



## **BOARD OF TRUSTEE CHAIRPERSON AND PRINCIPAL'S REPORT 2008**

It is a pleasure to present the Fenwick Primary School's Annual Report for 2008.

### **Roll**

Last year was a growth year for Fenwick Primary School. Our starting roll for 2008 was 242 – 8 pupils more than for 2006 & 2007. July 1 our roll was 10 above 2007 at 251 and our end of year roll of 295 being the highest since our amalgamation in 2001 (266 in 2007). This increase certainly justified our 11<sup>th</sup> classroom, which opened for the start of term 2.

### **ADMINISTRATION**

- Otago Community Trust grant of \$26000 (over 5 years) for ICT development.
- Fenwick website development by Mike Palmer.

## **ANNUAL PLAN 2008 NAG 1 TEACHING AND LEARNING.**

### **ANNUAL TARGET – Improving student achievement.**

Our 2008 Annual Target aimed to improve the spelling of high frequency words in their draft writing – particularly for our pupils identified in the lowest 20%. Results showed 55% of the children showed an improvement, 17% no change and 27% a decrease in the number of words spelt correctly. Reasons for variance showed the majority of all pupils were in fact transferring essential words correctly, expectation levels were too high for our lowest achievers and parental input was less than expected. Further development, and reporting, of spelling continues to be a focus for senior management.

### New Zealand Curriculum (2008-10)

The revised curriculum was released early in 2008 with a 2 year development time frame before its implementation in 2010. Senior management drew up an action plan and time-line for 2008 which included whole staff development, inservice, staff meetings and a T.O.D. in October. Regular reporting back to the board has been a part of the consultation process.

### **LITERACY**

Literacy continues to be a major focus in our school. The highlight of our literacy year was the opening of our new library and computer suite for term 2. This has given a boost to the learning centre of our school and to utilising ICT in teaching and learning.

## **NUMERACY**

During 2008 our school-wide 'Maths Curriculum Plan' was redeveloped by our AP's to align with the numeracy project. This included a school-wide planning and assessment plan. Staff development has been led through Rodney and Tracey following their Lead Teacher Numeracy Workshops throughout the year.

## **GIFTED AND TALENTED**

The E.R.O. gave a very positive report on Fenwick's provision for our gifted and talented pupils. We had another busy year in our school programme as well as hosting the N.O. Schools Cluster in terms 1 – 3. Sixteen to twenty pupils from years 4 – 8 attended Jan-Marie Lind's classes including five from Fenwick. Jan-Marie developed her programme during the year with use of the computer suite, visits to the airport, SPCA and local vets. Her presentation to the Board in June was very informative. Unfortunately health issues in September meant Jan-Marie taking leave for the last part of term 3 and her programme not operating in term 4.

Fiona Murdoch continued with her excellent lead teacher role for G & T within the school. Her committee provided support in classroom programmes, observations and interviews with pupils and parents, P.D. through Christine Comerford (C.O.E.) ,including inquiry learning, and development of her junior 'SPARX' group which met each Friday.

## **SPECIAL NEEDS /SENCO**

Fenwick currently employs 6 teacher aides for a total of 88.5 hours per week, 70.5 of which are paid for by the school. Total Special Education expenditure for 2008 was over \$65,000 including reading recovery. Fenwick is lucky to have great support through Jenny Gawn as our SENCO. All classrooms are supported especially with Literacy and Numeracy programmes. Funding is also received through G.S.E. – Group Special Education – for pupil behavioural support.

During 2008 Kelly Roger completed her first year's training as a reading recovery teacher. This included teaching 4 pupils daily plus contact sessions and professional development in Dunedin twice each term.

## **MAORI PUPILS' ACHIEVEMENT**

By the end of 2008 our Maori roll had risen to 12% of students at Fenwick. This is a significant number and a focus for E.R.O. during their review in November.

Achievement of our Maori students reflects what is happening throughout the school for all students, the majority being 'at' or 'above' in any particular subject. Students in the below category have already been identified and are receiving additional support.

A major focus for 2009 is the Home/School partnership with our Maori families. The Resource Teacher of Maori will be assisting us with this and the new Ka Hikitia resource. Peter King from the University of Otago C.O.E. has also assisted us with policy revision and the new Te Mana 3 resource.

## **NAG 2: SELF REVIEW / STRATEGIC PLAN/REPORTING**

Our Triennial Effectiveness Review programme covering policies and procedures was reviewed and the 3 year cycle set for 2008 – 2010. This has been effective to ensure we are covering our legal requirements on a regular basis. A comprehensive parent survey was carried out at mid-year as part of our consultation with our community. Areas covered were teaching & learning, environment, home & school partnership and health and safety. This was a valuable exercise in developing and revising our strategic plan (2009) and developing our curriculum plan in line with the revised N.Z. Curriculum.

Our student achievement reviews (July & December) focused on Literacy & Numeracy as well as Maori pupil achievement, special needs and dance & drama. We are pleased with overall achievement at Fenwick and continue to collect valuable and useful data on our pupils. Recommendations for 2009 include a written language target for 2009 (see report).

Other reporting throughout the year included class meetings in February, mid-year interviews and written pupil reports in December.

### **EDUCATION REVIEW OFFICE**

A major school review was carried out by the E.R.O. in November 2008. The focus of the review was on student achievement with school specific priorities – learning and teaching in literacy & provision for G & T students, areas of national interest – success for Maori pupils and implementing the N.Z.C. in 2010 – and board assurance on compliance areas (admin, curriculum, health & safety, personnel, finance and asset management).

Over 4 days, 3 reviewers interviewed staff, board members, pupils, parents and specialist teachers. Our report was very positive and it was a pleasure to report to our board, staff, parents and community the high quality of teaching and learning, and management and governance which Fenwick School provides. Our 2 recommendations to improve outcomes for students are:

- Teachers develop approaches that give students greater responsibility for, and involvement in their learning, and
- The board, through senior managers, implements a robust review process and ensures that practices align with intentions.

E.R.O. is confident we will bring about these improvements and will review us again in 2011.

## **NAG 3 EMPLOYMENT AND PERSONNEL**

### **STAFFING**

With our steady roll growth during 2008 staffing also increased to allow us to maintain our low teacher/pupil ratio particularly in junior classes. Marion Milmine was employed from the beginning of the year to give us an average of 1:15 teacher/pupil ratio for new entrants for terms 1 – 3. In term 4 Stephanie White was employed from week 5 as our 12<sup>th</sup> teacher to cater for significant new entrant enrolments. A P.R.T. position was offered to Stephanie for 2009 which she willingly accepted.

Rodney McLellan took leave in term 2 to travel with his family to Britain and Europe. This was a trip of a lifetime for Rodney and we enjoyed the e-mails throughout their 12 weeks abroad. Kathryn Sim was L.T.R. in room 10 in Rodney's absence.

## **E.E.O.**

Our last survey of staff was in 2005 so an updated questionnaire on E.E.O. knowledge and policy was carried out with staff in term 1. Geoff Proctor, as board member responsible for E.E.O., collated results and presented results to the board in July. He also spoke to staff and noted some individual comments from staff for our E.E.O. programme.

## **PROFESSIONAL DEVELOPMENT**

2008 saw over \$8500 plus relievers spent on P.D. and inservice at Fenwick School. We value the quality of our teachers and teacher aides so this is an investment in teaching and learning in our school. A priority has been the first of 3 years school development on the revised N.Z. curriculum culminating in a T.O.D. in October. We also had the whole staff attend the N.O. I.C.T. conference for 2 days in the September holidays. This was a first for North Otago and a very successful conference providing a variety of keynote speakers and workshops. Other inservice and staff development included the G & T, enquiry learning, drama and Kelly Roger's first year reading recovery training.

## **P.M.S./APPRAISAL**

Appraisals for all staff were carried out during 2008. This included teaching staff – govt. prof. standards – as well as syndicate and personal goals. Teacher aides and secretaries were appraised during term 4. Caretaker and cleaner appraisals were conducted using checklists each holidays to assess completion of tasks and quality of work. Principal appraisal was aligned with the E.R.O. visit in November.

## **NAG 4 – FINANCE (Gary)**

## **NAG 5 – PROPERTY(Garry)**

## **HEALTH AND SAFETY**

2008 was a big year for health and safety, particularly with the Ministry focusing on healthy eating and nutrition. Fenwick School's survey of parents mid-year revealed no safety issues and we withdrew our 'fish & chip' Wednesdays in line with the healthy eating requirement. We also applied to the Otago health Board – Nutrition Fund and were granted \$7000 to install 3 filtered drinking fountains, including one at our hall. Our emergency procedures document was also updated and thanks to Meri Gonzales on our board, a pandemic plan researched and implemented for 2009.

## **E.O.T.C.**

During 2008 our E.O.T.C. policy and flow chart were reviewed and updated. Education outside the classroom continues to be an important part of our programme at Fenwick School. Through Helen Algar (Sport Otago) and Alison Banks (W.D.C. Community Safety Officer) Fenwick pupils and parents were part of the 'Walkin 'n Wheelin' programme during 2008, encouraging families to get out and walk or wheel to and from school. Incentives included give-aways and inter-class competitions.

## **NAG 6 LEGISLATION /COMMUNITY**

Compliance with legislation was assessed thoroughly this year with our E.R.O. visit in November. The assurance audit returned no areas of non-compliance.

### **HOME AND SCHOOL**

E.R.O. noted “The Home & School Association is very active in supporting the board, teachers and students in a range of ways”.

The Home & School committee were once again very active in their support for teaching and pupils at Fenwick School. During 2008 \$11820 was donated to school funds through a variety of fundraising ventures including: chocolate, calendars, pizza/fries, raffle, sausage sizzles and a disco for students. A major project was the \$5000 donated for our new school library.

During the year there were also several presentations by staff and visiting speakers at meetings on aspects of the programmes and children, including assessment, anxiety in children, O.D.H.B. – dental health, healthy eating and nutrition, and Nathan Wallis – child development expert.

### **OSCAR**

Our partnership with OSCAR continues to grow and Jenny & Bruce McCullough are very professional in their operation of the programme and Fenwick School. Numbers are constant between 25 – 30 each weekday and grow to 50+ with their holiday programmes. During term 4 they had a storage shed built adjoining the carpark and this is to include planting of shrubs to enhance the area. The 3 year contract is up for renewal in May 2009 so a draft 1 year option was drafted by Geoff Proctor in term 4 – this will be revisited early in 2009.

### **BOARD OF TRUSTEES/GENERAL**

2008 has been a very successful year for our B.O.T. with school growth, property enhancement, positive community support and an E.R.O. report to be proud of. The variety of skills and expertise on our board support and enhance the teaching and learning at Fenwick and promote the goodwill and team spirit that exist with staff, parents, pupils and community. E.R.O. noted:

“Since the last review in 2005 there have been extensive property developments.”

“ The Board takes all reasonable steps to provide a safe environment for all.”

“Students learn and play in a caring and positive environment.”

“The board provides generous funding for extra teaching hours.”

“The board, senior managers and teachers have developed a reflective culture.”

And most importantly:

“Students benefit from high quality teaching. Teachers use a range of interesting approaches to engage and involve students in their learning. There is a school-wide expectation that students will achieve well.”

### **HIGHLIGHTS 2008**

- New classroom (room 11) for term 2
- New library and I.C.T Suite
- School production “One World, One Dream”
- E.R.O. report - November

Lloyd Bokser  
Principal

Garry Marsh  
Chairperson