

# HUTT CENTRAL SCHOOL

## ANNUAL REPORT

### FOR THE YEAR ENDED 31 DECEMBER 2018

#### School Directory

**Ministry Number:** 2862

**Principal:** Michael Gendall

**School Address:** 6 Railway Avenue, Alicetown , Lower Hutt

**School Postal Address:** Railway Avenue, Alicetown, LOWER HUTT, 5010

**School Phone:** 04 566 0059

**School Email:** nashj@huttcentral.school.nz

#### Members of the Board of Trustees

<b>Name</b>	<b>Position</b>	<b>How Position Gained</b>	<b>Term Expires/ Expired</b>
Wayne Goodfellow	Chair Person	Elected	07.06.19
Michael Gendall	Principal	ex Officio	
Vicki Hollywell	Parent Rep	Elected	07.06.19
Elizabeth Direen	Parent Rep	Elected	07.06.19
Cherie Holmes	Parent Rep	Co-opted	07.06.19
Peet Hoeksma	Parent Rep	Co-opted	07.06.19
Andrea Spink	Staff Rep	Elected	21.02.19

**Accountant / Service Provider:** Education Services Ltd

# HUTT CENTRAL SCHOOL

Annual Report - For the year ended 31 December 2018

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# Hutt Central School

## Statement of Responsibility

For the year ended 31 December 2018

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 2018 fairly reflects the financial position and operations of the school.

The School's 2018 financial statements are authorised for issue by the Board.

W. Goodfellow

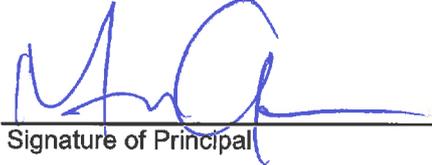
Full Name of Board Chairperson

Michael Gendall

Full Name of Principal



Signature of Board Chairperson



Signature of Principal

28/5/19

Date:

28/5/19

Date:

**Hutt Central School**  
**Statement of Comprehensive Revenue and Expense**  
For the year ended 31 December 2018

	Notes	2018 Actual \$	2018 Budget (Unaudited) \$	2017 Actual \$
<b>Revenue</b>				
Government Grants	2	2,254,284	2,172,281	2,249,348
Locally Raised Funds	3	155,530	101,200	155,526
Interest Earned		4,336	4,000	3,140
		<u>2,414,150</u>	<u>2,277,481</u>	<u>2,408,014</u>
<b>Expenses</b>				
Locally Raised Funds	3	46,619	32,500	56,961
Learning Resources	4	1,486,327	1,492,231	1,508,431
Administration	5	139,751	125,625	132,151
Finance Costs		1,944	-	1,660
Property	6	658,041	604,823	663,569
Depreciation	7	56,801	47,500	51,379
Loss on Disposal of Property, Plant and Equipment		524	-	374
		<u>2,390,007</u>	<u>2,302,679</u>	<u>2,414,525</u>
<b>Net Surplus / (Deficit)</b>		24,143	(25,198)	(6,511)
Other Comprehensive Revenue and Expenses		-	-	-
<b>Total Comprehensive Revenue and Expense for the Year</b>		<u>24,143</u>	<u>(25,198)</u>	<u>(6,511)</u>

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

**Hutt Central School**  
**Statement of Changes in Net Assets/Equity**  
For the year ended 31 December 2018

	Actual 2018 \$	Budget (Unaudited) 2018 \$	Actual 2017 \$
<b>Balance at 1 January</b>	<u>306,732</u>	<u>277,291</u>	<u>302,927</u>
Total comprehensive revenue and expense for the year	24,143	(25,198)	(6,511)
Capital Contributions from the Ministry of Education			
Contribution - Furniture and Equipment Grant	9,854	-	10,316
<b>Equity at 31 December</b>	<u>340,729</u>	<u>252,093</u>	<u>306,732</u>
Retained Earnings	340,729	252,093	306,732
<b>Equity at 31 December</b>	<u>340,729</u>	<u>252,093</u>	<u>306,732</u>

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

**Hutt Central School**  
**Statement of Financial Position**  
As at 31 December 2018

	Notes	2018 Actual \$	2018 Budget (Unaudited) \$	2017 Actual \$
<b>Current Assets</b>				
Cash and Cash Equivalents	8	86,275	142,904	97,228
Accounts Receivable	9	87,237	75,478	84,309
GST Receivable		6,617	4,877	9,935
Prepayments		5,098	-	6,454
Inventories	10	4,108	1,757	2,615
Investments	11	100,108	-	92,368
RTLB Leases		-	325	-
		<u>289,443</u>	<u>225,341</u>	<u>292,909</u>
<b>Current Liabilities</b>				
Accounts Payable	13	109,514	83,881	112,808
Revenue Received in Advance	14	720	7,638	1,542
Provision for Cyclical Maintenance		-	-	-
Painting Contract Liability - Current Portion	16	17,449	17,449	17,449
Finance Lease Liability - Current Portion	17	9,680	-	10,148
Funds held in Trust	18	-	15,860	22,610
Funds held for Capital Works Projects	19	-	-	12,665
		<u>137,363</u>	<u>124,828</u>	<u>177,222</u>
<b>Working Capital Surplus/(Deficit)</b>		<b>152,080</b>	<b>100,513</b>	<b>115,687</b>
<b>Non-current Assets</b>				
Property, Plant and Equipment	12	242,806	196,649	252,544
		<u>242,806</u>	<u>196,649</u>	<u>252,544</u>
<b>Non-current Liabilities</b>				
Provision for Cyclical Maintenance	15	30,068	30,046	20,045
Painting Contract Liability	16	15,023	15,023	26,169
Finance Lease Liability	17	9,066	-	15,285
		<u>54,157</u>	<u>45,069</u>	<u>61,499</u>
<b>Net Assets</b>		<u><u>340,729</u></u>	<u><u>252,093</u></u>	<u><u>306,732</u></u>
<b>Equity</b>		<u><u>340,729</u></u>	<u><u>252,093</u></u>	<u><u>306,732</u></u>

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

**Hutt Central School**  
**Statement of Cash Flows**  
For the year ended 31 December 2018

		2018	2018	2017
	Note	Actual	Budget	Actual
		\$	(Unaudited)	\$
			\$	
<b>Cash flows from Operating Activities</b>				
Government Grants		513,393	438,000	471,759
Locally Raised Funds		156,187	10,000	148,144
Goods and Services Tax (net)		3,318	-	(5,058)
Payments to Employees		(324,426)	(295,000)	(338,109)
Payments to Suppliers		(273,595)	(220,519)	(235,202)
Interest Paid		(1,944)	-	(1,660)
Interest Received		4,186	4,000	3,140
<b>Net cash from / (to) the Operating Activities</b>		<b>77,119</b>	<b>(63,519)</b>	<b>43,014</b>
<b>Cash flows from Investing Activities</b>				
Purchase of PPE (and Intangibles)		(37,876)	(25,000)	(42,210)
Purchase of Investments		(7,740)	-	-
Proceeds from Sale of Investments		-	92,368	-
<b>Net cash from / (to) the Investing Activities</b>		<b>(45,616)</b>	<b>67,368</b>	<b>(42,210)</b>
<b>Cash flows from Financing Activities</b>				
Furniture and Equipment Grant		9,854	-	10,316
Finance Lease Payments		(5,889)	(16,000)	(4,175)
Painting contract payments		(11,146)	(12,000)	(11,147)
Funds Administered on Behalf of Third Parties		(22,610)	-	6,750
Funds Held for Capital Works Projects		(12,665)	-	17,118
<b>Net cash from Financing Activities</b>		<b>(42,456)</b>	<b>(28,000)</b>	<b>18,862</b>
<b>Net increase/(decrease) in cash and cash equivalents</b>		<b>(10,953)</b>	<b>(24,151)</b>	<b>19,666</b>
Cash and cash equivalents at the beginning of the year	8	97,228	167,055	77,562
<b>Cash and cash equivalents at the end of the year</b>	<b>8</b>	<b>86,275</b>	<b>142,904</b>	<b>97,228</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 excluded.

The above Cash Flow Statement should be read in conjunction with the accompanying notes.

# Hutt Central School

## Notes to the Financial Statements

### For the year ended 31 December 2018

#### 1. Statement of Accounting Policies

##### a) Reporting Entity

Hutt Central School (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.

##### b) Basis of Preparation

###### *Reporting Period*

The financial reports have been prepared for the period 1 January 2018 to 31 December 2018 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 12.

### ***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 17.

#### ***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.

## **c) 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.

Use of land and buildings grants are recorded as revenue in the period the School uses the land and buildings. These are 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 Crown.

### ***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.

**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.

**d) Use of Land and Buildings Expense**

The property from which the School operates is owned by the Crown and managed by the Ministry of Education on behalf of the Crown. The School's use of the land and buildings as occupant is based on a property occupancy document as gazetted by the Ministry. The expense is based on an assumed market rental yield on the value of land and buildings as used for rating purposes. This is a non-cash expense that is offset by a non-cash grant from the Ministry.

**e) 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.

**f) 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.

**g) 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.

**h) 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.

**i) Inventories**

Inventories are consumable items held for sale and comprise of stationery and school uniforms. They are stated at the lower of cost and net realisable value. Cost is determined on a first in, first out basis. Net realisable value is the estimated selling price in the ordinary course of activities less the estimated costs necessary to make the sale. Any write down from cost to net realisable value is recorded as an expense in the Statement of Comprehensive Revenue and Expense in the period of the write down.

#### **j) 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 impairment.

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 of Schedule 6 para 28 of the Education Act 1989 in relation to the acquisition of investment securities.

#### **k) Property, Plant and Equipment**

Land and buildings owned by the Crown 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 Crown 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 \$250 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	20 years
Furniture and Equipment	10 years
Information and Communication	5 years
Library Resources	8 years

Leased assets are depreciated over the life of the lease.

### **l) Intangible Assets**

#### *Software costs*

Computer software acquired by the School are capitalised on the basis of the costs incurred to acquire and bring to use the specific software. Costs associated with subsequent maintenance or licensing of software are recognised as an expense in the Statement of Comprehensive Revenue and Expense when incurred.

Computer software licences with individual values under \$1,000 are not capitalised, they are recognised as an expense in the Statement of Comprehensive Revenue and Expense when incurred.

Computer software that the school receives from the Ministry of Education is normally acquired through a non-exchange transaction and is not of a material amount. It's fair value can be assessed at time of acquisition if no other methods lead to a fair value determination. Computer software purchased directly from suppliers at market rates are considered exchange transactions and the fair value is the amount paid for the software.

The carrying value of software is amortised on a straight line basis over its useful life. The useful life of software is estimated as three years. The amortisation charge for each period and any impairment loss is recorded in the Statement of Comprehensive Revenue and Expense.

### **m) 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.

The reversal of an impairment loss is recognised in the surplus or deficit.

#### **n) 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.

#### **o) Employee 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.

#### **p) 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.

The School holds sufficient funds to enable the refund of unearned fees in relation to international students, should the School be unable to provide the services to which they relate.

#### **q) Funds Held in Trust**

Funds are held in trust where they have been received by the School for a specified purpose, or are being held on behalf of a third party and these transactions are not recorded in the Statement of Revenue and Expense. The School holds sufficient funds to enable the funds to be used for their intended purpose at any time.

#### **r) Shared Funds**

Shared Funds are held on behalf of a cluster of participating schools as agreed with the Ministry of Education. The cluster of schools operate activities outside of school control. These amounts are not recorded in the Statement of Revenue and Expense. The School holds sufficient funds to enable the funds to be used for their intended purpose.

#### **s) Provision for Cyclical Maintenance**

The property from which the School operates is owned by the Crown, and is vested in the Ministry. The Ministry has gazetted a property occupancy document that sets out the Board's property maintenance responsibilities. The Board is responsible for maintaining the land, buildings 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 provision for cyclical maintenance represents the obligation the Board has to the Ministry and is based on the Board's ten year property plan (10YPP).

**t) 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.

**u) Borrowings**

Borrowings are recognised at the amount borrowed. Borrowings are classified as current liabilities unless the School has an unconditional right to defer settlement of the liability for at least 12 months after the balance date.

**v) 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.

**w) Budget Figures**

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

**x) 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

	2018 Actual \$	2018 Budget (Unaudited) \$	2017 Actual \$
Operational grants	405,589	394,000	395,295
Teachers' salaries grants	1,209,888	1,264,481	1,245,022
Use of Land and Buildings grants	518,354	469,800	527,748
Resource teachers learning and behaviour grants	4,933	-	-
Other MoE Grants	113,985	44,000	66,673
Other government grants	1,535	-	14,610
	<u>2,254,284</u>	<u>2,172,281</u>	<u>2,249,348</u>

## 3. Locally Raised Funds

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

	2018 Actual \$	2018 Budget (Unaudited) \$	2017 Actual \$
<b>Revenue</b>			
Donations	36,296	40,000	69,690
Activities	80,251	30,000	58,768
Trading	4,706	1,200	2,283
Fundraising	11,027	30,000	24,785
Other Revenue	23,250	-	-
	<u>155,530</u>	<u>101,200</u>	<u>155,526</u>
<b>Expenses</b>			
Activities	43,113	12,500	30,715
Trading	3,506	-	1,525
Fundraising	-	20,000	24,721
	<u>46,619</u>	<u>32,500</u>	<u>56,961</u>
<i>Surplus for the year Locally raised funds</i>	<u>108,911</u>	<u>68,700</u>	<u>98,565</u>

## 4. Learning Resources

	2018 Actual \$	2018 Budget (Unaudited) \$	2017 Actual \$
Curricular	27,392	26,500	27,151
Library resources	947	1,250	1,110
Employee benefits - salaries	1,445,197	1,439,481	1,466,292
Staff development	12,791	25,000	13,878
	<u>1,486,327</u>	<u>1,492,231</u>	<u>1,508,431</u>

## 5. Administration

	2018 Actual \$	2018 Budget (Unaudited) \$	2017 Actual \$
Audit Fee	6,383	6,000	5,807
Board of Trustees Fees	2,290	3,000	3,380
Board of Trustees Expenses	4,143	4,000	1,045
Communication	4,443	5,100	3,671
Consumables	9,481	12,000	10,247
Operating Lease	21,531	5,000	21,307
Other	14,443	13,525	13,053
Employee Benefits - Salaries	61,764	65,000	61,641
Insurance	2,913	-	-
Service Providers, Contractors and Consultancy	12,360	12,000	12,000
	<u>139,751</u>	<u>125,625</u>	<u>132,151</u>

## 6. Property

	2018 Actual \$	2018 Budget (Unaudited) \$	2017 Actual \$
Caretaking and Cleaning Consumables	17,271	16,500	16,573
Cyclical Maintenance Expense	10,023	10,023	10,022
Grounds	3,589	3,000	3,505
Heat, Light and Water	11,255	10,000	11,899
Repairs and Maintenance	19,236	27,500	25,250
Use of Land and Buildings	518,354	469,800	527,748
Security	2,682	1,500	2,347
Employee Benefits - Salaries	28,732	28,000	26,367
Contractors/consultancy	46,899	38,500	39,858
	<u>658,041</u>	<u>604,823</u>	<u>663,569</u>

The use of land and buildings figure represents 8% of the school's total property value. Property values are established as part of the nation-wide revaluation exercise that is conducted every 30 June for the Ministry of Education's year-end reporting purposes.

## 7. Depreciation

	2018 Actual \$	2018 Budget (Unaudited) \$	2017 Actual \$
Building Improvements	15,129	13,987	15,129
Furniture and Equipment	11,179	9,607	10,392
Information and Communication Technology	17,324	14,598	15,790
Leased Assets	10,986	7,263	7,856
Library Resources	2,183	2,045	2,212
	<u>56,801</u>	<u>47,500</u>	<u>51,379</u>

## 8. Cash and Cash Equivalents

	2018 Actual \$	2018 Budget (Unaudited) \$	2017 Actual \$
ANZ -00	43,746	96,703	51,027
ANZ -02	40,284	40,143	40,143
ANZ Fundraising	2,245	6,058	6,058
Cash equivalents for Cash Flow Statement	<u>86,275</u>	<u>142,904</u>	<u>97,228</u>

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

## 9. Accounts Receivable

	2018 Actual \$	2018 Budget (Unaudited) \$	2017 Actual \$
Receivables	1,578	-	1,479
Receivables from the Ministry of Education	2,175	-	-
Interest Receivable	150	-	-
Teacher Salaries Grant Receivable	83,334	75,478	82,830
	<u>87,237</u>	<u>75,478</u>	<u>84,309</u>

Receivables from Exchange Transactions	1,728	-	1,479
Receivables from Non-Exchange Transactions	85,509	75,478	82,830
	<u>87,237</u>	<u>75,478</u>	<u>84,309</u>

## 10. Inventories

	2018 Actual \$	2018 Budget (Unaudited) \$	2017 Actual \$
Sunhats / Hoodies	3,652	363	457
Stationery	456	1,394	2,158
	<u>4,108</u>	<u>1,757</u>	<u>2,615</u>

## 11. Investments

The School's investment activities are classified as follows:

	2018 Actual \$	2018 Budget (Unaudited) \$	2017 Actual \$
Current Asset			
Short-term Bank Deposits	100,108	-	92,368

## 12. Property, Plant and Equipment

	Opening Balance (NBV)	Additions	Disposals	Impairment	Depreciation	Total (NBV)
2018	\$	\$	\$	\$	\$	\$
Building Improvements	129,375	-	-	-	(15,129)	114,246
Furniture and Equipment	47,089	16,189	(524)	-	(11,179)	51,576
Information and Communication Techn	45,589	25,039	-	-	(17,324)	53,304
Leased Assets	24,244	4,326	-	-	(10,986)	17,585
Library Resources	6,247	2,033	-	-	(2,183)	6,095
<b>Balance at 31 December 2018</b>	<b>252,544</b>	<b>47,587</b>	<b>(524)</b>	<b>-</b>	<b>(56,801)</b>	<b>242,806</b>

	Cost or Valuation	Accumulated Depreciation	Net Book Value
2018	\$	\$	\$
Building Improvements	339,402	(225,156)	114,246
Furniture and Equipment	229,260	(177,684)	51,576
Information and Communication	175,536	(122,232)	53,304
Leased Assets	39,201	(21,616)	17,585
Library Resources	77,270	(71,175)	6,095
<b>Balance at 31 December 2018</b>	<b>860,669</b>	<b>(617,863)</b>	<b>242,806</b>

	Opening Balance (NBV)	Additions	Disposals	Impairment	Depreciation	Total (NBV)
2017	\$	\$	\$	\$	\$	\$
Building Improvements	134,067	10,437	-	-	(15,129)	129,375
Furniture and Equipment	48,879	8,602	-	-	(10,392)	47,089
Information and Communication Techn	38,862	22,891	(374)	-	(15,790)	45,589
Leased Assets	19,741	12,360	-	-	(7,856)	24,245
Library Resources	7,600	858	-	-	(2,212)	6,246
<b>Balance at 31 December 2017</b>	<b>249,149</b>	<b>55,148</b>	<b>(374)</b>	<b>-</b>	<b>(51,379)</b>	<b>252,544</b>

	Cost or Valuation	Accumulated Depreciation	Net Book Value
2017	\$	\$	\$
Building Improvements	339,402	(210,027)	129,375
Furniture and Equipment	222,699	(175,610)	47,089
Information and Communication	202,957	(157,368)	45,589
Leased Assets	34,875	(10,630)	24,245
Library Resources	75,237	(68,991)	6,246
<b>Balance at 31 December 2017</b>	<b>875,170</b>	<b>(622,626)</b>	<b>252,544</b>

**13. Accounts Payable**

	2018 Actual \$	2018 Budget (Unaudited) \$	2017 Actual \$
Operating creditors	10,273	1,214	21,100
Accruals	6,071	4,953	5,807
Capital accruals for PPE items	6,219	-	835
Employee Entitlements - salaries	83,334	75,478	82,830
Employee Entitlements - leave accrual	3,617	2,236	2,236
	<u>109,514</u>	<u>83,881</u>	<u>112,808</u>
Payables for Exchange Transactions	109,514	83,881	112,808
Payables for Non-exchange Transactions - Taxes Payable (PAYE and Rates)	-	-	-
Payables for Non-exchange Transactions - Other	-	-	-
	<u>109,514</u>	<u>83,881</u>	<u>112,808</u>

The carrying value of payables approximates their fair value.

**14. Revenue Received in Advance**

	2018 Actual \$	2018 Budget (Unaudited) \$	2017 Actual \$
Income in Advance	720	7,638	1,542
	<u>720</u>	<u>7,638</u>	<u>1,542</u>

**15. Provision for Cyclical Maintenance**

	2018 Actual \$	2018 Budget (Unaudited) \$	2017 Actual \$
Provision at the Start of the Year	20,045	20,023	10,023
Increase to the Provision During the Year	10,023	10,023	10,022
Provision at the End of the Year	<u>30,068</u>	<u>30,046</u>	<u>20,045</u>
Cyclical Maintenance - Current	-	-	-
Cyclical Maintenance - Term	30,068	30,046	20,045
	<u>30,068</u>	<u>30,046</u>	<u>20,045</u>

### 16. Painting Contract Liability

	2018 Actual \$	2018 Budget (Unaudited) \$	2017 Actual \$
Current Liability	17,449	17,449	17,449
Non Current Liability	15,023	15,023	26,169
	<u>32,472</u>	<u>32,472</u>	<u>43,618</u>

In 2009 the Board signed an agreement with Programmed Maintenance Services (the contractor) for an agreed programme of work covering a 12 year period. The programme provides for two exterior repaints of the Ministry owned buildings in 2009 and 2016, with regular maintenance in subsequent years. The agreement has an annual commitment of \$17,449. The liability is the best estimate of the actual amount of work performed by the contractor for which the contractor has not been paid at balance sheet date. The liability has not been adjusted for inflation and the effect of the time value of money.

### 17. Finance Lease Liability

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

	2018 Actual \$	2018 Budget (Unaudited) \$	2017 Actual \$
No Later than One Year	9,680	-	10,148
Later than One Year and no Later than Five Years	9,066	-	15,285
	<u>18,746</u>	<u>-</u>	<u>25,433</u>

### 18. Funds held in Trust

	2018 Actual \$	2018 Budget (Unaudited) \$	2017 Actual \$
Funds Held in Trust on Behalf of Third Parties - Current	-	15,860	22,610
Funds Held in Trust on Behalf of Third Parties - Non-current	-	-	-
	<u>-</u>	<u>15,860</u>	<u>22,610</u>

These funds are held where the school is agent for representative amounts and therefore these are not included in the Statement of Comprehensive Revenue and Expense.

## 19. Funds Held (Owed) for Capital Works Projects

During the year the School received and applied funding from the Ministry of Education for the following capital works projects:

		2018	Opening Balances	Receipts from MoE	Payments	BOT Contribution/ (Write-off to R&M)	Closing Balances
			\$	\$	\$		\$
10 Year Property Plan Preparation	<i>completed</i>		-	(3,000)	(3,000)	-	-
Roofing	<i>completed</i>		295	(439)	(144)	-	-
Exterior Doors to Multi-Use Space	<i>completed</i>		(2,424)	-	(2,424)	-	-
Refurbish Toilets in Hall	<i>completed</i>		(220)	-	(220)	-	-
Warm Water	<i>completed</i>		10,288	646	10,934	-	-
Hall Composition Boards	<i>completed</i>		4,726	-	4,726	-	-
<b>Totals</b>			<b>12,665</b>	<b>(2,793)</b>	<b>9,872</b>	<b>-</b>	<b>-</b>

### Represented by:

Funds Held on Behalf of the Ministry of Education  
Funds Due from the Ministry of Education

-
-
-

		2017	Opening Balances	Receipts from MoE	Payments	BOT Contribution/ (Write-off to R&M)	Closing Balances
			\$	\$	\$		\$
Roofing	<i>in progress</i>		295	-	-	-	295
Exterior Doors to Multi-Use Space	<i>in progress</i>		(3,220)	796	-	-	(2,424)
Refurbish Toilets in Hall	<i>in progress</i>		(1,528)	1,308	-	-	(220)
Office Heating Income	<i>completed</i>		-	7,470	7,470	-	-
Warm Water	<i>in progress</i>		-	11,038	750	-	10,288
Hall Composition Boards	<i>in progress</i>		-	12,860	8,134	-	4,726
<b>Totals</b>			<b>(4,453)</b>	<b>33,472</b>	<b>16,354</b>	<b>-</b>	<b>12,665</b>

## 20. 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.

## 21. Remuneration

### Key management personnel compensation

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

	2018 Actual \$	2017 Actual \$
<i>Board Members</i>		
Remuneration	2,290	3,380
Full-time equivalent members	0.15	0.18
<i>Leadership Team</i>		
Remuneration	540,524	552,422
Full-time equivalent members	6.00	6.00
Total key management personnel remuneration	542,814	555,802
Total full-time equivalent personnel	6.15	6.18

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:

	2018 Actual \$000	2017 Actual \$000
Salaries and Other Short-term Employee Benefits:		
Salary and Other Payments	130 - 140	120 - 130
Benefits and Other Emoluments	3 - 4	3 - 4
Termination Benefits	-	-

### Other Employees

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

Remuneration \$000	2018 FTE Number	2017 FTE Number
100 - 110	-	-
	0.00	0.00

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

## 22. 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:

	2018 Actual	2017 Actual
Total	-	-
Number of People	-	-

### 23. Contingencies

There are no contingent liabilities (except as noted below) and no contingent assets as at 31 December 2018 (Contingent liabilities and assets at 31 December 2017: nil).

#### Holidays Act Compliance – schools payroll

The Ministry of Education performs payroll processing and payments on behalf of school boards of trustees, through payroll service provider Education Payroll Limited.

The Ministry has commenced a review of the schools sector payroll to ensure compliance with the Holidays Act 2003. The initial phase of this review has identified areas of non-compliance, however the potential impact on any specific school or individual and any associated historical liability will not be known until further detailed analysis has been completed.

To the extent that any obligation cannot reasonably be quantified at 31 December 2018, a contingent liability for the school may exist.

### 24. Commitments

#### (a) Capital Commitments

There are no capital commitments as at 31 December 2018 (Capital commitments at 31 December 2017: nil).

#### (b) Operating Commitments

As at 31 December 2018 the Board has entered into the following contracts:

##### (a) operating lease of laptops;

	2018 Actual \$	2017 Actual \$
No later than One Year	-	7,530
Later than One Year and No Later than Five Years	-	1,165
Later than Five Years	-	-
	<u>-</u>	<u>8,695</u>

(b) The School has entered into an agreement with Programmed Maintenance Services Ltd for painting of the School's buildings. The amount committed on the contract is:

	2018 Actual \$	2017 Actual \$
No later than One Year	17,449	17,449
Later than One Year and No Later than Five Years	17,449	34,898
Later than Five Years	-	-
	<u>34,898</u>	<u>52,347</u>

### 25. 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.

## 26. Financial Instruments

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

### Loans and receivables

	2018	2018	2017
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Cash and Cash Equivalents	86,275	142,904	97,228
Receivables	87,237	75,478	84,309
Investments - Term Deposits	100,108	-	92,368
Total Loans and Receivables	<u>273,620</u>	<u>218,382</u>	<u>273,905</u>

### Financial liabilities measured at amortised cost

Payables	109,514	83,881	112,808
Borrowings - Loans	-	-	-
Finance Leases	18,746	-	25,433
Painting Contract Liability	32,472	32,472	43,618
Total Financial Liabilities Measured at Amortised Cost	<u>160,732</u>	<u>116,353</u>	<u>181,859</u>

## 27. Events After Balance Date

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

## 28. Comparatives

There have been a number of prior period comparatives which have been reclassified to make disclosure consistent with the current year.

## INDEPENDENT AUDITOR'S REPORT

### TO THE READERS OF HUTT CENTRAL SCHOOL'S FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2018

The Auditor-General is the auditor of Hutt Central School (the School). The Auditor-General has appointed me, Geoff Potter, using the staff and resources of BDO Wellington Audit Limited, 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 22, that comprise the statement of financial position as at 31 December 2018, the statement of comprehensive revenue and expense, statement of changes in net assets/equity and statement of 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 2018; 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 as applicable to entities that qualify as tier 2.

Our audit was completed on 28 May 2018. This is the date at which our opinion is expressed.

The basis for 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 for our 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 for the financial statements

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 arises from the Public Audit Act 2001.

#### Other information

The Board of Trustees is responsible for the other information. The other information comprises the Analysis of Variance, Board of Trustees Listing and Kiwisport Report, but does not include the financial statements, and our auditor's report thereon.

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.



Geoff Potter  
BDO Wellington Audit Limited  
On behalf of the Auditor-General  
Wellington, New Zealand

# **Hutt Central School Analysis of Variance** **2018**

## **Analysis of Variance Reporting**

School: Hutt Central School  
2018

School Number: 2862

Year:

Focus: **Reading**

**Aim 1 To support every student to meet their potential and achievement in line with NZ curriculum and expected level of achievement.**

Annual Focus: Focus 1 To develop quality teaching and learning programmes at Hutt Central School.

Baseline data: *Baseline Data: 18 students (52.9%) who are now in Year 2 were achieving below the expectation in Reading.*

***Reading Target: The 18 students who are achieving below the expected level in reading will be reading at the expected level by the end of 2018.***

Actions (What did we do?)	Outcomes (What happened?)	Variance (Why did it happen?)	Evaluation (where to next?)
<p>The target students have been involved in specific group teaching with students of a similar level.</p> <p>The teachers have received support from our reading recovery teacher and the students who were part of the reading recovery programme in the junior school have had extra monitoring.</p> <p>We ran a Fast 5 programme in Term 1 where some of our target students have worked on their reading two to three times each week.</p>	<p><b>Eight students from the target group are now achieving Above the expected level in reading. Seven students are now achieving At the Expected Level and One student is reading Below the expected level. One student in the target has left our school.</b></p>	<p>The students in the target group have been involved in targeted reading work based on strategies in year 2 with an increasing focus on comprehension as the year has progressed. This has enabled students to cement their use of reading strategies. These students have been grouped with similar learning needs in classes and their progress has been closely monitored throughout the year.</p>	<p>Continue to monitor reading recovery children throughout the school.</p> <p>One student to continue to receive Reading Recovery.</p> <p>Enable teachers to take action for the learning of students causing concern using inquiry process.</p> <p>Examine active learning and how this happens at our school to link with progression in teaching and learning programmes to increase student achievement.</p> <p>Investigate how we collect data and information on comprehension.</p> <p>Carry out a schoolwide focus on comprehension across the school to work in with the use of competent reading skills.</p>

# **Analysis of Variance Reporting**

School: Hutt Central School  
2018

School Number: 2862

Year:

Focus: **Writing**

**Aim 1 To support every student to meet their potential and achievement in line with NZ curriculum and expected level of achievement.**

Annual Focus: Focus 1 To develop quality teaching and learning programmes at Hutt Central School.

*Baseline Data: Writing: 26 boys (25%) were achieving below the expected level in 2017.*

**Writing Target: By the end of 2018 the achievement of the 26 boys will be at the expected curriculum level in all aspects of writing.**

Actions (What did we do?)	Outcomes (What happened?)	Variance (Why did it happen?)	Evaluation (where to next?)
<p data-bbox="201 275 467 376">Focused professional inquiry on Writing.</p> <p data-bbox="201 421 440 667">Carried out syndicate moderation in relation to Asttle Writing for individual students.</p> <p data-bbox="201 712 472 1149">Used the Learning Progression Framework alongside the School Writing Progression to guide moderation and development of stage appropriate learning for students.</p> <p data-bbox="201 1193 475 1552">Carried out schoolwide PD with Mary Wootton with a focus on Inquiry, Writing progress and achievement, Active Learning and skills for learning.</p> <p data-bbox="201 1597 472 1955">Designed and implemented parameters based on key aspects for teaching and learning in writing – Purpose, modelling, goal setting and feedback.</p>	<p data-bbox="507 275 770 1261">Nine of the 26 boys are now achieving at the expected level in writing in Term 4. 17 of the students are achieving below the expected level in writing. Of these 17 students 6 are achieving one level below the expected level. A noticeable increase in students willingness and motivation to write has been noticed across the target group which has impacted on student's engagement in the writing process.</p>	<p data-bbox="794 275 1090 1888">The inquiry focus has assisted us to know more about the learners and ensured that we cater to the specific needs of students. The motivation for writing of a number of students has improved through targeted teaching and self directed learning based on interests. Syndicate Moderation was carried out to inform decision making about student progress. There is less variation in learning expectations of the key aspects of writing as student's progress through the school. – More work is required around the Learning Progression Framework linking with HCS Writing progression. The parameters of key aspects has focused our teaching to give clear structure for our students - further implementation required to embed with our practice.</p>	<p data-bbox="1114 275 1385 2016">Continue to monitor our writing progress and achievement data in order to consolidate recent development. We will select and use fit for purpose tools to inform judgements and measure progress and achievement to see the impact of teaching on students learning in writing. Carry out Individual professional inquiry with goals and actions for learners and programmes. Schoolwide moderation process will go beyond syndicates to include school wide moderation. (We will continue our work with local schools to increase our knowledge on student's writing progress). Review our school expectations inline with Learning Progression Framework in writing. Implement Active Learning Traits alongside Authentic Learning, Future</p>

Provided Professional Learning in Boys Learning with Joseph Drieson for selected teachers.			Focussed Learning and Growth in writing as per our school curriculum.
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## **Analysis of Variance Reporting**

School: Hutt Central School  
**2018**

School Number: 2862

Year:

Focus: **Mathematics**

**Aim 1 To support every student to meet their potential and achievement in line with NZ curriculum and expected level of achievement.**

Annual Focus: Focus 1 To develop quality teaching and learning programmes at Hutt Central School.

Baseline data: Mathematics: 13 (25%) of Year 4 students were achieving below the expected level in 2017.

**Maths Target: By the end of 2018 the 13 Year 4 students will be achieving at the expected level in Maths.**

Actions (What did we do?)	Outcomes (What happened?)	Variance (Why did it happen?)	Evaluation (where to next?)
<p>Focussed teaching and learning based on these target students – key focus on number knowledge</p> <p>Sharing of practice with teachers in syndicate.</p> <p>Monitoring of achievement for individual students in the target group.</p> <p>Spring into Mathematics</p>	<p>Ten students in the target group are now achieving at the Expected Standard in Mathematics. Two students are achieving above the expected level and one student is achieving just below the expected level in Mathematics. All students have shown progress in each Numeracy strand.</p>	<p>The students in the target group have been involved in targeted number knowledge work in class, which has supported them to develop a greater understanding and knowledge of numbers. This has enabled them to feel more confident with their use of strategies. These students have been grouped in classes in order to cater for their learning needs and their progress has been monitored throughout the year.</p> <p>Sharing of practice provided for support and aligned teaching and learning programmes.</p>	<p>Continued monitoring of achievement of students within this group.</p> <p>As a school investigate how how we collect and analyse Mathematics data.</p> <p>As a school make better use of maths data to inform programmes and actions for teaching and learning programmes.</p>

## **Kiwisport Contribution 2018**

The Kiwisport contribution provided students with greater access to sport and physical activity through hireage, entry and transport to a number of sporting events and opportunities - including zone and interzone tournaments and opportunities for our students.