

Hauraki Primary School Policy Document

Self-Review

Rationale

The purpose of the Hauraki School Board (“the Board”) is to govern the school in accordance with the objectives outlined in section 127 of the Education and Training Act 2020 (the Act). Maintaining an ongoing programme of self-review together with the Principal and staff will ensure these objectives are met.

Purpose

To reflect on current practice to meet the Board’s primary objectives.

Guidelines

1. Contexts for self-review include the Board’s charter, mission statement, vision, strategic plan, annual action plans, staff professional growth documents, teaching and learning reflections, student achievement, surveys, curriculum reviews and policy reviews.
2. The Annual Plan is used as a basis for annual reporting to the Board, Ministry of Education and community.
3. Curriculum reviews in four curriculums are designated for reviews each year on a triennial basis, normally undertaken by curriculum leaders using a set format, and are reported to the Board and staff. Digital and hard copies of these reviews are kept in a Self-Review folder.
4. Curriculum reviews provide direction for future curriculum developments and are incorporated into strategic and/or annual plans.
5. Student achievement is analysed and interpreted biannually for literacy and numeracy with a particular focus on target groups.
6. The teacher inquiry process provides direction for tracking of students to enhance learning outcomes.
7. Building the assessment for learning capability of students enables them to contribute to progress against goals and inform future learning steps.
8. The reporting schedule that describes student progress and achievement for parents and students is reviewed regularly.
9. Weekly meetings for whole staff, senior staff and syndicates are held to review curriculum planning, assessment, reporting and teaching programmes.
10. A professional growth document is provided for each staff member annually and focuses on teacher performance and development, with the aim of making a difference to outcomes for students and establishing priorities for professional learning.
11. Regular appraisal of the Principal’s performance takes place.
12. Policies are reviewed regularly by the Board according to a triennial review process as set out in the Administration Folder.
13. The Board undertakes a regular analysis of financial trends.
14. Regular monitoring and reporting on health and safety management takes place.
15. Survey/questionnaires are circulated to the parent community periodically to determine levels of satisfaction with the school to identify areas for improvement and inform future strategic planning.

Signed: _____

Date: 19/2/2024

Presiding Member of the Board

Review Date: Term 1 2027