

School Evaluation and Planning Policy



Policy Statement

The Greymouth High School Board of Trustees believes that we can always do better in some aspect of our work, in support of our vision, and is motivated to keep improving our practice.

All teachers, managers and the Board will use internal evaluation, complemented by external evaluation, in a spiral of inquiry to assess what is and is not working and to inform how we plan to improve. In this way, evaluation will cover and drive all aspects of the school towards reaching our vision.

Internal evaluation guidelines

Effective internal evaluation at Greymouth High School will have the following characteristics:

1. Leadership to develop and embed a culture of ongoing improvement based on evaluation
2. Coherent processes of strategic, regular and emergent evaluation, aligned to the school's vision and strategic goals, and making use of the resources from ERO's "Effective Internal Evaluation for Improvement" or subsequent documents; defined in a regular cycle of evaluation developed with the Board and Principal and documented in the **Internal Evaluation Procedure** and **Board Workplan** which spreads evaluation throughout each year, and across years, based on the function of the evaluation
3. A collaborative approach, actively including relevant stakeholders
4. Transparency (exceptions may occur for reasons such as those giving rise to "in-committee" discussion at Board)
5. Clearly stated aims and/or terms of reference expressed in student-centred terms
6. Clearly stated responsibilities
7. A clear plan for data collection and effective analysis which is suitable for the evaluation
8. Clear, practical recommendations reflecting the aims of evaluation i.e. to improve practice towards our vision.

Evaluation of Board of Trustees Policies

A programme of evaluation is developed by the Board of Trustees. Policy reviews are carried out by a process determined by the Board.

This should involve the following:

1. Developing Terms of Reference for the review
2. Ensuring the policy is in line with current law and regulations
3. Gathering evidence about the effectiveness of the policy. This evidence should include a range of data including, where appropriate, evidence about the impact of policies on student achievement
4. Making judgements about the effectiveness of the policy
5. Preparing a report on the review and including recommendations to the Board of Trustees for change as required.

School Charter

1. Where a School Charter is required it will meet the requirements as set out by the Ministry of Education.

Strategic Plan

1. The Strategic Plan is updated annually, following evaluation (inquiry cycle) of the Annual Plan
2. A more significant update of the Strategic Plan, to include the school's vision and values, based on internal and external evaluation and including full community consultation, happens every three to five years
3. The plan includes strategic goals, and aims for each goal, which guide us to our vision and align with our values.

Annual Plan

1. Each year the Principal is responsible for the development of an Annual Plan which is approved by the Board. This plan describes the major aims for the year and is derived from the strategic plan: it is the key management document for that year for all staff. The annual plan should:
 - Identify groups of students who are targeted to accelerate learning through a teaching as inquiry process
 - Describe other significant and new actions which will be taken to meet the school's vision and strategic aims
 - State supporting actions that need to be taken to achieve the aims
 - Outline key success indicators
 - Be published through the school's communication channels.
2. The Annual Report (Analysis of Variance) follows the inquiry process, meets legal requirements and is submitted to the Ministry of Education as required.

Financial Review

Financial systems and performance are audited annually by the office of the Auditor General or delegate. Recommendations are adopted as necessary. The Finance Committee meets each month to review income and expenditure. The school's Finance Policy and Procedures determine processes.

Annual performance appraisal

The school's Appraisal Procedure is determined by the Board's Personnel Policy and responsibilities are updated annually.

Department Improvement Plan

1. Each year the Heads of Departments will present their end of year report to the Board of Trustees which will include a Department Improvement Plan for the new year
2. Department end of year reports will be defined in the school's Internal Evaluation Procedures and follow internal evaluation guidelines.

Monitoring of Compliance

The Board monitors the implementation and effectiveness of this policy through reports and commentaries from the Principal on:

- Principal's reports to the Board
- Annual Plan progress
- Analysis of Variance (AoV)
- Internal Reviews
- Policy Reviews (Board Policy Review Committee)
- Strategic Plan Updates and Review (Board and Principal)

Greymouth High School meets its obligations under NAG 2 through the implementation of this policy. ***Refer also to Reporting to Students, Parents and Community on Achievement.***

The Board expects that the following documents outlining management policies and procedures or practices exist in the school and are regularly reviewed by management. These documents will be available to the Board on request.

RELATED PROCEDURES and DOCUMENTATION	Strategic and Annual Plan; Analysis of Variance Board Workplan Minutes of Board's Policy Review Committee Internal Evaluation Procedure Principal's Reports to the Board Departmental End of Year reports
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Signed (Board Chair)	
Dated	April 2018
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