

POLICY: SELF REVIEW AND DOCUMENTATION

The daily life of the college will be permeated with the values of Jesus Christ and the teachings of the Catholic Church. Special links will be maintained with the Sisters of Our Lady of the Missions as the College Founders and their special charism reinforced in the College.

1.0 Purpose and Scope

This policy defines Sacred Heart Girls' College standard by which the Board of Trustees and the school management will maintain effective documentation and self-review processes that will promote an effective school and enables continuous improvement. To ensure that systems and procedures in the school are properly documented based on procedural and administrative guidelines.

- Describe the policies and procedures that are in place to support and govern the management of Sacred Heart Girls' College.
- Provide a framework for reviewing all aspects of the school's operations.
- Respond to evidence gained through regular self-review so that the Board of Trustees and school management are able to determine steps to achieve improvement.
- Describe the process that will be followed to review, amend and approve plans, programmes, policies and procedures.

2.0 The Policy

The Self Review Documentation policy at Sacred Heart Girls' College is that:

- Strategic plans, policies and procedures are vitally important to Sacred Heart Girls' College in relation to maximising the dependability, consistency and transparency of the schools governance and operational management behaviours.
- Sacred Heart Girls' College is committed to safeguarding the integrity of all strategic plans, policy and procedure documentation both in respect of its formation and application.

The Board of Trustees and school management will develop and comply with the Self Review programme which reviews all policies with associated procedures every two years.

3.0 The Procedure

The procedure will guide the self-review programme of the school to ensure a thorough ongoing cycle of review of its plans, programmes and policies are directed to ensure student achievement is maintained.

- 3.1 Develop a strategic plan which documents how the school is giving effect to the National Education Guidelines through their policies, plans and programmes including those for curriculum, assessment and staff professional development.
- 3.2 The Board will maintain a review schedule for plans, policy and procedure and this schedule will be included in the briefing papers at each meeting of the Board of Trustees.
- 3.3 Policy review will be conducted by a member of the Board, preferably working with at least one other Board member or a relevant senior management person.
- 3.4 Procedure review will be conducted by the Principal for each policy or procedure.

4.0 Responsibilities

- 4.1 Board of Trustees - has the overall responsibility for ensuring that the Charter and policy framework are established to guide and direct the management of the school. The Board of Trustees will monitor the implementation of these through a planned process of self-review. The Board, through the Principal, has the responsibility for reporting to the Secretary for Education.
- 4.2 The Principal and staff have responsibility for reporting to parents on student achievement.

5.0 Monitoring and Reporting

It is important for the integrity of the self-review process that evidence is gathered about the effectiveness of the strategic plan, programmes and policy/procedures. This evidence should include both subjective and objective data. Where appropriate, evidence about the impact of programmes and policies on student achievement should be gathered and utilised.

- 5.1 Sources/methods for the gathering of evidence may include:
- Review of previous year's annual plan based on any relevant reports written about each initiative in the plan.
 - Feedback from staff, either annually or ad hoc.
 - Staff meetings/student meetings.
 - Feedback from Principal at annual appraisal.
 - Survey/questionnaires as appropriate — staff, students, parents, community.
 - Student achievement information based on curriculum reports to the Board.
 - Consultation with Whanau and local Maori community, especially on issues relating to the welfare of Maori students.
 - Consultation with the Pasifika community, especially on issues relating to the welfare of Pacific Island students.
 - Review against the National Assessment Guidelines (NAGs)
 - Use of outside consultants, if appropriate.
 - Annual curriculum reports to the Board.
 - Reports to the Board from the Senior Management Team.
- 5.2 Open communication and information sharing will occur through the notification to relevant parties i.e. staff, parents, community via the school website, school newsletter, workshops or by individualised notification means.

6.0 Outputs and Consultation

- 6.1 The strengths and areas for improvement; the basis for identifying areas for improvement; planned actions for lifting achievement; how students are progressing in relation to National Standards.
- 6.2 Plans, programmes, policy and procedure reviews will include consultation with staff and the school community, about the effectiveness of existing programmes, plans and policy where this is appropriate.

7.0 Approval Process

Following review, the appointed reviewers will recommend to the Strategic and Governance sub-committee of the Board any action that may be required in relation to policy: the Principal in relation to procedure. As per established practice, the reviewed Policies or procedures will require ratification from the Board.

8.0 Associated Documents

The above policy should be read in conjunction with the following documents:

- Sacred Heart Girls' College Annual Charter and Work Plan (three year cycle).
- Sacred Heart Girls' College Policies and Procedures.
- National Administration Guidelines (NAG 1 to NAG 8).
- Education Act 1989.

9.0 Review

The policy will be reviewed by the Board of Trustees bi-annually.

10.0 Sign-off

Approved by the Board of Trustees at the meeting held on 28th November 2016

Signed: 

Name: Mr B Hunt

Position: Chairperson