



Khandallah School **Statement of Policy**

“Self Review”

National Administration Guideline 2

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 individual students, and to the school's community on the achievement of students as a whole and of groups (identified through NAG 1(iii)) including the achievement of Maori students against the plans and targets referred to in NAG 1(v).

Desired Outcome

To enable an ongoing self review programme that:-

- Facilitates a culture of continuous improvement;
- Is comprehensive and covers all aspects of the School's operations;
- Ensures that the School is compliant with legislative and regulatory requirements.

Principles

- Self Review is the way the Board assesses and evaluates the effectiveness of the School in meeting the goals set out in the Charter and providing the standard of education it wants for its students;
- The Board will review all policies, plans and programmes against the Charter over a period of three years;
- The Board will agree a programme of self review annually after consideration of recommendations and priorities proposed by the Principal and other Board members.

Accountabilities and Responsibilities

- The Board is accountable for ensuring that its self review programme is completed and effective;
- The Board is responsible for the review of Board Statements of Policy and the School's Charter;
- The Property Committee and Principal are responsible for the review of property maintenance and development;
- The Finance Committee and Principal are responsible for the review of financial management matters;
- The Principal is responsible for the review of all other areas of the School's operations (see Attachment A).

Supporting Documentation

- School Charter
- Board Statements of Policy
- Annual Plan
- Self Review Programme

Date of Approval

Approved by the Board of Trustees at its meeting

on _____

Board Chairperson

Date of Review

This Statement of Policy will be reviewed by the Board of Trustees on or before 31 December 2010.

Attachment A – Self Review Programme Accountabilities and Responsibilities

	Area	Responsible ¹	Accountable ²	Consulted ³	Informed ⁴
NAG 1	Develop and implement School Curriculum; evaluate student achievement; implement teaching strategies to address the needs of students at risk of not achieving.	Principal	Board	Leadership Team Teaching Staff	Community
NAG 2	Develop and review Charter	Board and Principal	Board	Leadership Team Staff Community Students	Community
	Maintain Self Review programme	Board and Principal	Board	Leadership Team Staff Community	Community
	Report collective student achievement	Principal	Board	Leadership Team Teaching Staff	Community
	Report individual student achievement	Teaching Staff and Principal	Board	Leadership Team	Community
NAG 3	Be good and compliant employer	Principal	Board	Leadership Team Office Manager	Community
NAG 4	Allocate Funds appropriately	Principal and Finance Committee	Board	Leadership Team Office Manager	Community
	Monitor and control school expenditure	Principal and Finance Committee	Board	Leadership Team Office Manager	Community
	Property maintenance and development	Principal and Property Committee	Board	Leadership Team Staff	Community
NAG 5	Provide safe and compliant physical and emotional environment	Principal	Board	Leadership Team Staff	Community
NAG 6	Comply with all general legislation	Principal	Board	Leadership Team Staff Office Administrator	Community

1 = Responsible for performing action/task 2 = Accountable that action/task is completed 3 = Consulted before performing the action/task 4 = Informed after performing action/task