

## HOKOWHITU SCHOOL SELF-REVIEW POLICY (2023)

### **PURPOSE**

Hokowhitu School will engage in a continuous and documented programme of self-review for all aspects of the school, including in governance, management, curriculum delivery, and assessment.

### **GUIDELINES**

#### Overarching Principles of Self-Review

1. Self-review will occur in accordance with a scheduled programme.
2. Self-review will include student, community, and staff consultation as appropriate.
3. The outcome of self-review processes will be documented.

#### Responsibilities of the School Board

4. The Board will create a Strategic Plan at the start of each triennial Board cycle, which it will enact on a yearly basis through Annual Implementation Plans, and will review on a yearly basis through an Annual Report that must include:
  - a. Statement of variance (progress against annual targets)
  - b. Evaluation of student progress and achievement
  - c. Giving effect to Te Tiriti o Waitangi/the Treaty of Waitangi
  - d. Statement of compliance with employment policy
  - e. Financial statements
  - f. Report on other special and contestable funding
  - g. Kiwisport funding
5. The Board will have a planned, timetabled programme for self-review of all policies, including those governing its own conduct and responsibilities.
  - a. Each policy will be reviewed at least every three years.
  - b. The schedule for policy review will be made available to the school community through the school website and at the school office.
  - c. The outcome of each review process will be recorded in the Board's meeting minutes and the approved version of the policy will be signed by the Presiding Member and Principal.
  - d. All approved policies will be made available to the school community through the school website and at the school office.
6. The Board will identify and respond to health and safety hazards through regular self-review, in accordance with the Health and Safety Policy.
  - a. Health and safety is an agenda item at all Board meetings.
  - b. The accident register is reported and reviewed at all Board meetings.
  - c. Meetings of the Health and Safety Committee are reported to the Board.
  - d. The outcome of the review process will be recorded in the Board's meeting minutes.

Responsibilities of the Principal

7. The Principal will ensure the Teaching and Learning Handbook is reviewed annually in a professional and collaborative manner.
8. The Principal will ensure that key areas of the school’s operation will be subject to self-review, with outcomes of review processes to be recorded in the school’s Self-Review Folder, including:
  - a. Development plans
  - b. Learning areas
  - c. Teaching staff professional growth cycle (PGC)
  - d. Education Outside the Classroom (EOTC) activities
  - e. Adherence to Education (Pastoral Care of International Students) Code of Practice
9. The Principal will report the outcome of self-review processes to the Board as required for recommended funding or implementation.

**ASSOCIATED POLICIES/PROCEDURES/HANDBOOKS**

Legislation

- Education and Training Act 2020

School Policies, Procedures, and Other Documents

- Board Responsibilities and Code of Conduct Policy
- Delegations Policy
- Education Outside the Classroom (EOTC) Policy
- Health and Safety Policy
- International Student Policy
- Teaching Staff Professional Growth Cycle (PGC) Policy
- Strategic Plan
- Teaching and Learning Handbook

**Ratification date:** 7 September 2023

**Review date:** Term 3 (August/September) 2026

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**Presiding Member**

**Principal**