



POLICY 2.1 (NAG 2)

PLANNING, SELF-REVIEW, AND REPORTING POLICY

Rationale: The National Education Guidelines provide the key reference point for the Self- Review Programme for the BOT. There are many benefits to the community, in regularly reviewing their own priorities and achievements.

Objectives

- A. To develop and regularly review, the strategic section of the Charter that documents how the National Education Guidelines are being implemented, through the school policies, plans and programmes, which include outlines of curriculum, assessment and staff professional development.
- B. To require the BOT to follow a programme of self-review, covering such areas as policy, procedures and trustee development, and an evaluation of information on student achievement.
- C. To provide the community with feedback on school and student achievement, with special emphasis on literacy and numeracy levels, the progress of students at risk of underachievement, the improvement in achievement of Maori students and programmes for gifted and talented students.

Procedures

1. **Charter.** The BOT is to have a Charter, which is reviewed annually, and up-dated on a regular (e.g. 3 yearly) basis, following a process of community consultation. The BOT will keep its community informed on the general direction and priorities of the school. The BOT should have occasional Newsletters, make key planning documents available to the community, and consult on important matters of interest/development.
2. **Legal Requirements.** The Charter and Policy Documents will be cross- referenced to the National Education Goals, and National Administration Guidelines.
3. **Reporting to the Community.** The Annual report will cover the achievements of the school and its students in relation to the National Education Goals and any specific Strategic Plan Objectives.
4. **Training.** The BOT chairperson will co-ordinate the opportunities for Trustees Development.
5. **Procedure for publication of students work and images.** The principal will ensure that parents are informed about the cyber policy and enrolment packs contain student use agreement and parent authorization.

Linkage between the Self- Review Policy, Procedures and supporting documents:

Procedures	Supporting Documents
1. Community Information	School Charter, Strategic and Annual Plan, Community Newsletters and consultation opportunities.
2. Legal requirements	National Education Guidelines (NEGs) and National Administration Guidelines (NAGs).
3. Reporting to Community	Principal's Annual Report including Audited Annual Financial Report.
4. Training	BOT Minutes and STA Training Modules.
5. Procedure for publication of students work and Image	Student ICT User Agreement, Staff ICT User Agreement, BYOD Guidelines and parent authorization upon enrolment.

REVIEWED: September 2018

REVIEWER: S. Mudgway

APPROVED: October 2018

NEXT REVIEW DATE: October 2021

APPROVED BY: _____ DATE: ____/____/____ Chairperson, BOT