

Pakuranga College Planning and Reporting Policies

Signed _____ (Board of Trustees Chair) Date Reviewed _____
Next Review Date _____

National Administration Guideline 2 – Planning and Reporting

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) above) including the achievement of Māori students against the plans and targets referred to in 1(e) above.*

Pakuranga College meets its obligations under National Administration Guideline 2 through the implementation of the policies listed below.

The Board of Trustees monitors the implementation and effectiveness of these policies through the Principal's reports on

- Annual plan progress reports
- Analysis of variance
- Annual plan review
- Internal reviews

Policy Statements

Strategic Planning

The college will have in place a current long term strategic plan in accordance with regulatory requirements. It will establish goals for the coming 3 – 5 years and will also outline the means by which the college will meet these goals.

The Strategic plan will assist in and focus on planning for better student outcomes.

The college will have an up to date plan for all areas of its operation which includes the college's charter, strategic plan, annual plan and targets.

Targets will be evaluated as part of the Ministry of Education annual planning and reporting requirements.

The college's annual plan, constructed by the Principal, will reflect set strategic objectives approved by the Board, and will form part of the Principal's reports to the Board and will form a part of his annual performance agreement.

Self Review

The college will have in place a documented cyclical self review programme. Through self review the college will be enabled to ensure that each broad area of operation meets both the quantitative and qualitative requirements. The programme will demonstrate to the Board that all facets of college operation are carried out effectively and efficiently. It will provide a vehicle to acknowledge those areas well provided and those areas needing improvement or development.

Policies will be reviewed on a 3 year cycle and confirmed at the start of each year by the Board of Trustees in its Annual Work Plan.

All reviews will also be confirmed at the start of each year by the Principal and documented in the Board of Trustees Annual Work Plan. The Principal will report to the Board on the review process and any significant finding.

Student achievement data will be reviewed annually and reported to the Board of Trustees as appropriate.

The Analysis of Variance will be presented to the Board of Trustees as an integral part of the college's annual report. It will be available to the community.

Community Consultation

The college will consult with the community as appropriate through cottage meetings, formal surveys, and parent meetings.

The college will welcome community input and feedback on relevant issues.

The community will be kept well informed through regular newsletters.

The Maori and Pasifika communities will be consulted through the parent meetings to develop and make known plans to target to improve student achievement.

Reporting Student Progress

The college will ensure that parents/caregivers are kept informed about their child's progress through formal written reports, verbal report evening and contact through the pastoral network.

Supporting Documentation

Board of Trustees Annual Work Plan		
Procedures for Self Review	-	Procedures folder
Self Review Schedule	-	Procedures folder
Self Review Template	-	Procedures folder