

POLICY: COMMUNITY CONSULTATION, COMMUNICATION AND REPORTING**Rationale**

Extensive consultation and communication will build an effective partnership between the school and the community (NAG 2, Education Standards Act).

Purposes

1. To encourage community input into the school by seeking and considering community views, aspirations and contributions.
2. To keep the school community informed of issues and developments relating to the school and the Board of Trustees.
3. To confirm our effectiveness and further improve performance.
4. To develop school goals and achievement targets.

Definitions:

1. The school community is defined as students, staff (including teaching and non-teaching), parents, Board of Trustees and the wider Rotorua community (including Iwi) business and Ministry of Education.
2. The Student Forum will provide a body to represent student concerns and aspirations.
3. The Friends of the School (FOTS) and Whanau Support Group will provide forums to represent parent concerns and aspirations.

Guidelines

1. Review: Within realistic and practical boundaries, the school will endeavour to consult extensively and appropriately with the school community during school reviews, including:
 - Annual Charter review involving Planning and Reporting requirements (Education Standard Act).
 - Board of Trustees Triennial programme of self review (Policies, procedures and guidelines).
 - Identified needs driven reviews as per annual plan (eg. uniform, the use of cell phones).

2. Consultation: The school will consult with its community in the following ways:
 - Students will be encouraged to express concerns and make suggestions for improvements through the Student Forum, student assemblies and the Student Representative on the Board of Trustees.
 - Parents will be encouraged to express concerns or make suggestions for improvements by formal consultation (surveys, newsletters, purpose meetings and hui, questionnaires) directly contacting the school, board member or through the FOTS, Whanau Support Group
 - The Principal and Board will provide opportunities for consultation and feedback through newsletters, panui, parent evenings and other community organisations.

3. Communication: The school will report to the community in the following ways:
 - Newsletters are sent home on a weekly basis and communicate information, initiatives, concerns and encourage parent feedback
 - Newsletters will contain monthly reports from the Board of Trustees meetings
 - The Student Representative on the BOT will report regularly to students at assemblies
 - The Staff Representative on the BOT will report either verbally or in writing following each BOT meeting
 - Confirmed BOT minutes will be available for the community in the school office.
 - Electronic reporting through the school web page and the parent/student portal in KnowledgeNet

4. Formal reporting: The school will report to the community in the following ways -
 - The BOT Chairperson (NAGS 2-6) and Principal (NAG 1) will report annually to the school community at senior and junior prizegivings
 - An annual written report will be made to the Rotorua Lakes High School community
 - In the first newsletter following confirmation by the BOT each year of Annual Report to the Ministry of Education
 - The written report will contain a summary of charter, school review, analysis of variance, strategic plan, annual report, financial statement and other items of interest to the school community
 - A summary of this report will be provided for publication on the school web page

REVIEW: These guidelines will be reviewed according to the Board of Trustees' triennial Programme of self review (FEB 2019)

DATE CONFIRMED: 24 FEBRUARY 2016