



# Te Awamutu Primary School Annual Plan 2015



**Principal:** Gareth Duncan **Chairperson:** Craig Sanders **MOE School ID:** 2002

**Strategic Goal NAG 1 - Curriculum – Writing - To create confident learners by continually raising the level of student achievement with particular emphasis upon Writing as evidenced by progress and achievement in relation to the New Zealand Curriculum and related National Standards.**

Initiatives / Actions (how will we make this happen)	Who	When	2015 Target
<b>Action 1</b> - Students in target groups are identified via assessment information on e-TAP (student management system) and are provided targeted instruction to accelerate progress	Principal, DP's and Syndicate Leaders	<ul style="list-style-type: none"> <li>Term 1 - School wide writing assessment and moderation in February. School wide data entered and individual needs analysis for every student completed.</li> <li>Term 2 - School wide writing assessment and moderation in June. School wide data entered and individual needs analysis for every student completed.</li> <li>Term 4 - School wide writing assessment and moderation in November. School wide data entered</li> </ul>	<p><i>80% of all students will be at or above the National Standards for Writing.</i></p> <p><b>Target cohort group (Priority Learners): Year 5 students who were Below the standard in Writing (will be Year 6 2015)</b></p>
<b>Action 2</b> - Regular syndicate and Literacy monitoring meetings, to discuss target groups and students at risk of not achieving at the level of the National Standard in Writing	Principal, DP, LCN Staff and Literacy Unit holder	<ul style="list-style-type: none"> <li>Begins Term 1- Updates from classroom teachers at weekly syndicate meetings. Reporting via syndicate minutes to DP and Literacy unit holder.</li> <li>Class Writing profiles used termly to identify and track all students.</li> </ul>	
<b>Action 3</b> - Work with parents, families and whānau around ways of supporting students' learning	Principal, DP, Literacy Unit holder	<ul style="list-style-type: none"> <li>Term 1 and 3 - Informing parents through Student Led Conferences, Whānau hui, goal setting and parent meetings if their children are at risk and how they might support their child's learning</li> <li>Term 1,2,3,4 - Whānau reports on Literacy progress</li> <li>Term 2 – Community meeting to share school-wide achievement results in Literacy</li> <li>Term 3 – School-wide parent workshops for writing and spelling</li> </ul>	
<b>Action 4</b> - Continue systems and monitoring of priority learners	DP & LCN Staff and Literacy Unit holder	<ul style="list-style-type: none"> <li>Throughout the year</li> </ul>	
<b>Action 5</b> - Analyse and reflect on year-end data to inform progress and planning for 2016	DP including Literacy Unit holder	<ul style="list-style-type: none"> <li>End of year</li> </ul>	
<b>Action 6</b> - Management and lead teachers to monitor and evaluate the effectiveness of teaching practices and professional learning in Writing, and Word Work.	DP's Senior leadership team and Literacy Unit holder	<ul style="list-style-type: none"> <li>Throughout the year</li> </ul>	

**Strategic Goal NAG 1 - Curriculum – Reading - To create confident learners by continually raising the level of student achievement with particular emphasis upon Reading as evidenced by progress and achievement in relation to the New Zealand Curriculum and related National Standards.**

Initiatives / Actions (how will we make this happen)	Who	When	2015 Target
<b>Action 1</b> - Regular syndicate meetings, to discuss priority learners	Syndicate Leaders, LCN Staff	<ul style="list-style-type: none"> <li>Ongoing throughout the year. Updates from classroom teachers at weekly syndicate meetings via syndicate minutes to Junior School DP and Literacy unit holder</li> </ul>	<p><i>85% of all students will be at or above the National Standards for Reading.</i></p>
<b>Action 2</b> - Literacy team meeting to review on-going progress and action plans each term and syndicate representatives to share commitments made to priority learners	DP, LCN Staff and Literacy Unit holder	<ul style="list-style-type: none"> <li>Twice a term</li> </ul>	
<b>Action 3</b> - Work with parents, families and whānau around ways of supporting student's learning	Led by – Principal, DP, LCN Staff and Literacy Unit holder	<ul style="list-style-type: none"> <li>Term 1 and 3: Informing parents through Student Led Conferences, Goal setting and parent meetings if their children are at risk and how they might support their child's learning</li> <li>Term 2 – Community meeting to share school-wide achievement results in Literacy</li> <li>Term 3 – School-wide parent workshops for reading and spelling</li> </ul>	
<b>Action 4</b> - Analyse and reflect on year-end data to inform progress and planning for 2016	DP including Literacy Unit holder	<ul style="list-style-type: none"> <li>End of year</li> </ul>	
<b>Action 5</b> - Monitor and evaluate the effectiveness of teaching practice and continued development of professional learning tailored to individual staff needs	Senior leadership team and Literacy Unit holder	<ul style="list-style-type: none"> <li>Throughout the year this will be monitored by the leadership team and the syndicate leaders</li> </ul>	

**Strategic Goal NAG 1 - Curriculum – Mathematics - To create confident learners by continually raising the level of student achievement with particular emphasis upon Mathematics as evidenced by progress and achievement in relation to the New Zealand Curriculum and related National Standards.**

Initiatives / Actions (how will we make this happen)	Who	When	2015 Target
<b>Action 1 – Learning Targets</b> * End of previous year data reviewed and analysed * Targets set to align with strategic plan * Priority students identified through data * Targets shared with staff * Progress against targets shared with BOT, Staff and school community	Teachers/Leadership Team Principal/DPs Principal/DPs Principal/DPs LCN Staff and Maths leaders	Jan 2015 Jan 2015 Jan 2015 Staff Meeting 2015 Term 1, Term 3 & Term 4	<p><i>85% of all students will be at or above the National Standards for Mathematics.</i></p> <p><b>Target cohort group (Priority Learners):</b>                      8 x Year 4 Māori students (1 Female/7 Male) who were in the “After 3 Years at school” data end 2014</p> <p>7 x Year 5 Māori students (5 Female/2 Male) who were in the “End of Year 4” data end 2014</p> <p>7 x Year 6 Māori students (4 Female/3 Male) who were in the “End of Year 5” data end 2014</p>
<b>Action 2 – Learning and Teaching Programme</b> * Yearly overview of Mathematics teaching and assessment programme shared with staff * Mathematics committee to oversee programme requirements, concerns, issues and meet regularly * Equipment prioritised and purchased as per set at end of 2013 * Budget for 2016 set * Every classroom teacher observed formally in Mathematics	Maths leaders Rep from each syndicate Maths leaders Principal/DP Maths leaders	Teacher only day January Once a term As required November Term 3	
<b>Action 3 – Staff Professional Development</b> * Supporting individual’s maths teaching through on-line, self-paced learning modules * Staff workshops	Maths leaders/DP-maths	On-going Term 1 - Deepening professional understanding of National Standards Term 2 – Basic facts Term 3 – Multiplicative thinking	
<b>Action 4 – School community sharing</b> * Update school community re – progress and achievement against the National Standards * Share information about mathematics happenings at TAPS, regionally and nationally * Parent/student interactive information evening	DP- maths Maths leaders/DP-maths Maths leaders/DP-maths & rep from each syndicate	Term 1 & Term 4 Termly Term 3	

**Strategic Goal NAG 1 - Curriculum – Teaching & Learning Programme Development - To ensure that learner centred programmes lead to students achievement against National Standards and NZC.**

Initiatives / Actions (how will we make this happen)	Who	When	2015 Target
<b>Action 1</b> - All students will have the opportunity to set goals at the beginning of the year with their parents and/or teachers in Numeracy and Literacy.	Teachers, students and parents	<ul style="list-style-type: none"> <li>All children will set learning targets and goals</li> </ul>	
<b>Action 2 – Passion Classrooms (LCN Focus)</b> Monitoring the classrooms; (Sport, Environmental and Media) 1a – Sharing the philosophy with the school and wider community 1b – Monitoring the achievement of all learners in the 3 classrooms 1c – Where to from here 2016...	Principal, DP’s, Unit holders, LCN Team and all Syndicate 4 staff	<ul style="list-style-type: none"> <li>1a – Term 1</li> <li>1b – Termly</li> <li>1c – Term 4</li> <li>Ongoing research and understanding of ‘Engagement’ of all students – Through the LCN Project (Action plan attached)</li> </ul>	<ul style="list-style-type: none"> <li>Increased engagement of priority learners</li> <li>Refer to the LCN (Learning Change Network Action Plan for 2015)</li> </ul>
<b>Action 3</b> - Continuation of Learning Programmes with focus on e.g. <ul style="list-style-type: none"> <li>Kapa Haka and Te Reo / Tikanga Maori enrichment programmes</li> <li>Drumming, Gymnastics</li> <li>Song squad and School production participation</li> <li>Maori students will have success as Maori, following the principals of Ka Hikitia and with supports from specialised teachers</li> </ul>	Senior Leadership Team, Unit holders, all classroom teachers	<ul style="list-style-type: none"> <li>Throughout the year these programmes are closely monitored</li> <li>Programmes are reviewed at Leadership Meetings termly</li> </ul>	<ul style="list-style-type: none"> <li>Opportunities will be provided to all students</li> </ul>
<b>Action 4</b> – Continue to providing information and consult with students and parents around National Standards and school learning programmes	Teachers, Leadership team, LCN Group, DP’s, BOT and Principal	<ul style="list-style-type: none"> <li>Term 1, Week 9 sharing of the National Standards data to the parent community</li> <li>Report back to the community about the 2014 Annual Plan and targets</li> </ul>	<ul style="list-style-type: none"> <li>All children have priority goals set and are able to make reference to these in their learning journals</li> </ul>

<b>Strategic Goal NAG 2 &amp; 6 - Governance - To provide effective strategic governance</b>			
<b>Initiatives / Actions (how will we make this happen)</b>	<b>Who</b>	<b>When</b>	<b>2015 Target</b>
<b>Action 1</b> –BOT members take part in professional development	BOT	<ul style="list-style-type: none"> <li>Throughout the year</li> <li>Term 3 NZSTA conference</li> </ul>	<ul style="list-style-type: none"> <li>All BOT members undertake professional development</li> <li>There is TAPS BOT representation at the NZSTA conference</li> </ul>
<b>Action 2</b> – Continue good management of the school through updating of the Board’s knowledge of MOE legislation	BOT	<ul style="list-style-type: none"> <li>The BOT each term will use the NZSTA workshop web site to support training requirements or any updates in knowledge that might be needed</li> </ul>	<ul style="list-style-type: none"> <li>BOT ensure compliance to legislation</li> </ul>
<b>Action 3</b> – Ensure sub committees continue to provide focus on key areas	BOT	<ul style="list-style-type: none"> <li>Throughout the year monitoring of roles and responsibilities on all sub-committees will be led by the BOT Chair</li> </ul>	<ul style="list-style-type: none"> <li>All sub committees are meeting on a regular basis</li> </ul>
<b>Action 4</b> – Continually review the strategic / annual plan results achieved to ensure an ongoing vision and development of the school	BOT	<ul style="list-style-type: none"> <li>Throughout the year monthly meetings will be dedicated to on-going review and reflection on progress and achievement</li> </ul>	<ul style="list-style-type: none"> <li>Quick reference results sheet set up</li> <li>Strategic / Annual Plan results reviewed quarterly</li> </ul>
<b>Action 5</b> – 2 year review and update of the present school policies / procedures	BOT Policy sub committee	<ul style="list-style-type: none"> <li>Throughout year</li> </ul>	<ul style="list-style-type: none"> <li>All policies / procedures are updated</li> <li>New policies / procedures are written as necessary</li> </ul>
<b>Action 6</b> - Review the strategic / annual plan results achieved / community feedback to ensure an ongoing vision and development of the school updating the annual plan to meet this	BOT	<ul style="list-style-type: none"> <li>Term 2</li> <li>Term 3</li> </ul>	<ul style="list-style-type: none"> <li>Plans updated</li> </ul>
<b>Action 7</b> – Community consultation review of the 2015-17 strategic charter implementation		<ul style="list-style-type: none"> <li>Term 3</li> </ul>	<ul style="list-style-type: none"> <li>Review plan set</li> </ul>

<b>Strategic Goal NAG 2A - Community - To promote life long learners by partnering with students, parents, caregivers, whānau and the wider educational agencies in the learning process</b>			
<b>Initiatives / Actions (how will we make this happen)</b>	<b>Who</b>	<b>When and how</b>	<b>2015 Target</b>
<b>Action 1</b> - Gain feedback from the school community regarding the direction of the school	Principal, BOT, Senior Leadership Team	<ul style="list-style-type: none"> <li>Throughout the year senior management will take more opportunities to share via all forms of communication tools to the school community</li> </ul>	<ul style="list-style-type: none"> <li>Community consultation evenings conducted</li> <li>PTA / Whānau group meetings on-going</li> </ul>
<b>Action 2</b> – Continue the relationship with PTA / Whānau group with support from the LCN Lead staff	Principal , BOT, Senior Leadership Team, He Kaiako i te Reo and advisors from Te Wananga o Aotearoa.	<ul style="list-style-type: none"> <li>Throughout year the whānau group will meet twice a term - senior management will take the opportunity to share and seek feedback about National Standards and the TAPS student learning profiles and the development of Maori students / whānau in the school environment</li> <li>Erin, Gareth, Tracy and Kim will be working with Maori community to engage regarding ECE and transition to school</li> <li>Term 3 TA Kapa Haka Cultural Festival at the Te Awamutu ASB Events Centre</li> </ul>	<ul style="list-style-type: none"> <li>Attendance of PTA / Whānau group meeting by BOT members / principal / senior leadership team</li> </ul>
<b>Action 3</b> – Gather information from the community on relevant issues	Principal, senior leadership team	<ul style="list-style-type: none"> <li>Survey Monkey programme will be established online to be able to generate quick and efficient feedback regarding school-wide information (Review the TAPS Strategic Plan)</li> <li>Term 1 the school web site will be revamped to be able to provide simpler access and visual cues for people to access information</li> <li>Throughout the year we will access feedback from the students regarding relevant issues</li> </ul>	<ul style="list-style-type: none"> <li>Information collected on key issues and plans implemented</li> </ul>
<b>Action 4</b> – School website is kept up to date	Principal, senior leadership team and Office staff	<ul style="list-style-type: none"> <li>Throughout the year the web site will be updated by syndicates</li> <li>Office staff will continue to refresh and promote new marketing ideas</li> <li>By Term 1 the website will be revamped</li> <li>BOT sub-committee to explore a marketing and promotions plan for TAPS</li> </ul>	<ul style="list-style-type: none"> <li>Relevant information kept up to date</li> <li>Relevant and up-to-date information for our wider community</li> </ul>
<b>Action 5</b> - Continue building Pasifika & Māori home and community links	Principal, LCN staff and Gill	<ul style="list-style-type: none"> <li>Continuing with Whānau Group conversations and building links with the Pasifika parents</li> </ul>	<ul style="list-style-type: none"> <li>Information collected on key issues and National Strategies implemented</li> </ul>
<b>Action 6</b> - Organise school gala with assistance from the BOT, PTA, whānau group and wider town community		<ul style="list-style-type: none"> <li>By the end of Term 1</li> </ul>	<ul style="list-style-type: none"> <li>Fundraising</li> </ul>

<b>Strategic Goal NAG 3 – Staff Professional Development - To empower the school staff to be a professional learning community</b>			
<b>Initiatives / Actions (how will we make this happen)</b>	<b>Who</b>	<b>When</b>	<b>2015 Target</b>
<b>Action 1</b> - Teachers` skill and knowledge base development takes place via ongoing effective school wide Literacy / Writing Practices and Numeracy projects	Principal, senior leadership team and providers	<p><b>Professional Development in Numeracy:</b> Targeted staff and syndicate meetings Terms 1-3: A focus on the principles which underpin best practice in mathematics Continue building Pasifika &amp; Māori home and community links. Throughout year</p> <p><b>Professional Development in Literacy:</b></p> <ul style="list-style-type: none"> <li>○ Key focus from data analysis: Writing and Spelling</li> <li>○ Teacher only days plus termly observations and professional learning at staff meetings</li> </ul>	<ul style="list-style-type: none"> <li>● Programmes are made available to relevant teaching staff as required</li> </ul>
<b>Action 2</b> - Teaching staff set professional learning goals for the Numeracy and Literacy programmes with the senior team	Senior leadership team, LCN Staff and Literacy / Numeracy unit holders	<ul style="list-style-type: none"> <li>● School-wide learning targets for 2015 are discussed and monitored termly by syndicate leaders, DPs and Principal</li> <li>● Term 1 - Ensuring Pasifika and Māori and male students are present, engaged and achieving</li> <li>● Working individually with each Pasifika family focussing on their children at the centre and drawing on strong cultures, identities and languages</li> <li>● Tracking <b>all</b> Pasifika students individually and working through barriers to learning both at home and at school</li> <li>● Tracking all Māori students who are “Below” or “Well below” National Standards in Literacy and Numeracy and working through barriers to learning both at home and at school</li> <li>● Ensuring that all students are exposed to quality programmes in Literacy and Numeracy</li> <li>● Parent workshops in Term 2 and 3 re-visiting the Numeracy programme</li> <li>● Greater emphasis on reporting school-wide Literacy and Numeracy data in school newsletters, at whānau hui and over our community radio station</li> <li>● Student leaders involved in celebrating the curriculum programmes</li> </ul>	<ul style="list-style-type: none"> <li>● Learning goals are in place and implemented</li> </ul>
<b>Action 3</b> – Continue providing leadership opportunities for all staff at TAPS	Principal , DP’s	<ul style="list-style-type: none"> <li>● Throughout the year opportunities will continually be given to teachers and leadership team to Skype with David Anderson (Learning Coach from Australia)</li> <li>● Termly off-site meetings with the Leadership team to re-align and focus on our core jobs and school-wide learning targets</li> <li>● Term 1 – 4 all unit holders and members of the senior leadership team will be challenged and given the opportunities to lead and run school-wide project developments</li> </ul>	<ul style="list-style-type: none"> <li>● Development of leadership opportunities / plans are put in place</li> </ul>
<b>Action 4</b> - Continue staff awareness of TAPS policies and procedures	Principal , DP’s, senior leadership team	<ul style="list-style-type: none"> <li>● Throughout the year policy and procedures will be brought to the attention of the teaching team from their BOT Rep Anne Mackey and Gareth</li> </ul>	<ul style="list-style-type: none"> <li>● Staff are made aware of reviewed / new policies and procedures as required</li> </ul>
<b>Action 5</b> – Ensuring access to PD and supports tailored to individual staff needs ** Online PD modules ** Peer supports ** Individuals working with Math committee members as needed.	Senior leadership team and Mathematics Unit holder	<ul style="list-style-type: none"> <li>● Throughout year</li> <li>● He papa Tikanga programme with Open Wananaga (12 month NCEA Level 3 programme) completion of the course by the end of term 1, 2015</li> </ul>	

<b>Strategic Goal NAG 4 – Finance - To continually ensure a sustainable financial position for the school whilst maintaining an attractive, adaptive, well maintained modern learning environment</b>			
<b>Initiatives / Actions (how will we make this happen)</b>	<b>Who</b>	<b>When</b>	<b>2015 Target</b>
<b>Action 1</b> – Annual accounts for 2015 year	BOT, Principal	<ul style="list-style-type: none"> <li>● Term 1</li> </ul>	<ul style="list-style-type: none"> <li>● Annual accounts produced and accepted by MOE</li> </ul>
<b>Action 2</b> - Achieve budget and improve the financial position by investigating additional funding opportunities outside of the Ministry of Education annual funding	BOT finance sub-committee, Principal	<ul style="list-style-type: none"> <li>● Throughout year</li> <li>● Term 2</li> </ul>	<ul style="list-style-type: none"> <li>● Financial accounts are reviewed monthly by finance sub committee</li> <li>● Financial sub-committee produce programme / plan to improve financial position and present to full board</li> </ul>
<b>Action 3</b> - Present monthly variance reports to the BOT sub-committee for review prior to presentation to the full BOT finance	BOT finance sub-committee, Principal	<ul style="list-style-type: none"> <li>● Term 1,2,3,4 overview of the variances within the budget</li> </ul>	<ul style="list-style-type: none"> <li>● Monthly variance reports presented to full BOT</li> </ul>
<b>Action 4</b> - 2016 Budget produced for BOT sign off by December 2015	Principal	<ul style="list-style-type: none"> <li>● Term 4</li> </ul>	<ul style="list-style-type: none"> <li>● Budget signed off by BOT</li> </ul>
<b>Action 5</b> – Collate wish list and apply through grants for funding	BOT finance sub-committee, Principal	<ul style="list-style-type: none"> <li>● Throughout year</li> </ul>	<ul style="list-style-type: none"> <li>● Pool solar heating or boiler</li> <li>● Re-model of the school tennis, basketball and netball courts (Astro Turf covering)</li> </ul>

<b>Strategic Goal NAG 4 – Property - To develop and maintain an attractive and adaptive modern learning environment</b>			
<b>Initiatives / Actions (how will we make this happen)</b>	<b>Who</b>	<b>When</b>	<b>2015 Target</b>
<b>Action 1</b> - Manage programmed maintenance programme post property review Continue planned maintenance as per the 2015 maintenance programme	BOT property sub committee	<ul style="list-style-type: none"> <li>Term 2</li> </ul>	<ul style="list-style-type: none"> <li>Maintenance program produced and implemented</li> </ul>
<b>Action 2</b> - Implement 1 <sup>st</sup> year of the 5YP		<ul style="list-style-type: none"> <li>On-going throughout the year</li> </ul>	<ul style="list-style-type: none"> <li>On-going cycle</li> </ul>
<b>Action 3</b> – Sub-committee review of the 5YP for ongoing relevance for 2015		<ul style="list-style-type: none"> <li>Term 3</li> </ul>	<ul style="list-style-type: none"> <li>On-going cycle</li> </ul>
<b>Action 4</b> – Review swimming pool use and future upgrade	BOT property sub committee	<ul style="list-style-type: none"> <li>Refer to the swimming pool maintenance plan</li> <li>Solar heating options explored</li> <li>Covering in the pool area – Project group working alongside TA Swim Club</li> </ul>	<ul style="list-style-type: none"> <li>Plans prepared and a timeline for future building projects</li> </ul>
<b>Action 5</b> - To develop an electronic e-learning contingency plan		<ul style="list-style-type: none"> <li>What costs will be needed to build a replacement plan for sustainable of the equipment</li> </ul>	<ul style="list-style-type: none"> <li>Plan prepared and ready for the 2016 budget</li> </ul>
<b>Action 6</b> – Environmental team developing school-wide sustainability projects	Staff M/Unit holders – Atalya and Kathryn	<ul style="list-style-type: none"> <li>Put together a school-wide action plan for 2015 Term 1</li> <li>Complete updates for the BOT each quarter</li> </ul>	<ul style="list-style-type: none"> <li>Implement School gardens</li> <li>Hen house and other sustainable projects will be implemented throughout the year</li> </ul>

<b>Strategic Goal NAG 5 – Health &amp; Safety - To have a safe environment for all</b>			
<b>Initiatives / Actions (how will we make this happen)</b>	<b>Who</b>	<b>When</b>	<b>2015 Target</b>
<b>Action 1</b> – Annual H&S audit to be conducted	BOT Policy sub committee	<ul style="list-style-type: none"> <li>Term 4</li> </ul>	<ul style="list-style-type: none"> <li>Inspection completed with actions</li> </ul>
<b>Action 2</b> - Continuation of regular Health & Safety inspections	Principal, School caretaker	<ul style="list-style-type: none"> <li>Weekly checks and grounds inspection are carried out with the caretaker and Principal</li> </ul>	<ul style="list-style-type: none"> <li>Inspections carried out as timetable</li> </ul>
<b>Action 3</b> - Ensure that the hazard register is reviewed on an annual basis and significant hazards are managed effectively	BOT Policy sub committee	<ul style="list-style-type: none"> <li>Term 1</li> </ul>	<ul style="list-style-type: none"> <li>Review Hazard Register and implement timetable for ongoing reviews</li> </ul>
<b>Action 4</b> - Carry out regular emergency procedures i.e. evacuations, earthquake, lock down drills	Principal, All school staff	<ul style="list-style-type: none"> <li>Throughout the year we will comply with legislative requirements (Termly Fire, Earthquake and Lock-down drills)</li> </ul>	<ul style="list-style-type: none"> <li>Emergency drills are conducted as per timetable</li> </ul>
<b>Action 5</b> - Ongoing multi agency pastoral meetings for student needs	Principal and management team	<ul style="list-style-type: none"> <li>Throughout the year there will be twice termly pastoral and SENCOT meetings</li> <li>Welfare meeting will be termly</li> <li>Inter-Agencies have a termly accesses to TAPS and continued positive relationships will be fostered</li> </ul>	<ul style="list-style-type: none"> <li>Meetings are conducted as per timetable</li> </ul>
<b>Action 6</b> - Continue with the Physical Activity Leader (PAL) programme	Principal	<ul style="list-style-type: none"> <li>Throughout the year Sport Waikato will be working Principal/DP`s to monitor and implement programmes and opportunities</li> <li>Term 4 the PALS leaders will have a leaders retreat</li> </ul>	<ul style="list-style-type: none"> <li>PAL programme continues throughout year</li> </ul>
<b>Action 7</b> – Contract annual boiler inspection		<ul style="list-style-type: none"> <li>Contract to be put in place with approved contractor to conduct annual inspection reports</li> </ul>	