

# WAITAKERE COLLEGE

## Section B (NAG 2) DOCUMENTATION AND SELF REVIEW

**Policy:** Self Review Process

**Date of Review:** August 2019

**Reviewers:** Principal, Senior Leadership Team, Curriculum Sub-Committee

### Goals

- To ensure that the school is a reflective community which keeps all aspects of its goals and operation under ongoing strategic review.
- To ensure that the school maintains a principal focus on raising student achievement, that is on making its goal of achievement for all a reality.
- To build a sense of shared 'ownership' amongst all members of the school community in moving towards the school goals.

### Objectives

- To confirm the cycle for school self review involving the school and its community.
- To clarify timelines and roles within the review process.

### Guidelines

#### Charter, strategic and annual plans

- 1 Each Board of Trustees will review the charter and strategic plan within its three year term, in consultation with Senior Leadership Team (SLT), teaching and non-teaching staff, students and the community.
- 2 The SLT are responsible each year for preparing an annual plan for the following year in line with the charter and strategic plan, in consultation with staff and students. This will be presented to the Board for approval in time to be part of the annual budgeting and priority setting process for the following year.
- 3 The SLT in consultation with teaching staff are responsible for gathering data about student achievement and preparing the annual report to the Ministry of Education on how well the school has achieved its goals for student achievement and other targets within the charter, strategic and annual plans. This will be presented to and approved by the Board before it is sent to the Ministry.
- 4 Teaching and non-teaching staff will be kept well informed about the purposes and will be involved in the processes of planning for better student outcomes.
- 5 The information about student achievement will be communicated to parents and students annually soon after the annual report to the Ministry.

#### In-house strategic review

- 1 The SLT will hold regular meetings to monitor progress with respect to annual goals and refine plans in the light of current developments.

**Board self review**

- 1 The Board will review its own processes and effectiveness within each three year cycle.

**Other aspects of self review**

- 1 The SLT member with responsibility for Curriculum is responsible, in consultation with the Curriculum Committee and SLT staff for ensuring a cycle in which the performance of all departments is reviewed and reported upon to the Board of Trustees.
- 2 Operational procedures will be reviewed regularly and outlines will be made available to staff on-line
- 3 The SLT will also initiate reviews from time to time of other areas of the school's operations which come within their areas of responsibility, for instance, professional development, pastoral and guidance approaches, International Department. These will be reported in the first instance to the Principal who will refer them to the Board where they involve important aspects of governance.
- 4 The Principal may also initiate a review of any area of the school's operation, which will be reported to the Board where it involves important aspects of governance.

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Chairperson

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Principal

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Date