



POLICY: UPDATE SCHOOL CHARTER POLICY

(To fulfil the requirements of National Administration Guideline No7)

PURPOSE: Each Board of Trustees is required to complete an annual update of the school charter for each school it administers, and provide the Secretary of Education with a copy of an updated School Charter before 1 March of the relevant year

| LEGISLATIVE REQUIREMENTS | RELEVANT REFERENCES | EXPECTED OUTCOMES | SCHOOL PROCEDURES / DOCUMENTATION |
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| <p>Each Board of Trustees is required to complete an annual update of the school charter for each school it administers, and provide the Secretary of Education with a copy of an updated School Charter before 1 March of the relevant year</p> | <ul style="list-style-type: none"> ▪ Education Act 1989 and Amendment 1991 | <ul style="list-style-type: none"> ▪ <i>The development and implementation of a strategic plan outlining how the school will manage the National Education Guidelines</i> | <ul style="list-style-type: none"> ▪ Annual Plan - D ▪ Policy & Procedural documentation. ▪ Assessment & Evaluation. - P / D ▪ Staff Devpt – D ▪ Charter – D ▪ Analysis of Varian – D ▪ Staff development Plan – D ▪ Curriculum Implementation Plans - D ▪ School Self-Review Schedule - D ▪ Strategic Plan - D ▪ Surveys -D ▪ Annual Development Plan – D ▪ BOT Minutes – D ▪ School Charter - D |