

# **ST. JOSEPH'S SCHOOL BOARD OF TRUSTEES**



## **ANNUAL REPORT**

**2017**

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# ST JOSEPH'S SCHOOL (KAIKOURA)



## FINANCIAL STATEMENTS

**FOR THE YEAR ENDED 31 DECEMBER 2017**

School Address:	30 Ludstone Road, Kaikoura
School Postal Address:	30 Ludstone Road, Kaikoura
School Phone:	03 319 5725
School Email:	<a href="mailto:stjoskk@xtra.co.nz">stjoskk@xtra.co.nz</a>
Ministry Number:	3530

# ST JOSEPH'S SCHOOL (KAIKOURA)

Financial Statements - For the year ended 31 December 2017

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# St Joseph's School (Kaikoura)

## Statement of Responsibility

For the year ended 31 December 2017

The Board of Trustees accepts responsibility for the preparation of the annual financial statements and the judgements used in these financial statements.

The management (including the principal and others as directed by the Board) accepts responsibility for establishing and maintaining a system of internal controls designed to provide reasonable assurance as to the integrity and reliability of the school's financial reporting.

It is the opinion of the Board and management that the annual financial statements for the financial year ended 31 December 2017 fairly reflects the financial position and operations of the school.

The School's 2017 financial statements are authorised for issue by the Board.

Maria Josephine Adams  
Full Name of Board Chairperson

M. J. A. Judith Ann Louise For  
Full Name of Principal

M Adams  
Signature of Board Chairperson

M J Ford  
Signature of Principal

16-03-18  
Date:

16/03/2018  
Date:

# St Joseph's School (Kaikoura)

## Statement of Comprehensive Revenue and Expense

For the year ended 31 December 2017

		2017	2017	2016
	Notes	Actual	Budget	Actual
		\$	(Unaudited)	\$
			\$	
<b>Revenue</b>				
Government Grants	2	737,117	626,929	635,157
Locally Raised Funds	3	37,887	21,500	44,667
Use of Land and Buildings Integrated		111,790	97,817	111,790
Interest Earned		1,946	1,500	1,836
		<u>888,740</u>	<u>747,746</u>	<u>793,450</u>
<b>Expenses</b>				
Locally Raised Funds	3	11,641	17,000	14,701
Learning Resources	4	600,103	531,929	529,056
Administration	5	66,741	69,500	72,522
Finance Costs		450	-	377
Property	6	151,878	140,117	146,727
Depreciation	7	25,398	20,000	25,949
Loss on Disposal of Property, Plant and Equipment		254	-	433
		<u>856,465</u>	<u>778,546</u>	<u>789,766</u>
<b>Net Surplus / (Deficit)</b>		32,275	(30,800)	3,684
Other Comprehensive Revenue and Expenses		-	-	-
<b>Total Comprehensive Revenue and Expense for the Year</b>		<u>32,275</u>	<u>(30,800)</u>	<u>3,684</u>

The above Statement of Comprehensive Revenue and Expense should be read in conjunction with the accompanying notes.

**St Joseph's School (Kaikoura)****Statement of Changes in Net Assets/Equity**

For the year ended 31 December 2017

	Actual 2017 \$	Budget (Unaudited) 2017 \$	Actual 2016 \$
<b>Balance at 1 January</b>	<b>145,560</b>	<b>145,560</b>	<b>141,875</b>
Total comprehensive revenue and expense for the year	32,275	(30,800)	3,684
Capital Contributions from the Ministry of Education Contribution - Lynton Downs School residual funds	3,087	-	-
<b>Equity at 31 December</b>	<b>180,922</b>	<b>114,760</b>	<b>145,560</b>
Retained Earnings	180,922	114,760	145,560
<b>Equity at 31 December</b>	<b>180,922</b>	<b>114,760</b>	<b>145,560</b>

The above Statement of Changes in Net Assets/Equity should be read in conjunction with the accompanying notes.

**St Joseph's School (Kaikoura)**  
**Statement of Financial Position**  
As at 31 December 2017

		2017	2017	2016
	Notes	Actual	Budget	Actual
		\$	(Unaudited)	\$
<b>Current Assets</b>				
Cash and Cash Equivalents	8	105,762	48,166	58,966
Accounts Receivable	9	23,590	22,305	22,305
GST Receivable		204	1,388	1,388
Prepayments		2,885	870	870
Investments	10	52,771	51,191	51,191
		<u>185,212</u>	<u>123,920</u>	<u>134,720</u>
<b>Current Liabilities</b>				
Accounts Payable	12	31,410	33,877	33,877
Provision for Cyclical Maintenance	13	20,224	-	-
Finance Lease Liability - Current Portion		2,399	2,184	2,184
		<u>54,033</u>	<u>36,061</u>	<u>36,061</u>
<b>Working Capital Surplus/(Deficit)</b>		131,179	87,859	98,659
<b>Non-current Assets</b>				
Property, Plant and Equipment	11	61,146	56,925	76,925
		<u>61,146</u>	<u>56,925</u>	<u>76,925</u>
<b>Non-current Liabilities</b>				
Provision for Cyclical Maintenance	13	10,450	26,671	26,671
Finance Lease Liability		953	3,353	3,353
		<u>11,403</u>	<u>30,024</u>	<u>30,024</u>
<b>Net Assets</b>		<u>180,922</u>	<u>114,760</u>	<u>145,560</u>
<b>Equity</b>		<u>180,922</u>	<u>114,760</u>	<u>145,560</u>

The above Statement of Financial Position should be read in conjunction with the accompanying notes.



**St Joseph's School (Kaikoura)**  
**Statement of Cash Flows**  
For the year ended 31 December 2017

		2017	2017	2016
	Note	Actual	Budget	Actual
		\$	(Unaudited)	\$
			\$	
<b>Cash flows from Operating Activities</b>				
Government Grants		235,153	191,000	198,095
Locally Raised Funds		37,887	21,500	44,667
Goods and Services Tax (net)		1,184	5,585	5,584
Payments to Employees		(106,757)	(109,836)	(118,644)
Payments to Suppliers		(107,415)	(116,477)	(93,956)
Cyclical Maintenance Payments in the Year		(4,003)	-	-
Interest Received		1,748	1,545	1,881
Net cash from / (to) the Operating Activities		57,797	(6,683)	37,627
<b>Cash flows from Investing Activities</b>				
Proceeds from Sale of PPE (and Intangibles)		-	-	(433)
Purchase of PPE (and Intangibles)		(9,873)	(7,898)	(7,041)
Purchase of Investments		(1,580)	(26,745)	(1,757)
Proceeds from Sale of Investments		-	24,989	-
Net cash from / (to) the Investing Activities		(11,453)	(9,654)	(9,231)
<b>Cash flows from Financing Activities</b>				
Furniture and Equipment Grant		3,087	-	-
Finance Lease Payments		(2,635)	5,537	(1,646)
Net cash from Financing Activities		452	5,537	(1,646)
<b>Net increase/(decrease) in cash and cash equivalents</b>		<b>46,796</b>	<b>(10,800)</b>	<b>26,750</b>
Cash and cash equivalents at the beginning of the year	8	58,966	58,966	32,215
<b>Cash and cash equivalents at the end of the year</b>	<b>8</b>	<b>105,762</b>	<b>48,166</b>	<b>58,966</b>

The statement of cash flows records only those cash flows directly within the control of the School. This means centrally funded teachers' salaries and the use of land and buildings grant and expense have been omitted.

# St Joseph's School (Kaikoura)

## Notes to the Financial Statements

### 1. Statement of Accounting Policies

For the year ended 31 December 2017

#### 1.1. Reporting Entity

St Joseph's School (Kaikoura) (the School) is a Crown entity as specified in the Crown Entities Act 2004 and a school as described in the Education Act 1989. The Board of Trustees (the Board) is of the view that the School is a public benefit entity for financial reporting purposes.

#### 1.2. Basis of Preparation

##### **Reporting Period**

The financial reports have been prepared for the period 1 January 2017 to 31 December 2017 and in accordance with the requirements of the Public Finance Act 1989.

##### **Basis of Preparation**

The financial statements have been prepared on a going concern basis, and the accounting policies have been consistently applied throughout the period.

##### **Financial Reporting Standards Applied**

The Education Act 1989 requires the School, as a Crown entity, to prepare financial statements in accordance with generally accepted accounting practice. The financial statements have been prepared in accordance with generally accepted accounting practice in New Zealand, applying Public Sector Public Benefit Entity (PBE) Standards Reduced Disclosure Regime as appropriate to public benefit entities that qualify for Tier 2 reporting. The school is considered a Public Benefit Entity as it meets the criteria specified as "having a primary objective to provide goods and/or services for community or social benefit and where any equity has been provided with a view to supporting that primary objective rather than for financial return to equity holders".

##### **PBE Accounting Standards Reduced Disclosure Regime**

The School qualifies for Tier 2 as the school is not publicly accountable and is not considered large as it falls below the expenditure threshold of \$30 million per year. All relevant reduced disclosure concessions have been taken.

##### **Measurement Base**

The financial statements are prepared on the historical cost basis unless otherwise noted in a specific accounting policy.

##### **Presentation Currency**

These financial statements are presented in New Zealand dollars, rounded to the nearest dollar.

##### **Specific Accounting Policies**

The accounting policies used in the preparation of these financial statements are set out below.

##### **Critical Accounting Estimates And Assumptions**

The preparation of financial statements requires management to make judgements, estimates and assumptions that affect the application of accounting policies and the reported amounts of assets, liabilities, revenue and expenses. Actual results may differ from these estimates.

Estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised and in any future periods affected.

##### **Useful lives of property, plant and equipment**

The School reviews the estimated useful lives of property, plant and equipment at the end of each reporting date. The School believes that the estimated useful lives of the property, plant and equipment as disclosed in the Significant Accounting Policies are appropriate to the nature of the property, plant and equipment at reporting date. Property, plant and equipment is disclosed at note 11.

**Critical Judgements in applying accounting policies**

Management has exercised the following critical judgements in applying accounting policies:

**Classification of leases**

The School reviews the details of lease agreements at the end of each reporting date. The School believes the classification of each lease as either operation or finance is appropriate and reflects the nature of the agreement in place. Finance leases are disclosed at note 14.

**Recognition of grants**

The School reviews the grants monies received at the end of each reporting period and whether any require a provision to carryforward amounts unspent. The School believes all grants received have been appropriately recognised as a liability if required. Government grants are disclosed at note 2.

**1.3. Revenue Recognition****Government Grants**

The school receives funding from the Ministry of Education. The following are the main types of funding that the School receives;

Operational grants are recorded as revenue when the School has the rights to the funding, which is in the year that the funding is received.

Teachers salaries grants are recorded as revenue when the School has the rights to the funding in the salary period they relate to. The grants are not received in cash by the School and are paid directly to teachers by the Ministry of Education.

**Other Grants**

Other grants are recorded as revenue when the School has the rights to the funding, unless there are unfulfilled conditions attached to the grant, in which case the amount relating to the unfulfilled conditions is recognised as a liability and released to revenue as the conditions are fulfilled.

Grants for the use of land and buildings are also not received in cash by the School as they equate to the deemed expense for using the land and buildings which are owned by the Proprietor. Use of land and building grants are recorded as income in the period the school uses the land and building.

**Donations, Gifts and Bequests**

Donations, gifts and bequests are recorded as revenue when their receipt is formally acknowledged by the School.

**Interest Revenue**

Interest Revenue earned on cash and cash equivalents and investments is recorded as revenue in the period it is earned.

**1.4. Use of Land and Buildings Expense**

The property from which the School operates is owned by the Proprietor. The expense is based on an assumed market rental yield on the land and buildings as used for rating purposes. This is a non-cash expense that is offset by a non-cash grant from the Proprietor.

**1.5. Operating Lease Payments**

Payments made under operating leases are recognised in the Statement of Comprehensive Revenue and Expense on a straight line basis over the term of the lease.

**1.6. Finance Lease Payments**

Finance lease payments are apportioned between the finance charge and the reduction of the outstanding liability. The finance charge is allocated to each period during the lease term on an effective interest basis.

### **1.7. Cash and Cash Equivalents**

Cash and cash equivalents include cash on hand, bank balances, deposits held at call with banks, and other short term highly liquid investments with original maturities of 90 days or less, and bank overdrafts. The carrying amount of cash and cash equivalents represent fair value.

### **1.8. Accounts Receivable**

Accounts Receivable represents items that the School has issued invoices for or accrued for, but has not received payment for at year end. Receivables are initially recorded at fair value and subsequently recorded at the amount the School realistically expects to receive. A receivable is considered uncollectable where there is objective evidence the School will not be able to collect all amounts due. The amount that is uncollectable (the provision for uncollectibility) is the difference between the amount due and the present value of the amounts expected to be collected.

### **1.9. Investments**

Bank term deposits for periods exceeding 90 days are classified as investments and are initially measured at the amount invested. Interest is subsequently accrued and added to the investment balance. After initial recognition bank term deposits are measured at amortised cost using the effective interest method less

Investments that are shares are categorised as "available for sale" for accounting purposes in accordance with financial reporting standards. Share investments are recognised initially by the School at fair value plus transaction costs. At balance date the School has assessed whether there is any evidence that an investment is impaired. Any impairment, gains or losses are recognised in the Statement of Comprehensive Revenue and Expense.

After initial recognition any investments categorised as available for sale are measured at their fair value without any deduction for transaction costs the school may incur on sale or other disposal.

The School has met the requirements under section 28 of schedule 6 of the Education Act 1989 in relation to the acquisition of securities.

### **1.10. Property, Plant and Equipment**

Land and buildings owned by the Proprietor are excluded from these financial statements. The Board's use of the land and buildings as 'occupant' is based on a property occupancy document.

Improvements to buildings owned by the Proprietor are recorded at cost, less accumulated depreciation and impairment losses.

Property, plant and equipment are recorded at cost or, in the case of donated assets, fair value at the date of receipt, less accumulated depreciation and impairment losses. Cost or fair value as the case may be, includes those costs that relate directly to bringing the asset to the location where it will be used and making sure it is in the appropriate condition for its intended use.

Property, plant and equipment acquired with individual values under \$500 are not capitalised, they are recognised as an expense in the Statement of Comprehensive Revenue and Expense.

Gains and losses on disposals (*i.e.* sold or given away) are determined by comparing the proceeds received with the carrying amounts (*i.e.* the book value). The gain or loss arising from the disposal of an item of property, plant and equipment is recognised in the Statement of Comprehensive Revenue and Expense.

### **Leased Assets**

Leases where the School assumes substantially all the risks and rewards of ownership are classified as finance leases. The assets acquired by way of finance lease are measured at an amount equal to the lower of their fair value and the present value of the minimum lease payments at inception of the lease, less accumulated depreciation and impairment losses. Leased assets and corresponding liability are recognised in the Statement of Financial Position and leased assets are depreciated over the period the School is expected to benefit from their use or over the term of the lease.

### **Depreciation**

Property, plant and equipment except for library resources are depreciated over their estimated useful lives on a straight line basis. Library resources are depreciated on a diminishing value basis. Depreciation of all assets is reported in the Statement of Comprehensive Revenue and Expense.

The estimated useful lives of the assets are:

Building improvements – Crown	10 years
Furniture and equipment	10 years
Information and communication technology	4–5 years
Leased assets held under a Finance Lease	3 years
Library resources	12.5% Diminishing value

#### **1.11. Impairment of property, plant and equipment and intangible assets**

The school does not hold any cash generating assets. Assets are considered cash generating where their primary objective is to generate a commercial return.

##### *Non cash generating assets*

Property, plant, and equipment and intangible assets held at cost that have a finite useful life are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable service amount. The recoverable service amount is the higher of an asset's fair value less costs to sell and value in use.

Value in use is determined using an approach based on either a depreciated replacement cost approach, restoration cost approach, or a service units approach. The most appropriate approach used to measure value in use depends on the nature of the impairment and availability of information.

If an asset's carrying amount exceeds its recoverable service amount, the asset is regarded as impaired and the carrying amount is written down to the recoverable amount. The total impairment loss is recognised in the surplus or deficit.

#### **1.12. Accounts Payable**

Accounts Payable represents liabilities for goods and services provided to the School prior to the end of the financial year which are unpaid. Accounts Payable are recorded at the amount of cash required to settle those liabilities. The amounts are unsecured and are usually paid within 30 days of recognition.

#### **1.13. Employment Entitlements**

##### *Short-term employee entitlements*

Employee benefits that are due to be settled within 12 months after the end of the period in which the employee renders the related service are measured based on accrued entitlements at current rates of pay.

These include salaries and wages accrued up to balance date, annual leave earned to but not yet taken at balance date.

##### *Long-term employee entitlements*

Employee benefits that are due to be settled beyond 12 months after the end of the period in which the employee renders the related service, such as long service leave and retirement gratuities, have been calculated on an actuarial basis. The calculations are based on:

- likely future entitlements accruing to staff, based on years of service, years to entitlement, the likelihood that staff will reach the point of entitlement, and contractual entitlement information; and
- the present value of the estimated future cash flows

#### **1.14. Revenue Received in Advance**

Revenue received in advance relates to fees received from students and grants received where there are unfulfilled obligations for the School to provide services in the future. The fees are recorded as revenue as the obligations are fulfilled and the fees earned.

#### **1.15. Provision for Cyclical Maintenance**

The property from which the school operates is owned by the Proprietor. The Board is responsible for maintaining the land, building and other facilities on the School site in a state of good order and repair.

Cyclical maintenance, which involves painting the interior and exterior of the School, makes up the most significant part of the Board's responsibilities outside day-to-day maintenance. The provisions for cyclical maintenance represents the obligations the Board has to the Proprietor and is based on the Board's ten year property plan (10YPP).

#### **1.16. Financial Assets and Liabilities**

The School's financial assets comprise cash and cash equivalents, accounts receivable, and investments. All of these financial assets, except for investments that are shares, are categorised as "loans and receivables" for accounting purposes in accordance with financial reporting standards.

Investments that are shares are categorised as "available for sale" for accounting purposes in accordance with financial reporting standards.

The School's financial liabilities comprise accounts payable, borrowings, finance lease liability, and painting contract liability. All of these financial liabilities are categorised as "financial liabilities measured at amortised cost" for accounting purposes in accordance with financial reporting standards.

#### **1.17. Goods and Services Tax (GST)**

The financial statements have been prepared on a GST exclusive basis, with the exception of accounts receivable and accounts payable which are stated as GST inclusive.

The net amount of GST paid to, or received from, the IRD, including the GST relating to investing and financing activities, is classified as a net operating cash flow in the statements of cash flows.

Commitments and contingencies are disclosed exclusive of GST.

#### **1.18. Budget Figures**

The budget figures are extracted from the School budget that was approved by the Board at the start of the year.

#### **1.19. Services received in-kind**

From time to time the School receives services in-kind, including the time of volunteers. The School has elected not to recognise services received in kind in the Statement of Comprehensive Revenue and Expense.

**2. Government Grants**

	2017	2017	2016
	Actual	Budget (Unaudited)	Actual
	\$	\$	\$
Operational grants	184,637	176,000	178,845
Teachers' salaries grants	497,964	435,929	437,062
Other MoE Grants	54,516	15,000	19,251
	<u>737,117</u>	<u>626,929</u>	<u>635,157</u>

**3. Locally Raised Funds**

Local funds raised within the School's community are made up of:

	2017	2017	2016
	Actual	Budget (Unaudited)	Actual
	\$	\$	\$
<b>Revenue</b>			
Donations	21,813	5,000	37,933
Other revenue	2,333	1,000	2,006
Activities	13,741	15,500	4,728
	<u>37,887</u>	<u>21,500</u>	<u>44,667</u>
<b>Expenses</b>			
Activities	11,641	17,000	14,701
	<u>11,641</u>	<u>17,000</u>	<u>14,701</u>
<i>Surplus for the year Locally raised funds</i>	<u>26,246</u>	<u>4,500</u>	<u>29,965</u>

**4. Learning Resources**

	2017	2017	2016
	Actual	Budget (Unaudited)	Actual
	\$	\$	\$
Curricular	29,631	19,800	14,396
Equipment repairs	34	1,200	180
Library resources	197	800	584
Employee benefits - salaries	559,357	499,029	506,404
Staff development	10,884	11,100	7,491
	<u>600,103</u>	<u>531,929</u>	<u>529,056</u>

**5. Administration**

	2017	2017	2016
	Actual	Budget (Unaudited)	Actual
	\$	\$	\$
Audit Fee	2,365	2,400	-
Board of Trustees Fees	2,525	4,200	3,845
Board of Trustees Expenses	4,647	4,400	6,020
Communication	2,645	3,200	2,923
Consumables	4,939	6,800	13,908
Operating Lease	7,965	8,000	719
Legal Fees	-	400	-
Other	1,558	600	156
Employee Benefits - Salaries	32,009	34,000	37,366
Insurance	2,184	2,500	2,208
Service Providers, Contractors and Consultancy	5,904	3,000	5,377
	<u>66,741</u>	<u>69,500</u>	<u>72,522</u>

**6. Property**

	2017	2017	2016
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Caretaking and Cleaning Consumables	1,016	1,500	1,204
Cyclical Maintenance Provision	4,003	4,000	4,003
Grounds	7,908	9,000	6,356
Heat, Light and Water	5,509	5,000	5,023
Rates	2,070	2,000	1,850
Repairs and Maintenance	4,770	6,000	2,705
Use of Land and Buildings	111,790	97,817	111,790
Security	564	800	598
Employee Benefits - Salaries	14,248	14,000	13,199
	<u>151,878</u>	<u>140,117</u>	<u>146,727</u>

The use of land and buildings figure represents 8% of the school's total property value, as used for rating purposes. This is used as a 'proxy' for the market rental yield on the value of land and buildings.

**7. Depreciation of Property, Plant and Equipment**

	2017	2017	2016
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Building Improvements	4,964	2,600	4,917
Furniture and Equipment	4,227	5,000	6,069
Information and Communication Technology	12,567	10,000	12,483
Leased Assets	2,267	1,200	1,226
Library Resources	1,373	1,200	1,254
	<u>25,398</u>	<u>20,000</u>	<u>25,949</u>

**8. Cash and Cash Equivalents**

	2017	2017	2016
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Bank Current Account	94,388	48,166	58,966
Bank Call Account	11,374	-	-
Net cash and cash equivalents and bank overdraft for Cash Flow Statement	<u>105,762</u>	<u>48,166</u>	<u>58,966</u>

The carrying value of short-term deposits with maturity dates of 90 days or less approximates their fair value.

**9. Accounts Receivable**

	2017	2017	2016
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Receivables	-	-	-
Interest Receivable	648	450	450
Teacher Salaries Grant Receivable	22,942	21,855	21,855
	<u>23,590</u>	<u>22,305</u>	<u>22,305</u>
Receivables from Exchange Transactions	648	450	450
Receivables from Non-Exchange Transactions	22,942	21,855	21,855
	<u>23,590</u>	<u>22,305</u>	<u>22,305</u>



**10. Investments**

The School's investment activities are classified as follows:

	2017	2017	2016
	Actual	Budget (Unaudited)	Actual
	\$	\$	\$
Current Asset			
Short-term Bank Deposits	52,771	51,191	51,191

**11. Property, Plant and Equipment**

	Opening Balance (NBV)	Additions	Disposals	Impairment	Depreciation	Total (NBV)
	\$	\$	\$	\$	\$	\$
2017						
Building Improvements	16,416	4,194	-	-	(4,964)	15,646
Furniture and Equipment	17,042	494	(145)	-	(4,227)	13,164
Information and Communication	29,109	2,869	-	-	(12,567)	19,411
Leased Assets	5,580	-	-	-	(2,267)	3,313
Library Resources	8,778	2,316	(109)	-	(1,373)	9,612
<b>Balance at 31 December 2017</b>	<b>76,925</b>	<b>9,873</b>	<b>(254)</b>	<b>-</b>	<b>(25,398)</b>	<b>61,146</b>

	Cost or Valuation	Accumulated Depreciation	Net Book Value
	\$	\$	\$
2017			
Building Improvements	53,362	(37,716)	15,646
Furniture and Equipment	109,741	(96,577)	13,164
Information and Communication	95,682	(76,271)	19,411
Leased Assets	6,806	(3,493)	3,313
Library Resources	33,506	(23,894)	9,612
<b>Balance at 31 December 2017</b>	<b>299,097</b>	<b>(237,951)</b>	<b>61,146</b>

The net carrying value of equipment held under a finance lease is \$3,313 (2016: \$5,580)

	Opening Balance (NBV)	Additions	Disposals	Impairment	Depreciation	Total (NBV)
	\$	\$	\$	\$	\$	\$
2016						
Building Improvements	21,333	-	-	-	(4,917)	16,416
Furniture and Equipment	19,478	3,633	-	-	(6,069)	17,042
Information and Communication	38,465	3,127	-	-	(12,483)	29,109
Leased Assets	-	6,806	-	-	(1,226)	5,580
Library Resources	9,751	714	(433)	-	(1,254)	8,778
<b>Balance at 31 December 2016</b>	<b>89,027</b>	<b>14,280</b>	<b>(433)</b>	<b>-</b>	<b>(25,949)</b>	<b>76,925</b>

	Cost or Valuation	Accumulated Depreciation	Net Book Value
	\$	\$	\$
2016			
Building Improvements	49,168	(32,752)	16,416
Furniture and Equipment	110,364	(93,322)	17,042
Information and Communication	92,813	(63,704)	29,109
Leased Assets	6,806	(1,226)	5,580
Library Resources	31,581	(22,803)	8,778
<b>Balance at 31 December 2016</b>	<b>290,732</b>	<b>(213,807)</b>	<b>76,925</b>

**12. Accounts Payable**

	2017	2017	2016
	Actual	Budget (Unaudited)	Actual
	\$	\$	\$
Operating creditors	3,076	3,342	3,342
Accruals	2,679	2,860	2,860
Banking staffing overuse	1,200	4,000	4,000
Employee Entitlements - salaries	22,942	22,656	22,656
Employee Entitlements - leave accrual	1,513	1,019	1,019
	<u>31,410</u>	<u>33,877</u>	<u>33,877</u>
 Payables for Exchange Transactions	 31,410	 33,877	 33,877
	<u>31,410</u>	<u>33,877</u>	<u>33,877</u>

The carrying value of payables approximates their fair value.

**13. Provision for Cyclical Maintenance**

	2017	2017	2016
	Actual	Budget (Unaudited)	Actual
	\$	\$	\$
Provision at the Start of the Year	26,671	26,671	22,668
Increase to the Provision During the Year	4,003	-	4,003
Provision at the End of the Year	<u>30,674</u>	<u>26,671</u>	<u>26,671</u>
 Cyclical Maintenance - Current	 20,224	 -	 -
Cyclical Maintenance - Term	10,450	26,671	26,671
	<u>30,674</u>	<u>26,671</u>	<u>26,671</u>

**14. Finance Lease Liability**

The School has entered into a number of finance lease agreements for computers. Minimum lease payments payable:

	2017	2017	2016
	Actual	Budget (Unaudited)	Actual
	\$	\$	\$
No Later than One Year	2,635	2,634	2,634
Later than One Year and no Later than Five Years	988	3,622	3,622
Later than Five Years	-	-	-
	<u>3,623</u>	<u>6,256</u>	<u>6,256</u>

## 15. Related Party Transactions

The School is a controlled entity of the Crown, and the Crown provides the major source of revenue to the school. The school enters into transactions with other entities also controlled by the Crown, such as government departments, state-owned enterprises and other Crown entities. Transactions with these entities are not disclosed as they occur on terms and conditions no more or less favourable than those that it is reasonable to expect the school would have adopted if dealing with that entity at arm's length.

Related party disclosures have not been made for transactions with related parties that are within a normal supplier or client/recipient relationship on terms and condition no more or less favourable than those that it is reasonable to expect the school would have adopted in dealing with the party at arm's length in the same circumstances. Further, transactions with other government agencies (for example, Government departments and Crown entities) are not disclosed as related party transactions when they are consistent with the normal operating arrangements between government agencies and undertaken on the normal terms and conditions for such transactions.

The Proprietor of the School (Archdiocese of Wellington) is a related party of the Board because the Proprietor appoints representatives to the Board, giving the Proprietor significant influence over the Board. Any services or contributions between the Board and Proprietor that are material transactions that have occurred has been disclosed appropriately.

The Proprietor provides land and buildings free of charge for use by the Board as noted in Note 1(c). The estimated value of this use during the current period is included in the Statement of Comprehensive Revenue and Expense as "Use of land and buildings".

## 16. Remuneration

### Key management personnel compensation

Key management personnel of the School include all trustees of the Board, Principal, and Deputy Principal.

	2017 Actual \$	2016 Actual \$
<i>Board Members</i>		
Remuneration	2,525	3,845
Full-time equivalent members	0.12	0.16
<i>Leadership Team</i>		
Remuneration	204,980	192,723
Full-time equivalent members	2.00	2.00
Total key management personnel remuneration	207,505	196,568
Total full-time equivalent personnel	2.12	2.16

The full time equivalent for Board members has been determined based on attendance at Board meetings, Committee meetings and for other obligations of the Board, such as stand downs and suspensions, plus the estimated time for Board members to prepare for meetings.

### Principal

The total value of remuneration paid or payable to the Principal was in the following bands:

	2017 Actual \$000	2016 Actual \$000
Salaries and Other Short-term Employee Benefits:		
Salary and Other Payments	50 - 60	110-120
Benefits and Other Emoluments	0 - 0	0 - 0
Termination Benefits	0 - 0	0 - 0

### Other Employees

The number of other employees with remuneration greater than \$100,000 was in the following bands:

Remuneration \$000	2017 FTE Number	2016 FTE Number
110 - 120	-	-
100 - 110	-	-
	-	-

The disclosure for 'Other Employees' does not include remuneration of the Principal.

#### 17. Compensation and Other Benefits Upon Leaving

The total value of compensation or other benefits paid or payable to persons who ceased to be trustees, committee member, or employees during the financial year in relation to that cessation and number of persons to whom all or part of that total was payable was as follows:

	2017 Actual	2016 Actual
Total	\$ -	\$ -
Number of People	-	-

#### 18. Contingencies

There are no contingent liabilities (except as noted below) and no contingent assets as at 31 December 2017 (Contingent liabilities and assets at 31 December 2016: nil).

#### 19. Commitments

##### (a) Capital Commitments

As at 31 December 2017 the Board has not entered into any contract agreements.

(Capital commitments at 31 December 2016: nil)

##### (b) Operating Commitments

As at 31 December 2017 the Board has entered into the following contracts:

(a) operating lease of a photocopier and Laptops;

	2017 Actual	2016 Actual
	\$	\$
No later than One Year	3,746	4,218
Later than One Year and No Later than Five Years	5,681	9,427
Later than Five Years	-	-
	<u>9,427</u>	<u>13,645</u>

#### 20. Managing Capital

The School's capital is its equity and comprises capital contributions from the Ministry of Education for property, plant and equipment and accumulated surpluses and deficits. The School does not actively manage capital but attempts to ensure that income exceeds spending in most years. Although deficits can arise as planned in particular years, they are offset by planned surpluses in previous years or ensuing years.

**21. Financial Instruments**

The carrying amount of financial assets and liabilities in each of the financial instrument categories are as follows:

**Loans and Receivables**

	2017	2017	2016
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Cash and Cash Equivalents	105,762	48,166	58,966
Receivables	23,590	22,305	22,305
Investments - Term Deposits	52,771	51,191	51,191
Total Loans and Receivables	<u>182,123</u>	<u>121,662</u>	<u>132,462</u>

**Financial liabilities measured at amortised cost**

Payables	31,410	33,877	33,877
Finance Leases	3,352	5,537	5,537
Total Financial Liabilities Measured at Amortised Cost	<u>34,762</u>	<u>39,415</u>	<u>39,415</u>

**22. Events After Balance Date**

There were no significant events after the balance date that impact these financial statements.

**INDEPENDENT AUDITOR'S REPORT  
TO THE READERS OF ST JOSEPH'S SCHOOL (KAIKOURA) FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2017**

The Auditor-General is the auditor of St Joseph's School (Kaikoura) (the School). The Auditor-General has appointed me, John Hooper, using the staff and resources of John Hooper & Co, to carry out the audit of the financial statements of the School on his behalf.

**Opinion**

We have audited the financial statements of the School on pages 2 to 17, that comprise the statement of financial position as at 31 December 2017, the statements of comprehensive revenue and expense, changes in net assets / equity and cash flows for the year ended on that date, and the notes to the financial statements that include accounting policies and other explanatory information.

In our opinion the financial statements of the School:

- present fairly, in all material respects:
  - its financial position as at 31 December 2017; and
  - its financial performance and cash flows for the year then ended; and
- comply with generally accepted accounting practice in New Zealand in accordance with Public Sector - Public Benefit Entity Standards, Reduced Disclosure Regime.

Our audit was completed on 9 May 2018. This is the date at which our opinion is expressed.

The basis of our opinion is explained below. In addition, we outline the responsibilities of the Board of Trustees and our responsibilities relating to the financial statements, we comment on other information, and we explain our independence.

**Basis of Opinion**

We carried out our audit in accordance with the Auditor-General's Auditing Standards, which incorporate the Professional and Ethical Standards and the International Standards on Auditing (New Zealand) issued by the New Zealand Auditing and Assurance Standards Board. Our responsibilities under those standards are further described in the Responsibilities of the Auditor section of our report.

We have fulfilled our responsibilities in accordance with the Auditor-General's Auditing Standards.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Responsibilities of the Board of Trustees**

The Board of Trustees is responsible on behalf of the School for preparing financial statements that are fairly presented and that comply with generally accepted accounting practice in New Zealand. The Board of Trustees is responsible for such internal control as it determines is necessary to enable it to prepare financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Board of Trustees is responsible on behalf of the School for assessing the School's ability to continue as a going concern. The Board of Trustees is also responsible for disclosing, as applicable, matters related to going concern and using the going concern basis of accounting, unless there is an intention to close or merge the School, or there is no realistic alternative but to do so.

The Board of Trustees' responsibilities arise from the Education Act 1989.

**Responsibilities of the Auditor for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements, as a whole, are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit carried out in accordance with the Auditor-General's Auditing Standards will always detect a material misstatement when it exists. Misstatements are differences or omissions of amounts or disclosures, and can arise from fraud or error. Misstatements are considered material if, individually or in the aggregate, they could reasonably be expected to influence the decisions of readers taken on the basis of these financial statements.

For the budget information reported in the financial statements, our procedures were limited to checking that the information agreed to the School's approved budget.

We did not evaluate the security and controls over the electronic publication of the financial statements.

As part of an audit in accordance with the Auditor-General's Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. Also:

- We identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- We obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control.
- We evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Board of Trustees.
- We conclude on the appropriateness of the use of the going concern basis of accounting by the Board of Trustees and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the School's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the School to cease to continue as a going concern.
- We evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- We assess the risk of material misstatement arising from the Novopay payroll system, which may still contain errors. As a result, we carried out procedures to minimise the risk of material errors arising from the system that, in our judgement, would likely influence readers' overall understanding of the financial statements.

We communicate with the Board of Trustees regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Our responsibilities arise from the Public Audit Act 2001.

#### **Other information**

The Board of Trustees is responsible for other information. The other information obtained at the date of our report is the list of board of trustee members, the analysis of variance report and Kiwisport statement.

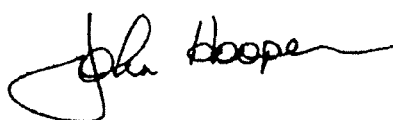
Our opinion on the financial statements does not cover the other information and we do not express any form of audit opinion or assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information. In doing so, we consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit, or otherwise appears to be materially misstated. If, based on our work, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

#### **Independence**

We are independent of the School in accordance with the independence requirements of the Auditor-General's Auditing Standards, which incorporate the independence requirements of Professional and Ethical Standard 1 (Revised): *Code of Ethics for Assurance Practitioners* issued by the New Zealand Auditing and Assurance Standards Board.

Other than the audit, we have no relationship with or interests in the School



#### **JOHN HOOPER**

John Hooper & Co

On behalf of the Auditor-General

Nelson, New Zealand

John Hooper  
11 Albert Road  
NELSON 7010

## **REPRESENTATION LETTER FOR THE YEAR ENDED 31 DECEMBER 2017**

This representation letter is provided in connection with your audit, carried out on behalf of the Auditor-General, of the school's financial statements for the year ended 31 December 2017 for the purpose of expressing an independent opinion about whether the financial statements:

- present fairly, in all material respects the financial position of the school as at 31 December 2017 and its financial performance and cash flows for the year then ended; and
- comply with generally accepted accounting practice in New Zealand in accordance with Public Benefit Entity Standards with disclosure concessions.

We understand that your audit was carried out in accordance with the Auditing Standards issued by the Auditor-General, which incorporate the International Standards on Auditing (New Zealand).

### **General representations**

To the best of our knowledge and belief:

- the resources and activities under our control have been operating effectively and efficiently;
- we have complied with our statutory obligations including laws, regulations and contractual requirements;
- we have carried out our decisions and actions with due regard to minimising waste;
- we have met Parliament's and the public's expectations of appropriate standards of behaviour in the public sector (that is we have carried out our decisions and actions with due regard to probity); and
- any decisions or actions have been taken with due regard to financial prudence.

We also acknowledge that we have responsibility for designing, implementing, and maintaining internal control (to the extent that is reasonably practical given the size of the School) to prevent and detect fraud.

### **Representations for the financial statements**

We confirm that all transactions have been recorded in the accounting records and are reflected in the financial statements, and that, to the best of our knowledge and belief, having made such enquiries as we considered necessary for the purpose of appropriately informing ourselves:

- we have fulfilled our responsibilities for preparing and presenting the financial statements as required by section 87C of the Education Act 1989 and, in particular, that the financial statements:
  - present fairly, in all material respects the financial position of the school as at 31 December 2017 and its financial performance and cash flows for the year then ended; and
  - comply with generally accepted accounting practice in New Zealand in accordance with Public Benefit Entity Standards with disclosure concessions.
- we believe that any significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable;
- we have appropriately accounted for and disclosed any related party relationships and transactions in the financial statements;
- we have adjusted or disclosed any events subsequent to the date of the financial statements that require adjustment or disclosure; and
- all non-trivial misstatements have been corrected. The financial statements are free of material misstatements or omissions, both individually and in aggregate to the financial statements as a whole.
- we have disclosed any known actual or possible litigation and claims.



## Representations about the provision of information

We confirm that, to the best of our knowledge and belief, having made such enquiries as we considered necessary for the purpose of appropriately informing ourselves:

- we have provided you with all information, such as records and documentation, and other matters that are relevant to preparing and presenting the financial statements, and unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence;
- we have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud;
- we have disclosed to you any information in relation to fraud or suspected fraud that we are aware of and that affects the entity and involves:
  - management;
  - employees who have significant roles in internal control; or
  - others where the fraud could have a material effect on the financial statements;
- we have disclosed to you any information in relation to allegations of fraud, or suspected fraud, affecting the entity's financial statements communicated by employees, former employees, analysts, regulators, or others;
- we have disclosed to you any known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing financial statements; and
- we have disclosed the identity of any related parties, all of their relationships, and all of their transactions of which we are aware.
- we have provided you with other information which will accompany the financial statements. The other information is consistent with the financial statements and does not contain any material misstatements. We will provide you with the final version of the Analysis of Variance Statement which will accompany the financial statements before 31 May 2017, and confirm that it will not contain any material misstatements.

## Going concern basis of accounting

We confirm that, to the best of our knowledge and belief, the school has adequate resources to continue operations at its current level for the foreseeable future. For this reason, the Board of Trustees continues to adopt the going concern basis of accounting in preparing the financial statements for the year ended 31 December 2017. We have reached this conclusion after making enquiries and having regard to circumstances that we consider likely to affect the school during the period of one year from the date of this letter, and to circumstances that we know will occur after that date which could affect the validity of the going concern basis of accounting.

We consider that there are no uncertainties surrounding the adoption of the going concern basis of accounting by the school.

The representations in this letter are made at your request, and to supplement information obtained by you from the records of the school and to confirm information given to you orally.

Yours faithfully

  
Chairperson

  
Principal

04-05-18  
Date

## School Annual Accrual Report Certification

School name: St Josephs School Kaikoura Number: 3530.

We certify that the people shown on the annual accrual report staff listing were employed by the Board during the year and the totals shown against each person are substantially correct to the best of our knowledge other than any matters listed below.

Chairperson M. J. Clans  
Date 04-05-18

Principal J. Ford  
Date 30/4/2018

1. Please list any people on the annual accrual report who were not employed by your Board in 2017 (if not applicable, please write "n/a"):
2. Please list any people employed by your Board in 2017 who are not on the annual accrual report (if not applicable, please write "n/a"):
3. Please list all overpayments, underpayments, local payments, and outstanding queries that you are aware of, that involve sums greater than \$1000, and don't already feature on the error reports provided by the Ministry (if not applicable, please write "n/a"):

# Analysis of Variance Reporting



School Name:		School Number:	3530
St Joseph's School			
<b>Strategic Aim:</b>	Student Learning and Curriculum. Strengthen our curriculum and student learning base to meet the learning needs of our students		
<b>Annual Aim:</b>	To reduce the number of students identified as below the National Standard in Writing. At the end of 2016 this figure is 20% (19/93)		
<b>Target:</b>	To improve teaching and learning. To decrease the number of students across the school from Year 1-8 working below the National Standard in Writing. (Revision stage)		
<b>Baseline Data:</b>	In November 2016, during the moderation of the National Standards in Literacy, we identified 15% (14/93) male, 5% (5/93) female, 13% (3/22) Māori, 17% (16/93) European		



# Analysis of Variance Reporting



<b>Actions</b> <i>What did we do?</i>	<b>Outcomes</b> <i>What happened?</i>	<b>Reasons for the variance</b> <i>Why did it happen?</i>	<b>Evaluation</b> <i>Where to next?</i>
<ul style="list-style-type: none"> <li>Identified students working at a level below the curriculum expectations.</li> <li>Explicitly teach revision skills</li> <li>Spent more time teaching revision.</li> <li>Use mentor texts, what other writers do.</li> <li>Group teaching.</li> <li>Differentiation depending on the need.</li> <li>The RTLit has worked with students identified as below the standard and is happy with their progress.</li> </ul>	<p>Out of 94 students, 20 are below the expected standard in writing. 21% of our students are below the standard.</p> <p>Of particular concern are the Year 4 and 5 boys, 66% (8/12) of boys in both of these year groups are below the standard in writing.</p>	<p>The November 2016 Earthquake had a significant impact on the learning capabilities of our students in 2017.</p> <p>During 2017 the staff noticed that the Year 4 and 5 students were struggling more than other students with their relationships and learning.</p> <p>Some of the Year 4 and 5 boys are almost at the standard and motivation and desire to write is often a problem.</p>	<p>Based on the outcomes of this year, next year's Year 5 and 6 boys will be a focus group.</p> <p>We will begin working with Jacqui Clayton on Literacy PD to improve our teaching of writing.</p> <p>Provide extra teacher aide support for students working below the standard.</p>
<b>Planning for next year:</b>			
<p>Target group of Year 5 and 6 boys; to increase the number of boys achieving at or above the standard in writing from 44% to 66% in 2018.</p> <p>Wider use of student voice in writing programmes across the school.</p> <p>Greater engagement with parents whose children are not achieving the standard in writing.</p> <p>Use of Seesaw to share learning (particularly writing) with parents school wide.</p> <p>Teacher Inquiry into students achieving below the standard in writing.</p>			

<b>School Name:</b>	St Joseph's School, Kaikoura	<b>School Number:</b> 3530
<b>Strategic Aim:</b>	Student Learning and Curriculum. Strengthen our curriculum and student learning base to meet the learning needs of our students.	
<b>Annual Aim:</b>	To reduce the number of students identified as below the National Standard in Writing. At the end of 2016 this figure is 20% (19/93)	
<b>Target:</b>	To improve teaching and learning. To decrease the number of students across the school from Year 1-8 working below the National Standard in Writing. (Punctuation)	
<b>Baseline Data:</b>	In November 2016, during the moderation of the National Standards in Literacy, we identified 15% (14/93) male, 5% (5/93) female, 13% (3/22) Māori, 17% (16/93) European.	



# Analysis of Variance Reporting



<b>Actions</b> <i>What did we do?</i>	<b>Outcomes</b> <i>What happened?</i>	<b>Reasons for the variance</b> <i>Why did it happen?</i>	<b>Evaluation</b> <i>Where to next?</i>
<ul style="list-style-type: none"> <li>Identified students working at a level below the curriculum expectations.</li> <li>Explicitly teach punctuation including students highlighting punctuation.</li> <li>Group work and discussions eg) direct speech.</li> <li>Use students text, leave out all punctuation, students to work together to put correct punctuation in text.</li> </ul>	<p>Out of 94 students, 20 are below the expected standard in writing. 21% of our students are below the standard.</p> <p>Of particular concern are the Year 4 and 5 boys, 66% (8/12) of boys in both of these year groups are below the standard in writing.</p> <p>In total 37.5% of boys are achieving below the standard in writing. 12.8% of girls are achieving below the standard and 13% of Maori students are achieving below the standard.</p>	<p>The November 2016 Earthquake had a significant impact on the learning capabilities of our students in 2017.</p> <p>During 2017 the staff noticed that the Year 4 and 5 students were struggling more than other students with their relationships and learning.</p> <p>Some of the Year 4 and 5 boys are almost at the standard and motivation and desire to write is often a problem.</p>	<p>Based on the outcomes of this year, next year's Year 5 and 6 boys will be a focus group.</p> <p>We will begin working with Jacqui Clayton on Literacy PD to improve our teaching of writing.</p> <p>Provide extra teacher aide support for students working below the standard.</p>
<b>Planning for next year:</b>  Target group of Year 5 and 6 boys; to increase the number of boys achieving at or above the standard in writing from 44% to 66% in 2018. Wider use of student voice in writing programmes across the school. Greater engagement with parents whose children are not achieving the standard in writing. Use of Seesaw to share learning (particularly writing) with parents school wide. Teacher Inquiry into students achieving below the standard in writing.			

<b>School Name:</b>	St Joseph's School, Kaikoura	<b>School Number:</b> 3530
<b>Strategic Aim:</b>	Student Learning and Curriculum. Strengthen our curriculum and student learning base to meet the learning needs of our students.	
<b>Annual Aim:</b>	To identify the wellbeing of all staff and students and determine the impact it is having on teaching and learning.	
<b>Target:</b>	The Ministry of Education is funding the implementation of the NZCER Well-Being survey across students and staff.	
<b>Baseline Data:</b>	In November 2016, a major earthquake struck Kaikoura and left many children, staff and their families traumatised and anxious.	



<b>Actions</b> <i>What did we do?</i>	<b>Outcomes</b> <i>What happened?</i>	<b>Reasons for the variance</b> <i>Why did it happen?</i>	<b>Evaluation</b> <i>Where to next?</i>
<p>Administered the NZCER Wellbeing survey for staff and Year 5 – 8 students.</p> <p>Implemented the Stormbirds programme.</p> <p>Use Sparklers resource.</p> <p>Support from Lisa Moffat, Registered Psychologist.</p> <p>Mental Health Team were in school regularly at the beginning of 2017.</p> <p>The Ministry of Education provided additional staffing to support staff and students.</p> <p>Anti-bullying resources used across the school.</p> <p>Prayerful meditation.</p> <p>Life Education – focus on feelings</p> <p>Inspire Project – Barnados</p> <p>Focus on positive relationships with parents, staff, students.</p> <p>School-wide activities.</p> <p>Less homework given out.</p>	<p>For many students it was business as usual at school this year. Staff noted that Term 1 was an extremely difficult term and students struggled to make progress in their learning.</p> <p>8 students were referred to Lisa Moffat, either at teachers suggestions or by parents, to support them emotionally.</p> <p>The Wellbeing survey shows between term 2 and term 4 there is an overall reduction in negative feelings around school-wide climate and practices. However there has been a slight increase in aggressive student culture. We believe this reflects the stresses that many students are dealing with around aftershocks, housing and insurance issues and anxiety.</p>	<p>The results from the survey were expected. Staff were told by psychologists to expect behaviours due to the traumatic earthquake last year to come into effect around 6 months later.</p> <p>The focus on bullying has changed playground behaviour for the younger students, however the senior students still prefer to deal with issues without a teacher.</p>	<p>Based on the outcomes of the Wellbeing survey we will continue with the Anti-Bullying resources next year.</p> <p>A Social Worker has been appointed by the Kahui Ako, students will be referred to her when necessary, or Lisa Moffat if funding is available.</p> <p>Teachers are more aware of changes in student behaviour and take action more quickly than in the past.</p>
<b>Planning for next year:</b>			
<p>Continue to use the Wellbeing Survey in Years 5 to 8.</p> <p>Continue to have a regular focus on anti bullying strategies.</p> <p>To continue to support staff and students deal with the emotional aftermath of the earthquake.</p>			



St Joseph's School Board of Trustees Members 2017			
Name		Position	Held Until
Julie Howden		Chairperson	Jun-17
Maria Adams		Chairperson	
Marty Pattison		Elected Member	
Craig Mackle		Elected Member	
James Hills		Elected Member	
Kauahi Ngapora		Elected Member	
Mary Gray		Principal	Jul-17
Judith Ford		Principal	
Fr Julian		Proprietors Representative	Dec-17
Emma Fissenden		Proprietors Representative	
Anna Cairns		Staff Representative	Nov-17



# **ST JOSEPH'S SCHOOL**

TE WHARE KURA O HATO HOHEPA

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Principal: Judith Ford

To whom it may concern

## **Kiwisport funding of \$1,239.98**

In 2017 the Kiwisport funding provided to St Joseph's School Kaikoura was spent on the following items:

- 14 Tennis Rackets
- 20 Soccer Balls
- 15 Rugby Balls
- 10 Hula Hoops
- 25 Hockey Sticks
- Skipping Ropes
- Portable Basketball hoops x 2
- Set of 10 basketballs

This increased the student's participation in organised sport by providing opportunities for them to learn and play.

Thank you to Kiwisport for their continued support to get more kids more active more often.

Kind regards

Judith Ford  
Principal