

POLICY: 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 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 during Term 4 and at the beginning of Term 1
- 1.2 The Principal and Board Chair will undertake an annual compliance review and report to the BOT using ERO Board Assurance Statement and the ERO Self Review Questionnaire, including students with special education needs prior to 1 March of each year
- 1.3 The school's Annual Report to the Ministry of Education, including an analysis of variances between the planned aims, objectives, directions, priorities, or targets (as set out in the school charter) and what the school has actually achieved during the year, will be produced and reviewed by the Board prior to being sent to the Ministry by the due date. The Annual Report will also contain the annual financial statements that show how the board has applied its financial resources to achieve its Charter goals.
- 2.1 All learning areas are required to write an annual report to the Principal. These must be completed by 1 March and will contain the following:
 - Review of annual school targets, 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
- 2.2 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)

- 2.3 A three year cycle of Departmental Review Audit for each learning area, which includes self review, principal's review and BOT review, using the same template each year for each type.
- 2.4 Each curriculum area completes annually the electronic template RLHS Department Self Review Tool with a copy to Principal and a copy to Principal's Nominee.
- 2.5 Template using the three year cycle of department audit/review is attached for 2012-2014 period.
- 2.6 Chart listing reporting to Principal and BOT required for delegated responsibilities and committees.
- 2.7 HOD'S TIC prepare monthly review of student achievement for every L1, L2 and L3 class taught in their curriculum area.
- 2.8 Individual teachers and HOD's, TIC review every class they teach, including results for each student in the class for juniors by end of Term 4 by the end February for seniors.

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

DATE CONFIRMED: 24 FEBRUARY 2016

Attachments:

- 2.3 Three Year Cycle of Departmental Audit/Review Template
- 2.4 RLHS Department Self Review Tool for managing National Assessment
- 2.5 Three year Cycle of Departmental Audit/Review 2012 – 2014
- 2.6 Reporting/Audit Requirements for Delegated Responsibilities and Committees