



# WAIMEA COLLEGE

## Policies and Procedures

**Policy:** NAG 2 – Documentation and Review

**Date Approved:** 27 October 2020

**Review Date:** 2023

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### Rationale

The Board is required to plan strategically; have in place a system of self-review based on information about patterns of student achievement as a whole. The Board is required to undertake consultation in its planning process. It is also the Board's responsibility to ensure that parents and caregivers are regularly informed of individual student progress.

### Purpose

1. To provide a framework for planning and to outline how the National Education Guidelines will be addressed.
2. To ensure consultation with stakeholders in the planning process.
3. To ensure systems are in place to gather, analyse and report information on student achievement.
4. To have in place a system of self-review based on the information received about student achievement.
5. To ensure that the achievement of students as a whole as well as groups of students (including Maori and Pasifika) is reported to the community.
6. To ensure that parents and caregivers are regularly informed of individual student progress.
7. To gain valid information about how well the Board is governing and managing the school as it works to enhance educational outcomes for all students.
8. To enable the Board to demonstrate to its community and external agencies how it is meeting its charter obligations and the requirements of legislation. For example, to external agencies such as the Education Review Office for accountability reporting, to the Ministry of Education through annual reporting, and the NZQA through the accreditation process.

### Guidelines

#### Strategic Planning

1. A 3-yearly Strategic Plan will be developed and reviewed annually.
2. From time-to-time, consultation with various stakeholders will be undertaken as appropriate when developing or reviewing the Strategic Plan.
3. An Annual Plan will be developed each year based on the Strategic Plan, with an accompanying operational budget.
4. Policies and procedures will be developed and reviewed on a regular cycle.
5. The School Charter will be reviewed in consultation with the school community at the start of each 3-year strategic planning cycle, or as otherwise required.
6. The Board will have in place job descriptions and a Code of Conduct for all Board members.

## **Review**

1. Information on student achievement will be gathered, analysed, and reported to the Board on a regular cycle.
2. Information on student achievement will be considered according to the goals of the Strategic and Annual plans and used to develop future plans.
3. The Board will have in place a system for reviewing its own processes and operations. The Board will decide the purpose, scope, process, and resources needed for the self-review programme.
4. The Board will delegate the responsibility for the programme of self-review to specified Board or staff members, students, and parents.
5. The Board will ensure that all interested groups are involved in the process.
6. Board members will undertake training as required to help fulfil their duties as Board members.

## **Reporting**

1. The Board will meet its statutory reporting requirements.
2. Parents and Caregivers will be regularly informed of individual student progress through a variety of on-going communications.
3. The Board will report to the community on the achievement of students as a whole as well as groups of students (including Māori and Pasifika).

## **Consultation with the School Community**

1. The Board Chairperson shall present an annual report.
2. The Board will consult the Community every two years with regard to the delivery of Health Curriculum programmes.
3. Parents/Caregivers are to be made aware that Board meetings are public, and that they are welcome to attend.

**Date Adopted:** 27 October 2020

**Chairperson:**



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Waimea College Board of Trustees

## **Supporting Documentation**

- 2 S.D.1** Strategic Plan for Maori and Pasifika Students
- 2 S.D.2** Consultation with the School Community
- 2 S.D.3** Reporting on student progress
- 2 S.D.4** School Internal Departments Self Review Procedures
- 2 S.D.5** Strategic and Annual Plans