



# RANGIORA NEW LIFE SCHOOL

## POLICY AND PROCEDURES MANUAL

Providing quality Christian education that equips and inspires all students to reach their life potential in order to serve God's purposes.

<b>Procedure</b>	Planning, Review and Reporting	<b>NAG 2 – Planning and Reporting Review</b>	
Last Review		NAG 2 Committee Head	

Reviewer(s) & Position	Other People Consulted	Dates

### Key Documentation

Review Documentation Charter Annual Plan Annual Principal's Report SDT Minutes and Annual Reports	Policy and Performance Self Review Plan / Calendar Strategic Plan School Review, Reporting Policies Monthly reports to BOT
---	---

### SUMMARY OF REVIEW

Summary of	Recommendations for Development Planning	Action by	Date completed
<b>Aspects we do well</b>			
<b>Aspects where improvements are desirable</b>			
<b>Aspects in need of priority action</b>			



Performance Indicators	Not Known	No	Yes	Comments (including reference to source documentation supporting assessment, and comments on non-compliance areas)
<b>Documentation</b> Is documentation for the school: <ul style="list-style-type: none"> <li>▪ accessible and available</li> <li>▪ adequately presented</li> <li>▪ understandable</li> <li>▪ sufficiently comprehensive</li> <li>▪ in accordance with legal requirements and obligations?</li> </ul>				
<b>Charter</b> Has the Charter been recently reviewed by BOT?				
Charter been reaffirmed as currently riare for the needs of the school and school community?				
Has the school community been invited to review the Charter recently and contribute to it?				
Have any requests to amend the Charter been appropriately actioned?				
Are the requirements of the Charter sufficiently provided for in current documentation and management practices?				
<b>Policies and Procedures</b> Have all necessary policies and procedures been developed for the school?				
Is the need for new policies recognised and the process for implementing them accommodated?				
Is there a plan for implementing new policies?				
Is the Special Character enhanced through the policies and procedures developed?				
Is the required consultation being undertaken for policy development?				
Is the BOT approving all policies?				
Have all appropriate staff and BOT members been consulted on procedures?				
<b>Policy Manual</b> Does each BOT member have an up-to-date manual on CD?				
Is there a public hardcopy available from the office?				
Is there a hardcopy available for staff in the staffroom?				
Is there a hardcopy available on file in the principal's office?				
<b>Policy Review - Documentation</b> Have appropriate plans and timetables been established for the review process?				
Are these plans balanced and structured to meet targets in the required timeframes set?				
Are these plans comprehensive enough?				
Are these plans realistic and achievable?				
Have previous targets been achieved?				

<b>Policy Review - Process</b>				
Are the specific policy documents themselves being reviewed by the BOT at least once every three years?				
Are the associated procedures being reviewed by the BOT Committees?				
Are policy development and approval procedures being implemented?				
<b>Development Plan</b>				
Is the BOT producing an annual Development Plan?				
Are consultation requirements being adhered to? By August: Planning meetings By Sept: Draft Annual Plan prepared By Oct: Draft Annual Plan Accepted by BOT along with a draft budget that matches the plan. By end October: Devt Plan sent to parents.				
Are recommendations for change being accommodated appropriately?				
Are the contributions to the Plan sufficiently broad enough i.e. from Proprietor, BOT, staff, parents, etc?				
Is scope sufficient and realistic?				
Are targets appropriate and achievable?				
Have processes been implemented to achieve targets and adequately timetabled?				
Are targets being met?				
<b>Performance Review</b>				
Are effectiveness reviews of policy implementation being conducted in accordance with plans and timetables? (refer "Policy and Performance Self Review Plan")				
Have review documents been developed for all NAG areas?				
Are these review documents comprehensive enough?				
Do these review documents provide sufficient information on performance?				
Are these review documents maintained and developed on a regular basis to remain relevant and achievable?				
Are recommendations from the Summary of Reviews being followed through, actioned and implemented?				
Did the BOT produce an Annual Report according to the timetable as follows: By 31 Dec: Preparation of supporting statements By 31 May: Annual Report to MOE.				
<b>Complaints</b>				
Are complaints being managed according to the Complaints policy?				
Please add any other comments:				