



# **PENOLA PRIMARY SCHOOL GOVERNING COUNCIL STRATEGIC PLAN 2014 - 2016**

## ***Respect and Responsibility***

**At Penola Primary School children come here to develop skills to become powerful learners, embracing physical, creative and social skills that they will use throughout their lives. This represents the aspirations and expectations of the community.**

**Last Updated: 20 May 2014**

**Review date: Dec 2014**

## AIM & OBJECTIVES OF THE STRATEGIC PLAN

The aim of this plan is to strategically guide the school community, in both the short and long term, towards continual improvement of student outcomes; state of the art facilities and best practice teaching methods

It is intended that this document be referenced by the incoming Governing Council and reviewed on an annual basis.

The Objectives of the Strategic Plan:

### Learning Environment

- (i) The school holds the current number of students above 180. This allows 8 classes to exist sustainably, thus keeping the teacher to student ratio below 1:25 on average.
- (ii) The school has stability amongst teaching staff, with the maximum amount of permanent positions filled and a small pool of relief teachers where possible. We see continuity of learning as being advantageous to a child's educational needs

### Facilities

- (iii) Appropriate maintenance of current school facilities
- (iv) Access to up to date facilities and teacher resources
- (v) Maintained and enhanced school grounds
- (vi) Long term/larger scale projects scoped out

### Teacher & Ancillary Staff Support

- (i) New developments in learning systems evaluated and implemented
- (ii) Individual staff developmental needs identified
- (iii) Recent relevant research analysed and communicated

### Penola Community

- (i) The Governing Council supports the school community in maintaining where possible; bus transport, canteen facilities, grounds presentation and collaboration with other community organisations.
- (ii) The Governing Council endorses the wearing of school uniform. This helps the promotion of the school, and fosters pride amongst the students when representing their school while out in the community.
- (iii) The Governing Council supports teacher and ancillary staff participation and involvement in extracurricular activities both within the school and wider community.

(iv) The Governing Council continues to maintain and support relevant sub committees, principally for advice to the Council and to provide an opportunity for others in the community to be involved. The committees should be, but not limited to Canteen, Parent Club, and Finance.

## KEY PRINCIPLES

**The Governing Council has four Key Operating Principles to guide its decision making –**

1. Maximise student outcomes based on individual requirements
2. To provide a safe, happy and healthy learning environment that is free of bullying
3. Deliver the highest level facilities within our means
4. Operate within a culture of continuous improvement both with teachers, staff and students.

## KEY STRATEGIES

The Governing council has identified the following key strategies to achieve its objectives and inform its action plan –

### **Strategy 1 – Teacher support and staff development**

The Governing Council supports the professional development and continuous improvement of teaching and ancillary staff at Penola Primary School. This includes a commitment to understanding individual needs, supporting innovative practice and the provision of additional resources and facilities where required.

### **Strategy 2 – Communication**

The Governing Council recognises the important role the broader community plays in the development of the students at Penola Primary School. To support this relationship regular communication including celebration of achievements, opportunities for the community to get involved, and transparency around decision making, is a priority.

### **Strategy 3 – Integrated Approach**

The Governing Council supports an integrated approach to decision making regarding education outcomes and the upgrading and maintenance of facilities at the school. This includes the immediate and longer term needs of students, teachers and staff, and the broader community. It includes a commitment to reviewing what is available, pursuing multiple funding opportunities, and shared access to the site and facilities where appropriate.

## Strategy 4 – Governance

The Governing Council is committed to establishing and maintaining a clear and effective governance framework.

## ACTION PLAN

The following action plan encompass the major activities that the Penola Primary School Governing Council will undertake to achieve its four Key Strategies. These will be documented in the Annual Report and reported on at the end of year school function.

### Strategy 1 – Teacher Support and Staff Development

Actions	Time Frame	People involved	KPI's
<ul style="list-style-type: none"> <li>Teachers and staff participate in annual skills needs analysis and training plans documented</li> <li>Summary of training program provided to Governing Council</li> </ul>	<p><b>Annually</b></p> <p><b>End of term 1</b></p>	<b>Principal/ Management Team</b>	Governing Council aware of needs and support resource allocation and pupil free days where required

### Strategy 2 – Communication

Actions	Time Frame	People involved	KPI's
Penola Primary School website maintained with relevant up to date information on school achievements, recent decisions and opportunities for the broader community to engage with school activities	<b>Ongoing</b>	<b>Principal, IT technician</b>	<ul style="list-style-type: none"> <li>Governing Council regularly review and provide feedback on website</li> <li>Website traffic reported to Governing Council</li> </ul>
<ul style="list-style-type: none"> <li>Fortnightly newsletters distributed to school community via print, email and website</li> <li>Governing Council priorities/decisions regularly reported</li> </ul>	<b>Fortnightly</b>	<b>Principal GC Chair</b>	Governing Council report in newsletter once per term
Articles in local paper including 'Principals Corner', school achievements, class and SRC reports	<b>8 / year</b>	<b>Principal, Teachers &amp;</b>	Governing Council to support development of news items/provision of photos and regular

		<b>Staff, Governing Council</b>	contribution
Governing Council support and provide guidance on parent/teacher communication tools	<b>Ongoing</b>	<b>Governing Council, Principal, Teachers &amp; Staff</b>	Regular feedback from school community

### Strategy 3 – Integrated Approach

<b>Actions</b>	<b>Time Frame</b>	<b>People involved</b>	<b>KPI's</b>
<ul style="list-style-type: none"> <li>Review current assets and facilities with consideration of student, teacher &amp; staff, and broader community needs</li> <li>Develop maintenance/replacement schedule</li> <li>Consider forward plan of large scale projects (short, medium &amp; long term) and consistency with student, teacher &amp; staff, and broader community needs</li> <li>Contribute to the strategic directions of the Penola Primary School Site Learning Plan</li> </ul>	<p><b>Annually</b></p> <p><b>Annually</b></p> <p><b>Annually</b></p> <p><b>Triennially</b></p>	<b>Governing Council, Principal, Teachers &amp; Staff</b>	<ul style="list-style-type: none"> <li>School &amp; broader community informed</li> <li>Fully utilised budget</li> <li>All funding sources explored</li> <li>Large scale projects scoped and implemented when opportunities arise</li> <li>Engage in developing strategic directions of Site Learning Plan</li> </ul>

### Strategy 4 – Governance

<b>Actions</b>	<b>Time Frame</b>	<b>People involved</b>	<b>KPI's</b>
Induction information prepared/updated for Governing Council & subcommittee members & training made available where required	<b>Annually</b>	<b>Principal &amp; Chair of GC</b>	<ul style="list-style-type: none"> <li>PPS Governing Council &amp; subcommittee information package prepared</li> <li>Relevant training made available where required</li> </ul>
Oversee financial sustainability of the school and ensure that government funds are used appropriately	<b>Bi-monthly</b>	<b>Principal, Finance</b>	<ul style="list-style-type: none"> <li>Annual Budget endorsed</li> <li>Presentations &amp; discussion of Audit Reports</li> </ul>

		<b>subcommittee &amp; Governing council</b>	at Governing Council meetings <ul style="list-style-type: none"> <li>Maximise the use of the budget in any financial year</li> </ul>
Presentation and review of mandated and other data: <ul style="list-style-type: none"> <li>Bullying</li> <li>NAPLAN</li> <li>Student assessment and reporting methods</li> <li>Class program allocations to curriculum areas</li> </ul>	<b>Annually</b>	<b>Principal &amp; Governing Council</b>	<ul style="list-style-type: none"> <li>Data presented and utilised to inform decision making</li> <li>Feedback provided on usefulness of data (presentation &amp; analysis)</li> </ul>
Regular communication with subcommittees	<b>Bi-monthly</b>	<b>Governing Council &amp; subcommittee delegates</b>	<ul style="list-style-type: none"> <li>Subcommittees represented on Governing Council</li> <li>Reports provided at each meeting</li> <li>Governing Council provides feedback when required</li> </ul>
Planning, monitoring & evaluation through: <ul style="list-style-type: none"> <li>Review of strategic plan</li> <li>Review of action plans</li> <li>Review of Governing Council governance</li> <li>Succession planning</li> <li>Adequate documentation of decisions made</li> </ul>	<b>Biennially</b> <b>Annually</b> <b>Annually</b> <b>Each meeting</b>	<b>Governing Council &amp; Principal</b>	<ul style="list-style-type: none"> <li>Strategic Plan referenced and updated when required</li> <li>Action Plans updated and implemented</li> <li>Transparency and adequate documentation of decisions made</li> <li>Appropriate governance carried out</li> <li>Adequate corporate knowledge to support Governing Council in following calendar year</li> </ul>