

# CHANEL COLLEGE

## ANNUAL FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 DECEMBER 2023

#### School Directory

<b>Ministry Number:</b>	244
<b>Principal:</b>	Myra Coley
<b>School Address:</b>	Herbert Street, Masterton
<b>School Postal Address:</b>	P O Box 719, Masterton
<b>School Phone:</b>	06 370 0612
<b>School Email:</b>	admin@chanelcollege.school.nz

#### Members of the Board:

Name	Position	How Position Gained	Term Expired/ Expires
Nicola Murray	Parent Representative/Presiding Member	Elected Sep 22	Jun-25
Myra Coley	Principal	Appointed Jan 22	
Kim Teahan	Proprietors Appointee	Appointed Oct 16	Jun-25
Odette Bayliss	Proprietors Appointee	Appointed Sep 22	Jun-25
James O'Connor	Parent Representative	Elected Sep 22	Jun-25
Richard Fleming	Parent Representative	Elected Sep 22	Jun-25
John Hardie	Parent Representative	Elected Sep 22	Jun-25
Ryan Soriano	Proprietors Appointee	Appointed Mar 23	Resigned Oct 23
Angela Gregory	Staff Representative	Elected Sep 22	Jun-25
Emma Jackson	Student Representative	Elected Sep 22	Sep-23
Casper Morcilla	Student Representative	Elected September 202	Sep-24
Michael Murphy	Parent Representative	Selected May 2023	Jun-25
Thomas Vazhathara	Proprietors Appointee	Appointed May 2023	Jun-25

<b>Accountant / Service Provider:</b>	McPhee Accounting Services Limited
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# CHANEL COLLEGE

Annual Financial Statements - For the year ended 31 December 2023

## Index

Page	Statement
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<u>1</u>	Statement of Responsibility
<u>2</u>	Statement of Comprehensive Revenue and Expense
<u>3</u>	Statement of Changes in Net Assets/Equity
<u>4</u>	Statement of Financial Position
<u>5</u>	Statement of Cash Flows
<u>6 - 19</u>	Notes to the Financial Statements

Independent Auditor's Report

### Other Information

Analysis of Variance

Kiwisport & Statement of Compliance with Employment Policy

# Chanel College

## Statement of Responsibility

For the year ended 31 December 2023

The Board 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.

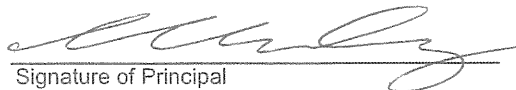
It is the opinion of the Board and management that the annual financial statements for the financial year ended 31 December 2023 fairly reflects the financial position and operations of the school.

The School's 2023 financial statements are authorised for issue by the Board.

Nicola Ann Murray  
Full Name of Presiding Member

MYRA COLEY  
Full Name of Principal

  
Signature of Presiding Member

  
Signature of Principal

19/5/24  
Date:

19.5.24  
Date:

# Chanel College

## Statement of Comprehensive Revenue and Expense

For the year ended 31 December 2023

		2023	2023	2022
	Notes	Actual	Budget	Actual
		\$	(Unaudited)	\$
			\$	
<b>Revenue</b>				
Government Grants	2	4,128,499	3,397,650	3,375,390
Locally Raised Funds	3	97,870	83,900	94,561
Use of Proprietor's Land and Buildings		364,564	400,000	365,438
Interest		23,599	3,500	7,280
Gain on Sale of Property, Plant and Equipment		-	-	1,300
<b>Total Revenue</b>		4,614,532	3,885,050	3,843,969
<b>Expense</b>				
Locally Raised Funds	3	118,651	79,950	48,943
Learning Resources	4	3,486,390	2,884,812	2,795,198
Administration	5	339,282	274,110	291,087
Interest		7,422	1,550	3,221
Property	6	652,268	672,370	617,472
Other Expense	7	2,902	2,902	2,902
Loss on Disposal of Property, Plant and Equipment		1,735	-	93
<b>Total Expense</b>		4,608,650	3,915,694	3,758,916
<b>Net Surplus / (Deficit) for the year</b>		5,882	(30,644)	85,053
Other Comprehensive Revenue and Expense		-	-	-
<b>Total Comprehensive Revenue and Expense for the Year</b>		5,882	(30,644)	85,053

The above Statement of Comprehensive Revenue and Expense should be read in conjunction with the accompanying notes which form part of these financial statements.

# Chanel College

## Statement of Changes in Net Assets/Equity

For the year ended 31 December 2023

	Notes	2023 Actual \$	2023 Budget (Unaudited) \$	2022 Actual \$
<b>Equity at 1 January</b>		819,126	819,126	724,178
Total comprehensive revenue and expense for the year		5,882	(30,644)	85,053
Contributions from / (Distributions to) the Ministry of Education		-	-	-
Contribution - Furniture and Equipment Grant		50,640	9,800	9,895
<b>Equity at 31 December</b>		875,648	798,282	819,126
Accumulated comprehensive revenue and expense		875,648	798,282	819,126
Reserves		-	-	-
<b>Equity at 31 December</b>		875,648	798,282	819,126

The above Statement of Changes in Net Assets/Equity should be read in conjunction with the accompanying notes which form part of these financial statements.

# Chanel College

## Statement of Financial Position

As at 31 December 2023

	Notes	2023 Actual \$	2023 Budget (Unaudited) \$	2022 Actual \$
<b>Current Assets</b>				
Cash and Cash Equivalents	8	594,777	550,058	468,036
Accounts Receivable	9	279,442	213,000	243,128
GST Receivable		42,787	25,000	21,174
Prepayments		20,071	20,000	17,155
Inventories	10	-	-	310
Investments	11	139,108	136,061	134,561
		1,076,185	944,119	884,364
<b>Current Liabilities</b>				
Accounts Payable	13	345,149	259,000	240,010
Borrowings	14	15,478	-	-
Revenue Received in Advance	15	54,706	11,810	23,767
Provision for Cyclical Maintenance	16	14,587	12,000	12,000
Finance Lease Liability	17	17,110	13,790	16,288
Funds held in Trust	18	50	50	50
Funds held on behalf of School Cluster	19	260	-	420
		447,340	296,650	292,535
<b>Working Capital Surplus/(Deficit)</b>		628,845	647,469	591,829
<b>Non-current Assets</b>				
Property, Plant and Equipment	12	439,923	250,222	315,222
Intangible Assets	28	26,584	26,584	29,486
		466,507	276,806	344,708
<b>Non-current Liabilities</b>				
Borrowings	14	61,912	-	-
Provision for Cyclical Maintenance	16	145,386	120,400	98,400
Finance Lease Liability	17	12,406	5,593	19,011
		219,704	125,993	117,411
<b>Net Assets</b>		875,648	798,282	819,126
<b>Equity</b>		875,648	798,282	819,126

The above Statement of Financial Position should be read in conjunction with the accompanying notes which form part of these financial statements.

# Chanel College

## Statement of Cash Flows

For the year ended 31 December 2023

	Note	2023 Actual \$	2023 Budget (Unaudited) \$	2022 Actual \$
<b>Cash flows from Operating Activities</b>				
Government Grants		1,352,934	1,191,159	1,095,390
Locally Raised Funds		111,301	72,878	65,545
International Students		17,900	10,000	2,009
Goods and Services Tax (net)		(20,137)	(3,833)	(11,510)
Payments to Employees		(714,499)	(573,134)	(556,989)
Payments to Suppliers		(554,293)	(608,642)	(436,097)
Interest Paid		(7,422)	(1,550)	(3,221)
Interest Received		21,053	3,181	5,099
Net cash from/(to) Operating Activities		206,837	90,059	160,226
<b>Cash flows from Investing Activities</b>				
Proceeds from Sale of Property Plant & Equipment (and Intangibles)		-	-	1,824
Purchase of Property Plant & Equipment (and Intangibles)		(184,772)	-	(111,917)
Purchase of Investments		(4,547)	(1,500)	(1,532)
Net cash from/(to) Investing Activities		(189,319)	(1,500)	(111,625)
<b>Cash flows from Financing Activities</b>				
Furniture and Equipment Grant		50,640	9,800	9,895
Finance Lease Payments		(18,648)	(15,916)	(16,364)
Loans Received		77,390	-	-
Funds Administered on Behalf of Other Parties		(159)	(421)	(7,505)
Net cash from/(to) Financing Activities		109,223	(6,537)	(13,974)
<b>Net increase/(decrease) in cash and cash equivalents</b>		<b>126,741</b>	<b>82,022</b>	<b>34,627</b>
Cash and cash equivalents at the beginning of the year	8	468,036	468,036	433,409
<b>Cash and cash equivalents at the end of the year</b>	<b>8</b>	<b>594,777</b>	<b>550,058</b>	<b>468,036</b>

The Statement of Cash Flows records only those cash flows directly within the control of the School. This means centrally funded teachers' salaries, use of land and buildings grant and expense and other notional items have been excluded.

The above Statement of Cash Flows should be read in conjunction with the accompanying notes which form part of these financial statements.

# Chanel College

## Notes to the Financial Statements

### For the year ended 31 December 2023

#### 1. Statement of Accounting Policies

##### **a) Reporting Entity**

Chanel College (the School) is a Crown entity as specified in the Crown Entities Act 2004 and a school as described in the Education and Training Act 2020. 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 statements have been prepared for the period 1 January 2023 to 31 December 2023 and in accordance with the requirements of the Education and Training Act 2020.

###### **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 and Training Act 2020 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 expense 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.

###### **Cyclical maintenance**

A school recognises its obligation to maintain the Ministry's buildings in a good state of repair as a provision for cyclical maintenance. This provision relates mainly to the painting of the school buildings. The estimate is based on the school's best estimate of the cost of painting the school and when the school is required to be painted, based on an assessment of the school's condition. During the year, the Board assesses the reasonableness of its painting maintenance plan on which the provision is based. Cyclical maintenance is disclosed at note 16.

###### **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**

Determining whether a lease is a finance lease or an operating lease requires judgement as to whether the lease transfers substantially all the risks and rewards of ownership to the school. A lease is classified as a finance lease if it transfers substantially all risks and rewards incidental to ownership of an underlying asset to the lessee. In contrast, an operating lease is a lease that does not transfer substantially all the risks and rewards incidental to ownership of an asset to the lessee.

Judgement is required on various aspects that include, but are not limited to, the fair value of the leased asset, the economic life of the leased asset, whether or not to include renewal options in the lease term, and determining an appropriate discount rate to calculate the present value of the minimum lease payments. Classification as a finance lease means the asset is recognised in the statement of financial position as property, plant, and equipment, whereas for an operating lease no such asset is recognised. Finance lease liability disclosures are contained in note 17. Future operating lease commitments are disclosed in note 24.

**Recognition of grants**

The School reviews the grants monies received at the end of each reporting period and whether any require a provision to carry forward 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.

Other Ministry Grants for directly funded programs are recorded as revenue when the School has the rights to the funding in the period they relate to. The grants are not received in cash by the School and are paid directly by the Ministry of Education.

The property from which the School operates is owned by the Proprietor. Grants for the use of land and buildings are not received in cash by the school as they equate to the deemed expense for using the land and buildings. This expense is based on an assumed market rental yield on the land and buildings as used for rating purposes.

This is a non-cash revenue that is offset by a non-cash expense. The use of land and buildings grants and associated expenditure are recorded in the period the School uses the land and buildings.

**Other Grants where conditions exist**

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 recognised as an asset and revenue when the right to receive funding or the asset has been established unless there is an obligation to return funds if conditions are not met. If conditions are not met, funding is recognised as revenue in advance and recognised as revenue when conditions are satisfied.

**Interest Revenue**

Interest Revenue earned on cash and cash equivalents and investments is recorded as revenue in the period it is earned.

**d) 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.

#### e) 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.

#### f) 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.

#### g) Accounts Receivable

Short-term receivables are recorded at the amount due, less an allowance for expected credit losses (uncollectable debts). The schools receivables are largely made up of funding from the Ministry of Education. Therefore the level of uncollectable debts is not considered to be material. However, short-term receivables are written off when there is no reasonable expectation of recovery.

#### h) Inventories

Inventories are consumable items held for sale and are comprised 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.

#### i) Investments

Bank term deposits are initially measured at the amount invested. Interest is subsequently accrued and added to the investment balance. A loss allowance for expected credit losses is recognised if the estimated loss allowance is material.

#### j) Property, Plant and Equipment

Land and buildings owned by the Proprietor 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 Proprietor 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.

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.

#### Finance Leases

A finance lease transfers to the lessee substantially all the risks and rewards incidental to ownership of an asset, whether or not title is eventually transferred. At the start of the lease term, finance leases are recognised as assets and liabilities in the statement of financial position at the lower of the fair value of the leased asset or the present value of the minimum lease payments. The finance charge is charged to the surplus or deficit over the lease period so as to produce a constant periodic rate of interest on the remaining balance of the liability. The amount recognised as an asset is depreciated over its useful life. If there is no reasonable certainty whether the school will obtain ownership at the end of the lease term, the asset is fully depreciated over the shorter of the lease term and its useful life.

#### 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:

Furniture and equipment	10–15 years
Information and communication technology	4–5 years
Motor vehicles	5 years
Textbooks	3 years
Leased assets held under a Finance Lease	Term of Lease
Library resources	12.5% Diminishing value

#### k) 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 and research expenditure are recognised as an expense in the Statement of Comprehensive Revenue and Expense when incurred.

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.

#### **l) 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. If such indication exists, the School estimates the asset's recoverable service amount. 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 surplus or deficit.

The reversal of an impairment loss is recognised in surplus or deficit. A previously recognised impairment loss is reversed only if there has been a change in the assumptions used to determine the asset's recoverable service amount since the last impairment loss was recognised.

#### **m) 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.

#### **n) Employee Entitlements**

##### *Short-term employee entitlements*

Employee entitlements that are expected to be settled within 12 months after the end of the reporting period in which the employees provide the related service are measured based on accrued entitlements at current rates of pay. These include salaries and wages accrued up to balance date and annual leave earned, by non teaching staff, but not yet taken at balance date.

##### *Long-term employee entitlements*

Employee benefits that are not expected to be settled wholly before 12 months after the end of the reporting period in which the employee provides the related service, such as retirement and long service leave, have been calculated on an actuarial basis.

The calculations are based on the likely future entitlements accruing to employees, based on years of service, years to entitlement, the likelihood that employees will reach the point of entitlement, and contractual entitlement information, and the present value of the estimated future cash flows. Remeasurements are recognised in surplus or deficit in the period in which they arise.

#### **o) Revenue Received in Advance**

Revenue received in advance relates to fees received from parents 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 students activities, should the School be unable to provide the services to which they relate.

#### **p) 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 Comprehensive Revenue and Expense.

The School holds sufficient funds to enable the funds to be used for their intended purpose at any time.

**q) Shared Funds**

Shared Funds are held on behalf of a cluster of participating schools as agreed with the Ministry of Education. In instances where funds are outside of the School's control, these amounts are not recorded in the Statement of Comprehensive Revenue and Expense. The School holds sufficient funds to enable the funds to be used for their intended purpose.

**r) Provision for Cyclical Maintenance**

The property from which the school operates is owned by the Proprietor. 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 is a reasonable estimate, based on the school's best estimate of the cost of painting the school and when the school is required to be painted, based on an assessment of the school's condition.

The School carries out painting maintenance of the whole school over a 7 to 10 year period. The economic outflow of this is dependent on the plan established by the school to meet this obligation and is detailed in the notes and disclosures of these accounts.

**s) Financial Instruments**

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 initially recognised at fair value and subsequently measured at amortised cost, using the effective interest method.

Investments that are shares are categorised as 'financial assets at fair value through other comprehensive revenue and expense' for accounting purposes in accordance with financial reporting standards. On initial recognition of an equity investment that is not held for trading, the School may irrevocably elect to present subsequent changes in the investment's fair value in other comprehensive revenue and expense. This election has been made for investments that are shares. Subsequent to initial recognition, these assets are measured at fair value. Dividends are recognised as income in surplus or deficit unless the dividend clearly represents a recovery of part of the cost of the investment. Other net gains and losses are recognised in other comprehensive revenue and expense and are never reclassified to surplus or deficit.

The School's financial liabilities comprise accounts payable, borrowings, finance lease liability, and painting contract liability. Financial liabilities are subsequently measured at amortised cost using the effective interest method. Interest expense and any gain or loss on derecognition are recognised in surplus or deficit.

**t) Borrowings**

Borrowings on normal commercial terms are initially recognised at the amount borrowed plus transaction costs. Interest due on the borrowings is subsequently accrued and added to the borrowings balance. 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 balance date.

**u) 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.

**v) Budget Figures**

The budget figures are extracted from the School budget that was approved by the Board.

**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

	2023 Actual \$	2023 Budget (Unaudited) \$	2022 Actual \$
Government Grants - Ministry of Education	1,281,056	1,058,416	1,042,228
Teachers' Salaries Grants	2,792,501	2,300,000	2,275,585
Other Government Grants	54,942	39,234	57,577
	<u>4,128,499</u>	<u>3,397,650</u>	<u>3,375,390</u>

The school has opted in to the donations scheme for this year. Total amount received was \$42,691.

## 3. Locally Raised Funds

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

	2023 Actual \$	2023 Budget (Unaudited) \$	2022 Actual \$
<b>Revenue</b>			
Donations & Bequests	5,450	4,000	10,682
Curriculum related Activities - Purchase of goods and services	14,468	3,500	17,200
Fees for Extra Curricular Activities	21,051	21,350	11,335
Trading	1,194	1,600	970
Fundraising & Community Grants	4,290	9,000	18,869
Other Revenue	46,017	34,450	33,496
International Student Fees	5,400	10,000	2,009
	<u>97,870</u>	<u>83,900</u>	<u>94,561</u>
<b>Expense</b>			
Extra Curricular Activities Costs	107,445	77,350	41,439
Trading	310	-	1,802
Fundraising and Community Grant Costs	1,969	2,000	4,901
Other Locally Raised Funds Expenditure	1,753	600	455
International Student - Other Expenses	7,174	-	346
	<u>118,651</u>	<u>79,950</u>	<u>48,943</u>
<i>Surplus/ (Deficit) for the year Locally Raised Funds</i>	<u>(20,781)</u>	<u>3,950</u>	<u>45,618</u>

During the year, the School hosted 3 International students (2022:1)

## 4. Learning Resources

	2023 Actual \$	2023 Budget (Unaudited) \$	2022 Actual \$
Curricular	132,947	149,136	88,012
Equipment Repairs	1,571	1,100	637
Information and Communication Technology	41,428	42,500	36,398
Library Resources	683	850	564
Employee Benefits - Salaries	3,202,169	2,595,926	2,577,042
Staff Development	26,558	30,300	16,064
Depreciation	81,034	65,000	76,481
	<u>3,486,390</u>	<u>2,884,812</u>	<u>2,795,198</u>

## 5. Administration

	2023 Actual \$	2023 Budget (Unaudited) \$	2022 Actual \$
Audit Fees	7,017	6,615	6,813
Board Fees	4,340	6,550	5,625
Board Expenses	4,097	1,060	12,276
Communication	4,718	5,000	5,498
Consumables	354	200	359
Other	63,115	34,080	48,489
Employee Benefits - Salaries	238,321	200,605	192,295
Insurance	12,520	15,000	11,762
Service Providers, Contractors and Consultancy	4,800	5,000	7,970
	<u>339,282</u>	<u>274,110</u>	<u>291,087</u>

## 6. Property

	2023 Actual \$	2023 Budget (Unaudited) \$	2022 Actual \$
Caretaking and Cleaning Consumables	7,649	5,500	7,278
Consultancy and Contract Services	71,350	72,000	73,097
Cyclical Maintenance	49,573	22,000	21,200
Grounds	3,167	2,000	3,980
Heat, Light and Water	36,067	48,300	43,145
Rates	13,433	15,020	12,609
Repairs and Maintenance	32,809	34,050	25,787
Use of Land and Buildings	364,564	400,000	365,438
Security	7,795	5,000	6,741
Employee Benefits - Salaries	65,861	68,500	58,197
	<u>652,268</u>	<u>672,370</u>	<u>617,472</u>

The use of land and buildings figure represents 8% of the school's total property value. This is used as a 'proxy' for the market rental of the property.

## 7. Other Expense

	2023 Actual	2023 Budget (Unaudited)	2022 Actual
Amortisation of Intangible Assets	2,902	2,902	2,902
	<u>2,902</u>	<u>2,902</u>	<u>2,902</u>

## 8. Cash and Cash Equivalents

	2023 Actual	2023 Budget (Unaudited)	2022 Actual
	\$	\$	\$
Bank Accounts	599,317	550,058	468,036
Bank Overdraft	(4,540)	-	-
Cash and cash equivalents for Statement of Cash Flows	<u>594,777</u>	<u>550,058</u>	<u>468,036</u>

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

Of the \$594,777 Cash and Cash Equivalents, \$14,648 of unspent grant funding is held by the School. This funding is subject to conditions which specify how the grant is required to be spent. If these conditions are not met, the funds will need to be returned.

Of the \$594,777 Cash and Cash Equivalents, \$260 is held by the School on behalf of the Wairarapa Secondary Schools (LTM) Cluster. See note 19 for details of how the funding received for the cluster has been spent in the year.

## 9. Accounts Receivable

	2023 Actual	2023 Budget (Unaudited)	2022 Actual
	\$	\$	\$
Receivables	20,190	10,000	11,825
Receivables from the Ministry of Education	20,107	-	7,664
Interest Receivable	5,227	3,000	2,681
Banking Staffing Underuse	3,606	-	41,742
Teacher Salaries Grant Receivable	230,312	200,000	179,216
	<u>279,442</u>	<u>213,000</u>	<u>243,128</u>
Receivables from Exchange Transactions	25,417	13,000	14,506
Receivables from Non-Exchange Transactions	254,025	200,000	228,622
	<u>279,442</u>	<u>213,000</u>	<u>243,128</u>

## 10. Inventories

	2023 Actual	2023 Budget (Unaudited)	2022 Actual
	\$	\$	\$
School Uniforms	-	-	310
	<u>-</u>	<u>-</u>	<u>310</u>

## 11. Investments

The School's investment activities are classified as follows:

	2023 Actual	2023 Budget (Unaudited)	2022 Actual
	\$	\$	\$
Current Asset			
Short-term Bank Deposits	139,108	136,061	134,561
Non-current Asset			
Long-term Bank Deposits	-	-	-
Total Investments	<u>139,108</u>	<u>136,061</u>	<u>134,561</u>

## 12. Property, Plant and Equipment

	Opening Balance (NBV)	Additions	Disposals	Impairment	Depreciation	Total (NBV)
2023	\$	\$	\$	\$	\$	\$
Furniture and Equipment	111,788	165,489	-	-	(30,529)	246,748
Information and Communication Technology	166,187	28,773	-	-	(29,481)	165,479
Motor Vehicles	-	-	-	-	-	-
Leased Assets	28,060	12,865	-	-	(20,050)	20,875
Library Resources	9,187	343	-	(1,735)	(974)	6,821
<b>Balance at 31 December 2023</b>	<b>315,222</b>	<b>207,470</b>	<b>-</b>	<b>(1,735)</b>	<b>(81,034)</b>	<b>439,923</b>

The net carrying value of furniture and equipment held under a finance lease is \$20,875 (2022: \$28,060)

### Restrictions

With the exception of the contractual restrictions related to the above noted finance leases, there are no restrictions over the title of the school's property, plant and equipment, nor are any property, plant and equipment pledged as security for liabilities.

	2023 Cost or Valuation	2023 Accumulated Depreciation	2023 Net Book Value	2022 Cost or Valuation	2022 Accumulated Depreciation	2022 Net Book Value
	\$	\$	\$	\$	\$	\$
Furniture and Equipment	709,466	(462,718)	246,748	543,977	(432,189)	111,788
Information and Communication Technology	912,067	(746,588)	165,479	883,295	(717,108)	166,187
Motor Vehicles	48,870	(48,870)	-	48,870	(48,870)	-
Leased Assets	114,101	(93,226)	20,875	101,236	(73,176)	28,060
Library Resources	45,242	(38,421)	6,821	55,354	(46,167)	9,187
<b>Balance at 31 December 2023</b>	<b>1,829,746</b>	<b>(1,389,823)</b>	<b>439,923</b>	<b>1,632,732</b>	<b>(1,317,510)</b>	<b>315,222</b>

## 13. Accounts Payable

	2023 Actual	2023 Budget (Unaudited)	2022 Actual
	\$	\$	\$
Creditors	83,366	35,000	28,878
Accruals	7,017	7,000	6,813
Employee Entitlements - Salaries	240,639	202,000	189,522
Employee Entitlements - Leave Accrual	14,127	15,000	14,797
	<b>345,149</b>	<b>259,000</b>	<b>240,010</b>
Payables for Exchange Transactions	345,149	259,000	240,010
Payables for Non-exchange Transactions - Taxes Payable (PAYE and Rates)	-	-	-
Payables for Non-exchange Transactions - Other	-	-	-
	<b>345,149</b>	<b>259,000</b>	<b>240,010</b>

The carrying value of payables approximates their fair value.



#### 14. Borrowings

	2023 Actual	2023 Budget (Unaudited)	2022 Actual
	\$	\$	\$
Loans due in one year	15,478	-	-
Loans due after one year	61,912	-	-
	<u>77,390</u>	<u>-</u>	<u>-</u>

The school has borrowings at 31 December 2023 of \$77,390 (31 December 2022 \$0). This loan is from the Energy Efficiency & Conservation Authority for the purpose of upgrading lighting in the school. The loan is unsecured, interest is % per annum and the loan is payable in equal quarterly instalments of \$3,869.50.

#### 15. Revenue Received in Advance

	2023 Actual	2023 Budget (Unaudited)	2022 Actual
	\$	\$	\$
Grants in Advance - Ministry of Education	1,663	1,310	10,420
International Student Fees in Advance	12,500	-	-
Other revenue in Advance	40,543	10,500	13,347
	<u>54,706</u>	<u>11,810</u>	<u>23,767</u>

#### 16. Provision for Cyclical Maintenance

	2023 Actual	2023 Budget (Unaudited)	2022 Actual
	\$	\$	\$
Provision at the Start of the Year	110,400	110,400	89,200
Increase to the Provision During the Year	49,573	22,000	21,200
Other Adjustments	-	-	-
Provision at the End of the Year	<u>159,973</u>	<u>132,400</u>	<u>110,400</u>
Cyclical Maintenance - Current	14,587	12,000	12,000
Cyclical Maintenance - Non current	145,386	120,400	98,400
	<u>159,973</u>	<u>132,400</u>	<u>110,400</u>

Per the cyclical maintenance schedule, the school is next expected to undertake painting works during 2030. This plan is based on the schools 10 Year Property plan.

#### 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:

	2023 Actual	2023 Budget (Unaudited)	2022 Actual
	\$	\$	\$
No Later than One Year	18,833	16,290	18,441
Later than One Year and no Later than Five Years	13,007	6,093	20,119
Later than Five Years	(2,324)	(3,000)	(3,260)
Future Finance Charges			
	<u>29,516</u>	<u>19,383</u>	<u>35,300</u>
<b>Represented by</b>			
Finance lease liability - Current	17,110	13,790	16,289
Finance lease liability - Non current	12,406	5,593	19,011
	<u>29,516</u>	<u>19,383</u>	<u>35,300</u>

#### 18. Funds held in Trust

	2023 Actual \$	2023 Budget (Unaudited) \$	2022 Actual \$
Funds Held in Trust on Behalf of Third Parties - Current	50	50	50
Funds Held in Trust on Behalf of Third Parties - Non-current	-	-	-
	<u>50</u>	<u>50</u>	<u>50</u>

These funds relate to arrangements where the school is acting as an agent. These amounts are not revenue or expense of the school and therefore are not included in the Statement of Comprehensive Revenue and Expense.

#### 19. Funds Held on Behalf of Cluster

##### Wairarapa Secondary Schools (LTM) Cluster

Chanel College is the lead school and holds funds on behalf of the Wairarapa Secondary Schools group, a group of schools funded by the Masterton Trust Lands Trust to share ICT professional development.

	2023 Actual \$	2023 Budget (Unaudited) \$	2022 Actual \$
Funds Held at Beginning of the Year	420	420	7,649
Funds Received from Cluster Members	-	-	1,000
Funds Spent on Behalf of the Cluster	160	420	8,229
Funds remaining	<u>260</u>	<u>-</u>	<u>420</u>
Funds Held at Year End	<u>260</u>	<u>-</u>	<u>420</u>

#### 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.

The Proprietor of the School (Catholic Archdiocese of Wellington) is a related party of the School Board because the proprietor appoints representatives to the School Board, giving the proprietor significant influence over the School Board. Any services or contributions between the School Board and Proprietor have been disclosed appropriately. If the proprietor collects fund on behalf of the school (or vice versa), the amounts are disclosed.

The Proprietor provides land and buildings free of charge for use by the School Board as noted in Note 1(c). The estimated value of this use during the current period is included in the Statement of Comprehensive Revenue and Expense as 'Use of Land and Buildings'.

Nicola Murray is a Board Member and also owns Murray Plumbing Limited. During the year they were contracted to provide plumbing services for a discounted rate. The total value of all transactions for the year was \$927.34 (2022: \$784) and no amount is outstanding as at balance date (2022: Nil). Because this amount is less than \$25,000 (excl GST) for the year, the contract does not require Ministry approval under s10 of Schedule 23 of the Education and Training Act 2020.

## 21. Remuneration

### Key management personnel compensation

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

	2023 Actual \$	2022 Actual \$
<i>Board Members</i>		
Remuneration	4,340	5,625
<i>Leadership Team</i>		
Remuneration	541,538	413,851
Full-time equivalent members	4	3.34
Total key management personnel remuneration	545,878	419,476

There are 11 members of the Board excluding the Principal. The Board had held 8 full meetings of the Board in the year. The Board also has a Finance Committee (5 members including the Principal) that met twice during the year in order to prepare the annual budget. There was no Property Committee delegated within 2023, therefore meetings were ad-hoc. Ad-hoc meetings were also held as required to discuss employment matter.

As well as these regular meetings, including preparation time, the Presiding member and other Board members have also been involved in ad hoc meetings to consider student welfare matters including stand downs, suspensions, and other disciplinary matters.

### Principal 1

The total value of remuneration paid or payable to the Principal was in the following bands:

	2023 Actual \$000	2022 Actual \$000
Salaries and Other Short-term Employee Benefits:		
Salary and Other Payments	150-160	140-150
Benefits and Other Emoluments	0-5	0-5
Termination Benefits	-	-

### Principal 2

The total value of remuneration paid or payable to the Principal was in the following bands:

	2023 Actual \$000	2022 Actual \$000
Salaries and Other Short-term Employee Benefits:		
Salary and Other Payments	-	10-20
Benefits and Other Emoluments	-	-
Termination Benefits	-	-

### Other Employees

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

Remuneration \$000	2023 FTE Number	2022 FTE Number
100 - 110	8.00	4.00
110 - 120	3.00	4.00
120 - 130	5.00	0.00
	16.00	8.00

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 board members, committee members, 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:

	2023 Actual	2022 Actual
Total	-	\$6,188
Number of People	-	1

## 23. Contingencies

There are no contingent liabilities (except as noted below) and no contingent assets as at 31 December 2023 (Contingent liabilities and assets at 31 December 2022: nil).

### Holidays Act Compliance – Schools Payroll

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

The Ministry continues to review the Schools Sector Payroll to ensure compliance with the Holidays Act 2003. An initial remediation payment has been made to some current school employees. The Ministry is continuing to perform detailed analysis to finalise calculations and the potential impacts of specific individuals, as such, this is expected to resolve the liability for school boards.

### Pay Equity Settlement Wash-Up Amounts

In 2023 the Ministry of Education provided additional funding for non-teaching collective and pay equity agreements. The school is yet to receive a final wash-up that adjusts the estimated quarterly instalments for the actual eligible staff members employed in 2023. The Ministry is in the process of determining wash-up payments or receipts for the year ended 31 December 2023. However, as at the reporting date, this amount had not been calculated and therefore is not recorded in these financial statements.

## 24. Commitments

### (a) Capital Commitments

As at 31 December 2023 the Board has not entered into contract agreements.  
(Capital commitments at 31 December 2022: \$ Nil)

### (b) Operating Commitments

As at 31 December 2023 the Board has not entered into operating commitment contracts

(Operating commitments at 31 December 2022: \$ Nil)

## 25. Financial Instruments

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

### Financial assets measured at amortised cost

	2023 Actual	2023 Budget (Unaudited)	2022 Actual
	\$	\$	\$
Cash and Cash Equivalents	594,777	550,058	468,036
Receivables	279,442	213,000	243,128
Investments - Term Deposits	139,108	136,061	134,561
Total financial assets measured at amortised cost	<u>1,013,327</u>	<u>899,119</u>	<u>845,725</u>

### Financial liabilities measured at amortised cost

	2023	2023	2022
	345,149	259,000	240,010
Payables	77,390	-	-
Borrowings - Loans	29,516	19,383	35,299
Finance Leases	<u>452,055</u>	<u>278,383</u>	<u>275,309</u>
Total financial liabilities measured at amortised cost			

## 26. Events After Balance Date

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

## 27. Comparatives

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

## 28. Equitable Leasehold Interest

An equitable leasehold interest recognises an interest in an asset without transferring ownership or creating a charge over the asset. This equitable leasehold interest represents the board's interest in capital works assets owned by the proprietor but paid for in whole or in part by the board of trustees, either from government funding or community raised funds. A lease between the board and the proprietor records the terms of the equitable lease and includes a detailed schedule of capital works assets. The equitable leasehold interest is amortised over 10-40 years based on the economic life of the capital works assets involved. The interest may be realised on the sale of the capital works by the proprietor or the closure of the school.

	2023	Cost \$	Accum Dep \$	Book Value \$	203 Depn \$
Buildings		116,096	89,512	26,584	2,902
	2022	Cost \$	Accum Dep \$	Book Value \$	2022 Depn \$
Buildings		116,096	86,610	29,486	2,902

## INDEPENDENT AUDITOR'S REPORT

### TO THE READERS OF CHANEL COLLEGE'S FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023

The Auditor-General is the auditor of Chanel College (the School). The Auditor-General has appointed me, Michael Smit, using the staff and resources of Cotton Kelly Smit Limited (CKS Audit), 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 19, that comprise the statement of financial position as at 31 December 2023, 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 2023; 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 the Public Sector - Public Benefit Entity Standards, Reduced Disclosure Regime.

Our audit was completed on 22 May 2024. 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 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 for the financial statements

The Board 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 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 is responsible on behalf of the School for assessing the School's ability to continue as a going concern. The Board 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's responsibilities, in terms of the requirements of the Education and Training Act 2020, arise from section 134 of the Education and Training Act 2020.

### **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.
- We conclude on the appropriateness of the use of the going concern basis of accounting by the Board 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 school 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 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 arise from the Public Audit Act 2001.

**Other information**

The Board is responsible for the other information. The other information comprises the information included in the Analysis/Statement of Variance, the Kiwisport & Statement of Compliance with Employment Policy, Board Member list, Chanel College Te Tiriti Statement and the Statement of Responsibility 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: *International 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.



Michael Smit  
CKS Audit  
On behalf of the Auditor-General  
Palmerston North, New Zealand



# Statement of Variance Reporting



<b>School Name:</b>	Chanel College	<b>School Number</b>	244
<b>Strategic Aim:</b>	To ensure every student is able to attain their highest possible standard in educational achievement in a Catholic christian community		
<b>Annual Aim:</b>	<a href="#">Click here to record your annual aim (as set out in your charter).</a>		
<b>Target:</b>	<div>Year 9 Reading 85% early level 5 Writing 80% early level 5 Mathematics 85% early level 5</div> <div>Year 10 Reading 85% Level 5 Writing 80% Level 5 Mathematics 85% Level 5</div>		
<b>Baseline Data:</b>	<a href="#">Click here to record your baseline data. This is your starting point and will allow you to measure your progress through the year.</a>		

<b>Actions</b> <i>What did we do?</i>	<b>Outcomes</b> <i>What happened?</i>	<b>Reasons for the variance</b> <i>Why did it happen?</i>	<b>Evaluation</b> <i>Where to next?</i>
<p>Record the specific actions you have taken throughout the year to achieve, or make progress towards achieving, the target set out in your charter. These actions may include changes to practice, implementation of different strategies, use of new resources/personnel etc.</p>	<p>Record details of the outcomes you have achieved in relation to the target you set. Provide numbers and percentages where appropriate (eg, of students or cohorts of students that are now achieving at expected levels). You may also like to consider recording outcomes such as the reaction/response of teachers and/or students to the specific actions taken (were there changes in attitude, motivation or engagement).</p>	<p>Record an analysis of your results and discuss the possible reasons for any difference in the aims and targets set in your charter and the outcomes you have achieved.</p> <p>You might like to consider the following questions:</p> <ul style="list-style-type: none"> <li>- Why did you get (or not get) the outcomes you thought you would?</li> <li>- Which strategies worked well and had a significant impact on your progress in achieving your target? Why do you think this was the case?</li> <li>- Which strategies were not effective and had little or no impact in achieving your target? Why do you think this was the case?</li> </ul>	<p>You might like to consider the following questions:</p> <ul style="list-style-type: none"> <li>- Based on the outcomes and the reasons for these, what will you do the same/ differently next year?</li> <li>- What impact is there on current and ongoing teaching practice as a result of the actions taken and the results?</li> <li>- Have you identified any ongoing teacher or student needs?</li> <li>- What funding/resourcing may be necessary to support identified actions and needs?</li> </ul>
<b>Planning for next year:</b>			
<p>Provide a description of the actions the board will take to address any targets that were not achieved. This may involve including aims and targets in next year's planning document to address the variance.</p>			



### **Kiwisport Funding**

Kiwisport is a Government funding initiative to support student's participation in organised sport. In 2023, Chanel College received total Kiwisport funding of \$5799.80. The funding went to subsidising the cost of hiring a Sports Coordinator to organise sports teams as well as run break time activities and events. It contributed to students being able to attend additional events designed to increase participation in regular physical activity such as Tough Guy/Gal events, external coaching sessions and workshops. These events will continue in 2024 and are designed to encourage students from Years 7-13 to participate in a greater variety of sporting opportunities.

## Employer Responsibility Policy

Chanel College board acts as a good employer and takes all reasonable steps to build working relationships based on trust, confidence, and good faith. The board treats employees fairly and properly in all aspects of their employment as required by the Public Service Act 2020, and complies with legislation on employment and personnel matters. The board complies with the conditions contained in employment contracts for teaching and non-teaching staff. Chanel College ensures that the Catholic special character of the school is upheld and supported in all aspects of employment.

The board ensures strong leadership by recognising the principal as the school's educational leader, the chief executive, and an employee of the board. The board:

- appoints the principal, through the **appointment committee**
- **appraises the principal**
- works transparently and positively with the principal
- ensures delegations to the principal are robust and regularly reviewed.

The board meets reporting and administrative requirements by:

- referring to the school's **Equal Employment Opportunities** policy in its annual report on the extent of its compliance as a good employer
- ensuring that systems are in place for keeping **employee files** safe and secure.

### Support for school employees

The board:

- takes all steps, so far as is reasonably practicable, to meet its **primary duty of care** obligations to ensure good and safe working conditions for employees and responds to all reasonable concerns and requests made by employees
- considers staff **health and wellbeing (hauora)** and work-life balance, and will consider applications for **flexible working arrangements**
- ensures that all employees maintain proper standards of **integrity and conduct**, and a concern for the **safety and wellbeing of students, colleagues**, and public interest
- promotes high levels of staff performance through:
  - **performance management** and **professional development** (including budgeting for training and development programmes intended to enhance the abilities of individual employees)
  - acknowledgement of staff achievements
  - **salary units and management allowances** and **non-contact time**.
- deals effectively and fairly with any concerns through the **concerns and complaints** and **protected disclosure** procedures.

## Equal Employment Opportunities

As required by the Education and Training Act 2020 (s 597), Chanel College operates an employment policy that complies with the principle of being a **good employer** and ensures the fair and proper treatment of staff in all aspects of their employment. This Equal Employment Opportunities (EEO) policy is our framework for providing an inclusive, non-discriminatory workplace, and promoting equal opportunities for all staff members.

Chanel College promotes equal opportunities by applying our EEO framework to all relevant school policies and procedures, particularly those relating to employment (e.g. recruitment and selection, training, professional development, and promotion).

This is to ensure that we:

- treat current and prospective staff fairly
- make decisions based on relevant merit
- work to eliminate bias and discrimination.

### EEO programme

To help implement our EEO policy, we have a programme to identify processes that contribute to employment inequality. We work to change these processes and promote equal employment opportunities for individuals and groups of people. Our EEO policy and programme is available to all Chanel College staff.

Our EEO programme may include:

- developing a policy statement and establishing objectives
- appointing an **EEO representative**
- consulting with staff to hear any concerns
- creating an employee database (with informed consent for any EEO data collected)
- encouraging staff to participate in training and career development
- programme monitoring through staff meetings and board reports
- reviewing employment and personnel policies and processes.

Chanel College aims to raise awareness of discrimination and bias through our EEO programme. We support staff to discuss the development and implementation of the programme, and raise any concerns with the principal or board.





### **Chanel College Te Tiriti Statement**

Te Tiriti o Waitangi is one of Aotearoa New Zealand's founding documents and represents the binding contract between Māori and the Crown. Chanel College recognises our role and responsibility to honour and give effect to te Tiriti o Waitangi.

Under the Education and Training Act 2020, a primary objective of the board of Chanel College is giving effect to te Tiriti o Waitangi. We do this by:

- working to ensure our plans, policies, and local curriculum reflect local tikanga Māori, mātauranga Māori, and te ao Māori
- taking all reasonable steps to make instruction available in tikanga Māori and te reo Māori
- achieving **equitable outcomes** for Māori students
- providing opportunities for learners to appreciate the importance of te Tiriti o Waitangi and te reo Māori.

Chanel College works from the principles of partnership, protection, and participation to meet our obligations under te Tiriti o Waitangi. These principles reflect the three articles of te Tiriti.

#### **Partnership**

Chanel College aims to work in partnership with our local Māori community to support rangatiratanga/self-determination. We actively seek the guidance of our local Māori community to help us better meet the needs of our Māori students and ensure they experience educational success as Māori.

We consult with our local Māori community on the development of our charter/strategic plan to make sure it reflects and upholds appropriate tikanga Māori and te ao Māori. We seek opportunities to collaborate with Māori to invest in, develop, and deliver Māori-medium learning (NELP Priority 2).

#### **Protection**

Chanel College actively protects and upholds mātauranga Māori, te reo Māori, and tikanga Māori, and ensures they are meaningfully incorporated into the everyday life of our school (NELP Objective 5). We actively engage with **Ka Hikitia Ka Hāpaitia**.

We take all reasonable steps to make instruction available in te reo Māori and tikanga Māori.

We support our teachers to build their teaching capability, knowledge, and skills in te reo Māori and tikanga Māori. We provide opportunities for teachers to develop their understanding and practice of culturally responsive teaching that takes into account ākonga contexts (NELP Priority 6).

#### **Participation**

Chanel College has high aspirations for every student. We encourage the participation and engagement of students and their whānau in all aspects of school life.

Our relationships with our school community help us meet the needs of all students and sustain their identities, languages, and cultures. The participation of whānau and our wider Māori community actively informs the way we design and deliver education to ensure Māori students experience educational success as Māori (NELP Priority 2).