



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.

2.1	Planning, Review and Reporting	School Self-Review	
Ratification		Chairperson	
Last Review	August 2007	Chairperson	

Rationale

It is necessary for the sustained quality and development of the school and its students that the Board of Trustees maintain an ongoing programme of self-review. The focus of the self review is to further the objectives summarised in the mission statement of the school: " To provide quality Christian education that equips and inspires all students to reach their life potential in order to serve God's purposes. "Effective self-review will provide information on how effectively we as a school community are planning, delivering and evaluating achievement in learning and character formation, which are our core business.

Examine me. Oh prove me; try my reins and my heart. Psalm 26:2

Legislation

- The National Administration Guidelines 1993, revised 1999, require Boards to follow sound governance and management practices.
- Education Act 1989 and Education Standards Act 2000
- Integration Act 1975

Purposes

The Board of Trustees is committed to an ongoing programme of self-review in order to:

- Ensure compliance with the requirements of the school's charter and other legislation.
- Monitor how the National Education Goals are being implemented and met.
- Review the effectiveness of governance and management systems.
- Use the information gathered as a basis for maintaining performances and achievement.
- Enhance parent and public confidence in, and commitment, to the school.

Expected Outcomes

A. The Board will:

- Develop and maintain policies and procedures that will give direction to the school and help it to be a safe and effective place of learning.
- Develop and maintain a Strategic Plan from which Annual Plans will be formed outlining how we intend to achieve the goals of the Strategic Plan and the National Education Goals.
- Be organized into subcommittees covering the National Administrators Guidelines (N.A.Gs) .Each subcommittee will be responsible for developing and reviewing the policies and procedures and performance checks related to the N.A.Gs for which they have responsibility.
- Ensure that full consultation with the school community, including the school's Maori community, is an integral part of the review process.
- The NAG committees will follow the guidelines given for each appropriate review as outlined in the following appendices and present a written report of their findings to the Board for approval and implementation.
- Conduct a full self review of it's operations every 1 to 3 years as legally required. All review processes will include consultation with appropriate groups.
 - Items for annual review
 - Annual school development plan (copies to Ministry of Education [MOE])
 - Principal's appraisal
 - Items for 18 months review
 - Health
 - Sexuality Education

- Items for 3 Yearly review (refer to review calendar)
 - All remaining school policies and procedures
- Items for 4 Yearly review
 - Strategic Planning
- Curriculum Reports on Student Achievement
- Essential Learning Areas – Reviews (Two ELA's per year)

B. The staff of the school will undertake the following and report outcomes to the Board:

- Prepare curriculum development overviews for the annual report which will include a review section.
- Prepare specific reviews in regard to student achievement according to an annual reporting schedule in the form of 6 monthly reports to the Board.
- Undertake a self-review of curriculum departments ('ELA reviews') at two per annum over a four year cycle.
- Review departmental goals as part of the annual report to the MoE.
- Monitor and report (six monthly) progress on achievement against annual plans (by Principal).
- Prepare an annual Professional development plan.
- Annually prepare a summary of the Performance Management System.
- Prepare annual Timetables and Calendar
- Prepare annual Budget
- Prepare annual EEO Plan and report

Procedural Appendices

1. 3 Year Review Plan

Identifies Policies and Procedures due for review (modify)

2. Policy Review Report Form

A format for when a committee is reviewing a particular Policy

3. Performance Review Formats

Comprehensive self review of each of the NAG areas ensuring coverage of legal requirements

4. Curriculum Report on Student Achievement

For staff to use toward annual report

5. Consultation Guidelines

Outlines the process of ensuring sound consultation (Lng Ach Reports – min of 2 a year)