



Coastal Taranaki School

NAG 2 Documentation and Self-Review

Policies and Procedures



2. DOCUMENTATION AND SELF REVIEW

Rationale

Coastal Taranaki School will provide a programme of self-review and documentation how the National Administrative Goals are being implemented.

Purposes

To implement processes of self-review that identify strategies for continuous improvement, which ensure that quality learning and teaching take place at Coastal Taranaki School.

Coastal Taranaki School Board of Trustees with the Principal and Teaching Staff is required to:

- i. Develop a strategic plan which documents how they are giving effect to the National Administrative Guidelines (NAGs) through their policies, plans and programmes, including those for curriculum assessment and staff professional development;
- ii. Maintain an on-going programme of self-review in relation to the policies, plans and programmes, including evaluation of information on student achievement;
- iii. Report to students and their parents on the achievement of individual students, and to the school's community on the achievement of students as a whole and of groups including the achievement of Maori students against the school's identified plans and targets.

Conclusion

Coastal Taranaki School Board of Trustees meets its obligations to NAG 2, by ensuring that the following documentation is developed, implemented and reviewed as part of the Board's self-review process.

This policy is reviewed on a 3 year cycle in line with the Board's documented self-review plan.

Approved: _____ Signed: _____

Date: _____

SUPPORTING DOCUMENTS

School Charter	Audited Financial Report
Principal reports to Board of Trustees	ERO Reports
Annual Report	Performance Appraisal Report
Staff Reports on Curriculum	Staff Rep. Monthly Report
BOT Three Year Cycle for Self-Review	Board of Trustees Terms of Reference
Assessment Plan	Parent surveys
BOT Committee Reports	BOT Minutes of Monthly Meetings
Codes of Conduct	BOT Standing Orders
Ministry Gazette Notices & Circulars	Schemes of work
Job Descriptions	Special Needs Register
Prospectus (Information Booklet)	Board Folder
BoT Handbook	Self Review reports
School Newsletters	Student Reports
Student achievement	Nag Policy Folders
Curriculum Plans/Statements	Review Cycle

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1) BOARD MINUTES

1. Accurate Board minutes will be kept of all meetings.
2. Board minutes will be completed as soon as possible following the meeting and circulated.
3. Confirmed minutes will be signed by the Chairperson and verified as being correct.
4. The minutes will be accessible within the school for public viewing.
5. "In Committee" Minutes are only available to BoT members and MoE/ERO. They are kept with the Board's Secretary's documentation.

2) CHARTER

1. The School Charter will set out the mission, vision, values and goals of the school. It also includes the Annual Plan.
2. An Annual Report will be written at the end of the school year and presented to the Board at the final meeting of the year
3. The School Charter will be reviewed as per the Review Cycle.
4. The Board and Principal will develop and implement a 3-4 year Strategic Plan based upon the needs of the school.
5. The Board will consult with relevant groups within the school community when determining the contents of the Strategic Plan.

3) COMMUNICATION

1. The Board will hold regular meetings throughout the year. There is a public forum before each meeting starts where parents / members of the community are permitted to attend
2. Minutes of Board meetings are advertised as being available for viewing at the office (This does not include "In Committee" minutes).
3. Transition with local ECE centres to be arranged by NE teachers.
4. Parents are invited to whole school and junior school assemblies
5. A prospectus (information booklet) about the school is provided for families.
6. Staff members regularly attend Friends of Coastal Taranaki School (FOCTS) meetings.
7. When appropriate staff will organise public meetings on important issues affecting the school.
8. Newsletters are sent home every second week. The community have the opportunity to submit notices into all newsletters.
9. Students are encouraged to express their ideas/viewpoints about the school through the school council.
10. Students and parents are encouraged to express their views about the school via the school social media sites.

4) SCHOOL CONSULTATION

1. The school community is invited to contribute their ideas/suggestions on any aspect of school life through direct or indirect consultation with the School.
2. Regular community survey will be carried out using a variety of tools to ascertain the community's viewpoint on a variety of topics, especially the health programme and Maori
3. Student feedback is essential.
4. Consultation with the Maori community is established via Whanau Hui termly.

5) PROSPECTUS

1. The SLT and staff shall be responsible for compiling the Information Booklet.
2. The Information Booklet will be reviewed on an annual basis or earlier if major changes are required.

6) DEVELOPMENT OF SCHOOL PROCEDURES

1. All procedures and programmes will be in accordance with:
 - a. the School Charter
 - b. the Education Act and other relevant legislation
 - c. will be directly related to the National Administration Guidelines
2. As part of its governance role the Board will determine policies for each National Administration Guidelines.

3. As professional leader of the school the Principal is ultimately responsible for the development and implementation of the teaching and learning programmes and the school-wide procedures designed to achieve the expected outcomes. Aspects of the development and implementation of curriculum procedures and programmes may and will be delegated to other staff members.
4. The Principal will work together with any appropriate sub committees, staff or school community groups to develop, implement and maintain the procedures required to achieve the expected outcomes.
5. Where appropriate procedural guidelines and programmes will be designed and implemented in consultation with members of the school community.
6. The Principal will be responsible for implementing regular programmes of review for all school procedures and programmes.
7. The outcomes of the school's teaching and learning programmes are to be reported on to the Board.
8. The Board will be kept informed of the review processes undertaken and their outcomes.

7) POLICY MAKING AND REVIEW

1. Policy statements should not specify action but provide a framework for decision-making.
2. Clear, simple language should be used to write policies, to aid communication. It is recommended that they be written in point form.
3. A policy statement should be limited where possible to one or two typed pages to make policies easy to read, easy to write and easy to change.
4. School policies should take into account the 'umbrella' policies of the Ministry of Education and Government.
5. Once adopted, Policies should be dated with the current and review dates.
6. The Board will prepare a 3 Year Review Cycle.

8) PUBLIC RELATIONS

1. School initiated publications to be used as a vehicle for public relations.
2. The school is to supply articles and photographs to appropriate media outlets when appropriate.
3. All school publications are to be presented in an acceptable form and circulated as widely as possible.
4. School produced newsletters should be an effective public relations document.
5. Incidental opportunities to promote the school and its students are to be used to advantage and all staff are encouraged to do so. SLT to be informed of publications, items etc.
6. An identified staff member will undertake the publicity / marketing role
7. All parents, on enrolment, will have the opportunity to give permission for their child in any media / promotional publications.

9) REPORTING ON STUDENT PROGRESS

1. Reporting to parents will take place in a variety of ways.
2. Two written report will be sent home each year.
3. Data sharing days / Student Led Conferences will be held twice yearly
4. All reporting will identify current progress, achievement and barriers to learning.
5. All evaluations must be able to be substantiated by relevant data.
6. All reports should be expressed in plain language.
7. Dreamweaver programme will be used by staff to report on identified student progress twice termly

Coastal Taranaki School Self Review

Curriculum Learning Area: Audit

Faculty under Review	
Date	
Present	

- | | |
|---|-----|
| 1. Faculty end of year report documents submitted – | Y/N |
| 2. Faculty Handbook Updated / reviewed | Y/N |
| 3. Self Review NAGS curriculum form | Y/N |
| 4. BoT reports filed | Y/N |
| 5. Area's discussed in more details: | |
| Moderation Results and Actions / Modifications | Y/N |
| Internal moderation sheets completed | Y/N |
| Schemes are current | Y/N |
| Curriculum review results form completed (Feb/June/Nov) | Y/N |
| Appraisal – Forms completed and filed | Y/N |
| Teaching as Inquiry PLG observation / evidence filed | Y/N |
| At risk students and tracking | Y/N |
| Asset registers | Y/N |
| Budget trails | Y/N |
| Storage of student work | Y/N |
| Course design based upon needs - evident | Y/N |
| Hazard register and Hazards identified | Y/N |

Signed SLT:	Date:
Faculty Leader signature:	Next Review date:

Year: 2016 Review	Area for Review	Board Meeting Dates							
		Feb	March	May BOT Election	June	August	Sept	Nov	Dec
Strategic Review	Charter	Confirm Charter approved and sent to MoE						Review of strategic plan Approve review plan 2017	Analysis of Variance Annual plan draft
	Strategic aims	Strategic Aim 1	Strategic Aim 2	Strategic Aim 3	Strategic Aim 1	Strategic Aim 2	Strategic Aim 3		
Regular Review	Policy		Governance Policies 1-5		Curriculum		Personnel		Role of the Chair
	Learner progress and achievement	Year 9 & 10 Lit & Num	Special Education Needs	NCEA confirmed results	National Stds.	Maori/Pasifika focus	Gifted and talented		National Stds.
	HR	Performance Agreement Approved	HR Tool Checklist 1	Informal review		Informal review	HR Tool Checklist 2		Formal review report
	Curriculum	Key Competencies		English		The Arts		Health & Physical Education	
	Budget	Approved	Monitor	Monitor	Mid-year review	Monitor		2017 draft	
	Six Dimensions		1			2			3
Emergent Review	New gov. initiatives								
	New local initiatives								
Board process Requirements		Appoint chair	Accounts to Auditor	Annual Report approved and sent to MoE	Nat. Stds. Parent reporting Roll return 1 July		Health Curriculum Consultation	Succession planning	Nat. Stds. Parent reporting