

## Southern Regional Health School 2009 Operational / Action Plan

NAG	2009 Strategic Actions (From Strategic Plan 2008 – 2010)	Detailed Actions Required	Responsibility	Resourcing	Time Line	Indicators	Outcome
<b>1 Curriculum</b>	<b>1.1.1 Continue to review and refine the effectiveness of the IEP</b>	<b>1.1.1.1</b> In conjunction with NHS, redefine ILP procedures to more effectively meet student needs while developing eTAP	Senior Management Staff		December 2009	<ul style="list-style-type: none"> <li>• Reviewed ILP Procedure Manual</li> <li>• Full use of eTAP for ILP</li> </ul>	<ul style="list-style-type: none"> <li>▪ Template developed on eTap</li> <li>▪ ILP's written in eTap from March</li> </ul>
		<b>1.1.1.2</b> Include focus on ILP procedures for staff meetings	Senior Management Staff		Ongoing	<ul style="list-style-type: none"> <li>• Minutes of staff meeting completed</li> <li>• Upskilled staff</li> </ul>	<ul style="list-style-type: none"> <li>▪ Initial PD held 29/30 January</li> <li>▪ Regional group PD held 23, 24 March</li> </ul>
		<b>1.1.1.3</b> Monitor effectiveness of ILP's from SE transition feedback form	Senior Management Staff		June 2009 October 2009	<ul style="list-style-type: none"> <li>• Monitoring recorded and outcomes actioned</li> <li>• Data provided for Board</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Data to be tabled at meeting – July</b></li> </ul>
		<b>1.1.1.4</b> Monitor effectiveness of ILP's from parent feedback questionnaire form and by direct contact with parents	Principal		June 2009 November 2009	<ul style="list-style-type: none"> <li>• Monitoring recorded and outcomes actioned</li> <li>• Data provided for board</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Data to be tabled at meeting – July</b></li> </ul>
		<b>1.1.1.5</b> Implement and monitor effectiveness of ILP's from student evaluation form	Staff		June 2009 November 2009	<ul style="list-style-type: none"> <li>• Monitoring recorded and outcomes actioned</li> <li>• Data provided for board</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Data to be tabled at meeting – July</b></li> </ul>

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	<b>1.2.1 Use eTAP to gather student achievement data</b>	<b>1.2.1.1</b> In conjunction with NHS develop systems in eTAP to gather student achievement data	Senior Management		July 2009 April 2009	<ul style="list-style-type: none"> <li>• Systems Developed</li> <li>• Data Gathered</li> </ul>	<ul style="list-style-type: none"> <li>▪ Sample report received from NHS May 09</li> </ul>
		<b>1.2.1.2</b> Continue to analyse data to identify and address barriers to learning	Senior Management		July 2009 April 2009	<ul style="list-style-type: none"> <li>• Barriers to learning identified</li> </ul>	<ul style="list-style-type: none"> <li>▪ 2008 student achievement data analysed and reported</li> <li>▪ Included in ERO focus</li> </ul>
	<b>1.2.2 Report student achievement to parents</b>	<b>1.2.2.1</b> Provide parent report at exit and appropriate intervals	Senior management		December 2009	<ul style="list-style-type: none"> <li>• Reports provided</li> </ul>	<ul style="list-style-type: none"> <li>▪ Reports to parents - July</li> </ul>
	<b>1.3.1 Deliver to staff a professional development programme consistent with the school's curriculum goals, the national priorities for literacy, numeracy and Assess to Learn, international/distance education trends and needs identified in the schools appraisal process</b>	<b>1.3.1.1</b> Arrange whole staff professional development days to address professional development plan and offer opportunities for collaboration and collegial support	Staff & Senior Management		Ongoing	<ul style="list-style-type: none"> <li>• Whole staff professional development days arranged</li> <li>• Increased staff interaction</li> </ul>	<ul style="list-style-type: none"> <li>▪ PD held 29/30 January</li> <li>▪ Dates set for 23, 24 July</li> <li>▪ Dates moved to 6, 7 August</li> </ul>
		<b>1.3.1.2</b> Hold fortnightly staff meetings	Principal and Senior management		Ongoing	<ul style="list-style-type: none"> <li>• Staff Meetings held</li> <li>• Minutes recorded</li> </ul>	<ul style="list-style-type: none"> <li>• Meetings 09/02/09 &amp; 23/02/09</li> <li>• Meetings 16/03, 30/03</li> <li>• Meetings 27/03/09, 06/04/09</li> <li>• Meetings, 27/04, 11/05, 18/05, 25/05</li> <li>• Meetings 08/06, 22/06</li> </ul>

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<b>1.3.2 Ensure that documents and practices are updated to reflect the requirements of the revised curriculum</b>	<b>1.3.2.1</b> Provide staff professional development on the requirements of the revised curriculum	Senior management		November 2009	<ul style="list-style-type: none"> <li>• Staff professional development arranged</li> <li>• Staff upskilled</li> <li>• Documents updated</li> </ul>	<ul style="list-style-type: none"> <li>▪ Principal attended CPAM 20/03/09, SPANZ conference 24/03/09</li> <li>▪ Scheduled 09 May, 6 &amp; 7 August</li> <li>▪ Staff meeting 11/05, 25/05</li> <li>▪ Staff meetings 08/06, 22/06</li> </ul>	
	<b>1.4.1 Provide access to NZQA qualifications</b>	<b>1.4.1.1</b> Update assessment procedures and policies in line with NZQA requirements	Principals Nominee		April 2009	<ul style="list-style-type: none"> <li>▪ Procedures and policies updated</li> </ul>	<ul style="list-style-type: none"> <li>▪ Documents updated</li> </ul>
		<b>1.4.1.2</b> Provide assessment information to students	Principals Nominee Teachers		Ongoing	<ul style="list-style-type: none"> <li>▪ Information provided</li> </ul>	<ul style="list-style-type: none"> <li>▪ Information provided</li> </ul>
		<b>1.4.1.3</b> Provide assessment information to staff and training to deliver unit standards	Principals Nominee		Ongoing	<ul style="list-style-type: none"> <li>▪ Information provided</li> <li>▪ Improved assessment practices</li> </ul>	<ul style="list-style-type: none"> <li>▪ Training at PD 29/30 January</li> <li>▪ Staff Meeting 06/04/09</li> </ul>
		<b>1.4.1.4</b> Further develop and implement internal moderation processes and follow up from external moderation	Principals nominee		Ongoing	<ul style="list-style-type: none"> <li>▪ Processes developed and implemented</li> <li>▪ Best practice for moderation</li> </ul>	<ul style="list-style-type: none"> <li>▪ Principals nominee attended seminar</li> <li>▪ Internal moderation complete - July</li> </ul>

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		<b>1.4.1.5</b> Ensure that procedures for managing national assessment ,including quality assurance are documented	Principals nominee		December 2009	<ul style="list-style-type: none"> <li>▪ Documentation completed</li> </ul>	<ul style="list-style-type: none"> <li>▪ Principals nominee attended seminar</li> </ul>
<b>1.5.1 Extend the use of digital classroom with students</b>		<b>1.5.1.1</b> Develop strategies to use video conferencing for teaching, learning and student well being	Staff		November 2009	<ul style="list-style-type: none"> <li>• Increased use of the VC for teaching</li> </ul>	<ul style="list-style-type: none"> <li>▪ Established relationship with Westmount School for VC access in Blenheim</li> </ul>
		<b>1.5.1.2</b> Continue to purchase and make available to students laptop technologies congruent with the video conferencing network	Principal		Ongoing	<ul style="list-style-type: none"> <li>• Laptop technologies established</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
		<b>1.5.1.3</b> Continue to provide relevant professional development for staff to provide capability to deliver high quality digital learning opportunities for students	Senior management		Ongoing	<ul style="list-style-type: none"> <li>• PD delivered</li> </ul>	<ul style="list-style-type: none"> <li>▪ Moodle roll out scheduled for 6,7 August</li> <li>▪ Meeting with Unicol eLearning department</li> <li>▪ Extra-mural PD planned for 2010</li> </ul>
		<b>1.6.1 Establish relationship with the schools Maori community and develop strategies for meeting identified</b>	<b>1.6.1.1</b> Foster a relationship with mana-whenua Runanga			Ongoing	<ul style="list-style-type: none"> <li>• Relationship developed</li> </ul>
		<b>1.6.1.2</b> Develop and implement strategies to enhance Maori curriculum under NAG 1			Ongoing	<ul style="list-style-type: none"> <li>• Strategies developed and implemented</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>

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	<b>needs</b>	<b>1.6.1.3</b> Provide professional development to further develop capability to implement strategies to enhance Maori curriculum under NAG 1			Ongoing	<ul style="list-style-type: none"> <li>• PD provided</li> <li>• Programmes developed</li> </ul>	<ul style="list-style-type: none"> <li>▪ Online course being updated</li> </ul>
	<b>1.7.1 Develop international relationship with Australian and UK schools</b>	<b>1.7.1.1</b> Host James Brindley School, Birmingham	Senior Management		February/ March 2009	<ul style="list-style-type: none"> <li>• JBS Senior managers report to Board</li> <li>• Best practice identified and shared</li> <li>• Findings presented at PD</li> </ul>	<ul style="list-style-type: none"> <li>▪ Visits and meetings held</li> <li>▪ Australasian Special Schools conference Wellington - September</li> </ul>
		<b>1.7.1.2</b> Attend international hui in Perth, Western Australia	Principal and Christchurch DP		March 2009	<ul style="list-style-type: none"> <li>• Report Presented to Board</li> <li>• Best practice identified and shared</li> <li>• Findings presented at PD</li> </ul>	<ul style="list-style-type: none"> <li>▪ Report presented to Board</li> <li>▪ Best practice identified and shared</li> <li>▪ Findings presented at PD</li> </ul>
<b>2 Planning, Reporting and Self Review</b>	<b>2.1.1 Obtain senior management, staff and client input</b>	<b>2.1.1.1</b> Ensure maximum opportunity for feedback on the Strategic Plan	Principal, Board Chair, Senior Management		Ongoing	<ul style="list-style-type: none"> <li>• Record of staff and client input</li> </ul>	<ul style="list-style-type: none"> <li>▪ Strategic Plan published on website</li> <li>▪ Regular discussions at staff meetings</li> </ul>
	<b>2.1.2 Arrange board planning workshops</b>	<b>2.1.2.1</b> Schedule board strategic planning workshop for Term 4	Board Chair		March 2009	<ul style="list-style-type: none"> <li>• Reviewed and extended 2008-2010 Strategic Plan</li> <li>• Record of board planning workshops</li> <li>• Set annual targets</li> </ul>	<ul style="list-style-type: none"> <li>▪ Scheduled for 21/10/09</li> </ul>
	<b>2.1.3 Obtain feedback from school's</b>	<b>2.1.3.1</b> Maintain page on school website for community input	Principal		December 2009	<ul style="list-style-type: none"> <li>• Record of community consultation</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>

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<b>community and stakeholders through regional meetings and parent/community newsletters</b>						
	<b>2.1.3.2</b> Hold a regional meeting in Invercargill and Christchurch in 2009	Board Chair		December 2009	<ul style="list-style-type: none"> <li>• Record of meeting(s)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Meeting being confirmed – March</li> <li>▪ Meeting to be held 08 May</li> <li>▪ Successful meeting held May</li> </ul>
<b>2.2.1 Obtain senior management and staff input in the Operational Plan</b>	<b>2.2.1.1</b> Arrange senior management planning workshops	Principal and Senior Management		Ongoing	<ul style="list-style-type: none"> <li>• Record of management input into ops plan</li> </ul>	<ul style="list-style-type: none"> <li>▪ Meeting held 28/01/09</li> <li>▪ Regular VC workshops</li> <li>▪ Strategy meeting held 22/05 with Otago DP</li> </ul>
	<b>2.2.1.2</b> Initiate discussion thread in Interact to enable feedback on draft 2009 operational plan	Principal		March 2009	<ul style="list-style-type: none"> <li>• Record of feedback</li> </ul>	<ul style="list-style-type: none"> <li>▪ Thread initiated – February</li> <li>▪ No feedback received - March</li> </ul>
	<b>2.2.1.3</b> Ensure operational/action plan as agenda item for professional development days	Principal		Ongoing	<ul style="list-style-type: none"> <li>• Minutes of staff professional development days</li> </ul>	<ul style="list-style-type: none"> <li>▪ PD 29/30 January</li> </ul>
<b>2.2.2 Ensure operational/action plan progress reporting an agenda item for monthly board meetings</b>		Principal		Ongoing	<ul style="list-style-type: none"> <li>• Monthly reporting on operational plan outcomes</li> <li>• Minutes detailing reporting</li> </ul>	<ul style="list-style-type: none"> <li>▪ Agenda March</li> <li>▪ Agenda April</li> <li>▪ Agenda May</li> <li>▪ Agenda June</li> <li>▪ <span style="color: red;">Agenda July</span></li> </ul>

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<p><b>2.3.1 Implement Annual policy review schedule</b></p>	<p><b>2.3.1.1</b> Ensure policy review undertaken at each Board meeting</p>	<p>Board Policy Convenor, Board Secretary</p>		<p>Ongoing</p>	<ul style="list-style-type: none"> <li>• Review schedule as Board meeting agenda item</li> <li>• Policies for review circulated</li> <li>• Updated policies included in schools documentation</li> </ul>	<ul style="list-style-type: none"> <li>▪ Unit Allocation, Assessment, Board of Trustees Payments, Theft and Fraud Prevention, Financial Goals, Use of the Schools Credit Cards – March</li> <li>▪ Unit Allocation ,Principals Appraisal, Use of the Schools Credit Cards, Board of Trustees Payments, Assessment, Financial Goals –April</li> <li>▪ Unit Allocation ,Principals Appraisal, Use of the Schools Credit Cards, Board of Trustees Payments, Assessment, Financial Goals –May</li> <li>▪ Theft and Fraud Prevention, Good Employer, Leave- June</li> <li>▪ <b>Theft and Fraud Prevention,</b></li> </ul>
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						Good Employer, Leave- July
	<b>2.3.1.2</b> Develop school's review programme for procedures arising from policies	Principal and Senior management		Ongoing	<ul style="list-style-type: none"> <li>• Review programme developed</li> <li>• Updated school procedures</li> <li>• Staff using updated procedures</li> </ul>	▪
<b>2.3.2 Increase board self review practices</b>	<b>2.3.2.1</b> Implement self review practices	Board Chair Board Policy Convenor		August 2009	<ul style="list-style-type: none"> <li>• Board undertaking comprehensive self review</li> </ul>	<ul style="list-style-type: none"> <li>▪ Part 2 Scheduled term 2</li> <li>▪ <b>Principal to attend ERO self review seminar - July</b></li> </ul>
<b>2.4.1 Review annual board targets for inclusion in annual reporting to MOE</b>	<b>2.4.1.1</b> Ensure targets for following year are set at annual planning meeting	Board Chair		Term 4 2009	<ul style="list-style-type: none"> <li>• Targets set</li> </ul>	<ul style="list-style-type: none"> <li>▪ Target report presented in April for confirmation in May</li> <li>▪ Target report confirmed- June</li> </ul>
	<b>2.4.1.2</b> Ensure target reporting included in March Board meeting agenda	Board Chair Principal		March 2009	<ul style="list-style-type: none"> <li>• Item March Board meeting agenda</li> </ul>	<ul style="list-style-type: none"> <li>▪ Target report presented in April for confirmation in May</li> <li>▪ Target report confirmed- June</li> </ul>

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	<b>2.4.1.3</b> Prepare quantitative data report and variances for each target	Senior management		March 2009	<ul style="list-style-type: none"> <li>• Report detailing achievement of targets and variances</li> </ul>	<ul style="list-style-type: none"> <li>▪ Included in Draft annual report</li> <li>▪ Report confirmed</li> </ul>
	<b>2.4.1.4</b> Include target reporting in school's Annual Report	Board Chair Principal		May 2009	<ul style="list-style-type: none"> <li>• Completed MOE requirements.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Target report included</li> </ul>
<b>2.4.2 Provide parents and school's community with appropriate information on student achievement, school and board operations and outcomes of annual board targets</b>	<b>2.4.2.1</b> Post Annual Report on school's website including annual targets, student achievement and Board operations	Board Chair Principal		June 2009	<ul style="list-style-type: none"> <li>• Parents and community informed</li> </ul>	<ul style="list-style-type: none"> <li>▪ Posted July</li> </ul>
	<b>2.4.2.2</b> Post achievement data biannually on school's website.	Principal		July 2009	<ul style="list-style-type: none"> <li>• Parents and community informed</li> </ul>	<ul style="list-style-type: none"> <li>▪ Posted July</li> </ul>
	<b>2.4.2.3</b> Post information regarding Board operations on school's website as available	Board Chair		Ongoing	<ul style="list-style-type: none"> <li>• Parents and community informed</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
<b>2.4.3 Integrate SRHS web services for all stakeholders</b>	<b>2.4.3.1</b> Implement Etap	Senior Management		December 2009	<ul style="list-style-type: none"> <li>▪ Ministry compliant SMS in place</li> </ul>	<ul style="list-style-type: none"> <li>▪ Implementation complete for administration</li> <li>▪ Contact log implemented</li> <li>▪ ILP implemented</li> </ul>
	<b>2.4.3.2</b> Provide staff professional development on the use of eTap	Senior Management		December 2009	<ul style="list-style-type: none"> <li>▪ Staff proficient in using eTap</li> </ul>	<ul style="list-style-type: none"> <li>▪ PD 29/30 January</li> <li>▪ Staff meeting 23/03/09</li> <li>▪ Regional PD held 23, 24 March</li> </ul>

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		<b>2.4.3.3</b> Develop Moodle as LMS	Senior Management & IT		December 2009	<ul style="list-style-type: none"> <li>▪ Alternative chosen</li> <li>▪ Alternative LMS in place</li> </ul>	<ul style="list-style-type: none"> <li>▪ Initial Moodle development begun</li> </ul>
		<b>2.4.3.4</b> Provide staff professional development on the use of Moodle	Senior Management & IT		December 2009	<ul style="list-style-type: none"> <li>• Feedback recorded</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Scheduled 6, 7 August</b></li> </ul>
		<b>2.4.3.5</b> Complete development of the public website	Senior Management		April 2009	<ul style="list-style-type: none"> <li>• Website developed</li> </ul>	<ul style="list-style-type: none"> <li>▪ Website live by 06/03/09</li> <li>▪ Staff training held 26/02/09</li> </ul>
		<b>2.4.3.6</b> Monitor effectiveness of website	Senior Management		December 2009	<ul style="list-style-type: none"> <li>• Data Gathered</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
		<b>2.4.3.7</b> Liaise with NHS to ensure consistency in common elements of web service	Senior Management		December 2009	<ul style="list-style-type: none"> <li>▪ Discussions documented</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
<b>3. Employment and Personnel</b>	<b>3.1.1 Ensure that personnel policies and procedures including employment contracts are consistent with new legislation</b>	<b>3.1.1.1</b> Update personnel policies according to policy review schedule	Board Policy Convenor and Principal		Ongoing	<ul style="list-style-type: none"> <li>• Updated policies and procedures</li> <li>• Staff using updated procedures</li> </ul>	<ul style="list-style-type: none"> <li>▪ Board member and Principal reviewing Code of Conduct - May</li> </ul>
		<b>3.1.1.2</b> Review all Collective Agreements including teacher registration and any other legal requirement	Principal		June 2009	<ul style="list-style-type: none"> <li>• Changes to CA's reflected in policies and procedures</li> <li>• Teacher registration currency monitored and reported</li> </ul>	<ul style="list-style-type: none"> <li>▪ No changes to CA's</li> <li>▪ Teacher registration report tabled-June</li> </ul>
	<b>3.1.2 Maintain a school culture where staff input is encouraged and valued</b>	<b>3.1.2.1</b> Develop closer relationships amongst staff including using the Video conferencing	Principal Senior management		Ongoing	<ul style="list-style-type: none"> <li>• Connectivity provided</li> <li>• Regular conferences held</li> </ul>	<ul style="list-style-type: none"> <li>▪ Staff meetings 09/02/09 &amp; 23/02/09</li> <li>▪ Staff meetings 16/03, 30/03</li> <li>▪ Staff meetings 06/04/09, 27/04/09</li> <li>▪ Staff meetings</li> </ul>

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							11/05, 18/05, 25/05 <ul style="list-style-type: none"> <li>▪ Staff meetings 08/06, 22/06</li> </ul>
		3.1.2.2 Provide opportunities for staff consultation and feedback through an online community and face to face meetings	Principal Senior management		Ongoing	<ul style="list-style-type: none"> <li>• Staff consulted</li> <li>• Online community operating</li> </ul>	<ul style="list-style-type: none"> <li>▪ Regular staff meetings</li> <li>▪ Community classroom teaching</li> <li>▪ Unit allocation thread</li> <li>▪ Invercargill meeting</li> </ul>
		3.1.2.3 Maximise opportunities for staff working groups to be involved in school operations	Principal Senior management		Ongoing	<ul style="list-style-type: none"> <li>• Staff working groups operating</li> <li>• Minutes filed</li> <li>• Staff involved in decision making</li> </ul>	<ul style="list-style-type: none"> <li>• Conversation thread started for unit allocation - June</li> </ul>
		3.1.2.4 Maximise opportunities for staff to develop career pathways	Principal Senior management		Ongoing	<ul style="list-style-type: none"> <li>• Staff thinking objectively about future career options</li> <li>• Updated CV's</li> </ul>	<ul style="list-style-type: none"> <li>• Discussion at PD- Feb</li> <li>• Included in appraisal process</li> </ul>
	<b>3.1.3 Maintain EEO database</b>	3.1.3.1 Ensure collation of EEO data	Executive Officer		Ongoing	<ul style="list-style-type: none"> <li>• EEO file updated</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
		3.1.3.2 Present EEO report to BOT on annual basis	Executive Office		October 2009	<ul style="list-style-type: none"> <li>• EEO report presented to board</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
	<b>3.1.4 Ensure all staff are appraised according to the Performance Management procedures</b>	3.1.4.1 Monitor effectiveness of the revised appraisal process	Senior management		July 2009	<ul style="list-style-type: none"> <li>• Monitoring recorded</li> <li>• Outcomes actioned</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
		3.1.4.2 Complete individual performance agreement action plans	Senior management		July 2009	<ul style="list-style-type: none"> <li>• Completed performance agreement action plans</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>

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		<b>3.1.4.3</b> Gather data regarding performance according to policy and procedures	Senior management		July 2009	<ul style="list-style-type: none"> <li>• Appraisal observations completed</li> </ul>	<ul style="list-style-type: none"> <li>▪ Data gathered - July</li> </ul>
		<b>3.1.4.4</b> Complete appraisal meetings with individual staff	Senior management		Ongoing	<ul style="list-style-type: none"> <li>• Appraisal meetings completed</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
		<b>3.1.4.5</b> Complete appraisal documentation and report completion to the Board	Senior management Principal		July 2009	<ul style="list-style-type: none"> <li>• Appraisal documentation completed</li> <li>• Appraisal completion reported to Board</li> <li>• Incorporate outcomes from appraisal in 2009 professional development plan</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
<b>3.1.5 Plan and evaluate Staff Professional Development Plan according to the annual goals and individual requirements arising from appraisal</b>		<b>3.1.5.1</b> Prepare 2009 professional development plan to include school wide and personal professional development and support relevant individual study programmes	Principal and Senior Management PD Committee		March 2009	<ul style="list-style-type: none"> <li>• 2009 PD plan completed and programme organised</li> <li>• Identified needs from 2008 appraisal and performance agreements actioned</li> <li>• Completed Performance Agreement Action Plans</li> <li>• Improved teaching and learning</li> </ul>	<ul style="list-style-type: none"> <li>• PD Plan completed</li> </ul>
		<b>3.1.5.2</b> Evaluate staff professional development programme	Principal and Senior Management PD Committee		December 2009	<ul style="list-style-type: none"> <li>• Professional development programme evaluated</li> <li>• Record of staff consultation</li> </ul>	<ul style="list-style-type: none"> <li>▪ Staff evaluation of 29/30 January received</li> </ul>

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						<ul style="list-style-type: none"> <li>• Appropriate staff PD</li> </ul>	
		<p><b>3.1.5.3</b> Support all staff's attendance at off site courses where appropriate to PD plan and included in performance agreement</p>	Principal and Senior Management PD Committee		Ongoing	<ul style="list-style-type: none"> <li>• Staff attendance at courses</li> <li>• Performance agreements include PD</li> </ul>	<ul style="list-style-type: none"> <li>▪ Lisa Marriott 27/05/09</li> </ul>
		<p><b>3.1.5.4</b> Support all staff's enrolment in individual study where appropriate to PD plan and included in performance agreement</p>	Principal and Senior Management PD Committee		July 2009	<ul style="list-style-type: none"> <li>• Staff involvement in individual study</li> <li>• Performance agreements include PD</li> </ul>	<ul style="list-style-type: none"> <li>▪ Peter McCoy involved in study</li> </ul>
		<p><b>3.4.5.5</b> Monitor effectiveness of off site professional development through evaluation forms</p>	Staff & Senior Management		November 2009	<ul style="list-style-type: none"> <li>• Individual staff reports on PD involvement received</li> <li>• Outcomes actioned</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
		<p><b>3.1.5.6</b> Encourage and support membership of relevant Professional associations</p>	Staff		December 2009	<ul style="list-style-type: none"> <li>• Staff actively involved in relevant professional associations</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
	<b>3.1.6 Ensure professional standards maintained</b>	<p><b>3.1.6.1</b> Ensure Code of Conduct is read and signed by all staff annually</p>	Principal and Senior Management		March 2009	<ul style="list-style-type: none"> <li>• Professional standards maintained</li> </ul>	<ul style="list-style-type: none"> <li>▪ Code of Conduct signed by all staff - January</li> </ul>
	<b>3.1.7 Maintain currency of staff manual; including induction programme</b>		Senior Management		Ongoing	<ul style="list-style-type: none"> <li>• Updated staff manual</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>

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	<b>3.1.8 Review SRHS management/organisational structure</b>	<b>3.1.8.1</b> Review stakeholder led programme at PMH, Odyssey, Mirror, YDP, CAMHS, PYS	Principal		July 2009	<ul style="list-style-type: none"> <li>▪ Programme reviewed</li> <li>▪ Recommendations made</li> </ul>	<ul style="list-style-type: none"> <li>▪ PMH Reviewer appointed and observations begun – February</li> <li>▪ Principal and DP to meet with CDHB service manager- May</li> <li>▪ Membership of working group with CDHB</li> </ul>
		<b>3.1.8.2</b> Implement changes recommended by review	Principal		Dec 2009	<ul style="list-style-type: none"> <li>▪ Changes implemented</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
		<b>3.1.8.3</b> Prepare a report to the Board, including additional unit allocations and a recommendation	Principal		July 2009	<ul style="list-style-type: none"> <li>▪ Report presented to Board</li> </ul>	<ul style="list-style-type: none"> <li>▪ Terms of reference for organisational review tabled- June</li> <li>▪ <b>Formal structure of review tabled - July</b></li> </ul>
<b>4 Finance and Property</b>	<b>4.1.1 Establish the true cost of the school</b>	<b>4.1.1.1</b> Subcommittee of principal and board treasurer meet to conclude discussions	Board Treasurer and Principal		Ongoing	<ul style="list-style-type: none"> <li>• Annual operations costs presented to Board</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
	<b>4.1.2 Explore opportunities for funding/sponsorship</b>		Board Chair and Treasurer		Ongoing	<ul style="list-style-type: none"> <li>• Funding/sponsorship obtained</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
	<b>4.1.3 Develop and implement marketing strategies to maintain the community's awareness of the</b>	<b>4.1.3.1</b> Renew marketing strategies	Principal		Ongoing	<ul style="list-style-type: none"> <li>• Marketing strategies renewed</li> </ul>	<ul style="list-style-type: none"> <li>▪ Provincial Yellow Pages and NZEI Southland desk blotter, given to all schools in Southland</li> </ul>

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	school's role in the provision of education to students with high health needs						<ul style="list-style-type: none"> <li>▪ SRHS brochure updated - July</li> </ul>
	<b>4.2.1 Prepare draft budget to reflect the school's annual plan (operational plan)</b>	<b>4.2.1.1</b> Ensure sufficient funds for school operations, depreciation and capital expenditure	Board Treasurer Executive Officer		November 2009	<ul style="list-style-type: none"> <li>• Annual budget approved and minuted</li> <li>• Budget reflects annual operational plan</li> <li>• Draft budget includes depreciation and capital expenditure</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
	<b>4.3.1 Ensure financial procedures followed</b>	<b>4.3.1.1</b> Staff required to seek prior approval for expenditure from senior management	Principal Senior management Executive officer		Ongoing	<ul style="list-style-type: none"> <li>• Prior approval obtained</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
		<b>4.3.1.2</b> Staff complete appropriate documentation	Principal Senior management Executive officer		Ongoing	<ul style="list-style-type: none"> <li>• Order forms and expenditure documentation completed</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
	<b>4.3.2 Provide monthly financial reports for the Board</b>		Board Treasurer		Every Board Meeting	<ul style="list-style-type: none"> <li>• Monthly financial reports</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
	<b>4.4.1 Prepare annual accounts and arrange auditor</b>		Principal Finance service provider, Board Treasurer		December 2009	<ul style="list-style-type: none"> <li>• Audited annual accounts</li> </ul>	<ul style="list-style-type: none"> <li>▪ 2008 Audited accounts received- May</li> </ul>

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<b>4.5.1 Develop school's long term property plan and maintenance programme</b>	<b>4.5.1.1</b> Develop plan with regard to buildings	Principal MOE Executive officer		August 2009	<ul style="list-style-type: none"> <li>• Maintenance grants for all sites received from MOE</li> <li>• Completed property plan and maintenance programme</li> </ul>	▪
	<b>4.5.1.2</b> Procure property for Learning Support Centre in Blenheim	Principal MOE Executive officer		October 2009	<ul style="list-style-type: none"> <li>• Property procured</li> </ul>	▪
<b>4.5.2 Develop school's long term asset purchasing plan</b>	<b>4.5.2.1</b> Develop asset purchasing and replacement plan	Principal Executive officer		September 2009	<ul style="list-style-type: none"> <li>• Plan completed</li> </ul>	▪
	<b>4.5.2.2</b> Purchase replacement cars according to plan	Principal Executive officer		Ongoing	<ul style="list-style-type: none"> <li>• Cars purchased</li> </ul>	▪ Replacement Invercargill car purchased - February
<b>4.5.3 Implement hazard identification procedures for each site</b>	<b>4.5.3.1</b> Identify and rectify hazards at each site	Senior Management and Hazard Health and Safety Committee		Ongoing	<ul style="list-style-type: none"> <li>• Hazards identified and rectified</li> </ul>	▪
<b>4.5.4 Liaise with lessors regarding evacuation emergency and safety procedures for each site</b>	<b>4.5.4.1</b> Obtain evacuation and emergency procedures from lessors	Executive officer/ Service provider/ Leesor		Ongoing	<ul style="list-style-type: none"> <li>• Updated evacuation, emergency and safety procedures at each site</li> </ul>	▪
	<b>4.5.4.2</b> Incorporate procedures in site management plans	Senior Management Principal		July 2009	<ul style="list-style-type: none"> <li>• Procedures incorporated in site management plans</li> </ul>	▪
	<b>4.5.4.3</b> Familiarise staff with individual site requirements	Senior Management Principal		July 2009	<ul style="list-style-type: none"> <li>• Staff familiarisation completed</li> </ul>	▪

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	<b>4.6.1 Develop and maintain up to date asset register including audit of assets at each site</b>		Senior Management Principal Service Provider Executive officer		September 2009	<ul style="list-style-type: none"> <li>• Updated asset register</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
<b>5 Health &amp; Safety</b>	<b>5.1.1 Maintain currency of site manuals</b>		Executive Officer		Ongoing	<ul style="list-style-type: none"> <li>• Updated site documents</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
	<b>5.1.2 Provide staff development for upskilling in recognition and referral of safety issues</b>	<b>5.1.2.1</b> Include upskilling in recognition and referral of safety issues in staff PD	Principal and Senior Management		Ongoing	<ul style="list-style-type: none"> <li>• Staff awareness increased</li> </ul>	<ul style="list-style-type: none"> <li>▪ PD held 29/30 January</li> </ul>
		<b>5.1.2.2</b> Encourage staff discussion regarding safety issues	Principal and Senior Management		September 2009	<ul style="list-style-type: none"> <li>• Staff involvement in management of safety</li> </ul>	<ul style="list-style-type: none"> <li>▪ PD held 29/30 January</li> </ul>
		<b>5.1.2.3</b> Include site specific safety information in staff manuals	Principal and Senior Management		July 2009	<ul style="list-style-type: none"> <li>• Site specific safety management documentation</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
		<b>5.1.2.4</b> Provide information for students and parents on school website	Principal and Senior Management		July 2009	<ul style="list-style-type: none"> <li>• School's approach to safety communicated.</li> </ul>	<ul style="list-style-type: none"> <li>• Policies posted on website</li> </ul>
		<b>5.1.2.5</b> Safety provisions included in agreement with parents at admission	Principal and Senior Management		Ongoing	<ul style="list-style-type: none"> <li>• Admission documentation includes safety provisions</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
	<b>5.1.3 Provide on call workplace support for staff</b>	<b>5.1.3.1</b> Renew contract with Workplace Support	Principal		February 2009	<ul style="list-style-type: none"> <li>• Workplace support provider contract in place</li> </ul>	<ul style="list-style-type: none"> <li>▪ Under review-May</li> <li>▪ Agreement for assistance as and when is needed</li> </ul>

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		<b>5.1.3.2</b> Include process for referral in staff manual and PD days	Principal Senior Management		July 2009	<ul style="list-style-type: none"> <li>• Staff informed and able to access</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
<b>5.1.4 Review, update, notify and promote awareness of home teaching and community classroom teaching procedures</b>	<b>5.1.4.1</b> Consult with staff for review and updating of home teaching and community classroom teaching procedures	Principal and Senior Management		Ongoing	<ul style="list-style-type: none"> <li>• Updated procedures</li> </ul>	<ul style="list-style-type: none"> <li>▪ Consultation complete - March</li> </ul>	
	<b>5.1.4.2</b> Include procedures in staff manual	Senior Management		Ongoing	<ul style="list-style-type: none"> <li>• Staff informed</li> </ul>	<ul style="list-style-type: none"> <li>▪ Procedures included</li> </ul>	
	<b>5.1.4.3</b> Include awareness of home teaching and community classroom procedures in PD days	Principal and Senior Management		Ongoing	<ul style="list-style-type: none"> <li>• Staff awareness increased</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>	
<b>5.1.5 Maintain school culture of open communication and responsiveness to concerns and issues</b>	<b>5.1.5.1</b> Provide opportunities for feedback from staff, students and parents including anonymous feedback and use of surveys	Principal and Senior Management		Ongoing	<ul style="list-style-type: none"> <li>• Data (evidence) showing school provides safe emotional and physical environment</li> </ul>	<ul style="list-style-type: none"> <li>• Minutes from staff meeting 24/05/09 with ERO tabled- June</li> <li>• <b>ERO confidential feedback</b></li> </ul>	
	<b>5.1.5.2</b> Conduct exit interview with leaving staff	Principal		Ongoing	<ul style="list-style-type: none"> <li>• Data (evidence) showing school has culture supporting emotional and physical safety</li> </ul>	<ul style="list-style-type: none"> <li>▪ Exit interview received from Helen Chesterfield - April</li> </ul>	
<b>5.1.6 Provide professional development and support for staff working with students with mental health or</b>	<b>5.1.6.1</b> Use the expertise of health professionals and colleagues to develop strategies for “keeping safe” and maintaining professional boundaries with students	Senior Management		December 2009	<ul style="list-style-type: none"> <li>• Strategies developed and shared</li> </ul>	<ul style="list-style-type: none"> <li>▪ PD held 29/30 January</li> </ul>	

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	<b>terminal illness</b>						
		<b>5.1.6.2</b> Use the expertise of health professionals and colleagues to develop strategies for dealing with grief	Senior Management		December 2009	<ul style="list-style-type: none"> <li>• Strategies developed and shared</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
	<b>5.1.7 Develop and implement cyber safety procedures for students and staff</b>	<b>5.1.7.1</b> All staff and students required to read and sign Appropriate Use of Internet Agreement	Principal Senior Management		Ongoing	<ul style="list-style-type: none"> <li>• Agreements in place</li> </ul>	<ul style="list-style-type: none"> <li>▪ Agreements in place - February</li> </ul>
		<b>5.1.7.2</b> Include awareness of cyber safety agreement in PD days	Principal Senior Management		Ongoing	<ul style="list-style-type: none"> <li>• Awareness increased and obligations understood</li> </ul>	<ul style="list-style-type: none"> <li>▪ PD held 29/30 January</li> </ul>
		<b>5.1.7.3</b> Ensure students are reminded regularly of terms of agreement and potential danger	Principal Senior Management		Ongoing	<ul style="list-style-type: none"> <li>• Awareness increased</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
<b>6 Compliance</b>	<b>6.1.1 Develop strategies to ensure all students eligible to be admitted to the school have access</b>	<b>6.1.1.1</b> Conduct research through UC to establish statistical basis for roll	Principal and Senior Management		October 2009	<ul style="list-style-type: none"> <li>• Research conducted</li> </ul>	
		<b>6.1.1.2</b> Approach MOE and DHB's for regional projections of roll	Principal and Senior Management		October 2009	<ul style="list-style-type: none"> <li>• Roll projections made</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
		<b>6.1.1.3</b> Approach regional television and print media to profile the school	Principal and Senior Management		October 2009	<ul style="list-style-type: none"> <li>• Profile on TV and in print media</li> </ul>	<ul style="list-style-type: none"> <li>▪ Southland TV exposure and Southland Times article-May</li> <li>▪ CTV interview -</li> </ul>

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							June
		<b>6.1.1.4</b> Attend regional Principal and DP meetings and make presentations where possible	Principal and Senior Management		October 2009	<ul style="list-style-type: none"> <li>• Meetings attended</li> <li>• Presentations made</li> </ul>	<ul style="list-style-type: none"> <li>▪ CWCPA attended term 1</li> <li>▪ Principal to attend Area Schools Conference</li> </ul>
		<b>6.1.1.5</b> Hold regional Principal and DP meetings at Cardale House	Principal and Senior Management		October 2009	<ul style="list-style-type: none"> <li>• meetings held</li> </ul>	<ul style="list-style-type: none"> <li>▪ Meeting of CantaTech Principals held 20/02/09</li> <li>▪ Invercargill Board meeting held 08/05/09</li> <li>▪ <b>RHS Principals meeting, Wellington - June</b></li> </ul>
		<b>6.1.1.6</b> Prepare a feature article for Education Gazette	Principal and Senior Management		October 2009	<ul style="list-style-type: none"> <li>• Feature published</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
	<b>6.1.2 Ensure attendance registers are completed according to RHS guidelines</b>	<b>6.1.2.1</b> Conduct regular audits of registers and random checks of medicals	Executive Officer		End of each term	<ul style="list-style-type: none"> <li>• Roll audits completed</li> <li>• Enrolment criteria met</li> </ul>	<ul style="list-style-type: none"> <li>• External roll audit complete</li> <li>• Internal roll audit underway-May</li> <li>• <b>Internal roll audit completed - June</b></li> </ul>
		<b>6.1.2.2</b> Provide feedback to staff	Executive Officer		Start of each term	<ul style="list-style-type: none"> <li>• Audit outcome feedback to staff</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback provided to staff 18/02/09</li> <li>• <b>Feedback provided to</b></li> </ul>

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							staff - June
<b>6.1.2 Timetable staff to work hours according to their employment agreement</b>	<b>6.1.3.1</b> Monitor staff workload against terms of employment agreement	Principal Senior Management		Ongoing	<ul style="list-style-type: none"> <li>• Conditions of employment agreement met</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>	
	<b>6.1.3.2</b> Ensure timetable provides maximum opportunity for student/teacher engagement	Principal Senior Management		Ongoing	<ul style="list-style-type: none"> <li>• Teacher/student contact maximised</li> </ul>		
<b>6.1.4 Ensure school is open for instruction for 380 half days each year</b>	<b>6.1.4.1</b> Provide dates for school terms and holidays for board approval ensuring school open for instruction 380 half days	Principal		November 2009	<ul style="list-style-type: none"> <li>• School open for 380 half days</li> </ul>	<ul style="list-style-type: none"> <li>▪ August PD held on MOE provides day for new curriculum development</li> </ul>	
	<b>6.1.4.2</b> Provide relieving teachers for teaching venues when normal teachers are absent	Senior Management		Ongoing	<ul style="list-style-type: none"> <li>• Relievers employed</li> <li>• School open for 380 half days</li> </ul>	<ul style="list-style-type: none"> <li>▪ Reliever appointed, ChCh - June</li> </ul>	
<b>6.1.5 Provide ERO with evidence of excellence in performance</b>	<b>6.1.5.1</b> Meet all ERO requirements	Principal		July 2009	<ul style="list-style-type: none"> <li>• Review completed</li> </ul>	<ul style="list-style-type: none"> <li>▪ Preliminary meeting 30/04/09</li> <li>▪ Review scheduled 25/05/09</li> <li>▪ Onsite review completed 29/05</li> <li>▪ Draft report received - June</li> </ul>	

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