MINISTRY OF EDUCATION
TE TĀHUHU O TE MĀTAURANGA

Partnership Schools | Kura Hourua
Quarterly Report

Year: 2016 **Quarter:** Quarter 3

School Details

School: Te Kura Hourua o Whangarei Terenga Paraoa

Type: Contributing Secondary (Years 7 - 13)

Current Year Levels: Year 7 to Year 13 **Max. Roll:** 300 **Guaranteed Min. Roll:** 150

School Physical Address: 185 Lower Dent Street, Whangarei 0110

School Postal Address: PO Box 6020, Otaika, Whangarei 0147

School Website: www.mokonz.co.nz

School Term Dates

	Start	End
Term 1:	9/02/2016	2/04/2016
Term 2:	27/04/2016	26/06/2016
Term 3:	13/07/2016	19/09/2016
Term 4:	5/10/2016	5/12/2016

Contact Details

School Leader/Person Responsible For Teaching And Learning:

Name: Maia Henare **Position:** Pouwhakaako

Landline: (09) 438 4228 **Mobile** [redacted] **Email:** m.henare@mokonz.co.nz

Sponsor:

s 9(2)(a) OIA

Name: He Puna Marama Charitable Trust

Key Contact: Raewyn Tipene **Position:** CEO

Landline: (09) 438 4228 **Mobile:** [redacted] **Email:** rj.tipene@mokonz.co.nz

Organisational Structure And Teaching Positions

Is there any change to your organisational structure for this quarter e.g. arrival/departure of key trustees or change in management/governance functions of the School leadership? No

Please provide commentary below if your organisational structure has changed.

Please enter in the table below the number of Teaching positions in relation to the current quarter.

	Contracted	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Registered:	**10.0**	10.0	10.0	10.0	

Limited Authority To Teach:	**0**	0	0	0	
Subtotal Registered/LAT (Minimum):	**10.0**	10.0	10.0	10.0	0
Non Registered (Maximum):	**3.0**	3.0	3.0	3.0	
Total:	**13.0**	13.0	13.0	13.0	0

Please provide commentary below in relation to any variation from the contracted requirements listed above.

Enrolment Details - Secondary (Years 7 to 13)

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Estimated Roll:				160
Actual Roll:	160	156	156	
Guaranteed Minimum Roll:	150	150	150	150
Maximum Roll:	300	300	300	300

Please provide commentary below if your current roll is *not* between the Guaranteed Minimum Roll and Contracted Maximum Roll specified in the Agreement.

Student Engagement - Secondary (Years 7 to 13)

	Annual Performance Standard	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Year To Date	Annual Limit
Unjustified Absences:	0.028 x Number Of Students x Days In School Year	0	0	0		**0**	**756**
Stand Downs:	2.1 occurrences per year per 100 students	1	0	3		**4**	**3**
Suspensions:	0.42 occurrences per year per 100 students	0	0	1		**1**	**0**
Exclusions: (Under the age of 16)	0.15 occurrences per year per 100 students	0	0	0		**0**	**0**
Expulsions: (Over the age of 16)	Zero Expulsions	0	0	0		**0**	**0**

Please record your comments in relation to any Performance Standards that have not been met below.

We have decided that serious incidences warrant stand downs/suspensions as a part of behavioural management framework. We provide a robust restorative process which enables akonga and their whanau to engage with each other within a culturally safe envrionment. The suspension that was imposed during this quarter was the result of an ongoing behavioural management process which has since been resolved.

Welling@School Survey

Schedule 6 of the Agreement requires you to run the Wellbeing School Survey annually. Please advise whether the Survey has been run in this calendar year, and if not, when it is next scheduled to be run.

Last Completed:
(DD/MM/YYYY)
Term 3

Next Scheduled:
(DD/MM/YYYY)
2017

Targeting Priority Learners

Please complete the table below on Priority Learners in relation to the current quarter. Note that a student can only be counted in one category even if they identify with more than one priority learner group. When you are finished, the Total Headcount figure on the right should roughly balance with the Current Roll figure on the left.

Māori and Pasifika: This information would have been collected on the enrolment form for each student enrolled at your school. The information is also in ENROL. Therefore if a student is shown as Māori or Pasifika in ENROL, even if they are shown as having other ethnicities they can count towards the target (but only once).

Students with Special Education needs: As per your Agreement (Part 7:General, section 35), Special Education needs means students in the 'Ongoing Resource Scheme (ORS)', the' Intensive Wrap Around Service' and 'High Needs Learning Service' provided through 'Resource Teachers Learning and Behaviour'.

Students from low socio-economic backgrounds: If the student has attended another state school in the previous three years, and if that school is decile 1-3, then the student can count as from a low socioeconomic background (this is restricted to three years because families may move as their circumstances change) OR identify the closest state school that is not a school of choice (integrated/section 155/156 school) to a student's address as listed on their enrolment form. If this school is a decile 1-3 school, the student can be counted as coming from a low-socio-economic background.

	Target:	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Percentage of Students meeting the Priority Learner definition:	**75%**	100.0%	100.0%	100.0%	

Please provide some commentary on your quarterly result below if it is outside the target range. (You may also choose to comment even if you have *met* the target range).

School Curriculum

Have there been any changes to the Learning Areas agreed to in Schedule 2 (Curriculum & Qualifications) of the Agreement ?

No

Please provide commentary below if there have been changes.

This is the first year of operation for Paetawhiti (Year 7 & 8). NCEA continues to be a focus for Paerangi.

Financial Performance

Operating Surplus (Target Range of 2% to 5%)

Surplus is where the total income is greater than total expenditure in the Statement of Comprehensive income and expenditure statement. Deficit is where the total income is less than total expenditure in the Statement of Comprehensive income and expenditure statement.

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Income:	$658,636	$699,499	$712,937	
Expenditure:	$587,608	$727,088	$660,991	
Operating Surplus (%):	**10.8%**	**-3.9%**	**7.3%**	

Please provide some commentary on your quarterly result below if it is outside the target range.
(You may also choose to comment even if you have *met* the target range).

1. Majority of the surplus is required to cover planned as yet unrealised expenditure in the future periods.

Working Capital Ratio (Target Ratio of at least 2:1)

The working Capital ratio shows whether a school has enough short term assets i.e. money in the bank and other current assets to cover its short term debt (e.g. what it owes currently i.e. GST, creditors etc.) In the Balance sheet the figure is derived from dividing total current assets by total current liabilities.

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Current Assets:	$2,860,106	$2,814,877	$2,846,560	
Current Liabilities:	$178,590	$59,564	$63,213	
Ratio:	**16.01**	**47.26**	**45.03**	

Please provide some commentary on your quarterly result below if it is outside the target range.
(You may also choose to comment even if you have *met* the target range).

Debt Equity Ratio (Target Ratio of 0.5 to 1)

A debt ratio is used to measure an entity's financial leverage, calculated by dividing total liabilities by equity. The D/E ratio indicates how much debt a company is using to finance its assets relative to the amount of value represented in equity. A number lower than 1 indicates that the entity has taken on manageable debt levels and has a low risk, and the lower the number the less risk the entity is exposed to.

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Equity:	$2,818,094	$2,881,525	$2,902,080	
Total Liabilities:	$178,590	$59,564	$63,213	
Ratio:	**0.06**	**0.02**	**0.02**	

Please provide some commentary on your quarterly result below if it is outside the target range.
(You may also choose to comment even if you have *met* the target range).

Operating Cash Flow for Quarter

This is the earnings before depreciation, excluding capital, but including tax payments, for the quarter. It will equal the difference between your cash positions at the beginning and end of the quarter.

	Quarter 1	Quarter 2	Quarter 3	Quarter 4	YTD
Operating Cash for the Quarter:			$51,946		**$51,946**

Please provide some commentary on your quarterly result below if your cash flow is negative, or significantly greater than normal.

Debt Service Coverage Ratio

Do you service any interest, principal or lease payments? No

If you don't service any interest, principal, or lease payments you may skip the remainder of this section.

Debt Service Coverage is the ratio of cash available for debt servicing to interest, principal and lease payments.

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Debt Service Coverage Ratio (%):				

Has the Sponsor defaulted on any of its debt obligations, or can the Sponsor reasonably anticipate that it may soon default on any of its debt obligations? Please Choose

Please provide commentary below if the answer to the above question was Yes.

Operational Management

Parents, family, whānau, iwi and community engagement policy

Have you have published and complied with your parents, family, whānau, iwi and community engagement policy in accordance with Section 10.6 of the Agreement?	Yes

If you have not published or complied with this policy, please provide commentary below.

Policies for ensuring a safe physical and emotional environment for Students

Have you complied with your policies for ensuring a safe physical and emotional environment for students in accordance with Section 7.5 of the Agreement?	Yes

If you have not complied with these policies, please provide commentary below.

Official complaints received by the Sponsor

Have you received any written official complaints?	No

Please briefly detail any complaints below. This summary should describe each complaint in general terms, without mentioning specific names or information that may be deemed confidential, and should describe how each complaint has been resolved.

Challenges received under the Independent Review Framework (IRF)

Have students or parents, families and/or whānau of students have sought to use the	No

Independent Review Process (IRP) to challenge any decisions, actions or omissions of the Partnership School? NO

Please briefly detail any complaints below. This summary should describe each challenge in general terms, without mentioning specific names or information that may be deemed confidential, and should describe how each challenge has been resolved under the IRP.

Contractual Requirements

Please confirm you have met the following contractual requirements from Part 2, Part 3, and Part 7 of the Agreement for the current quarter.

Part 2 of the Agreement: Key Requirements

Clause:	Quarter 1	Quarter 2	Quarter 3	Quarter 4
6(b): The Sponsor may only provide religious instruction in the School during School hours if Schedule 1 provides that the Sponsor is permitted to provide religious instruction to the Students.	Met	N/A	N/A	
7.5: The Sponsor has complied with the policies for ensuring a safe physical and emotional environment as per the approved operative document.	Met	Met	Met	
9.1(a): The Sponsor will ensure that it teaches its Students in accordance with the Curriculum described in Schedule 2.	Met	Met	Met	
9.1(b): Notwithstanding any description of the Curriculum in Schedule 2, the Sponsor must ensure that the Curriculum is, at a minimum, in line with any Foundation Curriculum Policy Statement.	Met	Met	Met	
10.1(c): The Sponsor is responsible for every Student who is attending a Learning Experience Outside the Classroom and must comply with any Ministry guidelines or Education Circular that relates to a Learning Experience Outside the Classroom that the Minister may determine and inform the Sponsor shall apply to the Sponsor as a Partnership School/Kura Hourua.	Met	Met	Met	
12.1(b): The Sponsor must notify the Ministry who has been appointed to the role of chief executive and must update the Ministry as soon as possible following a change in the person appointed to this role.	Met	Met	Met	
14.1(e): The Sponsor must notify the Minister and obtain the Minister's approval before using premises other than the Premises described in Schedule 5 for the regular delivery of Courses to Students. The Sponsor may only seek the Minister's approval to use alternative premises under this paragraph (e) if either of the following circumstances apply: (i) the new premises are in addition to the Premises described in Schedule 5; or (ii) the new premises are to replace the Premises described in Schedule 5	Met	Met	Met	
14.2: The Sponsor will ensure that it has, at all times, the equipment that is suitable for the Curriculum being delivered or to be delivered at the School, the Class Level(s) and abilities of its Students.	Met	Met	Met	

If any of the above have been recorded as 'Not Met' in the most recent quarter, please record the clause number, reason and remedy or mitigation for this below.

Part 3 of the Agreement: Minimum Requirements and Performance Regime

Clause:	Quarter 1	Quarter 2	Quarter 3	Quarter 4
16.1(a): No serious incident occurs in relation to the School that compromises the health and safety of a Student that could reasonably have been prevented by the Sponsor.	Met	Met	Met	
16.1(b): No serious criminal activity is discovered to have taken place on the Premises.	Met	Met	Met	
16.1(c): The Sponsor has operated the School in accordance with the requirements set out in the Gazette Notice.	Met	Met	Met	
16.1(d): The Sponsor has not exceeded the Maximum Roll.	Met	Met	Met	
16.1(e): The Sponsor has accepted students in accordance with clauses 7.2 to 7.4 of the Agreement.	Met	Met	Met	
16.1(f): The School hours and term dates have not reduced below the minimum levels set out in Schedule 1 of the Agreement.	Met	Met	Met	
16.1(g): The stand-down or suspension periods for Students have not exceeded the maximum periods set out in the Act.	Met	Met	Met	
16.1(h): The Sponsor has complied with the legislative requirements in relation to standing down, suspending, excluding or expelling.	Met	Met	Met	
16.1(i): The Sponsor has complied with every direction given under the Act or the Agreement.	Met	Met	Met	
16.1(j): Any transport required is provided as described in Schedule 3 of the Agreement.	Met	Met	Met	
16.1(k): The Sponsor has a person appointed as the person responsible for teaching and learning at all times with a proven background in educational leadership.	Met	Met	Met	
16.1(l): The number or percentage of Teaching Positions filled by people holding a Practising Certificate or Limited Authority to Teach did not fall below the minimum number or percentage set out in clause 2 of Schedule 4 of the Agreement.	Met	Met	Met	
16.1(m): The percentage of the Curriculum time taught by people holding a Practising Certificate or Limited Authority to Teach as compared with the total Curriculum time taught by any person holding a Teaching Position did not fall below the minimum percentage set out in clause 3 Schedule 4 of the Agreement.	Met	Met	Met	
16.1(n): The Sponsor has complied with all requirements in relation to Police vetting under clauses 78C to 78CD of the Act (as applied by section 158U of the Act) and reporting on Police vetting under the Agreement.	Met	Met	Met	
16.1(o): The Sponsor has reported to the Minister in accordance with clause 18.2 of the Agreement.	Met	Met	Met	
16.1(p): The Sponsor has reported to the Ministry in accordance with clause 18.3 of the Agreement.	Met	Met	Met	
16.1(q): The Sponsor has reported to parents in accordance with clause 7.8 of the Agreement.	Met	Met	Met	
16.1(r): The Sponsor has reported to the public in accordance with clause 18.4 of the Agreement.	Met	Met	Met	

16.1(s): The Sponsor has provided audited accounts as required by clause 18.5 of the Agreement	Met	Met	Met	
16.1(t): The Sponsor has provides all of the required reports to the Minister by the dates or within the timeframes set out in clause 18.2 of the Agreement.	Met	Met	Met	
18.1 (a) and (b): In addition to the requirements for enrolment records set out in Section 77A of the Act, the Sponsor must: (i) use a student management system that is approved by the Minister for use by the Sponsor which the Minister notifies the Sponsor of in writing; and (ii) use electronic attendance files for gathering data on Student attendance at School.	Met	Met	Met	
18.1 (c): The Sponsor must maintain detailed records in accordance with prudent business practice and sufficient to enable the Sponsor to complete its reporting obligations under this Agreement, the Act or any other applicable laws	Met	Met	Met	

If any of the above have been recorded as 'Not Met' in the most recent quarter, please record the clause number, reason and remedy or mitigation for this below.

Part 7 of the Agreement: General Requirements

Clause:	Quarter 1	Quarter 2	Quarter 3	Quarter 4
33: The Sponsor will be required to maintain all necessary insurances needed for the ongoing operation of the School in accordance with this Agreement and any applicable laws. This shall include, at a minimum, holding the types of insurance at the levels specified in Schedule 9.	Met	Met	Met	
34.4(a): The Sponsor must not sub-contract any obligations under this Agreement without the written consent of the Minister. If written consent is provided by the Minister, the Sponsor will remain fully responsible for the performance of all obligations under this Agreement (and responsible and liable for any non-performance) and will be responsible for all acts, defaults and neglects of any sub-contractor.	Met	Met	Met	
34.5(a): The Sponsor may not assign or transfer any of its rights or obligations under this Agreement without the written consent of the Minister.	Met	Met	Met	

If any of the above have been recorded as 'Not Met' in the most recent quarter, please record the clause number, reason and remedy or mitigation for this below.