

GUIDELINES FOR REVIEW AND REPORTING TO THE BOARD OF TRUSTEES

RATIONALE:

The Board of Trustees with the Principal and staff is required to maintain a programme of self review.

PURPOSE:

1. To ensure review processes allow for continuous improvement.
2. To provide information for, communication with and accountability to the Board of Trustees through reporting structures.

GUIDELINES:

- 1.1 All learning areas, teams and significant areas of school functioning are required to undertake an annual self review including goals and strategies to achieve goals. The review is to be completed in term four of each year.
- 1.2 The Principal and Board Chair will undertake an annual compliance review and report to the BOT (using ERO Board Assurance Statement and Self-Audit Checklist) prior to 1 March of each year.
- 2.1 All learning areas, teams and significant areas of school functioning are required to write an annual report to the Board of Trustees. The annual report must be completed by 1st March and will contain the following:
 - Review of goals and strategies for the year
 - An annual plan for the following year.
 - Comments as appropriate with regard to reviews undertaken, personnel, resourcing, health and safety, administrative developments and concerns.
- 2.3 The Principal is required to write an annual report in Term one of each year on each of the following:
 - Personnel (Good Employer, Staffing, EEO, Professional Learning (including Professional Learning Programme, Beginning teachers, SCT, Performance Appraisal and attestation, Teachers Registration)
 - Student attendance requirements (procedures, compliance, enrolments, open for instruction)

REVIEW: This guidelines will be reviewed according to the Board of Trustees triennial programme of self review (2011).

DATE REVIEWED: 29 May 2008

ANNUAL REPORT TO BOT CHECKLIST

- Curriculum: English Mathematics Science Social Studies
- Health & Physical Education Arts Technology
- Commerce Languages
- Personnel (EEO, Staffing, Professional Learning, Beginning teachers, Appraisal and Attestation, Teachers Registration, Support Staff)
- Property 5YPP
- Property Managers Report
- Health and Safety (Annual audit and Plan)
- Health and Safety (Annual Plan)
- Student Attendance (Compliance, Procedures, Open for Instruction, Enrolments Gateway, STAR)
- Learning Support (include MMRC)
- Careers (Gateway, STAR)
- Guidance (Discipline and Pastoral Care)
- Community Education
- International Students (includes Review of Code of Practice)
- Trading: (Canteen, Uniform Shop, Stationery)
- Sports and Recreation (Annual Plan)
- Cultural and Related Arts
- Ministry funded projects eg Kahikatea, Student Engagement Initiative, Rock On
- Annual Compliance Review (ERO Self audit checklist)