**2.6. Self Review Parnell District School**

**Rationale:** The National Administration Guidelines require Board to follow sound governance and managerial practices involving curriculum, employment, financial and property matters

The principal and SMT will draw up a proposed plan of self-review to present to the Board of Trustees at their first meeting of the year ( attached) .This will consider policies, plans and programmes run by the school and also an evaluation of information on student achievement. This self- review plan will be considered along with the school annual development plan . The Board shall have the opportunity to consider these matters, suggest any amendments/alterations before it is adopted for the year **Refer Procedure 7.1 Charter Review and Strategic Plan** Policy review is an integral part of this review schedule

**Review Process**

* Set the review questions
* Decide on what data will be collected (who, what, how, when)
* Set a BOT meeting date for the findings to be presented

**Changes to school policies** – proposed wording can be drafted/ collated outside of the board meetings and brought to a subsequent meeting. These proposed changes should relate to the current review focus.

**Changes to School procedures** – Recommendations may be made to management regarding related procedures

**Board Minutes.** Board of Trustee decisions will be recorded in the minutes with the relevant NAG number and policy/procedure number

**Review questions that may be appropriate**

* What is the impact on students?
* Where are we now? How are student progressing against the standards?
* How is it affecting outcomes?
* How will this impact on the school community?
* Is it up to date?
* What do we need to change? (What do I want to do?)
* How will we make the changes over time? (How will I get there?
* How will we know our management change has been successful?
* Can it be improved?
* Is it working?
* Is it cost effective?
* Is it needed at all?
* Is anything missing?
* Are we complying?
* Does this meet Board expectations?
* Is it manageable?
* Are there any next steps needed? May 2013

**Review Schedule to the end of 2015**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 2013 | By End of Term 1 | By end of Term 2 | By End of Term 3 | By end of Term 4 |
| Curriculum | Analysis of Variance 2012 | Science  Arts  Social Studies  English |  | Technology  PE and Health  Learning Languages |
| Policy Review | NAG 1 Curriculum  NAG 3 Personnel |  | NAG 2 Self Review | NAG 7 Analysis of Variance  NAG 8 Charter |
| Administration |  | Enrolment procedures/ prospectus | Special Needs report  G and T Report | Confirm Budget 2014  Charter re-tread  Annual Report  Appraisal contract – revise methodology |
| Community |  | Induct new BOT | Pasifika consultation | BOT Self review |
| 2014 |  |  |  |  |
| Curriculum | Analysis of Variance 2013 |  |  |  |
| Policy Review |  | NAG 4 Finance and Property |  |  |
| Administration |  |  | ERO Preparation  Special Needs report  G and T Report | Confirm Budget 2015  Charter re-tread  Annual Report |
| Community | Community Consultation – Survey Monkey |  | Maori consultation | BOT Self review |
| 2015 |  |  |  |  |
| Curriculum | Analysis of Variance 2014 |  | Mathematics |  |
| Policy Review |  |  |  |  |
| Administration | NAG 5 Health | NAG 6 Legislation | Special Needs report  G and T Report | Confirm Budget 2016  Charter re-tread  Annual Report |
| Community |  |  | Pasifika consultation | BOT Self review |
| Student reports Year 1- 3 at 20,40, 60 ,80,100,120 weeks Years 4-8 Mid and end of year  Staff Rep monthly report to BOT  Annual audited Financial reports | | | | |