

## GUIDELINES FOR REPORTING TO THE SCHOOL COMMUNITY

### RATIONALE:

The College is required to report to the school community and to the Ministry of Education on the overall achievement of students and groups of students including Maori.

### PURPOSE:

1. To communicate the direction of the school and in particular the progress students are making.
2. To communicate goals in terms of student learning and achievement and progress towards their goals.
3. To be accountable to the school community on activities and outcomes.

### GUIDELINES:

1. Chairperson's Report to the school community:
  - Delivered by the BOT chair at Senior and Junior Prizegiving
  - Contain information with regard to the school roll, outcomes of self review, personnel changes on BOT and staff, financial performance, property developments, health and safety issues (NAGs 2 – 6)
2. Principal's Report to the school community
  - delivered by the Principal at Senior and Junior Prizegivings
  - Contains information with regard to vision, strategic direction, student achievement and learning
3. Annual Report
  - Written form to appointed auditors for Ministry of Education
  - Contains
    - names of trustees
    - Charter and Strategic Plan
    - Analysis of Variance
    - Financial Statements
    - Compliance with being a "Good Employer"
  - Summary sent in newsletter / Panui after confirmation by BOT each year. Notification that full Annual Report available at College office.

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

**DATE REVIEWED:** 29 May 2008