**APPENDIX A – SELF-REVIEW POLICY**

| **Planned** | **Resp** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sept** | **Oct** | **Nov** | **Dec** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Curriculum Reports to Board | J |  |  | X |  | X |  |  | X | X |  | X |  |
| Aspect of School Operations Review from Staff to BoT | A |  |  | X | X |  | X | X |  | X | X |  |  |
| Learning Analysis Review – Charter, Strategic, Annual | A, J | 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 | A |  |  |  |  |  |  |  |  |  | X | X |  |
| Performance Management Review to formulate P.D. | J |  |  |  |  |  |  |  | X | X | X |  |  |
| Web reviews for Emerging areas – as needed | Board |  |  |  |  |  |  |  |  |  |  |  |  |
| School Policies – Review/endorse – two per meeting | J | X | X | X | X | X | X | X | X | X | X | X | X |
| Friends of the School Review | A |  | X |  | X |  | X |  | X |  | X |  | X |
| Learning Support/ESOL | J |  |  |  | X |  |  |  |  | X | X | X |  |
| School ICT Plan | ICT |  |  |  |  |  |  |  | X | X | X |  |  |
| School Furniture and Equipment Plan | A, K |  |  | X |  | X |  | X | X |  | X | X |  |
| School 10-Year Property Plan | A, K |  |  | X |  |  |  |  | X | X | X |  |  |
| School Whanau Review – Maori Consultation (NAG 5) | A |  |  | X |  | X |  | X |  | X |  | X |  |
| Health Consultation – Every two years (last consultation completed Nov 2016). | A |  |  |  |  |  |  |  |  |  |  |  |  |
| Staff Meetings | A | 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 | A |  | 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 | A |  | 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 | J |  | 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 Lock Down – twice a year | A |  | X |  |  |  |  |  | X |  |  |  |  |
| Emergency Evacuations – each term | A |  | X |  |  | X |  | X |  |  | X |  |  |

|  |
| --- |
| **Legend** – A=Anne, J=Jo, K=Kylie, M=Marise, ICT=ICT Team, Board = School Board, TL=Team Leaders, L=Leadership, Finance, C=Caretaker, Wor=Wormald |

|  |  |
| --- | --- |
| **Self-Review Area** | **What Does This Mean?** |
| Curriculum Reports to Board | Four reports on curriculum areas across the school to Board, use to inform practice |
| Aspect of school operations review from staff to Board | Four oral reports to the Board from staff on school operations, update Board |
| 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 external review to improve | Use ERO self-review tools to look at school practices, amend where needed  Use external 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 | Reviewed/endorsed at Board meeting with schedule set, allow for emerging needs |
| PTA Review | Liaise with PTA 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 annually with Maori Community, School Whanau, link to Strategic Plan |
| Health Consultation – Every two years | Consulted in November 2022 on Health Programme |
| Full Teacher Meetings | Meet once a term, or as necessary, 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 |
| Senior Leadership and Team Meetings - weekly | Each of these teams meet once 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 10.55am meetings with staff | Meet staff daily at 10.55am to review school happenings and plan upcoming events |
| Ancillary staff meeting – each term | Meet with Learning Support (Teacher Aides) and review current systems and look at future |
| Monthly property checks – Buildings manual, include yearly electrical | Checks carried out monthly onsite, review what is in place and what to review. Staff can list any concerns on the “Workplace Health & Safety Reporting” on the school Landing Site. |
| Emergency system checks – weekly | Weekly check of sprinkler system by Wormald |
| Emergency Lock Down – twice a year | Held twice a year and logged |
| Emergency Evacuations – each term | Held each term and logged |