



MARIST CATHOLIC SCHOOL

PROCEDURE: **Self Review**

Rationale: The National Administration Guidelines require Board to follow sound governance and managerial practices involving curriculum, employment, financial and property matters

The principal and SMT will draw up a proposed plan of self-review to present to the Board of Trustees at their first meeting of the year (guidelines attached) . This will consider policies, plans and programmes run by the school and also an evaluation of information on student achievement. This self- review plan will be considered along with the school annual development plan . The Board shall have the opportunity to consider these matters, suggest any amendments/alterations before it is adopted for the year

Review Process

- Set the review questions
- Decide on what data will be collected (who, what, how, when)
- Set a BOT meeting date for the findings to be presented

Changes to school policies – proposed wording can be drafted/ collated outside of the board meetings and brought to a subsequent meeting. These proposed changes should relate to the current review focus.

Changes to School procedures – Recommendations may be made to management regarding related procedures

Board Minutes. Board of Trustee decisions will be recorded in the minutes with the relevant NAG number and policy/procedure number

Review questions that may be appropriate

- What is the impact on students?
- Where are we now? How are student progressing against the standards?
- How is it affecting outcomes?
- How will this impact on the school community?
- Is it up to date?
- What do we need to change? (What do I want to do?)
- How will we make the changes over time? (How will I get there?)
- How will we know our management change has been successful?
- Can it be improved?
- Is it working?
- Is it cost effective?
- Is it needed at all?

- Is anything missing?
- Are we complying?
- Does this meet Board expectations?
- Is it manageable?
- Are there any next steps needed?

Review Schedule

MAJOR AREA	YEAR ONE	YEAR TWO	YEAR THREE	YEAR FOUR	YEAR FIVE
Curriculum & Assessment a) Learning Area Review b) Issues Review Reviewing: Impact of our teaching programmes Resources Student achievement Procedures	EOTC/Co-curricular The Arts Technology - Major Science - Minor ICT in the Curriculum - Minor	<i>The New Zealand Curriculum</i> Implementation Gifted & Talented Social Science Health Programmes	Health and Physical Education Maths & Statistics Literacy (Reading) - Minor	Social Science Health Programmes Learning Languages Literacy (Writing) - Minor	The Arts Health and Physical Education Concept Based Integrated Planning
Special Catholic Character	Dimension 1	Dimension 2	Dimension 3	Dimension 1	Dimension 2
MCSHB Policies	Catholic Special Character Health & Safety	Curriculum Review Property/Finance	Personnel Legislation	Begin review of policies process again	
Documentation Self Review	Charter and Strategic Plan Community Engagement	Governance Manual		Charter and Strategic Plan Community Engagement	
Personnel	Admin Recruitment	Admin Induction	Admin Management structure Complaints	Admin EEO Programme	Admin
Assets Finance Property	Accounting/Cash handling, Finance Procedures Office administration	Asset Register + insurance Furniture Cleaning	Budget Procedures	ICT Equipment plan Furniture	Asset Register