



# Planning & Reporting Policy

Policy to support NAG 2 Self Review

## Outcome statement

That Pukekohe High School has a clear and open process for both setting a strategic plan for the school and reporting to the school community.

## Scoping

The Board recognises that a clear strategic plan will outline the goals and priorities for the year. Regular reporting through the use of students achievement information will be used to evaluate impacts of teaching and learning.

## Delegations

The Board is responsible in its governance role for ensuring that Pukekohe High School has a clear vision and strategic plan for the school. The Principal as chief executive is responsible for the delivery and reporting of this plan..

## Expectations and limitations

The Pukekohe High School Board of Trustees, with and through the Principal and teaching staff will:

- Develop a charter/strategic plan as its major policy statement and the guiding document for the school. The charter/strategic plan will be updated each year and provided to the Ministry of Education
- Report to students and their parents on the progress and achievement of individual students:
  - on the basis of good quality assessment information
  - in plain language, in writing, at least twice a year
  - across the National Curriculum, as expressed in The New Zealand Curriculum or Te Marautanga o Aotearoa, including in literacy and numeracy and/or te reo matatini and pāngarau.
- Reports to the school community, without identifying individual students, on the progress and achievement of students as a whole and in groups, on the basis of good quality assessment information, including the achievement of Māori students in relation to the plans and targets developed in consultation with our Māori community.
- Maintain a comprehensive programme of self-review, and ongoing cyclical internal evaluation and inquiry, including:
  - plans and programmes
  - evaluation of student progress and achievement information, based on good quality assessment information
  - implementation audits and reports
  - a triennial review of policies and procedures
  - special reviews triggered by emerging issues and unforeseen events.
- Provide 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/strategic plan. This will be provided to the Ministry of Education at the same time as the updated school charter/strategic plan.
- Conduct an annual review of board performance, which considers the annual report, ERO report, the board roles and responsibilities, and any relevant matters.

## Procedures/supporting documentation

Charter / Strategic plan

Assessment schedule

Annual Report / Analysis of variance

## Monitoring

The Board will receive regular reports as part of monthly Board meetings. These reports will focus on the annual goals set and measure impact of initiatives.

# Legislative compliance

Education Act 1989 and Amendment 1991

<http://www.legislation.govt.nz/act/public/1989/0080/latest/whole.html>

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Reviewed: 2021

Next review: 2024

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