

National Administrative Guideline 2j

Each Board of Trustees with the principal and teaching staff is required to:

- i. Develop a strategic plan which documents how they are giving effect to the National Education Guidelines through their policies, plans and programmes, including those for curriculum, assessment and staff professional development;
- ii. Maintain an on-going programme of self-review in relation to the above policies, plans and programmes, including evaluation of information on student achievement;
- iii. Report to students and their parents on the achievement of individuals students, and to the school's community on the achievement of students as a whole and of groups (identified through **1iii** above) including the achievement of Maori students against the plans and targets referred to in **1v** above.

Devonport Primary School National Education Guidelines and Self Review Policy

Rationale

A programme of self review and documentation of the implementation of the National Education Goals will enhance the quality of education at Devonport Primary School.

Purpose

To implement processes of self review that identify strategies for continuous improvement which ensure that quality teaching and learning takes place at Devonport Primary School.

Policy procedures

1. Charter
2. Strategic plan
3. Annual plans
4. School review
5. Curriculum review
6. Communications
7. Community Consultation
8. BOT Job descriptions
9. PTA

Conclusion

The implementation of the National Administrative Guidelines and the National Education Goals will be reviewed regularly to monitor the continuous improvement process.

Effectiveness Review

1. This policy will be reviewed annually by the Board in accordance with its self-review timetable;

2. The review will be conducted with appropriate consultation;
3. The Board will make its review available to parents and staff.

Chairperson _____ **Date:** _____

Principal _____ **Date:** _____

Procedure 1 CHARTER

- The Board will consult with the community, staff, pupils and other stakeholders in preparing and updating this document
- The Charter is reviewed every three years
- The Charter will comply with Ministry of Education requirements
- The Board will consult with the school's Maori community before sending the Charter to the Ministry of Education for approval

Procedure 2 STRATEGIC PLAN

- The plan will be updated annually with a full review every three years
- The plan will set goals and targets within the NAG framework toward the school's vision
- The plan will be developed in consultation with parents and mindful of Charter goals NEG/NAG guidelines and the school's mission and vision.

Procedure 3 ANNUAL PLAN

- The annual plan will specify targets and goals developed in consultation with staff for the year based on the Strategic plan
- The plan will identify providers, support and resources to enable the plan
- The plan will identify the actions necessary to achieve the goals set and detail the programmes designed to achieve targets set
- At the end of the year, the principal will provide an annual report based on the plan

Procedure 4 SCHOOL REVIEW

- The Board will follow a 3 year review for reporting on school operations, programmes, policies, and curriculum (attached).
- Reviews may lead to changes in policy and/ or practice
- The Board will identify who is to conduct a review and the parameters of that review
- Nothing prevents a review of a particular aspect of school life outside the timetable
- Self review will include training needs of Board members and co-opting expertise for particular projects.

Procedure 5 REPORTING BOT/ MINISTRY OF EDUCATION

- A programme of review will be reported to the Board through the year

- These reviews will include informal oral reports as well as more formal written reports
- Achievement of identified targets and the effectiveness of annual activities will be reported to the Board and community through an annual report
- Curriculum will be reviewed alongside school operations and policies as part of the 3 year cycle. It is expected that these reviews will give information that will enable the Board to set targets for student achievement.
- Copies of the annual report will be forwarded to the Ministry of Education in May of each year

Procedure 6 COMMUNICATIONS

To inform and involve parents and the community as fully as possible in the activities of the board and promote children's learning opportunities by having an effective partnership and good working relationship between the school and its community.

Board

1. Board meeting dates are advertised in school newsletters.
2. Full minutes of board meetings and other reports are available at the school office.
3. "In Committee" minutes are not published or held in the office.
4. The community is consulted on issues of interest and as part of Charetr and Strategic planning processes. Through surveys, meeting or other means the school community is given the opportunity to offer its ideas, views and responses to any proposed charter revisions.
5. The board's annual report is available to the community with details of the previous year's financial objectives and school development and budgeting for the current year.
6. A board representative may attend each Parent Teacher Association meeting, and in turn the board encourages PTA members and other parents to attend its meetings.

School

1. The school will strive to ensure there is a welcoming school atmosphere which acknowledges the value and importance of parent support and partnership.
2. Opportunities are provided for parents to visit and communicate with the school so that they can see, hear about, talk and know about the children's school activities and learning achievements.
3. The school uses a variety of means to communicate events and children's progress. These include fortnightly school newsletters, syndicate newsletters, Board newsletters and PTA newsletters as well as notices for specific events, parent evenings, school events, reports/ portfolios, school noticeboard, informal and formal interviews, phone calls home, letters, email and the use of a web site.

Community Consultation

1. Consultation is on-going, and provides for a mutual sharing of viewpoints.
2. On-going consultation gives opportunities for parents to express views and ideas, and prompt, clear feedback is given on decisions and matters arising from consultations.
3. Consultation may take the form of questionnaires or face to face meetings.
4. Consultation will ensure that everyone shares high expectations for student achievement
5. Consultation includes health programmes, Maori community, annual plan, strategic plan and expectations for student achievement

6. The Board will consult the Maori community in regard to the development of programmes as required by legislation

Attachments

1. Self review plan