

Mission Heights Junior College Planning and Reporting Policies

National Administration Guideline 2 – Planning and Reporting

National Administration Guideline 2

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 information on student achievement; and

c. Report to students and their parents on the achievement of individual students, and to the school's community on the achievement of students as a whole and of groups (identified through NAG 1(c) above) including the achievement of Māori students against the plans and targets referred to in 1(e) above.

Mission Heights Junior 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 Strategic and Annual plan and review processes

Annual Report and Analysis of variance

Self Review

Policy Statements

The school will have in place a current long term strategic plan in accordance with regulatory requirements. It will establish goals for the coming 4-5 years and will also outline the means by which the school will meet these goals.

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

The school will have an up to date plan for all areas of its operation which includes the charter, strategic plan, annual plan and targets.

Targets will be evaluated as part of the Ministry of Education annual planning and

reporting requirements.

The 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 the Principal's annual performance agreement.

1. Self Review

The school will have in place a documented cyclical self review programme. Through self review the school will be enabled to ensure that each broad area of operation meets both quantitative and qualitative requirements. The programme will demonstrate to the Board that all facets of operations 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 programmed cycle according to the Board's Annual Work Plan.

Student achievement data will be reviewed annually and reported to the Board of Trustees and the Secretary of Education as required.

The Analysis of Variance will be presented to the Board of Trustees as an integral part of the school's annual report. It will be available to the community.

2. Community Consultation

The school will consult with the community through formal and informal meetings and surveys. The school welcomes 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 meetings with families to develop plans to target and improve student achievement. The school will also continue to consult with all other groups within the school community.

3. Reporting Student Progress

The school will ensure that parents/caregivers are kept informed about their child's progress through live on line reports, student led conferences and contact through the Whānau.

Signed Date:
Board of Trustees Chairperson