

# APPENDIX TWO

**Organisation Details:** All details on this form must be completed or your application cannot be processed.

Organisation Name: TAWA SCHOOL  
 Postal Address: OXFORD ST, TAWA, WGIN  
 Street Address (if different from above): "  
 Contact Person's Name: Jan Dewar Contact Person's Role: Principal of Tawa School  
 Telephone No/s: 232-6453 Email: principal@tawa.school.nz  
 Alternative Contact Person: Todd Morten Role: \_\_\_\_\_  
 Telephone No/s: 0275345182 Email: toddmorten@ctra.co.nz  
 Are you registered for GST? Yes  No  GST number if registered: 101 587 482  
 Bank Account No: 123223 017599500-50  
 Legal Status:  Trust  Inc. Society  Ltd  \*Other School  
 \* If "Other", nominate an umbrella organisation and include their letter of confirmation.  
 How long has your organisation been operating? < 1 year  1 - 5 years  > 5 years  156 yrs

**Project Details:** Give a one sentence summary of your project

Replace garage doors on school pool building

Start Date: as soon as funding is granted Finish Date: \_\_\_\_\_

Where will your project take place? (venue / suburb): Tawa School Tawa

Is the project aiming to involve a particular cultural or ethnic group or reach a particular audience? If so, is it:  
 General Community  Maori  Pacific Island  Other specific group: \_\_\_\_\_

Does your project target a particular age group?  Under 25  Over 60  General

Total Project Cost: \$ 3,260 includ. GST Other Income / Your Contribution: \$ \_\_\_\_\_  
 Amount Requested: \$ 3,260 \* (this should relate to the budget attached)

**Checklist – Attachments Required:** (see application guide for more details of what is required)

- Project description of not more than 4 pages using the following headings:
  - Project Description
  - Outcomes
  - Need Identification
  - Marketing
  - Previous Funding Details
- Project budget – include written quotes for budgeted costs where possible
- A copy of your most recent audited accounts or other evidence of your organisation's financial situation
- A printed (encoded) bank deposit slip for us to use if your application is successful. (Hand printed forms are not acceptable.)
- Letter/s of support from a reputable, established group associated with your project (Compulsory if you have not been funded by WCC or the C H Iazard Bequest in the last 3 years)

\* quotes on file.

**Declaration:** I declare that in making this application I am authorised to act on behalf of the organisation named above. I declare that the information supplied here and in the attached application is correct, and consent to the information contained in our application being made available to the public. This consent is given in accordance with the Privacy Act 1993.  
 Name: Jan Dewar – Principal of Tawa School  
 Signed: [Signature] Dated: 17/2/2011

17.2.11

Dear The Wellington City Council Grants Coordinator

Tawa School is fortunate to still have an operating indoor swimming pool. One side of the swimming pool building has six garage doors. Unfortunately, over time, moisture has caused four of these doors to rust through and they are unable to be opened. We have investigated repair work however it seems that replacement of the doors is the only realistic option. We are contacting you to request assistance to replace these four garage doors.

The pool is used to provide swimming lessons for Tawa School and the local community. Having an operating swimming pool allows the school to have on site swimming lessons. This means the school children do not have to lose valuable class time travelling off site for aquatics. Increasing the external access will improve the facility and make it easier for large school groups and community groups (Kea & Scout Groups) to use the facility.



Primary school age children's swimming ability is in decline, and the number of school pools is decreasing nation wide due to large operating costs. We are therefore doing everything we can to facilitate a structured responsible long term maintenance program for the pool building. Our intent is to ensure the pool stays open so Tawa School students and the wider community can have easy access to swimming and water safety education.

We would greatly appreciate any assistance you could give us in this endeavour.

Regards  
Ian Dewar

Principle

March 2010

## Principal's Annual Report for the 2009 school year

### General trends / staffing / roll

2009 was another busy year for Tawa School, my 2<sup>nd</sup> full year at the school. A key change which had a significant affect on the whole year was the appointment of a new Deputy Principal, Jan Otene, for the start of the year. Jan made a significant impact on the school right from the start and having experience at the middle management level of the school for the first time in a couple of years was great for both the staff and myself as Principal.

Whilst the school continued to be a mobile place, it was a bit more stable than in previous years. There were 79 new enrolments (compared to 105 in 2008 and 170 in 2007) with the roll increasing during the year by just 22 (from 317 on day 1 to 339 on the final day) so about 57 students left during the year, being 17% of the roll, compared to 29% turnover in 2008.

Just 4 classroom teaching staff left during 2009, plus 4 part time staff or staff on long term leave, which was much less than previous years and significant progress towards our key goal of a more stable staff. At the end of 2009 we only needed to appoint 2 new staff for 2010, including a new DP, Jan Treeby, to replace Jill Clibborn who had been on leave for over 2 years. We finished 2009 with the most stable staffing the school had had for several years.

Class sizes were again very good, with the new 1:15 ratio kicking in for the Year 1's so we were able to keep them under 20, and other classes ranging from low to mid 20's in the Junior school, and mostly mid 20's in Year 4 - 8 classes. The biggest class was just 28.

The school had a very positive year with many developments (as listed on the following pages) and particularly the completion & consolidation of the new strategic plan. This process, begun in mid 2008, was mostly completed in mid 2009 with the development of the new strategic goals.

We then spent the remainder of 2009 completing our logos, header pages and visual metaphors to express our new vision, particularly the "Sparkling A Passion For What Could Be" vision statement.

We also began the process of matching the new vision & strategic plan to the new NZ Curriculum, to implement the new curriculum and to develop our local curriculum.

**Tawa Primary School**  
**Income Statement**  
**For the Year Ended 31 December 2009**

	Note	2009 Actual \$	2009 Budget \$	2008 Actual \$
<b>Income</b>				
Government grants	2	2,347,606	2,287,336	2,268,596
Local fundraising	3	70,723	47,000	43,331
Other income	4	44,356	52,544	68,775
Interest		4,367	7,000	11,422
		<u>2,467,052</u>	<u>2,393,880</u>	<u>2,392,124</u>
<b>Expenditure</b>				
Local fundraising expenditure	3	11,743	1,500	8,225
Other income expenditure	4	31,782	34,167	47,481
Learning resources	5	1,626,839	1,648,534	1,617,829
Administration	6	239,731	212,670	209,086
Property	7	492,751	466,603	450,949
Depreciation	8	51,596	34,780	51,192
Loss on disposal of equipment		0	0	0
		<u>2,454,442</u>	<u>2,398,254</u>	<u>2,384,762</u>
<b>Net Surplus</b>		<u>12,610</u>	<u>(4,374)</u>	<u>7,362</u>

*The above income statement should be read in conjunction with the accompanying notes.*

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**Tawa Primary School**  
**Statement of Changes in Equity**  
**For the Year Ended 31 December 2009**

	2009 Actual \$	2008 Actual \$
Equity at the start of the year	388,703	377,973
Net surplus for the year	12,610	7,362
<b>Total recognised income and expenses</b>	12,610	7,362
Ministry of Education capital contribution for equipment	3,782	0
Bring in balance of PTA Fundraising Committee bank account	0	3,367
	3,782	3,367
<b>Equity at the end of the year</b>	<b>405,095</b>	<b>388,703</b>

*The above statement of changes in equity should be read in conjunction with the accompanying notes*