

## **STRATEGIC PLANNING, SELF-REVIEW AND REPORTING POLICY**

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NAG 2

### **Rationale:**

Ormiston Senior college complies with the requirement specified in National Administration Guideline 2 that each school:

- Develops a strategic plan which documents how they are giving effect to the National Educational Guidelines
- Operates a programme of self-review in order to reinforce a culture of continuous improvement and that
- Reports to students and their parents on the achievement of individual students and to the community on the achievement of students as a whole.

To fully participate in the life of the College, its community must be kept informed about programmes and events affecting the College and provide opportunities for consultation where appropriate.

### **The Purpose is to ensure that:**

1. The strategic plan reflects the Ormiston Senior College Vision and Values.
2. All facets of school functions and annual plans are carried out within the context of the Vision and Values of the College.
3. The self-review process will provide a means of acknowledging achievements as well as the identification of those areas requiring improvement or development. This includes the self-review of the Board of Trustees.
4. The requirements for reporting to the parents and to the community are met.
5. We establish and maintain channels of communication between the College and the community.
6. All members of the College community have an opportunity to be informed about and participate in College issues and events.

### **Guidelines:**

#### **1. Strategic and operational planning**

- 1.1 Each year an annual plan will be written; this plan highlights the major objectives of the college for the year. This annual plan itself is derived from a longer-term strategic intent which should be based on a full scale and comprehensive client-based review of all college operations once every three years. The annual plan will:
  - Set out annual goals
  - Outline the annual targets for each goal
  - State key improvement strategies
  - Be published on the college website
- 1.2 There will be clear procedures in place which relate to annual planning.

## 2. Self-Review

- 2.1 The Board will approve a cycle of self-review which will include gathering information, creating an action plan and evaluating actions. A full self-review cycle will cover a three year period.
- 2.2 The Principal or Principal's delegate will report to the Board on reviews conducted and on recommendations.
- 2.3 There will be clear procedures in place which relate to the self-review process.

## 3. Reporting and Community partnership

- 3.1 The College community will be informed about the priorities and vision the Board has for governing the College.
- 3.2 The College community will be provided with prior information of venues, times and dates of Board meetings.
- 3.3 Regular newsletters will be emailed informing parents/caregivers of events and issues relating to the College.
- 3.4 General College information will be available on the website.
- 3.5 All interaction will be culturally responsive.
- 3.6 There will be clear procedures in place which relate to reporting of school achievement data.

### Consultation Scope:

Ormiston Senior College Senior Leadership Team  
Board of Trustees

**Review:** This policy will be reviewed every 12 months. Please refer to Appendix.

| Reviewed    | Tabled        | Adopted       | Signed          |
|-------------|---------------|---------------|-----------------|
| May 2012    | 30 May 2012   |               | Anita Potgieter |
| June 2013   | 29 June 2013  |               | Anita Potgieter |
| July 2015   | 29 July 2015  |               | Anita Potgieter |
| July 2016   | 27 July 2017  | 27 July 2017  | Shireen Chetty  |
| August 2017 | 2 August 2017 | 2 August 2017 | Shireen Chetty  |
| July 2018   | 26 July 2018  | 26 July 2018  | Shireen Chetty  |
| July 2019   | July 2019     | July 2019     | Shireen Chetty  |
| July 2020   | July 2020     | July 2020     | Shireen Chetty  |

Chairperson \_\_\_\_\_

Signature \_\_\_\_\_

NEXT REVIEW DATE: JULY 2020

## Appendix:

### Procedures for self-review process:

These reviews will be carried out by the relevant Board of Trustees committee, working with the relevant senior leadership person, and will involve the following:

1. Checking the policy and procedures against the relevant NAG.
2. Ensuring that there is an appropriate focus on the key initiatives and success indicator milestones outlined in the strategic and operational plans.
3. Gathering evidence about the effectiveness of the policy/procedures. This evidence should include both subjective and objective data. Where appropriate, evidence about the impact of policies on student achievement must be gathered.

### Methods for the gathering of evidence includes:

- i. Review of previous years development plan, based on reports written about each initiative in the plan
- ii. Staff appraisals and feedback on the annual cycle
- iii. Calling staff meetings and student meetings
- iv. Checking Principal's appraisal on the annual cycle
- v. Survey/questionnaires as appropriate – staff, students, parents
- vi. Use of external consultants as appropriate
- vii. Student achievement information based on reports to the Board
- viii. Annual Learning Area reports to the Board
- ix. Reports to the Board from the Senior Leadership Team
- x. Detailed sampling of at least two courses each year by an external evaluator on the basis of the current ERO guidelines
- xi. Whanau and Maori community especially on issues relating to the welfare of Maori students
- xii. Determining in consultation with staff and (where appropriate) the community, about how effective the policy is.
- xiii. Making recommendations to the full Board of Trustees for change as appropriate.
- xiv. Writing a full report on the review for the Board of Trustees and the community, which will be available on the College website.