

Self Review \ Evaluation

2.4

Rationale

1. Waiuku College is committed to ongoing Consultation, Planning, Self Review/Evaluation and Reporting to ensure continual improvement in all areas of school performance. The primary purpose of review and evaluation is to improve educational outcomes for students while maintaining accountability.

Requirements

1. The school will produce a 3 Year Work Plan as part of the annual Charter review and writing process. This plan will outline the programme of review and reporting required by the Board of Trustees.
2. The school will cooperate fully with external evaluation agencies including ERO, NZQA, Auditors, MOE and others.
3. ERO school evaluation indicators (2016) will be utilised to inform review processes.
4. Review and evaluation at Waiuku College will include, but not be limited to:

Teacher Level

- Appraisal: Inquiry into teaching practice
- Review of student achievement data and end of academic year NCEA results
- Student feedback

Departmental

- Student feedback
- Units of work feedback and teacher performance feedback
- Review of student achievement data – HoF reports to BoT
- Curriculum Audits – all departments will be subject to an internal compliance audit on a two-year cycle

School Events

- All major school events and school initiatives are to be followed up by a review process within 4 weeks of taking place. Person in charge is to table review findings at following Senior Leadership meeting for consideration. If appropriate, findings and recommendations are to be passed on to whole staff or relevant groups by either written or verbal report backs
- Reviewed events to be reported on at monthly Board meetings through Principal's Report

Student Achievement Data

- A summary report of student achievement data is to be presented to the Board in Term 1 of each school year. The report is also to be circulated to staff and considered by the Senior Leadership Team for informing possible changes and improvements to practice and student achievement

- Subject achievement data for NCEA is presented to Heads of Learning for the purpose of Departmental Review in Term 1. HoF Board Reports are to include reference to review process findings and changes made as a result.

School Operations and Systems

- Areas of school operations and systems will be identified each year for review to ensure that there is ongoing scrutiny and focus on improvement
- Board policies to be reviewed on a 'best practice' three-year cycle except where earlier need for review is identified

Health and Safety

- An annual Health and Safety compliance check is carried out using the MOE/STA Best practice checklist. A report on the audit is submitted to the Board
- SATIS or NZCER surveys on student wellbeing will be carried out on at least a 2 year cycle. SLT will analyse findings and the Principal will report resulting recommendations to the Board.

2017 -2019 Board Work Plan

2017	Board Process	Curriculum & Achievement	Other review	Operational	Strategic
Feb 21	Appoint Chair Delegations	NCEA 2016 Report Jun Value Added Report	H & S Checklist	Budget Approved	Confirm charter approved and submitted
Mar 21	Annual Acconts March 1 st Roll	HoD Report Mth & Eng	H & S Checklist		
Apr 11	Annual Report to MOE NAG 1 Policies	HoD Report Sci & Art Annual Plan Progress report	H & S Checklist	Audit Soc Sci	
May 23		HoD Report Tech & Lang	H & S Checklist		
Jun 20		HoD Report PE & Soc	H&S Compliance Audit	Audit Science	
Aug 22	July 1 st Roll	Annual plan Progress report			
Sep 19	Student Election	GATE Report		Audit English	
Oct 24	NAG 6 Policies	NCEA Predictions Maori Achievement	ERO?		Strategic Consultation
Nov 21	Concurrence Review	Annual plan Progress report	ERO?	Staffing Report	Charter (draft)
Dec 12				Budget (Draft) Audit PE	Analysis of Variance (draft)
2018	NAG 4 Policies NAG 5 Policies			Audits Technology, Arts, Maths, English	
2019	NAG 2 Policies NAG 3 Policies			Audits Social science, Science, English, PE	

Adopted by Board of Trustees: 13 December 2016

Secure/Policies