

3.3.2.1 Planning & Self-review

Statement of Intent

This policy gives effect to the planning and self-review requirements of National Administration Guideline 2, in relation to Paraparaumu College's strategic plan and associated policies, plans and programmes.

Rationale

Successful Board and School management depends on effective planning and evidence gained through regular self-review. Paraparaumu is committed to maintaining a programme of planning and self-review to ensure that all facets of school operation are carried out effectively and efficiently. It will provide opportunities to both recognise well-performing areas and to identify and address areas in need of improvement.

Board Expectations

Within the first three months of each year, the Board will adopt a work programme which includes a timetable for the review of the following:

* Charter The Board will begin to develop and update the College's Charter for the following year at its September meeting, to be ratified by the Board at its December meeting.

Analysis of Variance The Board will begin to develop the analysis of variance for the following year in September, to be completed by December.

* Strategic Plan: The whole Board will undertake an annual review of the strategic plan against each of the plan's objectives. The plan will be updated accordingly, normally by the second meeting of the calendar year.

* Annual Plan An annual business or operational plan will be developed from the strategic plan and adopted by the Board, normally by its second meeting of the calendar year.

Actual outcomes from the operational plan will be documented and reviewed as part of the Principal's regular reports to the Board.

Actual outcomes from the operational plan will be documented and reviewed as part of the Principal's regular reports to the Board.

The objectives of the Annual Plan will be reflected in the Principal's Performance Agreement. The Principal's performance in meeting these objectives will be appraised by the Board Chair according to the Board's policy.

An annual review of the previous year's annual plan will be undertaken at the first meeting of the calendar year, and will be based on final reports against each of the objectives.

NAG Reporting The Board will begin NAG reports for the following year in September to be completed by December.

Policies The Board will maintain a cyclical review schedule for Board and Operational Policies. Policy reviews and schedule maintenance will be conducted by a delegated member(s) of the Board or delegated committee of the Board.

Policy review will include consultation with staff and the community, about the effectiveness of existing policy where this is appropriate. Consideration will be given to NAG 1(b), which specifically requires consultation with the school's Māori community.

Following a review, the delegate(s) will submit the reviewed policy to the Board for adoption or adaption. Once adopted, policies will be posted on the College website.

Procedures The Principal will maintain a cyclical review schedule for Procedures. Procedure reviews and schedule maintenance will be the responsibility of the Principal or a delegated member of senior management.

Where appropriate, procedure reviews will include consultation with staff and the community, about the effectiveness of existing procedures. Consideration will be given to NAG 1(b), which specifically requires consultation with the school's Māori community.

Board
Self-Review The Board will adopt a code of conduct and will review its performance in the manner specified in that document. The review will follow a 3 year plan which correlates to the triennial Board of Trustees election.

Principal's
Performance
Management The Board will adopt a policy for the Principal's performance management which will outline the timeline for this process.

Staff
Performance
Appraisals The Principal will develop a schedule for the appraisal of staff performance.

Curriculum The Board will adopt an ongoing programme of review of the curriculum developed by the Principal and his delegates.

Student
Achievement The Board will review student achievement based on departmental reports and student achievement data referred to the Board by the Principal. All departmental reviews will include reporting on Māori student achievement and will be based on Board and departmental objectives. The Board's Māori Student Achievement policy will outline reporting requirements to enable the realisation of NAGs 1(a) and 2(c).

*(Documents marked with an * will be developed by the Board in association with the Principal, staff, students, whānau, the Māori community and the wider community.)*

Supporting Documents

As above; and

MoE National Administration Guidelines

Delegations

As above

Approval Dates: 22 September 2014

Review Date (Annual): 28 October 2015

Signed by the Chairperson of the
Board of Trustees on behalf

of the Board of Trustees

