

Pakuranga College Planning and Reporting Policies

Date Reviewed: August 2020

Next Review Date: August 2023

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, aromatawai and/or 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 good quality assessment information* on student progress and achievement;
- c. On the basis of good quality assessment information* report to students and their parents on progress and achievement of individual students:
 - In plain language, in writing, and at least twice a year; and
 - Across the National Curriculum, as expressed in The New Zealand Curriculum 2007 or Te Marautanga o Aotearoa, including in mathematics and literacy, and/or te reo matatini and pāngarau;
- d. on the basis of good quality assessment information*, report to the school's community on the progress and achievement of students as a whole and of groups (identified through National Administration Guideline 1(c) above) including the progress and achievement of Māori students against the plans and targets referred to in National Administration Guideline 1(e) above.

*Good quality assessment information draws on a range of evidence to evaluate the progress and achievement of students and build a comprehensive picture of student learning across the curriculum.

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
- Student Reports

Policy Statements

Strategic Planning

The College will have in place a current long-term strategic plan in accordance with regulatory requirements. It will establish the strategic objective for the coming 3–5 years.

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

The College's Charter will include the strategic plan, annual plan and student achievement 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 three-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. The analysis will report on the achievement of students as a whole and of identified groups (Maori and Pasifika). It will be available to the community.

Community Consultation

The college will consult with the community as appropriate through formal surveys and formal and informal 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 parent meetings to develop and make known plans and target to improve student achievement.

Reporting Student Progress

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

Supporting Documentation

Board of Trustees Annual Work Plan	
Self-Review Schedule	- Attached to Work Plan
College Annual Report	- On College Website
Analysis of Variance	- On College Website

Signed: _____


Board of Trustees Chairperson

Date: 22 September 2020