

POLICY 2

Strategic and Annual Planning Charter

The Board of Trustees together with the Principal and teaching staff shall:

1. Develop a strategic plan and annual which documents how they are giving effect to the National Education Guidelines through their policies, guidelines, procedures, plans, and programmes, including those for the curriculum, National Standards, assessment and staff professional development. This is incorporated in the School Charter to be submitted to the MOE annually.
2. Maintain an ongoing programme of self-review in relation to the above policies, guidelines/procedures plan, and programmes, including evaluation of the information on student achievement; and
3. Policy 2 shall be supported by the following guidelines:

Policy 2 Guidelines

- 2.1. Consultation;
- 2.2. Writing Policy and Guidelines;
- 2.3. School Review



Chairperson

21.6.2017.

Date

GUIDELINE 2.1 – CONSULTATION

Guidelines

1. The Board of Trustees actively encourages the promotion of College achievements and activities within the wider community.
2. Orientation meetings are held for Year 6 students and their parents/caregivers. Orientation interviews are held for all other new students.
3. The school holds regular public events to promote student achievement and community awareness.
4. Newsletters are distributed fortnightly. Articles appear in local papers regularly.
5. Methods of reporting to parents about pupil achievement are reviewed annually.
6. The Board of Trustees receives minutes from the Home and School Committee.
7. Draft guidelines may be circulated to the school community for comment and public discussion.
8. The Board of Trustees will consult the school's community, Maori, and Pasifika community on school performance and setting of strategic and annual goals on a regular basis.
9. The Board of Trustees shall collate the school community's submissions and comments and take them into consideration when setting strategic and annual goals and writing policy and reviewing guidelines.

GUIDELINE 2.2 – WRITING POLICY AND GUIDELINES

Guidelines

1. All policies must take into account the National Administration Guidelines and the Strategic Plan.
2. All policies shall have relevant guidelines.
3. The guidelines shall be as concise as possible, easily understood, recorded in point form.
4. The guidelines shall be limited, where practicable, to one page so that they are easy to read, write and change.
5. Writing guidelines should be a shared process within the school's community when appropriate.

Guideline audited and reviewed by Self Review Committee

Date.....

GUIDELINE 2.3 – SCHOOL REVIEW AND AUDIT

Guidelines

1. A committee of the Board of Trustees shall be established on an annual basis to review and audit the College policy and guidelines.
2. An annual plan is developed. This will be evaluated annually.
3. A triennial strategic plan is developed and reviewed within a three year period.
4. The committee has regular meetings where policies, guidelines and procedures are reviewed and audited.
5. The committee reports to the Board of Trustees meetings. A record of the meeting is kept.
6. Where the committee has concerns about an area of school practice, the committee will refer the matter to the Board of Trustees and/or school leadership.

Guideline audited and reviewed by Self Review Committee

Date.....