

WHAT TO DO/ BY WHEN/ WHO?

OBJECTIVES

CRITICAL SUCCESS FACTORS

VALUES

VISION

Marketing

- Investigate viability of Facebook page. (Written proposal: setting and maintaining of page (+ costs relating to this); security/abuse issues, etc. (By year end. Ant E.)
- Investigate viability of read-only Twitter feed incl maintenance. (By year end. Ant E.)
- Offer Parent Power/Family Focus Evenings – for parents of children of all ages. (3rd term. Barbie/PA Comm.)
- Approach publications to offer articles/column written by Barbie. (ASAP. Ant E/ Barbie.)

Educational Programme

- Review extra-murals presently being offered. Source and investigate other options. (By year end. Teachers.)
- Developmental milestones/Grade 1 culture shock – documentation for parents. (By year end. Teachers.)

Governance

- To review and finalise updated policies. (Immediate. Barbie/GB/Teachers.)
- Facilitate IQAA internal review of School. (Immediate/3rd Term. Mel/Kate/Barbie/ Teachers.)

Communication

- Investigate electronic communication – email Newsletters (By 3rd term. Barbie/Dee.); D6 Communicator incl costs (By 3rd term. Barbie/Dee/Cathy.)
- Birthdays to be distributed to each class. (Immediate. Teachers/Cathy.)
- Re-define/develop role of Class Mums. (Immediate. Barbie/PA Comm/Class Reps.)
- Update webpage. (Immediate. Barbie.)
- Purchase projector and screen. (By year end. Barbie/Ed Montocchio.)

Finance & Administration

- Refine and/or investigate electronic financial management: E-filing (SARS, UIF, PAYE); emailing statements; fax to email. (On-going/by year end. Cathy/Dee.)
- Change Budget to Excel format. (3rd term. Dee.)
- Investigate viability of formalising payment plan. (ASAP. Cathy/Dee.)
- Handover between Cathy and Dee. (3 May onwards. Cathy/Dee.)

Human Resources

- Formulate and document Staff Induction process. (By 2012. Teachers.)
- Safety Regulations: elect Staff Safety Officer; signage and evacuation procedures to be displayed; school rules to be displayed in each area. (ASAP. Teachers.)
- On-going team building for staff to enhance value and worth, Motivational. (On-going. Kate/Mel/Staff/GB.)
- Peer Review by teachers for IQAA. Personal Appraisal. (2nd term. Teachers.)

Facilities

- Investigate various additional storage options: move gardening cupboard; storeroom outside Creative Room; larger Wendy House in Bottom Garden. Set time lines thereafter. (By year end. GB/Barbie.)
- Investigate extra shade cover in Bottom Garden. (By year end. GB/Barbie.)
- Investigate viability/value of White/Smart Boards: cost, needs champion on staff, buy-in from teachers; space. (By year end. Teachers/Barbie/GB.)
- Painting of School (2012/2013. GB/Barbie.)
- Creative Room needs wood borer treatment. (Already scheduled. Church.)
- Investigate Jo-Jo for rainwater recycling. (ASAP. PA Comm/GB.)

**St Martin's Pre-Primary School
April 2011**

Establish the School as an educational beacon by seeking to encourage and equip parents of growing children with parenting skills based on our values. Maintain brand awareness in the community by articles in the print media.

Develop our Educational Programme which promotes foundational learning in preparation for formal education and beyond.

Finalise existing policies. Facilitate an internal review of the School in all aspects

Enhance communication channels with specific focus on electronic.

Investigate electronic approaches to financial management. Institute pro-active infrastructure planning.

Focus on staff development and team building.

Innovate and utilise existing facilities to provide a stimulating, healthy and clean environment.

Marketing

We strive to position St Martin's Pre-Primary as the market leader in the Durban North area by promoting an awareness of and esteem for our values-based educational programme.

Educational Programme

We continually develop a dynamic, relevant, multi-faceted and holistic educational programme which is informed by the NCS.

Governance

We seek to ensure transparency, accountability and responsibility in governance through the involvement and representation of all stake-holders, i.e. Church, parents and staff.

Communication

We consistently enhance effective communication which stimulates, educates and informs.

Finance & Administration

We implement and adhere to sound financial policies and monitor performance regularly whilst being pro-active in management and administration.

Human Resources

We attract, retain and develop our human resources in an environment which values and appreciates the talents and gifts of the staff.

Facilities

We maintain and enhance the physical, educational and administrative facilities to promote optimum learning and effective functioning.

Christian Ethos

We model, promote and prayerfully follow the loving way of our Lord Jesus Christ.

Contemporary Educational Excellence

We have qualified, experienced and dedicated staff who are pro-active in offering up-to-date, relevant education.

Active, Fun-Filled Learner Experience

We offer active, fun-filled, age-appropriate learning experiences to enhance the potential of every child.

Context Of Mutual Respect

We value and promote mutual respect in relationships between pupils, teachers, parents, Church and the community.

Inter-Active, Loving Environment

The child and the entire family and staff are nurtured through mutual concern, love and care.

We strive to offer a dynamic, relevant and Christian education which prepares young children for life-long learning.