



## **SCHOOL & BOARD SELF REVIEW PROCEDURE**

### **RATIONALE**

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

The quality of the Board's governance and management practices can be improved by systematic examination and review of school practices.

### **PURPOSE**

The key purpose is to implement processes of self-review that identify strategies for continuous improvement which ensures quality teaching and learning takes place.

Through self-review the school will ensure that each broad area of operation meets both the quantitative and qualitative requirements. The school review programme will demonstrate to the Board that all facets of school operation are carried out effectively and efficiently. It will provide a vehicle to acknowledge those areas that are well provided and those areas needing improvement or future development.

### **GUIDELINES**

1. The Board will approve a programme of school-wide self-review covering all operational areas over a period of 3 years. *ERO* recommendations for self-review will be followed.
2. All the following areas will be reviewed covering the NAGS/School Goals and compliances (Refer – *ERO Evaluation Indicators for School Reviews*):
  - Curriculum
  - Strategic Plan Targets
  - Personnel
  - Assets
  - Documentation
  - Health and Safety
  - Legal compliance
  - School Administration
4. For each review a team (sub-group) will be appointed with clearly specified terms of reference and procedures to follow.
5. Those involved in the areas being reviewed will be given adequate notification of the review date and the process to be followed.
6. Once an initial review has been carried out it will be presented by the reviewers to the staff members with responsibility in that area and the Principal or Board Chair (as appropriate).
7. A final report will be compiled and presented to the Principal or Board including

details of the review and recommendations for change.

8. Recommendations calling for required change, if accepted, will be incorporated in the school's operational procedures for the following year. Where immediate action is called for, then this may be implemented without delay.
9. The Principal will report to the Board regularly on reviews conducted and report broadly on recommendations on procedures.
10. Each year, individual learning areas will conduct internal audits of their operations and the findings of which will form the basis of that area's report to the Principal and to the Board. It is from these reviews that goals will be set for the following year's programmes.

### **Board Self-review:**

#### General Guidelines:

The Board will accept responsibility for reviewing its own operations and policies

Refer to ***-ERO Evaluation Indicators for School Reviews - Board Self-Review pp 38, 39.***

- Each year the Board will establish and approve a programme of self-review for its own Board operations and governance practices.
- The Board Chairperson will be responsible to review the effectiveness of the Board members.
- The Board Chairperson will report to the full Board annually on the self-review findings and discuss future recommendations.
- The Board Chairperson will report to the parent community, via newsletter or website, on the review process and findings as appropriate.

#### Specific Guidelines:

1. The school's Board will be organised into sub-committees under the headings of the National Administration Guidelines.
2. Reports from each subcommittee will provide the Board of Trustees with information that is essential to meaningful review and future planning.
3. The Board will review its policy documents triennially. Procedures will be reviewed on an "as of need" basis.
4. Progress on the school's Strategic Plan, achievement targets, and Annual Plan will be reported to the Board, reviewed annually and reset.
5. The school Charter will be updated and presented to the Ministry of Education.
6. Adequate budgeting and resourcing will be established which is essential to effective school review.

### **CONCLUSION:**

Through self-review and future planning, teaching staff and the Board will provide effective learning programmes, which meet the needs of all the students.

**Review Responsibility:** *Board Chair, Principal, DP, & BOT Rep.*

**Date Confirmed:** 15 September 2020

**Principal:** *Karla Mitchell*