

BSW – Developing an Annual Implementation Plan (November 08)

Developing the 2009 Annual Implementation Plan – a possible process		
Planning phase	activities	meeting group
Process planning	Read Annual Implementation Plan guidelines	Leadership team
	Define the process for the development of the school AIP 2009	Leadership team
Reflection and celebration of progress	Look at School Strategic Plan 1. <i>Revisit the School Strategic Plan</i> -what were the goals, targets and key improvement strategies? 2. <i>Identify indicators of progress/achievement milestones</i> – what progress has the school made towards the achievement of goals and targets? ○ how can this information be gathered? ▪ Learning Walk ▪ Student learning data ▪ Opinion Surveys ▪ Anecdotal evidence 3. <i>Reflect on processes and practices</i> - what enabled the school to move forward? – what were the actions that contributed to your success?	School council staff
	Reflect on Annual Implementation Plan 2008 - what was the work you planned to undertake? - what aspects have you completed. Why? - What aspect still require work? Why?	staff
	Does your school have any significant projects that need to be included in the AIP? - school review - regeneration - building futures - regional coaching support	Leadership team

Forward planning	<p>POSSIBILITY 1 For each Key Improvement Strategy</p> <ul style="list-style-type: none"> - identify where you are now – and place it on a card at one end of the table - identify where you want to be – and place it on a card at the other end of the table - brainstorm possible actions onto sticky note labels <ul style="list-style-type: none"> o you might refer to Effective Schools Model page o Student Learning Whole School Self Assessment Tool - Arrange sticky note labels into a logical order in terms of implementation to create a path from where you are, to where you want to get to <p>Identify the actions you'll undertake this year</p>	<p>Staff – for each Key Improvement Strategy of each area of the Strategic plan – Student learning; Student Wellbeing & Engagement; Student Pathways & Transitions</p>
	<p>POSSIBILITY 2 For each Key Improvement Strategy identify and define:</p> <ul style="list-style-type: none"> - what do the students need to do/know how to do? - what do teacher need to do in order to support students? - What learning do teachers need to undertake in order to be able to meet student needs? - What processes, practices and resources need to be there in order to facilitate this? 	<p>Staff – for each Key Improvement Strategy of each area of the Strategic plan – Student learning; Student Wellbeing & Engagement; Student Pathways & Transitions</p>
	<p>POSSIBILITY 3 Refer to Strategic Plan indicative planner</p> <ul style="list-style-type: none"> - Identify actions for the next year - Discuss whether these are the actions that are still relevant for you forward movement - Are there any additional actions you need to undertake 	<p>Staff – for each Key Improvement Strategy of each area of the Strategic plan – Student learning; Student Wellbeing & Engagement; Student Pathways & Transitions</p>
	<p>POSSIBILITY 4 Undertake a risk analysis to define actions for the coming year</p> <ul style="list-style-type: none"> - Identify goals and targets - In small groups, brainstorm <ul style="list-style-type: none"> o What might stand in the way/hinder you achieving this intent? o Then...what do you already have in place to help you achieve the goal o Then what else is needed/what needs to be refined to meet this end – what you come up with here is actually the projects that might fit into the Key Improvement strategies/Projects section of your AIP 	<p>Staff – for each Key Improvement Strategy of each area of the Strategic plan – Student learning; Student Wellbeing & Engagement; Student Pathways & Transitions</p>
	<p>Which parts of 2008 AIP need to move forward to 2009? Do these parts need to be modified for 2009?</p>	<p>Leadership team Staff</p>
	<p>Which ideas from the consultation process would be most powerful to implement in 2009?</p>	<p>Leadership team</p>

	Draft the Annual implementation Plan - note any parts that will need to be revised upon receipt of 2009 School Level Report	Leadership team
	Share draft for feedback	Staff School Council
	Refine draft	Leadership team
	Forward draft to Regional Office by 5 December 2008 for regional feedback	Principal
	February 2009 – review draft in light of regional feedback/refection/School Level Report 2008 submit final draft to regional office to confirm regional endorsement. – Please note regional feedback will be forwarded to Principal by the end of the first week of school 2009	Staff Leadership team
	Endorse plan with Staff and School Council	Staff School Council
School Council endorsed plan should be submitted to Region by 31 st March 2009		