

West Melton School | Te Kura o Papatahora

2023 Charter | Strategic Plan

Vision: Innovative Connected and Empowered ākonga, Driving their passion for learning

VALUES					
Determination	Respect	Integrity	Vitality	Empathy	Resilience

STRATEGY FRAMEWORK

The initiatives in this 2023 Charter rest on the following strategic framework. The framework below connects our overarching purpose (The why) with the key strategic initiatives (The how).

Why	The purpose of the Charter is to set out the strategic goals for the school in order achieve the Vision and Values of the school.
	Developing each young person in our care to be the best they can be. Ākonga who have a passion for learning, who know how they learn best and commit to learning their entire lives, will be best equipped for their futures.
	That each member of the school community is important and the kura should nurture their hauora as the foundation of our kura and culture.
What we believe	Tikanga-a-Iwi and Te Reo must be treasured and held at the core of our kura, linking our activities to Tangata Whenua, our rich past and connecting our future. We believe in the importance of community, connection and the positive outcomes that come from integration with whānau, wider community groups and other kura.
	A sustainable future, where generations to come can live with natural resources and human needs in balance and play a part in leading positive change in the world.
	The leading kura, distinguished in our approach to learning, our community presence and the learning outcomes we achieve.
What we want to be	A kura which is sensitive to one another's needs, where people's uniqueness is respected and fellow ākonga and kaiako demonstrate empathy. A kura known for its rich cultural roots, connected with Tangata Whenua, our community and surrounding kura. We want to be the kura of choice for our community.
	Known for our sustainable attitude to the environment, being an exemplar of environmental sustainability in action.

	Focus on developing ākonga to be lifelong learners. Be sensitive to, and give emphasis to, the needs of our Māori and Pasifika ākonga.
Learning Objectives	Recognise the importance of fundamental foundations (English and Mathematics), placing equal importance on the broader New Zealand curriculum.
	Measure our performance regularly across learning areas and proactively allocate resources and support so they can progress to the best of their ability, fully participate in, and contribute to the kura.
Hauora/Wellbeing	Create a safe environment to meet the physical, mental, social and spiritual needs; to promote a happy, passionate, fun, confident and resilient community.
Objectives	Review, analyse, implement and monitor feedback supporting Hauora for our ākonga, staff and community.
	Create an inclusive positive culture, attracting, retaining and growing high performing staff and engaged ākonga.
	Encourage and promote initiatives which support collaboration between ākonga, staff, whānau, and community.
Partnership Objectives	Actively strengthen relationships with our Māori and Pasifika communities
	Engage with the Kāhui Ako to strengthen learning and development opportunities.
	Establish initiatives which promote ākonga knowledge and understanding of the environment.
Environmental Sustainability Objectives	Encourage participation and critical thinking which affects change towards a sustainable world.
Objectives	Actively consider sustainable initiatives across all decision making practises.

Learning Objectives

Annual Plan Objective 1 Focus on developing ākonga to be lifelong learners. Be sensitive to, and give emphasis to, the needs of our Māori and Pasifika ākonga.	Initiative Design a responsive localised curriculum that supports all ākonga to succeed. NELP Objective (Priorities): 1 (1:2) 2 (3:4), 3 (5:6)					
Outcomes Planning document that incorporates the curriculum refresh and reflects our localised curriculum.	Teachers are utilising a	 Measures The West Melton School Te Kura o Papatahora Curriculum document aligns with the new curriculum refresh Teachers are utilising our localised curriculum to guide teaching and learning The localised curriculum is enacted throughout the school using the principles of 'understand, know, do' 				
Key Actions	Accountable	Responsible	Resources	Completed by		
Increase teacher capability through collaboration utilising NPDL quadrants with a focus on leveraging digital.	Curriculum Leader	Teachers Learning Design Team	PLD - Core Education Staff meetings / TOD Te Mātaiaho, Mātaihikā	Term 4, 2023		
Embed "Innovation" (learning direction) through all curriculum areas, ensuring the visible learning is in spaces and activities.	Curriculum Leader	Teachers Learning Design Team	PLD - Core Education Staff meetings / TOD Te Mātaiaho, Mātaihikā	Term 4, 2023		
Plan, implement and evaluate the ANZH programme across the school.	Curriculum Leader	Teachers Learning Design Team	PLD - Core Education Staff meetings / TOD Te Mātaiaho, Mātaihikā	Term 3, 2023		
Teachers plan and teach using the new curriculum refresh using the model: understand, know, do.	Curriculum Leader	Teachers Learning Design Team	PLD - Core Education Staff meetings / TOD Te Mātaiaho, Mātaihikā	Term 4, 2023		
Staff only days and professional development opportunities held throughout the year including sessions with Core Education.	Curriculum Leader	Teachers	PLD - Core Education Staff meetings / TOD Te Mātaiaho, Mātaihikā	Term 4, 2023		
Utilises "Niho Taniwha" to research good teaching and assessment practice to enhance Māori and Pasifika `akonga.	Cultural Responsiveness Leader	Cultural Focus Team	Across School Leaders Within School Leader Niho Taniwha	Term 2 and Term 4, 2023		
Review the teaching of te Reo Māori and implement trials of lessons throughout the school (explicit teaching of te Reo Māori).	Within School Leader	Cultural Focus Team	Draft cultural progressions Across School Leaders Time allocation	Term 3, 2023		
Staff will engage in professional development regarding the Cultural Narrative for WMS and the wider Selwyn area.	Cultural Responsiveness Leader	Cultural Focus Team	Across School Leaders Staff meeting	Term 2, 2023		

Annual Plan Objective 2 Recognise the importance of fundamental foundations (English and Mathematics), placing equal importance on the broader New Zealand curriculum.	Initiative (English) Implement a consistent Science of Literacy approach across the school that supports all ākonga to progress. NELP Objective (Priorities): 1 (1:2) 2 (3:4) 3 (5:6)					
Outcomes Staff are using a consistent Science of Literacy approach.	• Teachers are using the	 Ākonga will progress at least two sublevels in Reading and Writing Teachers are using the same scope and sequence in English within learning communities 				
Key Actions	Accountable	Responsible	Resources	Completed by		
Identify and support new staff or staff needing to upskill in their knowledge in the science of literacy.	Fixed Term Unit Holder	Within School Leader Fixed Term Unit Holder Teachers	Budget Allocated time	Terms 1 - 4, 2023		
Review and implement assessment practices in English to ensure learning is responsive.	Fixed Term Unit Holder	Within School Leader English Focus Team Assessment Team Leaders of Learning Teachers	Staff meetings Allocated time	Termly, 2023		
English team supports kaiako to implement effective literacy practices to support target ākonga.	Fixed Term Unit Holder	Within School Leader English Focus Team Teachers, Deputy Principal Learning Assistants	Staff meeting Allocated time Learning Assistants	Termly, 2023		
Teachers trial taking MSL and Writing Revolution sessions with selected students to raise achievement.	Within School Leader	Fixed Term Unit Holder Across School Leader English Focus Team	Budget Allocated time Staff meeting	Term 4, 2023		
Teaching inquiry investigating the effectiveness of different writing programmes.	Within School Leader	Fixed Term Unit Holder English Focus Team	Budget Allocated time Staff meeting	Terms 1 - 4, 2023		
Review English home practice across the school.	Fixed Term Unit Holder	Within School Leader Teachers	Staff meeting Allocated time	Term 2, 2023		

Annual Plan Objective 2 Recognise the importance of fundamental foundations (English and Mathematics), placing equal importance on the broader New Zealand curriculum.	Initiative (Mathematics) Investigate how we are implementing the learning of foundational skills (knowledge, basic facts, in school teaching and home practice). NELP Objective (Priorities): 1 (1:2) 2 (3:4) 3 (5:6)				
Outcomes Ākonga have strong foundational maths skills to support their learning at higher thinking levels.	 Measures Detailed plan developed ensuring the implementation of foundational maths skills is consistent Maths foundational skills as per the Number Building Blocks doc is evident in maths planning Plan developed regarding the implementation of Basic Facts (BF) at WMS Year 4 ākonga will be achieving at or above stage 5 in number knowledge A robust evaluation of DMIC programme 				
Key Actions	Accountable	Responsible	Resources	Completed by	
Support the use of the West Melton School <i>Number</i> <i>Building Blocks</i> document within each of our teams.	Fixed Term Unit Holder	Maths Focus Team Teachers	Staff meeting Number Building Blocks framework	Term 4, 2023	
Review the teaching of Basic Facts at WMS.	Fixed Term Unit Holder	Maths Focus Team	Time allocation	Term 2, 2023	
Review Math Home Practice at WMS, and develop next steps for moving forward.	Fixed Term Unit Holder	Maths Focus Team	Time allocation	Term 3, 2023	
Select one community to trial the explicit teaching and practice of BF for two terms.	Fixed Term Unit Holder	Selected Community	Time allocation	Term 4, 2023	
Continue to track and monitor number knowledge through tracking of JAM results. Ensure guidelines of testing are consistent.	Fixed Term Unit Holder	Maths Focus Team	Time allocation	Term 3, 2023	
Use the Evaluation Cycle to determine the effectiveness of DMIC in our school.	Principal	Fixed Term Unit Holder Maths Focus Team Teachers	Time allocation ERO partner	Term 4, 2023	

Annual Plan Objective 3 Measure our performance regularly across learning areas and proactively allocate resources and support so they can progress to the best of their ability, fully participate in, and contribute to the kura.	Initiative (Assessment) Investigate student agency through leveraging digital in Design For Learning posts. NELP Objective (Priorities): 2 (3:4)					
Outcomes Teachers teach, support and nurture student self-and peer-assessment capability.	 Measures 2023 scheduled finalised and implemented Schedule developed for 'Data Driven Discussions' Contributions on Hero of 'Student Design For Learning' posts 					
Key Actions	Accountable	Accountable Responsible Resources Completed by				
Review the Assessment Schedule Overview 2023.	Deputy Principal	Leaders of Learning	Staff meeting Time allocation	Term 1, 2023		
Develop a Data Driven Discussion schedule.	Deputy Principal	Leaders of Learning	Time allocation	Term 2, 2023		
Ākonga post artefacts on Hero once a week.	Deputy Principal	Tōtara and Toetoe Teachers	Time allocation	Term 2, 2023		
Investigate Quality Sharing and MAPIC for enhancing Hero Posts.	Deputy Principal	Tōtara Teachers	Time allocation	Term 2, 2023		
Develop a focus group of ākonga to implement Quality Sharing and MAPIC.	Deputy Principal	Deputy Principal	Time allocation	Term 3, 2023		

Annual Plan Objective 3 Measure our performance regularly across these areas and proactively allocate resources and support so they can progress to the best of their ability, fully participate in, and contribute to the kura.	Initiative (Learning Support) Develop an ESOL programme to support ākonga and staff. NELP Objective (Priorities): 1 (1) 2 (3)				
Outcome A Learning support programme that will meet the diverse learning needs of ākonga; supporting staff to ensure learning communities are inclusive for all.	 Measures Learning Assistants support teachers with learning programmes to improve identified learners at risk Support programmes of iDeaL and ESOL, improve learner outcomes Learners with MOE, and other agency funding receive LA support accordingly 				
Key Actions	Accountable	Responsible	Resources	Completed by	
Budget Learning Assistant allocation to ākonga and communities.	Principal	Learning Support Coordinator Bursar	XERO	Termly, 2023	
Liaise with outside agencies to provide specialist support for identified ākonga.	Principal	Learning Support Coordinator Deputy Principal	Allocated time	Termly, 2023	
Provide Learning Assistants training and upskilling in ESOL and iDeaL programmes.	Learning Support Coordinator	Learning Assistants	iDeaL programme Time allocation, Budget	Term 2, 2023	
Review and implement assessment practices in curriculum areas and use data to inform learning support programmes.	Deputy Principal	Learning Support Coordinator Teachers	Meeting time	Terms 2 - 3, 2023	
Investigate budgeting of Learning Support through Xero v excel spreadsheet.	Principal	Learning Support Coordinator Bursar	XERO	Term 3, 2023	
Utilise data from iDeaL to identify learner progress.	Deputy Principal	Learning Support Coordinator Learning Assistants Teachers	iDeaL programme	Term 4, 2023	
Develop and trial ESOL programme.	Learning Support Coordinator	Learning Assistants Teachers	ESOL resources Time allocation, Budget	Term 4, 2023	

Hauora / Wellbeing Objectives

Annual Plan Objective 1 Create a safe environment to meet the physical, mental, social and spiritual needs; to promote a happy, passionate, fun, confident and resilient community.	Initiative To implement and embed the West Melton School Wellbeing Model. NELP Objective (Priorities): 1 (1:2) 2 (3)				
Outcomes Ākonga and staff are actively using the WM Wellbeing Model.	 Measures Visual representation in every learning community Year 1 - 4 ākonga are able to name the 5 ways of wellbeing Year 5 - 8 ākonga are able to name the walls of Te Whare tapa wha Next steps for wellbeing have been identified for the remainder of 2023 and beginning of 2024 				
Key Actions	Accountable	Responsible	Resources	Completed by	
Define the WM model - create a narrative.	Principal	Wellbeing Team	Student Exec, Staff	Term 2, 2023	
Consult with stakeholders and finalise the model.	Principal	Wellbeing Team	Hero, Cultural Team, Student Exec, Staff	Term 2, 2023	
Commision graphic design of values and print for display.	Principal	Wellbeing Team	Budget, Contacts	Term 2, 2023	
Link model to Quality Practice Statements.	Principal	Wellbeing Team	Team meeting	Term 2, 2023	
Launch and implement model - ākonga, staff and whānau.	Principal	Wellbeing Team Teachers	Time - COL, Hero	Term 3 - 4, 2023	
Complete and evaluate Wellbeing Survey - ākonga and implement findings.	Principal	Wellbeing Team	Time	Term 3, 2023	
Qualitative wellbeing information gathered with next steps identified.	Principal	Wellbeing Team Teachers	Time	Term 3, 2023	

Annual Plan Objective 2 Review, analyse, implement and monitor feedback supporting Hauora for our ākonga, staff and community.	Initiative Design a schoolwide relationship (behaviour) matrix that explicitly teaches our school values. NELP Objective (Priorities): 1 (1:2) 2 (3)				
Outcomes Ākonga will be demonstrating our school values to increase hauora.	 Measures Ākonga will be able to name and describe our DRIVER values Ākonga will be able to recognise and label behaviour demonstrated by themselves and others Analysis of data and next steps identified and implemented Attendance at professional development KiVa lessons reflected in planning 				
Key Actions	Accountable	Responsible	Resources	Completed by	
Explicitly teach our DRIVER values through the West Melton Behaviour Matrix.	Within School Leader	PB4L Focus Team Staff	Behaviour Matrix and supporting lessons plan Staff meeting	Termly, 2023	
Create schoolwide and community graphics of DRIVER values using professional outside sources that will be displayed in all communities.	Within School Leader	PB4L Focus Team Leaders of Learning	Budget Time allocation Staff meeting	Term 4, 2023	
Analyse data from behaviour posts on Hero and feedback to teams for discussion and future planning.	Deputy Principal	Within School Leader Leaders of Learning PB4L Focus Team	Hero data Time allocation Staff meeting	Termly, 2023	
Schoolwide, community and individual acknowledgments for expected behaviour as outlined by Behaviour Matrix.	Within School Leader	PB4L Focus Team Staff PB4L Student Team	Budget	Termly, 2023	
Ensure that staff are familiar with the schoolwide relationship plan and follow accordingly.	Deputy Principal	Within School Leader Leaders of Learning Staff	Schoolwide Relationship plan	Termly, 2023	
Develop professional knowledge in Restorative Justice practices in line with our pedagogy of positive.	Principal	Deputy Principal Course attendees	Course Time allocation	Term 2, 2023	
Deliver KiVa programme, explicitly teaching key lessons as part of curriculum and as required.	Deputy Principal	KiVa Team Teachers	Manuals Time allocation	Termly, 2023	

Annual Plan Objective 3 Create an inclusive positive culture, attracting, retaining and growing high performing engaged ākonga and staff.	Initiative To develop ways to enhance the hauora and growth of our staff and ākonga. NELP Objective (Priorities): 1 (2) 3 (6)				
Outcomes Opportunities for staff and ākonga hauora to be enhanced A comprehensive leadership programme for ākonga growth in our Year 7 and 8 area.	 Measures Summary of the wellbeing survey is shared with the Board and next steps are actioned Evaluate and write next steps in relation to the ERO wellbeing indicators A detailed leadership plan that has involved ākonga voice An action plan for the promotion of Year 7 and 8 Increase in the numbers of ākonga at Year 7 and 8 The completion of the New Entrant transition process 				
Key Actions	Accountable Responsible Resources Completed by			Completed by	
Completion of Clifton Strengths survey and actively participate in individual and team coaching sessions.	Principal	Teachers, Admin	Survey / Allocated time	Term 1 (indiv) Term 2 (teams)	
Staff to engage in wellbeing and social activities /events.	Principal	Hauora Focus Team	Social Club / Allocated time	Termly, 2023	
Complete and evaluate the wellbeing survey and implement findings - staff.	Principal	Hauora Focus Team	Staff meeting	Term 2, 2023	
Evaluate what we are currently doing in wellbeing and correlate with the Education Review Office Wellbeing indicators.	Principal	Hauora Focus Team	Staff meeting	Term 2, 2023	
Ensure the Year 7 and 8 programmes provide and promote leadership, sporting, performance arts opportunities.	Principal	Fixed Term unit holder Deputy Principal Promotions , Teachers	Allocated time	Termly, 2023	
Complete the ākonga transition induction programme.	Principal	Fixed Term unit holder	Allocated time	Term 4, 2023	
Review current ākonga leadership practices and develop a comprehensive plan.	Principal	Fixed Term unit holder	Allocated time	Term 2, 2023	

Partnership Objectives

Annual Plan Objective 1 Encourage and promote initiatives which support collaboration between ākonga, staff, whānau, and community.	Initiative Strengthen partnerships through providing a range of opportunities to connect. NELP Objective (Priorities): 1 (2) 2 (3) 4 (7)				
Outcomes Develop, embed and extend ways to connect with our whānau. The school and whānau lead events and activities that meet their needs and align to programmes.	 Measures Attendance at events and celebrations (online and onsite) Increased engagement on Hero Opportunities to provide feedback 				
Key Actions	Accountable Responsible Resources Completed by				
To connect with our whānau utilising a range of opportunities: workshops, social events, online presentations.	Principal	Leadership Team	Staff Across School Leaders Within School Leaders Budget	Terms 2 - 4, 2023	
Provide opportunities to celebrate and support our diverse culture across our school.	Within School Lead	Cultural Focus Team	Across School Leaders Kāhui Ako schools	Terms 2 - 4, 2023	
To set up a yearly planner of events that links with the cultural activities and events (NE information, Year 7 and 8 etc).	FoWMS Staff representative	FoWMS	Meeting allocated	Term 2, 2023	
Participate fully in WM School fete showcasing learning, leadership and performance.	Principal	Teachers	Fete Committee Jeanette, Sonja	Term 1, 2023	
Review current Communication Strategy in relation to Hero posts (notices, newsletter, reporting).	Principal	Deputy Principal	HERO	Terms 1 - 2, 2023	
Consult with the community to inform 2024 charter.	Presiding Member	Principal Board	Ministry of Education Allocated time	Terms 3 and 4, 2023	

Annual Plan Objective 2 Actively strengthen relationships with our Māori and Pasifika communities.	Initiative Engage our Māori and Pasifika families. NELP Objective (Priorities): 1 (2) 2 (3) 3 (5) 4 (7)			
Outcomes Māori and Pasifika whānau will attend organised events.	 Measures Increase in attendance at events Schoolwide event will be culturally responsive and celebrated 			
Key Actions	Accountable	Responsible	Resources	Completed by
Research and organise Whānau Hui and Pasifika Fono to engage with our Māori and Pasifika whānau.	Principal	Within School Leader	Across School Leaders Kāhui Ako schools Cultural Focus Team	Term 2, Term 4, 2023
Plan and prepare whole school events to ensure that significant events (Mihi Whakatau, WM Matariki, Te Wiki o Te Reo Māori, Ako Day) is acknowledged and celebrated.	Cultural Responsiveness Lead	Within School Leader Cultural Focus Team	Across School Leaders Kāhui Ako schools	Terms 1 - 4, 2023

Annual Plan Objective 3 Engage with the Kāhui Ako to strengthen learning and development opportunities.	Initiative Take part in all Kāhui Ako opportunities to develop pedagogy. NELP Objective (Priorities): 1 (1) 3 (6)			
Outcomes Promote and take part in all Kāhui Ako opportunities.	 Measures Attendance and engagement at organised events Applications for positions 			
Key Actions	Accountable	Responsible	Resources	Completed by
Encourage staff to apply for Across School and Within School Leader positions.	Principal	Teachers	Kāhui Ako	Term 4, 2023
Promote opportunities for professional development in the Kāhui Ako.	Principal	Teachers Admin Team	Kāhui Ako	Termly, 2023
Take an active part in Kāhui Ako Leadership opportunities.	Principal	Leadership Team	Kāhui Ako	Termly, 2023
Organise Restorative Justice course and promote locally.	Principal	Bursar	Margaret Thorsborne Time allocation	Term 1 - 2, 2023
Ākonga to take part in all opportunities.	Principal	Leadership Team Teachers	Time Allocation Budget	Termly, 2023

Environmental Sustainability Objectives

Annual Plan Objective 1 Establish initiatives which promote ākonga knowledge and understanding of the environment.	Initiative Promote environmental learning through the Eco Warriors NELP Objective (Priorities): 1 (2), 4 (7)			
Outcomes Eco warriors will promote their learning and understanding throughout the school. Ākonga and Kaiako will prioritise sustainability in their communities.	 Measures Ākonga will be able to explain their knowledge they have learnt through the Eco-Warriors 			
Key Actions	Accountable	Responsible	Resources	Completed by
Set up Eco Warriors to continue with worm bins, chickens, gardens, recycling.	Enviro Leader	Enviro Focus Team	Time Budget	Term 1, 2023
Eco Warriors will learn about and become experts in their allocated area of leadership.	Enviro Leader	Enviro Focus Team	Time allocation	Term 2, 2023
Promote our learning through Celebrations of Learning and other media (Facebook, newsletter etc).	Enviro Leader	Enviro Focus Team	Facebook, Hero Celebration of Learning	Terms 1 - 4, 2023

Annual Plan Objective 2 Encourage participation and critical thinking which affects change towards a sustainable world.	Initiative Empower Eco Warriors to lead our kura to make changes in our school practices to make a sustainable future NELP Objective (Priorities): 1 (2), 4 (7)			
Outcomes Operate a sustainable garden and garden shop.	 Measures EcoWarriors will participate on a regular basis Ongoing planings and harvest from sustainable garden Fruit and Veggie Friday running Fridays from later Term 3 			
Key Actions	Accountable	Responsible	Resources	Completed by
Initial preparation of garden beds and area, initial plantings.	Enviro Leader	Enviro team	Time allocation Personnel, Budget	Term 2, 2023
Planting of quick growth veggies and herbs, cut and come flowers; shop set up.	Enviro Leader	Enviro team	Time allocation Personnel, Budget	Term 3, 2023
Establish a shop to sell goods.	Enviro Leader	Enviro team	Time allocation Personnel, Budget	Term 4, 2023

Annual Plan Objective 3 Actively consider sustainable initiatives across all decision making practices.	Initiative Embed sustainable practices throughout our school NELP Objective (Priorities): 1 (1:2), 2 (3) 3 (6)			
Outcomes The Board will prioritise sustainability in their decision-making.	 Measures Board have considered sustainable methods and resources when developing new buildings/projects 			
Key Actions	Accountable	Responsible	Resources	Completed by
Board will prioritise environmentally sustainable practices when considering resourcing the refurbishment of Tī Kōuka.	Presiding Member	Board members Senior management	Budget Time allocation	Term 4, 2023