

Long Bay Primary School

School Documentation and Review Policy

NAG 2



Rationale

The aim of a school self-review is to promote continuous school improvement by:

1. Maintaining an on-going programme of self-review.
2. Documenting how the National Education Guidelines are being implemented.
3. Following sound governance and management practices involving curriculum, employment, financial and property matters applying to schools.

Guidelines

The National Education Guidelines include:

National Education Goals, National Curriculum Statements and National Administration Guidelines.

The objectives of self-review are:

- o 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.
- o To acknowledge achieved targets.
- o To identify needs and new requirements under legislation.
- o To plan and implement continuous school improvement through effective governance and management.

To show that the Board is fulfilling its requirements there must be documentation.

This documentation will:

- o Enable the Board to demonstrate to its community and external agencies how it is meeting its charter, its obligations and the requirements of legislation.
- o Provide clear targets for student achievement.
- o Clearly define the systems for management, planning and self-improvement.
- o Provide opportunities for on-going training and development.

The Board of Trustees is responsible for:

- o Agreeing on the purposes, scope and resources for the self-review programme.
- o Formally delegating the responsibility for the programme of self-review as specified.
- o Approving the processes to be used for self-review and documentation.
- o Establishing monitoring and reporting procedures that will enable trustees to maintain an effective overview of the process.
- o Ensuring that the review findings lead to appropriate action to improve the quality of education offered by the school, and to improve learning outcomes for its students.

Approval

When the Board approved this Policy it agreed that no variations of this Policy or amendments to it can be made except with the approval of the Board. A copy of this policy is to be included in the School Policy Manual, a copy of which shall be available to all staff, and students and parents at their request.

DATE: June 2015	APPROVED BY:	
Next Review: 2018	PRINCIPAL <i>L. Boulton</i>	BOT CHAIRPERSON <i>[Signature]</i>