

NAG 2 AND NAG 2A – DOCUMENTATION AND SELF REVIEW

RATIONALE

Maintaining effective documentation and self review processes promotes an effective school and enable continuous school reporting and improvement.

PURPOSE

1. To ensure that systems and procedures in the Centre are properly documented based on procedural and administrative guidelines.
2. To provide a framework for reviewing all aspects of the Centre's operations.

GUIDELINES FOR NAG 2

- a) Develop a strategic plan which documents how the Centre is giving effect to the National Education Guideline (NEG's) through its policies, plans and programmes including those for curriculum, National Standards assessment and staff professional development.
- b) Maintain an on-going programme of self-review in relation to the above policies, plans and programmes, including evaluation of information on student achievement.
- c) Report to students and their parents on the achievement of individual students, and to the school's community on the achievement of students as a whole and of groups (identified through NAG 1 (c) above) including the achievement of Maori students against the plans and targets referred to in 1 (e) above.

GUIDELINES FOR NAG 2A

- a) Report to students and their parents on the student's progress and achievement in relation to National Standards. Reporting to parents in plain language in writing must be at least twice a year;
- (b) Report school-level data in the board's annual report on National Standards under three headings:
 - i. school strengths and identified areas for improvement;
 - ii. the basis for identifying areas for improvement; and
 - iii. planned actions for lifting achievement.
- (c) Report in the board's annual report on:
 - i. the numbers and proportions of students at, above, below or well below the standards, including by Māori, Pasifika and by gender (where this does not breach an individual's privacy); and
 - ii. how students are progressing against the standards as well as how they are achieving.

Ratified by Board: _____



Chairperson - Signed for BOT

Date: _____

23-08-06

Revised: _____

Chairperson - Signed for BOT

Date: _____

Revised: _____

Chairperson - Signed for BOT

Date: _____

Revised: _____

MEMORANDUM

To : Board of Trustees
From : CEO
Subject : **NAG 2 Policy Draft**
Action Required : For discussion
Date : 18 November 2010



We need to create an annual reporting process...of planning to action, implementing action, reporting on goals and targets, identifying emerging issues and formally reporting progress....

The basic principle is that in order to have CONTINUOUS IMPROVEMENT we need a cycle of activity that focuses on PLAN, DO, CHECK, ADJUST.

NAG 2 requires us to have a policy to describe this Annual Planning Process:

e.g.

1. 2010 Annual Report includes report on the 2010 goals and gives a quick a summary list of the 2011 priorities
2. 2011 Charter (Annual Section) then records the details of the goals and targets relevant to the priorities for the 2011
3. During 2011 Board meetings receive reports on achievement of the goals and discussion will highlight new information about "emerging issues"
4. During 2011 Meeting by Meeting create a "Strategic Issues Log" to capture "emerging issues" (refer to your NZSTA training book T/103 pg 4, 5)
5. August / September 2011– summarise the emerging issues and prioritise which ones the Board wants the Management to work on in the coming year (2012).
6. October / November 2011– draft plans and develop budgets for 2012.
7. November / December 2011 - the Board approves the 2012 Priorities and Annual Plan for the coming year

Steps 7 now loops back with Step 1 to form an annual planning process.

I look forward to our discussion on these suggestions.

Regards

David Foster

Chief Executive Officer