

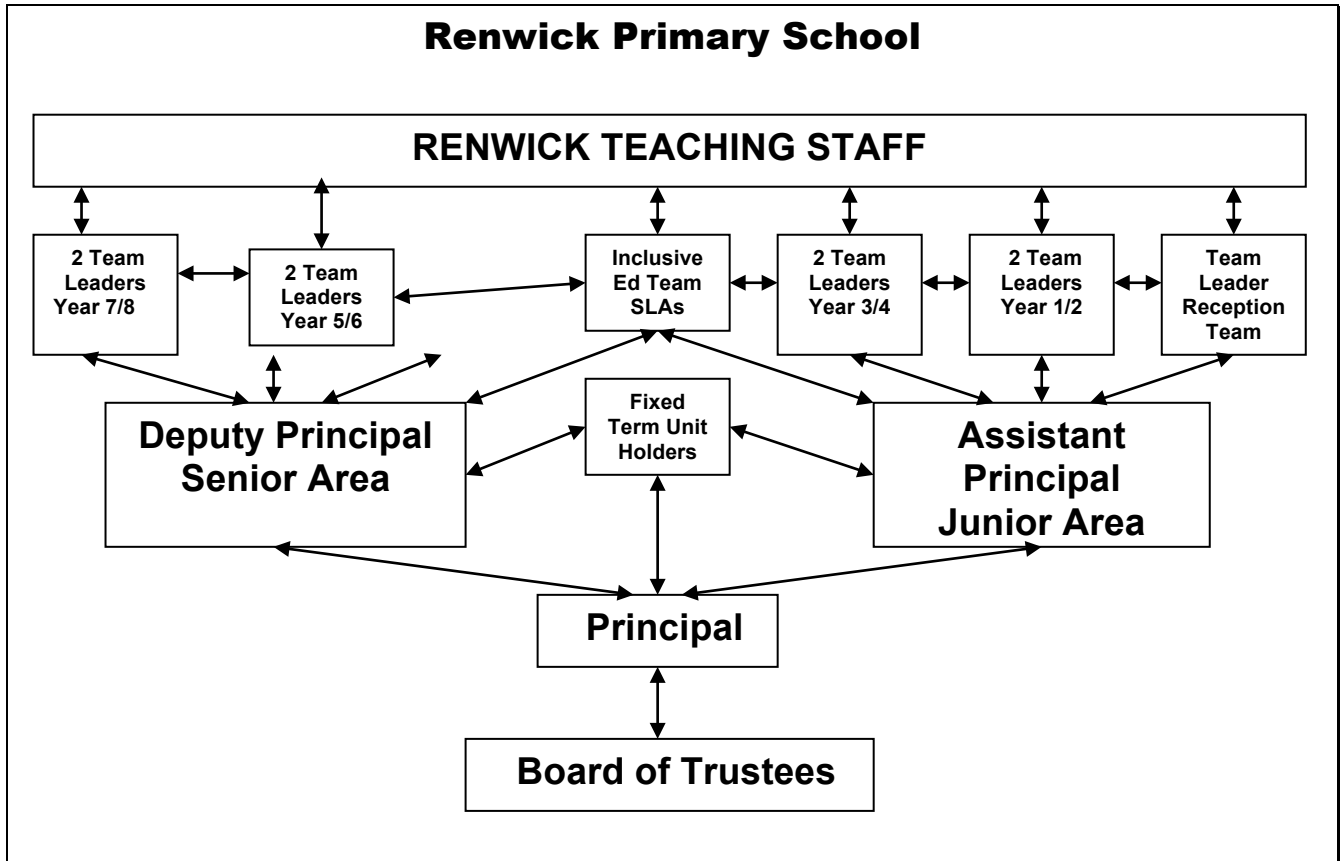
## **Annual Plan (Organisational Plan)**

### **Supporting Documentation**

These annual plans are supported by documentation found in the Management Operations Manual including:

- School Strategic Plan – appended to Governance Manual
- School Curriculum Plan
- Professional Development Plan
- Performance Management Programme (including Principal and Staff Appraisal processes)
- Equal Employment Opportunities (EEO) Plan
- Annual budget
- 10 year Property Plan
- 5 year Property Programme
- Health and Safety Management Policies and Procedures
- Special Needs Programme
- Management procedures including those for:
  - Complaints [STA News May 2000]
  - Child protection [refer NZSTA Helpdesk]
  - EOTC [MoE Guidelines 2002]
  - Health & Safety [NZSTA/ACC material]
  - Compulsory Police vetting [STA Link 2002/14 & 2002/18]
  - Protected Disclosures [NZSTA Admin Advice 2001/1]
- Appropriate Ministry circulars, Gazette notices, NZSTA Administrative Advices

### Operating Structure



[Refer to MOE Staffing Entitlement - received annually in September]

## **Useful Resources**

### **NZSTA:**

Trustee Handbook

Introduction to Trusteeship

STAnews

Administrative Advices

### **MOE:**

SmartCharter

The Curriculum Framework & Curriculum Updates

Better Relationships for Better Learning

EEO in Schools

Gifted and Talented Students

Planning for Better Student Outcomes

### **Benchmarking data:**

NEMP

PISA

AsTTLe

PAT

National Standards

### **ERO:**

Education Evaluation Reports eg Safe Students in Safe Schools

Effective School Evaluation

School Evaluation Indicators