

## **2.0. Self-Review Policy Parnell District School**

### **Rationale**

The maintenance of effective documentation ongoing self-review process, supported by appropriate documentation enables continuous school improvement. It is a requirement of National Administration Guideline Nag 2(11) that each school operates a programme of self-review

Parnell District School Board of Trustees develop the charter as its major policy statement and is the guiding document for the school The charter is updated each year and provided to the Secretary of Education

### **Objective**

The self-review programme will demonstrate that the Board, through the management team are carrying out all facets of the school operation are carried out effectively and efficiently. It will also acknowledge those areas that are well provided and those areas needing improvement or development

### **Guidelines**

The Board of Trustees, principal and staff

1. Will develop a strategic plan which outlines how the school ensures the National Education Guidelines are implemented. This will take the form of policies, plans and programmes ( in curriculum, staff appraisal and staff professional development. It will also acknowledge any ERO recommendations.
2. The board approves the plan annually
3. The following areas will be reviewed biannually (NAGS and school goals compliances)  
(Reference: ERO Evaluation Indicators for Schools)
  - Curriculum
  - Strategic Plan Targets
  - Personnel
  - Finance ad Resourcing
  - Health and Safety
  - Legal compliance
  - School administration
4. A major area of self-review will always been analysis of student achievement information
  - The achievement of individual students across all curriculum areas, especially in relation to national standards, with reports written in plain language twice a year.
  - The achievement of Parnell students as a whole
  - The achievement of groups of students e.g. Maori/Pacific students, other ethnic groups, gender, year level.

This information will be entered on the Ministry of Education prescribed NAG 2a ( c) template which includes:

- Identifying school strengths and areas for improvement
- The basis for identifying areas for improvement
- Planned actions for lifting achievement

Recommendations that require change, if accepted by the board, will be incorporated in the school's operational procedures for the following year. Where immediate action is required these may be implemented without delay.

5. Each learning area, ( and areas such as student reporting, parent consultation, EOTC) will conduct internal audits of their operations based on a two year review cycle, the findings of which will form the basis of that area's report to the Board From these audits, goals, and resourcing priorities, the following years programme will be set.
6. The board accepts responsibility for reviewing its own operations bi-annually ( Reference: ERO Evaluation Indicators for School Reviews – Board Self Review)

Confirmed \_\_\_\_2103\_\_\_\_\_ Principal\_\_\_\_\_

# **Policies and Procedures**

## **Parnell District School Self Review Policies and Procedures**

**Reviewed July 2013**

### **Policy:**

**Self-Review.(NAG 2)**

### **Procedures:**

**2.1 Reporting to parents**

**2.2 Reporting Student achievement to the BOT**

**2.3 Achievement of Mäori/Pasifika pupils**

**2.4 Community Consultation**

**2.5 Cross cultural Awareness and Mentoring**

**2.6 Self Review**

**2.7 Communication**

**2.8 Complaints**

**2.9 Writing Policies and procedures**

**2.10 PRINCIPALS Monthly Report**

**2.11 Staff Trustees Report**

## **Overview: NAG 2 states:**

*Each board of Trustees, with the principal and teaching staff, is required to:*

- a) 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, National Standards, assessment and staff professional development*
- b) Maintain an on-going programme of self-review in relation to the above policies, plans and programmes, including evaluation of information on student achievement: and*
- c) Report to students and their parents on the achievement of individual students, and the school's community on the achievement of students as a whole and of groups (identified through NAG 1c above including the achievement of Maori students against the plans and targets referred to in NAG 1 (e))*

## **NAG 2A states:**

*Where a school has student enrolled in Year 1-8, the Board of trustees, with the principal and teaching staff, is required to use National Standards to:*

- a) report to students and their parents on the student's progress and achievement in relation to the National Standards. Reporting to parents in plain language must occur at least twice a year.*
- b) Report school level data in the board's annual report on National Standards under three headings:
  - 1. School strengths and identified areas for improvement*
  - 2. The basis for identifying areas for improvement, and*
  - 3. Planned actions for lifting achievement**
- c) Report in the board's annual report on
  - 4) the numbers and proportions of students at, above, below or well below the standards, including by Maori, Pasifika and by gender (where this does not breach an individual's privacy); and*
  - 5) how students are progressing against the standards as well as how they are achieving**

## **October 2009**

In October 2009 changes to NAG 1 and NAG 2 were published in the New Zealand Gazette. A separate NAG (NAG 2A) has been inserted to cover the reporting requirements that relate specifically to National Standards.

NAG 2 has been amended to include reference to National Standards in the requirement to develop strategic plans that document how boards of trustees are giving effect to the National Education Guidelines. These are:

- the requirement to report to parents in plain language at least twice a year
- the requirement to include school-level data in the board's annual report
- the requirement to include in the school's annual report the numbers and proportions of students achieving at, above, below and well below the standard, including Māori, Pasifika and gender (where this does not breach an individual's privacy).

# **NAG 2. Self review Policy**

## **Statement of intent**

Parnell District School will

- \* Develop a strategic plan
- \* Maintain an on-going programme of self-review
- \* Report progress and achievement of students using the National Standards
- \* Review school wide data in the annual report using National Standards

**To give effect to NAG 2(also NAG 2A) this policy the school has developed the following procedures and guidelines**

2.1 Reporting to parents

2.2 Reporting Student achievement to the BOT

2.3 Achievement of Māori/Pasifika pupils

2.4 Community Consultation

2.5 Cross cultural Awareness and Mentoring

2.6 Self Review

2.7 Communication

2.8 Complaints

2.9 Writing Policies and procedures

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## **Supporting Documentation**

A) Parnell District School Charter which includes:

- \* Charter introduction, including cultural diversity statement
- \* Strategic Plan (3-5 year overview)
- \* Student achievement targets

B) Annual Report which focuses on pupil achievement

- C) Analysis of Variance – focus on previous year’s targets and the annual plan.
- D) Principal’s report to the Board
- E) Financial Reports to the Board
- F) Board of Trustees minutes and in committee minutes
- G) Board of Trustees Job descriptions ( Refer Governance Manual)
- H) Record of Board of Trustees training
- I) ERO reports
- J) Prospectus and parent information pack
- K) School website

**Legislation supporting this policy:**

- \* Education Act 1964 and 1989
- \* Education Amendment Act 2006
- \* Crown Entities Act 2004
- \* Local Government and Meetings Act 1987
- \* State Sector Act 1988
- \* Official Information Act 1982
- \* Privacy Act 1993
- \* New Zealand Bill of Rights Act 1990
- \* Human Rights Act 1993
- \* Health Regulations 1995 (Immunisation)
- \* Copyright Act 1994
- \* Public Records Act 2005.

Policy reviewed: July 2013