



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 Strategic Plan 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 Māori students and programmes for gifted and talented students.

Procedures

1. **Strategic Plan.** The BOT is to have a Strategic Plan, 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 Strategic Plan and Policy Documents will be cross- referenced to the National Education Goals, and National Administration Guidelines and the new NELPs.
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 Strategic and Annual Plan, Parent Information Booklet, Newsletters and community consultation opportunities.
2. Legal requirements	National Education Guidelines (NEGs) and National Administration Guidelines (NAGs) and the NELPs
3. Reporting to Community	Principal's Annual Report including Audited Annual Financial Report, annual Student Achievement Community Booklet.
4. Training	BOT Minutes and STA Training Modules.
5. Procedure for publication of students work and Image	5.3.1 Student Procedure, 5.3.1a Student ICT User Agreement, Staff ICT User Agreement, BYOD Guidelines and parent authorisation upon enrolment.
6. Review & Reflection	Board of Trustees Self-Review Calendar

REVIEWED: October 2021

APPROVED: November 2021

NEXT REVIEW DATE: October 2024

APPROVED BY: _____ DATE: ____/____/____ Presiding Member, BOT