



## SPOTSWOOD COLLEGE

### SELF REVIEW POLICY

#### Rationale:

It is a requirement specified in National Administrative Guideline 2 (ii) that each school operates a programme of 'Self Review'. The School Review Process will enable all stakeholders to contribute to the development of the school.

#### Policy Statement:

The school will have in place a cyclical self review programme. Through self review the school 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 school 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.

#### Guidelines:

1. The Board will approve a programme of self review covering all operational areas over a period of three years.
2. Each year the Board will approve a programme for the year drafted by the Self-Review Committee.
3. All areas will be reviewed concurrently within the cycle covering the NAGs and aligned to the six areas of best practice. This will amalgamate the internal and external review procedures.

STUDENT LEARNING – Engagement, Progress and Achievement  
 EFFECTIVE TEACHING  
 LEADING AND MANAGING THE SCHOOL  
 GOVERNING THE SCHOOL  
 SAFE AND INCLUSIVE SCHOOL CULTURE  
 ENGAGING PARENT, WHANAU AND COMMUNITIES

4. On a four year rotation an in-depth review will take place of each of the eight Learning Areas. A review team consisting of the HOD, an SLT Member and an HOD from another learning area as well as an outside advisor or HOD of a similar department in another school will undertake this in-depth review.
5. Those involved in the area being reviewed will be given adequate notification of the review date and the process to be followed.
6. Once an initial review has been carried out a draft report (or in some cases a policy) will be presented by the reviewers to the staff members with responsibility in that area and the Principal or Board Chair (as appropriate).

7. A final report will be presented to the Principal or Board including details of the review and recommendations for change. Generally the Principal will present a summary of reviews to the Board.
8. Recommendations calling for required change, if accepted, will be incorporated in the school's operational plan for the following year. Where immediate action is called for then these may be implemented without delay.
9. The Board will accept responsibility for reviewing, within the programme, its own operations.
10. Self review activities will be identified on the agenda and monitored via monthly BOT meetings

### **Approval**

When the Board approved this Policy it agreed that no variations of this Policy or amendments to it could be made, except with the majority approval of the Board.

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Signed  
Board Chairperson

On behalf of, and with the authority of the Board on 24 March, 2014.

Ratified by Board:

Due for Review: February, 2017

Reviewed Date: \_\_\_\_\_ Signed for B.O.T.