop plans and concepts for the refurbishment of Dorms 4 and 5 and possible games room connecting the two.
- Ongoing general maintenance and painting of all dorms.
- Ongoing residential staff property maintenance.

POLICY:

- Hostel License expires 12/12/2009. Review Hostel documentation and policies in preparation for re-licensing

FINANCE:

- Wind up the stock scheme.
- Continue to review and maintain appropriate levels of fees and funding sources.
- Maintain promotion of hostel holiday lets.
- Continue with long term plans for property, equipment and staff housing.