

eTime supports schools in the review and development of their charters and strategic plans. The collaborative process involves students, staff, and the community. It follows the following process:

**1. Meeting with principal and Board of Trustees chairperson (1-1.5 hours) to:**

- View and discuss current charter and strategic plan.
- Discuss Ministry of Education requirements.
- Agree on what needs to be reviewed, updated and improved.
- Decide on how consultation will take place with students, staff and community.

**2. Workshop with Board of Trustees and school leaders (3-4 hours):**

Taking into consideration the results of the consultation with students, staff and community:

- Update required aspects of 'Introduction' section of school charter.
- Review strategic goals, including the Board of Trustees' aims and directions for student progress and achievement for the next 3-5 years.
- Develop annual aims/objectives for each goal for the next 3-5 years.

**3. Workshop with school leaders (3-4 hours) to:**

- Set annual targets for student progress and achievement (aligned to the strategic section).
- Create action plans (actions the school will take to achieve its targets, who will lead the work, when the work will be completed and budget).
- Set annual objectives (aligned to the strategic section).
- Complete 'Business as usual' annual plans.



## Charter and Strategic Planning Registration Form

School \_\_\_\_\_

Principal \_\_\_\_\_

Email \_\_\_\_\_

School Address \_\_\_\_\_

To register, please complete this form above and return it to eTime.  
For further information, please contact Faye Le Cren. Phone 03 366 9876, email: [faye@etime.co.nz](mailto:faye@etime.co.nz).