**APPENDIX A – SELF REVIEW POLICY**

| **Planned** | **Resp** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sept** | **Oct** | **Nov** | **Dec** |
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| Curriculum Reports to Board | A |  |  | X |  | X |  |  | X |  |  | X |  |
| Aspect of School Operations Review from Staff to BoT | B |  |  | X | X |  | X | X |  | X | X |  |  |
| Learning Analysis Review – Charter, Strategic, Annual | B | X | X |  |  |  |  |  |  |  |  | X |  |
| School Budget – Align to Strategic Plan/School Growth | F |  |  |  |  |  | X |  |  |  |  |  | X |
| External Reviews – Auditor | F |  |  |  | X |  |  |  | X | X | X | X |  |
| ERO – Board Assurance, also three-yearly review | B |  |  |  |  |  |  |  |  |  | X | X |  |
| Performance Management Review to formulate P.D. | A |  |  |  |  |  |  |  | X | X | X |  |  |
| Web reviews for Emerging areas – as needed | BoT |  |  |  |  |  |  |  |  |  |  |  |  |
| School Policies – Review/endorse – two per meeting | A | X | X | X | X | X | X | X | X | X | X | X | X |
| Friends of the School Review | B |  | X |  | X |  | X |  | X |  | X |  | X |
| Learning Support/ESOL | A |  |  |  | X |  |  |  |  | X | X | X |  |
| School ICT Plan | ICT |  |  |  |  |  |  |  | X | X | X |  |  |
| School Furniture and Equipment Plan | B, W |  |  | X |  | X |  | X | X |  | X | X |  |
| School 10-Year Property Plan | B, W |  |  | X |  |  |  |  | X | X | X |  |  |
| School Whanau Review – Maori Consultation (NAG 5) | B |  |  | X |  | X |  | X |  | X |  | X |  |
| Health Consultation – Every two years, due Oct 2012 | B |  |  |  |  |  |  |  |  |  |  |  |  |
| Staff Meetings | B | XX | XX | XX | XX | XX | XX | XX | XX | XX | XX | XX | XX |
| Team Meetings – Fortnightly | TL | XX | XX | XX | XX | XX | XX | XX | XX | XX | XX | XX | X |
| Leadership Meetings – Twice Weekly | B |  | XXXXXXXX | XXXXXXXX | XXXXXXXX | XXXXXXXX | XXXXXXXX | XXXXXXXX | XXXXXXXX | XXXXXXXX | XXXXXXXX | XXXXXXXX | XXXXXXXX |
| Administration Team Meetings – Weekly | M |  | XXXX | XXXX | XXXX | XXXX | XXXX | XXXX | XXXX | XXXX | XXXX | XXXX | XXXX |
| Student Council – Twice a term | B |  | X | X | X | X | X | X |  | X | X |  |  |
| Daily 10.55 Meetings with staff | L |  | Daily | Daily | Daily | Daily | Daily | Daily | Daily | Daily | Daily | Daily | Daily |
| Ancillary Staff Meeting – Each term | A |  | X |  | X |  |  | X |  |  | X |  |  |
| Monthly property checks – Buildings manual, include Yearly electrical | C | X | X | X | X | X | X | X | X | X | X | X | X |
| Emergency system checks – weekly | Wor | XXXX | XXXX | XXXX | XXXX | XXXX | XXXX | XXXX | XXXX | XXXX | XXXX | XXXX | XXXX |
| Emergency lockdown – each term | B |  | X |  |  | X |  | X |  |  | X |  |  |
| Emergency evacuations – each term | B |  | X |  |  | X |  | X |  |  | X |  |  |

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| **Legend** – B=Brian, A=Anne, W=Wendy, ICT=ICT Team, BoT=Board of Trustees, TL=Team Leaders, L=Leadership, M=Marise, Finance, C=Caretaker, Wor=Wormald |

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| **Self Review Area** | **What Does This Mean?** |
| Curriculum Reports to Board | Four reports on curriculum areas across the school to BoT, use to inform practice |
| Aspect of school operations review from staff to Bot | Four oral reports to the Board from staff on school operations, update BoT |
| Learning Analysis Review – Charter, Strategic, Annual | Review of Charter, Strategic, Annual operational plan, targets, all school operations to inform school direction |
| School Budget – align to Strategic Plan/School growth | Review twice yearly due to roll growth, align to strategic plan |
| External Reviews – Auditor | Take into account external review from Auditor, use to develop practice |
| ERO – Complete Board Assurance Statement  ERO – Use three yearly review to improve | Use ERO self review tools to look at school practices, amend where needed  Use three-yearly review to amend practices |
| Performance Management Review to formulate individual and school P.D. | Use outcomes of staff performance management to guide future school practice |
| Web reviews for Emerging areas – as needed | Emerging areas of review can be actioned quickly through web |
| School Policies | Review/endorse two per BoT meeting, with schedule set, allow for emerging needs |
| Friends of the School Review | Liaise with FoS and review where areas of development needed |
| Learning Support / ESOL | Review Learning Support programmes, link to Strategic Plan/Budget/Human Resources |
| School ICT Plan | Update ICT Plan in liaison with ICT Leader/Budget |
| School Furniture and Equipment Plan | Update Furniture and Equipment Plan based on school needs |
| School 10-Year Property Plan | Update and review annually based on school needs |
| School Whanau Review – Maori Consultation (NAG 5) | Consult each term with Maori Community, School Whanau, link to Strategic Plan |
| Health Consultation – Every two years | Consult in October 2012 on Health Programme |
| Full teacher meetings | Meet each fortnight for professional development linked to Strategic Plan/Review what we are doing |
| Team meetings fortnightly | Each teaching team meets to review current practice and plan for future learning |
| Leadership meetings twice weekly | Meet twice a week to review current school operations and plan for future |
| Administration team meetings weekly | Meet weekly to review current administration happenings, future, monitor attendance |
| Student Council twice a term | Student representatives meet with Principal to review school and what we can do to improve our place |
| Daily 10.55 meetings with staff | Meet staff daily at 10.55 to review school happenings and plan upcoming events |
| Ancillary staff meeting – each term | Meet with teacher aides and review current systems and look at future |
| Monthly property checks – Buildings manual, include Yearly electrical | Checks carried out monthly on site, review what is in place and what to review. Staff can list any concerns in book in staff lounge |
| Emergency system checks – weekly | Weekly check of sprinkler system by Wormald |
| Emergency lockdown – each term | Held each term and logged |
| Emergency evacuations – each term | Held each term and logged |

BOT Chair …………………………..... Principal ………………………….....

Date Ratified: 23 September, 2013 Review Date: September, 2015