



**POLICY: DOCUMENTATION & SELF-REVIEW**  
**- procedures refer to NAGS: 2, 7 & 8 documents**  
 (To fulfil the requirements of National Administration Guideline No 2A)

**PURPOSE:** Where a school has students enrolled in years 1-8, the Board of Trustees, with the principal and teaching staff, is required to use National Standards to

LEGISLATIVE REQUIREMENTS	RELEVANT REFERENCES	EXPECTED OUTCOMES	SCHOOL PROCEDURES / DOCUMENTATION
<p>1. Report to students and their parents on the student's progress and achievement in relation to National Standards. Reporting to parents in plain language in writing must be at least twice a year;</p>	<ul style="list-style-type: none"> <li>▪ Education Act 1989 and Amendment 1991</li> <li>▪ <a href="http://www.legislation.govt.nz/act/public/1989/0080/latest/whole.html">http://www.legislation.govt.nz/act/public/1989/0080/latest/whole.html</a></li> <li>▪ <a href="https://education.govt.nz/assets/Documents/Ministry/Legislation/Ed-Act-Update-Factsheets/Ed-Act-Update-FS-4-Improving-planning-and-reporting.pdf">https://education.govt.nz/assets/Documents/Ministry/Legislation/Ed-Act-Update-Factsheets/Ed-Act-Update-FS-4-Improving-planning-and-reporting.pdf</a></li> <li>▪ Strengthen the school network <a href="https://goo.gl/h3myG1">https://goo.gl/h3myG1</a></li> </ul>	<ul style="list-style-type: none"> <li>▪ <i>The development and implementation of a strategic plan outlining how the school will manage the National Education Guidelines</i></li> </ul>	<ul style="list-style-type: none"> <li>▪ Annual Plan - D</li> <li>▪ Policy &amp; Procedural documentation.</li> <li>▪ Assessment &amp; Evaluation. - P / D</li> <li>▪ Staff Devpt – D</li> <li>▪ Charter – D</li> <li>▪ Analysis of Variance – D</li> <li>▪ Staff development Plan – D</li> <li>▪ Curriculum Implementation Plans - D</li> </ul>
<p>2. Report to the Secretary of Education by 1 March school-level data in the board's annual report on National Standards under four headings:</p> <p>school strengths and identified areas for improvement;</p> <p>the basis for identifying areas for improvement;</p> <p>planned actions for lifting achievement and</p> <p>how students are progressing in relation to National Standards</p>	<p>Charters, Analysis of Variance and Reporting Guidance for schools using National Standards Nov 2015 <a href="https://goo.gl/PouY1u">https://goo.gl/PouY1u</a></p>	<ul style="list-style-type: none"> <li>▪ <i>Development and implementation of a programme of self-review</i></li> </ul>	<ul style="list-style-type: none"> <li>▪ School Self-Review Schedule - D</li> <li>▪ Strategic Plan - D</li> <li>▪ Surveys -D</li> <li>▪ Annual Development Plan – D</li> <li>▪ BOT Minutes – D</li> <li>▪ School Charter - D</li> </ul>
<p>3. Report to the Secretary of Education by 1 March on the numbers and proportions of students achieving at, above, below or well below the standards, including including by Māori, Pasifika, European/Pākehā, Asian, gender, and by year level.</p> <p>and report the NAG 2A (b) and NAG 2A (c) National Standards information in the format prescribed by the Secretary for Education from time to time.</p>	<ul style="list-style-type: none"> <li>• Official Information Act 1982</li> <li>• Privacy Act 1993</li> <li>• Public Records Act 2005</li> <li>• Charters, Analysis of Variance and Reporting Guidance for schools using National Standards Nov 2015 <a href="https://goo.gl/PouY1u">https://goo.gl/PouY1u</a></li> <li>• Reporting docs links <a href="https://education.govt.nz/school/running-a-school/spar/preparing-your-documents/">https://education.govt.nz/school/running-a-school/spar/preparing-your-documents/</a></li> <li>• <a href="https://education.govt.nz/assets/Uploads/National-Standards-NAG2Ab-Template.docx">https://education.govt.nz/assets/Uploads/National-Standards-NAG2Ab-Template.docx</a></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Development and implementation of a programme of reporting to students and the school community including those identified groups listed in NAG</i></li> <li>• <i>Reporting individual achievements to students &amp; parents</i></li> <li>• <i>Report school wide and targeted group (including Maori) achievement to the school community</i></li> <li>• <i>Consult with the community on the development of the charter</i></li> </ul>	<ul style="list-style-type: none"> <li>▪ School Newsletters – D</li> <li>▪ Consultation – P</li> <li>▪ Assessment Plan - D</li> <li>▪ Reporting to Parents &amp; Community - P</li> <li>▪ Pupil Reports – P/D</li> <li>▪ Statement of Maori Achievement – D</li> <li>▪ Special Needs Register -D</li> <li>▪ Trustee Handbook / Roles – D</li> <li>▪ Trustee Code Of Conduct – D</li> <li>▪ Mtg Procedures – P</li> <li>▪ School Marketing Information - D</li> </ul>