

## National Administration Guideline 2 [NAG 2] Strategic Planning, Self Review & Consultation

Reviewed 13 March 2012

Each Board of Trustees, with the Principal and teaching staff, is required to:

- (a) Develop a strategic plan which documents how they are giving effect to the National Education Guidelines through their 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; and
- (c) Report to students and their parents on the achievement of individual students, and to the college's community on the achievement of students as a whole and of groups (identified through NAG 1(c)) including the achievement of Māori students against the plans and targets referred to in NAG 1 1(e).

### NAG 2A

Where a school has students enrolled in years 1-8, the board of trustees, with the principal and teaching staff, is required to use National Standards to:

- (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 college-level data in the Board's annual report on National Standards under three headings:
  - i. college 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.

These requirements do not apply to boards of trustees that are working towards implementing *Te Marautanga o Aotearoa* until 2 February 2011.

For the avoidance of doubt, the first annual report to which sub clauses (b) and (c) apply is that which reports on the 2011 college year, except for Boards of Trustees that are working towards implementing *Te Marautanga o Aotearoa* when the relevant report is that which reports on the 2012 college year.

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## **N.A.G. 2**

### **2.0 GENERAL POLICY ON PLANNING AND REPORTING**

#### **RATIONALE**

The Board of Trustees will comply with all planning and reporting requirements as stipulated in the National Educational Guidelines.

#### **PURPOSE**

- To ensure that the Board of Trustees and the Principal plan strategically all aspects of the college's operations and development.

#### **GUIDELINES**

1. The Board of Trustees will develop a strategic plan which relates to the National Educational Guidelines and which will consist of measurable goals.
2. The strategic goals will be reviewed every three years.
3. Operational goals will be developed annually. These will address the longer term strategic goals and will be measurable.
4. The variance on the annual operational goals will be reported to the Board and Ministry of Education by the Principal each year.
5. All policies and procedures will be reviewed annually.

## **N.A.G. 2**

### **2.1 SELF REVIEW**

#### **RATIONALE**

This procedure outlines Kuranui College's commitment to implementing and maintaining an effective programme of self review in all aspects of college operations.

#### **PURPOSE**

- To implement self reviews that identify strategies for ongoing improvement of college procedures to ensure that high quality learning and teaching opportunities at Kuranui College are enhanced.

#### **GUIDELINES**

The purpose will be achieved in a number of ways:

- Review and implementation of the college charter triennially which provides direction for the operation of the college based on shared values and the community's vision for the college.
- Identification and monitoring of college policies and strategic goals which give effect to the charter.
- The Board of Trustees will review all policies and procedures annually to ensure these are effective and beneficial to the students and give effect to the charter.
- An annual review by each Team Leader of the team's operations, NCEA achievement levels, and variance on its annual goals. This report will be presented to the Principal and made available to the Board of Trustees by the end of Term 1 each year.
- Teams will review all schemes of work and operational procedures annually.
- Review of the Teaching and Learning Programme through reports from each departmental Team Leader. These will be presented monthly to the Principal who will present a summary overview on a monthly basis to the Board of Trustees.
- Monitoring of individual team goals and achievements by team teaching staff, areas of suggested change to be included in the end of term report, or ad hoc if warranted
- A triennial review of all learning teams to the Board of Trustees, as identified by the principal, including selected areas of college administration, with a report provided at the end of the review each year. The report will identify areas of where teams are performing well and where improvements are called for. Student performance will be significant in assessing team performance. The report will recommend possible courses of action to achieve appropriate performance as soon as possible.
- Adhoc monitoring by the Board of Trustees as it identifies it necessary, or as recommended by external parties such as ERO.

## **N.A.G. 2**

### **2.2 REPORTING TO PARENTS**

#### **RATIONALE**

The Board of Trustees will comply with reporting to parents requirements as stipulated in the National Educational Guidelines.

#### **PURPOSE**

- To inform students and parents / caregivers of the achievement levels of individual students.

#### **GUIDELINES**

1. The college will report the academic achievement levels of individuals in each subject to students and parents three times a year. The first report will be an interim report in Term 1. The other two reports will give detailed achievement information.
2. Family Learning Conferences will be held at least once a year. During the conferences diagnostic learning data will be shared and learning plans developed and reviewed.
3. NCEA credit summary reports on individual students will be sent home.

## **2.3 PROFESSIONAL LEARNING PLAN**

### **RATIONALE**

The Board of Trustees is committed to ensuring that teaching and non teaching staff are highly skilled. They recognise that regularly developing the professional skills of all staff will assist with raising the achievement levels of all students.

### **PURPOSE**

- To ensure that all staff are professionally equipped to deliver the intent of the college's strategic goals.

### **GUIDELINES**

1. An annual professional learning plan which closely reflects the strategic plan is developed and implemented.
2. All planned professional learning must demonstrate an intent to assist in the implementation of the college's strategic goals.
3. Staff will identify areas for personal professional learning during their appraisal cycle.

The Deputy Principal in charge of professional learning will closely monitor requests for professional learning and will report the outcomes of professional development annually to the Board of Trustees.