



Nagoya International School

2016-17 School Development Plan

(SDP)

The NIS "School Development Plan" is an action plan which represents a synthesis of the various goals and tasks that were identified in the most recent CIS and WASC self-study and final team report, the various PYP, MYP and DP authorization/validation processes and our own 2010-2011 strategic planning initiative. These are the key areas of focus which, if comprehensively addressed, will ensure that we can deliver our mission. The 2016-2017 school year is the fifth year of our plan.

There are seven areas of focus: Curriculum, Staff, Trust & Understanding, Finance & Development, Facilities, Resources & Operations, Risk & Safety, and Governance & Leadership, and each of these contains both "Targets" and "goals". While targets are generally intended to be met over a period of multiple years, the goals represent areas of focus which we believe can be addressed in the space of one academic year. The successful completion of the annual goals will result in our capacity to meet the targets and comprehensively address the core issues within each area of focus.

Following are the targets and their respective goals (numbered) for this upcoming school year. Note that the numbering of targets is not always sequential. This is because not all targets are listed each year since they may already have been met, or they may not be assigned for further work this year.

CURRICULUM

“Develop and implement a school-wide curriculum that enables all students to achieve our mission and objectives.”

Target 1:

All written curriculum will be vertically & horizontally articulated and documented

- All single subject planners to be complete to the specifications indicated in ‘measures of success’ and to the expectations of the IBPYP
- All planners to be complete to the specifications indicated in ‘measures of success’ and to the expectations of the IBMYP
- (i) Complete all unit planners for grade 11 of the DP Program by the end of the school year (June 2017) in accordance with the ‘measures of success’ and requirement of the IBDP and (ii) have all Grade 12 planners in a position by which they will be able to be completed to the required expectation by Jan 2018.
- MYP assessment - standardizing will result in a minimum of one task being standardized against common assessment expectations for each grade level in each course
- Refine and update math scope and sequence documents and related pedagogy

Target 2:

NIS utilizes appropriate sources of data to drive curriculum decision making at all levels of the school, from student-specific instructional decisions through school-wide program evaluation .

- Subsequent to an analysis of current and potential uses of data to improve learning recommendations for enhanced data use in 2017-2018 and beyond will be developed

Target 3:

Policies and student support practices provide for the individual learning and acculturation needs of all enrolled students (to include special needs, G&T, EAL and acculturation issues) .

- The Assessment, Academic Honesty, Language, Inclusion, Safeguarding policies will be unpacked into age appropriate guidelines for practice, as appropriate, with exemplars where helpful, for use throughout all three IB Programs
- The structures and process outlined in the student support handbook are functioning and effective such that NIS lives up to its mission as a community school
- The four Curriculum pathways in the secondary school will have been explicitly outlined, are well supported, are aligned to exit/graduation outcomes and have been shared with the community
- A positive and inclusive school culture, supported by effective personal/social/emotional learning and related practices will result in high standards of behavior and respectful interactions between students and their peers, and between students and adults

Target 4:

The school will have fully embedded the disposition of international-mindedness into our school culture.

- Kidzuna is an effective entity which enhances both service learning and the schools’ marketing and development initiatives
- Student ‘action’ and ‘service’ is a major focus of (and vehicle for) learning at NIS
- International mindedness is embedded in the delivery of all three IB programs, and is evident in the wider culture of the school

Target 5:

The school will ensure that all programs and related practices are fully in accordance with the mission and serve the needs of the school community.

- PYP Teaching and learning will be conceptual based and inquiry driven and addresses the five essential elements
- The MYP program will be fully authorized by the end of 2016-2017

STAFF

“Recruit retain and support qualified teachers and staff who are committed to our mission and objectives.”

Target 1:

The NIS community recruits, retains and supports teachers and staff in working at NIS and living in Nagoya

- **A review of the appraisal, salary and benefits packages of non-teaching staff (support staff) will have been completed with recommendations made to the board**
- **NIS has developed a succinct explanation of what it means to be a teaching school**

Target 2:

Student learning and well-being is supported by an effectively distributed leadership structure that enables the successful implementation of school programs and initiatives.

- **Complete any remaining job descriptions and align to appraisal tools ready for use in 2016-2017**

Target 3:

The system of appraisal promotes personal growth by fostering inbuilt accountability supported through professional dialogue and professional learning.

- **The Appraisal process is ready to be connected to salary ladders from 2018-19**

Target 4:

Professional learning, professional dialogue, personal and shared accountability and professional collaboration supports colleagues in delivering the mission.

- **NIS staff will use time effectively as a precious resource in support of student learning**

TRUST & UNDERSTANDING

“Build and sustain trust and understanding among all our constituents.”

Target 1:

The NIS community understands the school mission and the learner profile, and models their attributes to promote trust and understanding.

- **100% of students and staff, and the majority of parents, know and can connect to the school Tagline: Inquire-Inspire-Impact**

Target 2:

The NIS climate is supportive of all stakeholders in pursuit of the school's mission.

- **Individual staff & parents hold themselves and others to account to abide by the NIS norms of collaboration**

FINANCE & DEVELOPMENT

“Develop plans to ensure the long-term financial stability of the school.”

Target 1:

NIS will operate a balanced operational budget by 2015 and a surplus budget by 2020.

- The parent advocate program will grow in size, strength and efficacy and so provide a key support in ensuring for the sustainability of the NIS mission
- Relations with appropriate feeder schools will have been more fully established such as to ease in the transition of eligible students to NIS
- Complete a feasibility study with a view to commencing a for-profit EFL Program from fiscal 2017-2018 or 2018-2019

Target 2:

NIS will have capacity to deliver capital budgets capable of sustaining excellence in building and grounds.

- Establish a successful capital campaign resulting in the financial capacity to build the new core building within 3-4 years

FACILITIES, RESOURCES & OPERATIONS

“Provide and maintain buildings, grounds and programs that are educationally and environmentally appropriate”

Target 1:

NIS shall embark on major capital expansion projects to be delivered as necessary in response to enrollment, curriculum or safety needs.

- In order to deliver building and grounds capable of sustaining a 2-form entry school of approximately 480 students a building plan for a new ‘core building’ will be completed and at the stage of pre-design

Target 2:

Existing Buildings and grounds will be fit for purpose in that they are well maintained, well utilized, supportive of student learning and safe for use.

- Develop a mechanism for medium to long term planning for capital refurbishment and development projects (excluding major new capital campaigns)

Target 3:

Operating systems and processes will be functioning and efficient and so support the school in delivering its mission to students.

- Produce an outline draft of an operations manual which makes explicit the standard operating procedures by which the non-academic functioning of the school are sustained
- Implement a reliable system for maintaining an accurate inventory of resources throughout the school
- PYP teachers will have access to an online resource database tied to the UoIs and will be using it
- The Rules of Employment shall be revised in order to be fully accurate and relevant to all categories of employee and work in alignment with other key HR documentation

RISK & SAFETY

“Uphold high standards of personal and organizational safety through the maintenance of a risk-aware culture”

Target 1:

All programs will be continually subject to rigorous and regular risk assessment and risk mitigation process and procedure.

- The school policies on risk (personal, reputation, organizational, etc.) will be accessible, clearly understood and followed
- Review the effectiveness of current practices for bus transportation and make final recommendations for improvements
- Ensure for the effective accounting of visitors to campus through a reliable and well maintained reception
- The Child Protection Team procedures and policies will be reviewed and training set up for all members.

GOVERNANCE & LEADERSHIP

“Actively support, promote and ensure the successful implementation of the school's mission and strategic goals.”

Target 1:

The Board of Directors ensure that in its documentation and practice, it upholds the highest standards of international school governance.

- Establish a class for ‘governance’ in Haiku which informs directors and trustees in successfully carrying out their role

Target 2:

Recruit and orient new members of the directors and trustees as appropriate to meet the strategic and fiduciary objectives of the school.

- The Board of Directors & Board of Trustees shall consist of representative individuals capable of ensuring the fiduciary and strategic operations of the board as well as with those members capable of advocating for and supporting the long term sustainability of NIS as a key partner in the Nagoya community and economy