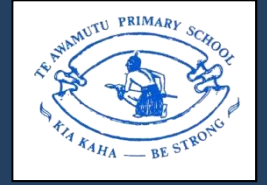


Te Awamutu Primary School Annual Plan 2016



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.

Strategic Goal No 1 - To enrich learning and teaching programmes in Literacy and Numeracy that will see greater achievement in relation to National Standards and to provide quality physical activities in order to further develop movement skills for all learners.

Initiatives / Actions	Who	When (how will we make this happen)	2016 Target
Action 1 - Students in target groups are identified via assessment information on e-TAP (student management system) and are provided targeted instruction to accelerate progress <u>Learning Targets</u> * 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	Principal, DP and Syndicate Leaders	<ul style="list-style-type: none"> Term 1 - School wide writing assessment and moderation in February. School wide data entered and individual needs analysis for every student completed. Term 2 - School wide writing assessment and moderation in June. School wide data entered and individual needs analysis for every student completed. Term 4 - School wide writing assessment and moderation in November. School wide data entered 	<p><i>80% of all students will be at or above the National Standards for Writing.</i></p> <p>Target cohort group: These targeted children are Maori students who are well below the National standard.</p> <p>Yr 3 – 4 Boys and 2 Girls Yr 4 – 5 Boys and 2 Girls Yr 5 – 4 Boys and 1 Girl</p>
Action 2 - 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, and Literacy Unit holders	<ul style="list-style-type: none"> Begins Term 1- Updates from classroom teachers at weekly syndicate meetings. Reporting via syndicate minutes to DP and Literacy unit holder. Class Writing profiles used termly to identify and track all students. 	
Action 3 - Work with parents, families and whānau around ways of supporting students` learning	Principal, DP, Literacy Unit holders	<ul style="list-style-type: none"> 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 Term 1,2,3,4 - Whānau reports on Literacy progress Term 2 – Community meeting to share school-wide achievement results in Literacy Term 3 – School-wide parent workshops for writing and spelling 	
Action 4 - Continue systems and monitoring of priority learners	DP & and Literacy Unit holders	<ul style="list-style-type: none"> Throughout the year 	
Action 5 - Analyse and reflect on year-end data to inform progress and planning for 2017	DP including Literacy Unit holder	<ul style="list-style-type: none"> End of year 	
Action 6 - Management and lead teachers to monitor and evaluate the effectiveness of teaching practices and professional learning in Writing, and Word Work.	DP, Senior leadership team and Literacy Unit holders	<ul style="list-style-type: none"> Throughout the year Gaye Byers visits during the year – Term 1 (4 days), Term 2 (2 days), Term 3 (1 day and Term 4 (1 day) 	
Action 7 – ALL Contract and explore PACT Tool as a possible moderation option		<ul style="list-style-type: none"> See MOE Contract details Term 1 - PACT Tool 3 Workshops across term 1 and 2 	
Action 8 – Individual teacher monitoring		<ul style="list-style-type: none"> Priority students monitored by all staff Priority mapping sheets completed by the end of term 1 	

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	Who	When (how will we make this happen)	2016 Target
Action 1 - Regular syndicate meetings, to discuss priority learners <u>Learning Targets</u> * End of previous year data reviewed and analysed * Targets set to align with strategic plan * Priority students identified through data * Targets shared with staff	Principal, DP and Syndicate Leaders	<ul style="list-style-type: none"> Ongoing throughout the year. Updates from classroom teachers at weekly syndicate meetings via syndicate minutes to School DP and Literacy unit holder 	<p><i>85% of all students will be at or above the National Standards for Reading.</i></p> <p>Target cohort group:</p>

* Progress against targets shared with BOT, Staff and school community			These targeted children are Maori students who are well below the National standard. Yr 3 – 4 Boys and 2 Girls Yr 4 – 5 Boys and 2 Girls Yr 5 – 4 Boys and 1 Girl
Action 2 - Literacy team meeting to review on-going progress and action plans each term and syndicate representatives to share commitments made to priority learners	DP and Literacy Unit holders	<ul style="list-style-type: none"> Twice a term 	
Action 3 - Work with parents, families and whānau around ways of supporting student's learning	Led by – Principal, DP and Literacy Unit holder	<ul style="list-style-type: none"> 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 Term 2 – Community meeting to share school-wide achievement results in Literacy Term 3 – School-wide parent workshops for reading and spelling 	
Action 4 - Analyse and reflect on year-end data to inform progress and planning for 2016	DP including Literacy Unit holders	<ul style="list-style-type: none"> End of year 	
Action 5 - 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 holders	<ul style="list-style-type: none"> Throughout the year this will be monitored by the leadership team and the syndicate leaders 15 weeks ALL Contract with the MOE – Valida, Di and Gareth 	
Action 6 - To generate a retired teachers/Grandparents reading mileage group		<ul style="list-style-type: none"> Term 1 	

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	Who	When (how will we make this happen)	2016 Target
Action 1 – Learning Targets * 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/DP Principal/DP Principal/DP Maths leaders	Jan 2016 Jan 2016 Jan 2016 Staff Meeting 2016 Term 1, Term 3 & Term 4	85% of all students will be at or above the National Standards for Mathematics.
Action 2 – Learning and Teaching Programme * 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 * Budget for 2017 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	
Action 3 – Staff Professional Development * Supporting individual's maths teaching through on-line, self-paced learning modules * Staff workshops/PLGs will be set-up in school and also with Rural and Roses (Community of Schools)	Maths leaders/DP-maths	On-going Term 1 - Deepening professional understanding of National Standards Term 2 – Basic facts Term 3 – Multiplicative thinking	
Action 4 – School community sharing * 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.

Strategic Goal No 2 - To support all students with the knowledge, skills and digital competencies so that they can actively participate in a rapidly changing world.

Initiatives / Actions	Who	When (how will we make this happen)	2016 Target
Action 1 - 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"> All children will set learning targets and goals Teachers monitoring all priority learners – twice a term by phone, visit to homes or senior leaders visiting 	<ul style="list-style-type: none"> Increased engagement of priority learners and their parent.

		<ul style="list-style-type: none"> Absenteeism monitored by Principal and DP 	<ul style="list-style-type: none"> Term 1 we will have a strategy plan ready for implementation by the Goal setting parent evening. Individual student mapping Priority learners guide – (for: Principal, DP and SENCO)
Action 2 – Passion Classrooms Monitoring the classrooms; (Sport, Environmental, Science, Arts, Drama and Dance and Media) 1a – Sharing the philosophy with the school and wider community 1b – Monitoring the achievement of all learners in the 6 classrooms 1c – Where to from here 2017	Principal, DP, Unit holders and all Syndicate 4 staff	<ul style="list-style-type: none"> 1a – Term 1 1b – Termly 1c – Term 4 Ongoing research and understanding of `Engagement` of all students – Through the LCN Project (Action plan attached) 	<ul style="list-style-type: none"> Increased engagement of priority learners All children successful engage with their passion We build a data profile of each class from the start of the year through each term
Action 3 - Continuation of Learning Programmes with focus on e.g. <ul style="list-style-type: none"> Kapa Haka and Te Reo / Tikanga Maori enrichment programmes Maori students will have success as Maori, following the principals of Ka Hikitia and with supports from specialised teachers IT use on the classrooms Profiling our TAPS programmes on the Web site, Facebook and other forms of digital supports Blogging to share learning and programmes Maniapoto Curriculum Digital portfolios HOT@TAPS Drumming, Guitar, Piano and other Musical instruments Gymnastics Song squad and School production participation 	Senior Leadership Team, Unit holders, all classroom teachers	<ul style="list-style-type: none"> Throughout the year these programmes are closely monitored and information feed back to the staff, parents, community and BOT Programmes are reviewed at Leadership Meetings termly Unit holders exploring usefulness and reporting to the BOT, parents and community School Evaluation initiatives - domain 2, 3 and 4 – Review and refer to the action plan in place to address some of the required actions. Term 1 Action Plans in place 	<ul style="list-style-type: none"> Opportunities will be provided to all students To have an action plan for School Evaluation initiatives Domain 1,2,3 and 4
Action 4 – Continue to providing information and consult with students and parents around National Standards and school learning programmes	Teachers, Leadership team, DP, BOT and Principal	<ul style="list-style-type: none"> Term 1, Week 9 sharing of the National Standards data to the parent community Report back to the community about the 2016 Annual Plan Share the 2016 targets and the purpose to why we are taking the direction we are 	<ul style="list-style-type: none"> All children have priority goals set and are able to make reference to these in learning blogs Principal Blog – reference to progress and to continue the dialogue of thinking

Strategic Goal NAG 2 & 6 - Governance - To provide effective strategic governance			
Initiatives / Actions	Who	When (how will we make this happen)	2016 Target
Action 1 –BOT members take part in professional development	BOT	<ul style="list-style-type: none"> Throughout the year Term 3 NZSTA conference (Wellington) Term 1-4 Rural and Roses NZSTA personalised Professional Development programme 2016 Term 1 - BOT Induction an Elections 2016 	<ul style="list-style-type: none"> All BOT members undertake professional development There is TAPS BOT representation at the NZSTA conference 100% attendance at the Rural abd Roses BOT PD sessions
Action 2 – Continue good management of the school through updating of the Board’s knowledge of MOE legislation <ul style="list-style-type: none"> To explore the Evaluating School Initiatives resource – e.g. ‘Stewardship’ 	BOT	<ul style="list-style-type: none"> The BOT each term will use the NZSTA workshop web site to support training requirements or any updates in knowledge that might be needed Emphasis on the 4th April – NEW Health and Safety Act becomes active BOT member, Staff Rep and Principal to coordinate information sessions for staff 	<ul style="list-style-type: none"> BOT ensure compliance to legislation Legislation is accurate, carried out and shared with the appropriate groups in our school
Action 3 – Ensure sub committees continue to provide focus on key areas <ul style="list-style-type: none"> TAPS BOT Review schedule will be used to guide meting direction. 	BOT	<ul style="list-style-type: none"> Throughout the year monitoring of roles and responsibilities on all sub-committees will be led by the BOT Chair 2016 there will be a high focus on each sub-committee group – A particular focus on the Policy Group, Property and Finance 	<ul style="list-style-type: none"> All sub committees are meeting on a regular basis
Action 4 – 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"> Throughout the year monthly meetings will be dedicated to on-going review and reflection on progress and achievement 	<ul style="list-style-type: none"> Quick reference results sheet set up Strategic / Annual Plan results reviewed quarterly
Action 5 – 2 year review and update of the present school policies / procedures	BOT Policy sub committee	<ul style="list-style-type: none"> Throughout year 	<ul style="list-style-type: none"> All policies / procedures are updated New policies / procedures are written as necessary

Action 6 - 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"> Term 1 – As a Reviewing ‘Stewardship as a BOT (Domain 1) – What evidence do we have of good practice? Where to next? Term 2 Term 3 	<ul style="list-style-type: none"> Plans updated Provide community with up-to-date information regarding BOT business (Monthly newsletters)
Action 7 – Community consultation review of the 2015-17 strategic charter implementation		<ul style="list-style-type: none"> Term 1 (2016) give results of the 2015 end of year survey Term 1 – Discuss Annual actions with the community Term 3 Survey to the community 	<ul style="list-style-type: none"> Review plan set

Strategic Goal NAG 2A - Community - To promote lifelong learners by partnering with students, parents, caregivers, whānau and the wider educational agencies in the learning process

Strategic Goal No 4 - To foster and grow links with whānau/families and the wider communities of Te Awamutu.

Initiatives / Actions	Who	When (how will we make this happen)	2016 Target
Action 1 - Gain feedback from the school community regarding the direction of the school	Principal, BOT, Senior Leadership Team	<ul style="list-style-type: none"> Throughout the year senior management will take more opportunities to share via all forms of communication tools to the school community Term 1 – to have read the School Evaluation Initiatives and set in place our action plan 	<ul style="list-style-type: none"> Community consultation evenings conducted PTA / Whānau group meetings on-going Senior leadership team
Action 2 – Continue the relationship with PTA / Whānau group with support from the Rural and Roses 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"> 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 Erin, Gareth, Sharon and Kim will be working with Maori community to engage regarding ECE and transition to school Erin, Gareth and Kim working on the implementation of the Maniapoto Curriculum Term 3 TA Kapa Haka Cultural Festival at the Te Awamutu ASB Events Centre 	<ul style="list-style-type: none"> Attendance of PTA / Whānau group meeting by BOT members / principal / senior leadership team To have a Maniapoto Strategic Plan by the end of Term 1
Action 3 – Gather information from the community on relevant issues	Principal, senior leadership team	<ul style="list-style-type: none"> 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) Throughout the year we will access feedback from the students regarding relevant issues 	<ul style="list-style-type: none"> Information collected on key issues and plans implemented
Action 4 – School website is kept up to date	Principal, senior leadership team and Office staff	<ul style="list-style-type: none"> Throughout the year the web site will be updated by syndicates Office staff will continue to refresh and promote new marketing ideas BOT sub-committee to ensure that community information is circulated on a regular basis 	<ul style="list-style-type: none"> Relevant information kept up to date Relevant and up-to-date information for our wider community
Action 5 - Continue building Pasifika & Māori home and community links	Principal and Kim	<ul style="list-style-type: none"> Continuing with Whānau Group conversations and building links with the Pasifika parents 	<ul style="list-style-type: none"> Information collected on key issues and National Strategies implemented
Action 6 - Organise school gala with assistance from the BOT, PTA, whānau group and wider town community		<ul style="list-style-type: none"> By the end of Term 1 	<ul style="list-style-type: none"> Fundraising

Strategic Goal NAG 3 – Staff Professional Development - To empower the school staff to be a professional learning community

Strategic Goal No 3 - To support the upskilling, ongoing development and capacity building of all staff in the area of knowledge, skills and digital competencies that support 21st century learners.

Initiatives / Actions	Who	When (how will we make this happen)	2016 Target
Action 1 - 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>Professional Development in Numeracy:</p> <ul style="list-style-type: none"> Targeted staff and syndicate meetings Terms 1-3: A focus on the principles which underpin best practice in mathematics PLG(Professional Learning Groups) set-up term Rural and Roses shared PLGs Term 2 and 3 Continue building Pasifika & Māori home and community links. <p>Professional Development in Literacy:</p> <ul style="list-style-type: none"> Key focus from data analysis: Writing and Spelling Teacher only days plus termly observations and professional learning at staff meetings ALL Contract with MOE (see - Contract agreement and action plan) Assessment Practice Coach project (see - MOE Contract agreement and action plan) 	<ul style="list-style-type: none"> Programmes are made available to relevant teaching staff as required

Action 2 - 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"> School-wide learning targets for 2016 are discussed and monitored termly by syndicate leaders, DPs and Principal Term 1 - Ensuring Pasifika and Māori and male students are present, engaged and achieving Working individually with each Pasifika family focussing on their children at the centre and drawing on strong cultures, identities and languages Tracking all Pasifika students individually and working through barriers to learning both at home and at school 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 Ensuring that all students are exposed to quality programmes in Literacy and Numeracy Parent workshops in Term 2 and 3 re-visiting the Numeracy programme Greater emphasis on reporting school-wide Literacy and Numeracy data in school newsletters, at whānau hui and over our community radio station Student leaders involved in celebrating the curriculum programmes 	<ul style="list-style-type: none"> Learning goals are in place and implemented
Action 3 - To support the upskilling, ongoing development and capacity building of all staff in the area of knowledge, skills and digital competencies that support 21 st century learners.	Principal, DP and Kim	<ul style="list-style-type: none"> See e-Learning Action Plan PLG (Professional Learning Groups) set-up term Rural and Roses shared PLGs Term 2 and 3 Term 2 Radio Symposium Term GEG Summit at TAPS Google Summit for Rural and Roses Kim t eLearning Coach 	<ul style="list-style-type: none"> Increased awareness of strategies, resources and building a network base of good practice Rural and Roses strengthening our collective capacities
Action 4 – Continue providing leadership opportunities for all staff at TAPS	Principal and DP	<ul style="list-style-type: none"> Throughout the year opportunities will continually be given to teachers and leadership team to Skype with David Anderson (Learning Coach from Australia) Termly off-site meetings with the Leadership team to re-align and focus on our core jobs and school-wide learning targets 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 	<ul style="list-style-type: none"> Development of leadership opportunities / plans are put in place
Action 5 - Continue staff awareness of TAPS policies and procedures	Principal , DP, senior leadership team	<ul style="list-style-type: none"> Throughout the year policy and procedures will be brought to the attention of the teaching team from their BOT Rep and Gareth 	<ul style="list-style-type: none"> Staff are made aware of reviewed / new policies and procedures as required
Action 6 – Ensuring access to PD and supports tailored to individual staff needs ** Online PD modules ** Peer supports ** Individuals working with Math committee members as needed. ** ALL Contract with MOE ** Assessment contract with MOE – Karen Crowe ** Rural and Roses shared PD ** Joseph Dressien – Boys Behaviour ** Gaye Byers – Writing Contract ** David Anderson – School Learning Coach	Principal, DP, Senior leadership team and variety of Unit holders	<ul style="list-style-type: none"> Term 1 – Exploring our understanding of the NZC and the Key Competencies Term 1 – Schoolwide clarity of National Standards expectations See all contract details – ALL, Gaye Byers and Assessment contracts Throughout the year we will use the ERO 2013 feedback to review and reflect on our Maniapoto Curriculum delivery 	

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			
Initiatives / Actions	Who	When (how will we make this happen)	2016 Target
Action 1 – Annual accounts for 2016 year	BOT, Principal	<ul style="list-style-type: none"> Term 1 	<ul style="list-style-type: none"> Annual accounts produced and accepted by MOE
Action 2 - 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"> Throughout year Term 2 	<ul style="list-style-type: none"> Financial accounts are reviewed monthly by finance sub committee Financial sub-committee produce programme / plan to improve financial position and present to full board
Action 3 - 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"> Term 1,2,3,4 overview of the variances within the budget 	<ul style="list-style-type: none"> Monthly variance reports presented to full BOT
Action 4 - 2017 Budget produced for BOT sign off by December 2015	Principal	<ul style="list-style-type: none"> Term 4 	<ul style="list-style-type: none"> Budget signed off by BOT

Action 5 – Collate wish list and apply through grants for funding	BOT finance sub-committee, Principal	<ul style="list-style-type: none"> Throughout year 	<ul style="list-style-type: none"> Pool solar heating or boiler Re-model of the school tennis, basketball and netball courts (Astro Turf covering)
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Strategic Goal NAG 4 – Property - To develop and maintain an attractive and adaptive modern learning environment

Initiatives / Actions	Who	When (how will we make this happen)	2016 Target
Action 1 - Manage programmed maintenance programme post property review Continue planned maintenance as per the 2016 maintenance programme	BOT property sub committee	<ul style="list-style-type: none"> Term 2 Rooms 15/16 refurbished 	<ul style="list-style-type: none"> Maintenance program produced and implemented
Action 2 - Implement 1 st year of the 5YP		<ul style="list-style-type: none"> On-going throughout the year 	<ul style="list-style-type: none"> On-going cycle
Action 3 – Sub-committee review of the 5YP for ongoing relevance for 2016		<ul style="list-style-type: none"> Term 3 	<ul style="list-style-type: none"> On-going cycle
Action 4 – Review swimming pool use and future upgrade	BOT property sub committee	<ul style="list-style-type: none"> Refer to the swimming pool maintenance plan Solar heating options explored Covering in the pool area – Project group working alongside TA Swim Club (covered in complex) 	<ul style="list-style-type: none"> Plans prepared and a timeline for future building projects
Action 5 - To develop an electronic e-learning contingency plan		<ul style="list-style-type: none"> What costs will be needed to build a replacement plan for sustainable of the equipment 	<ul style="list-style-type: none"> Plan prepared and ready for the 2017 budget
Action 6 – Environmental team developing school-wide sustainability projects	Staff M/Unit holders - Kathryn	<ul style="list-style-type: none"> To follow the school-wide action plan for 2016 Term 1 Complete updates for the BOT each quarter 	<ul style="list-style-type: none"> Implement School Bees Pigs, Lambs and other sustainable projects will be implemented throughout the year

Strategic Goal NAG 5 – Health & Safety - To have a safe environment for all

Initiatives / Actions	Who	When (how will we make this happen)	2016 Target
Action 1 – Annual H&S audit to be conducted	BOT Policy sub committee	<ul style="list-style-type: none"> Term 4 	<ul style="list-style-type: none"> Inspection completed with actions
Action 2 - Continuation of regular Health & Safety inspections	Principal, School caretaker	<ul style="list-style-type: none"> Weekly checks and grounds inspection are carried out with the caretaker and Principal 	<ul style="list-style-type: none"> Inspections carried out as timetable
Action 3 - 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"> Term 1 	<ul style="list-style-type: none"> Review Hazard Register and implement timetable for ongoing reviews
Action 4 - Carry out regular emergency procedures i.e. evacuations, earthquake, lock down drills	Principal, All school staff	<ul style="list-style-type: none"> Throughout the year we will comply with legislative requirements (Termly Fire, Earthquake and Lock-down drills) 	<ul style="list-style-type: none"> Emergency drills are conducted as per timetable
Action 5 - Ongoing multi agency pastoral meetings for student needs	Principal and management team	<ul style="list-style-type: none"> Throughout the year there will be twice termly pastoral and SENCO meetings Welfare meeting will be termly Inter-Agencies have a termly accesses to TAPS and continued positive relationships will be fostered 	<ul style="list-style-type: none"> Meetings are conducted as per timetable
Action 6 - Continue with the Physical Activity Leader (PAL) programme	Principal	<ul style="list-style-type: none"> Throughout the year Sport Waikato will be working Principal/PAL Leader Syndicate 4 (Gareth Cox) to monitor and implement programmes and opportunities Term 4 the PALS leaders will have a leaders retreat 	<ul style="list-style-type: none"> PAL programme continues throughout year
Action 7 – Contract annual boiler inspection		<ul style="list-style-type: none"> Contract to be put in place with approved contractor to conduct annual inspection reports 	