

SELF REVIEW POLICY

Rationale

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It is a requirement in National Administrative Guideline 2 (ii) that each school operates a programme of self review.

Purpose

Paparoa School will undertake regular self review processes for continuous improvement of the quality of teaching, learning and student achievement. The self review process will include evaluation of how the National Education Guidelines are being implemented.

Delegations

As the professional leader, chief executive and the Board's most senior employee, the principal is responsible for implementing and managing this Policy, including:

- Organising consultation with whanau
- Ensuring updated policy is displayed and uploaded correctly
- Leading with self review

Policy Guidelines

The three yearly cycle of self review will include, but is not limited to:

- Policies
- Charter/Strategic Plan
- Health Education

Policy Review:

1. The Board will set a cyclical self review, covering all NAG areas over a minimum period of 3 years.
2. Policies will be reviewed by a Policy Review Committee, which will be established at each monthly Board of Trustees meeting.
3. The Principal will always be on every Policy Review Committee and will lead it.
4. The Policy Review Committee will recommend changes to the policy they are reviewing through the creation of a draft policy.
5. Draft policy must be approved by the Board before it can come into effect.
6. Recommended changes (if accepted) to school policy will come into effect the following year, unless immediate action is required.
7. All policies will be available for viewing by the community via the Policy folder in the office and the schools website.



Charter/Strategic Plan Review:

1. Charter/Strategic Planning will take place in accordance with the school Strategic Planning Policy.
2. The parent community will have opportunities to input into the schools Charter and Strategic Planning in accordance with the school Strategic Planning policy.
3. At each months Board meeting, an on-going self review on the years Annual Plan will be had. One Analysis of Variance area and one Annual Plan area. Board members will read through and discuss each item within these areas and decide how much progress has been made and what must be done to achieve the goals outlined.
4. Staff will have the opportunity to review the school's Annual Plan and Analysis of Variance at the end of each year. Here they will decide how much progress the school has made in relation to these goals outlined.

Health Education Review:

1. The schools Health Education procedure will be outlined in the Curriculum Handbook.
2. The school Health Education procedure is part of an evolving handbook that will change with new resources and programmes.
3. Whanau consultation will take place cyclically every 3 years.
4. Parents will be invited to come in and meet with staff for this review.
5. Here parents will have the opportunity to become familiar with the New Zealand Health Curriculum and make recommendations for change to Paparoa Primary School's local curriculum on health.

Monitoring

The Principal will:

- Review and update all procedures/supporting documentation associated with this policy during its cyclical review.
- Ensure the Board is reviewing policy in line with the Policy Self Review cycle.
- Ensure that consultation with the community on the schools health local curriculum takes place.
- Lead in Charter and Strategic Planning self review.

Teachers will:

- Sign that they have read and understood every school policy upon review.
- Take part in the whanau health curriculum consultation.
- Take part in the creation and monitoring of the schools Analysis of Variance.
- Take part in any self review for charter and strategic planning.

Supporting Documentation

- Policy Self Review cycle
- Curriculum Handbook
- Health Education Procedure

Ratified by Board: _____

Signed for B.O.T.

Date

Next Review: _____

Date

Recorded in the Board of Trustees Minutes dated: _____

