

**200 Self Review Policy and Procedure Framework
National Administration Guidelines 2/7/8**

NAG 2

Toko School Board of Trustees, with the Principal and staff will:

1. 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;
2. 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;
3. On the basis of good quality assessment information* report to students and their parents on progress and achievement of individual students:
 - a. in plain language, in writing, and at least twice a year; and
 - b. 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;
4. 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.

NAG 7

Each board of trustees is required to complete an annual update of the school charter for each school it administers, and provide the Secretary for Education with a copy of the updated school charter before 1 March of the relevant year.

NAG 8

Each Board of Trustees is required to provide a statement providing an analysis of any variance between the school's performance and the relevant aims, objectives, directions, priorities, or targets set out in the school charter at the same time as the updated school charter provided to the Secretary for Education under NAG 7

NAG 8 applies in relation to schools with students enrolled in years 1-8

Toko School Board of Trustees meets its obligations to NAG 2, 7 and 8, by ensuring that the following documentation is developed, implemented and reviewed as part of the Board's self review process.

| Policies: 400 Health & Safety | |
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| 1. Policy Framework | |
| Self Review Overarching Policy | |

| 2. Key Supporting Documents | |
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| Achievement data | Audited Financial Accounts |
| Board Job Descriptions | Board Meeting Procedures |
| Board Minutes - signed | Board Self Review Timetable |
| BOT Standing Orders?? | Chairperson's Annual Report? |
| Curriculum Framework | ERO Reports |
| Job Descriptions | Ministry Notices |
| Performance Appraisal | Policy |
| Annual Reports | Principals Reports to Board |
| School Information Booklets | School Newsletters |
| Trustee Handbook | Trustees Code of Conduct |
| Special Needs Register | Staff Meeting Minutes |
| Toko School Charter | Toko School Strategic Plan |
| Toko School Annual Plan | Treasurers Annual Financial Report?? |
| School Procedures Listed Below: | |
| <ol style="list-style-type: none"> 1. Assessment Evaluation & Reporting 2. Board minutes 3. Charter 4. Communication 5. Development of school procedures 6. Information Booklet 7. Performance Management 8. Policy making and review 9. Review 10. School consultation | |
| 3. Procedural Framework | |
| 201: Assessment Evaluation & Reporting | 202: Board Minutes |
| 203: Charter | 204: Communication |
| 205: Development of School Procedures | 206: Information Booklet |
| 207: Performance Management | 208: Policy Making and Review |
| 209: Review | 210: School Consultation |
| 211: Staff/BOT Development | |



This policy is reviewed on a 3 year cycle in line with the Board's document self review plan

Board Review: August 2021