

## OUR LADY OF THE SACRED HEART SCHOOL

### SCHOOL SELF-REVIEW POLICY

#### RATIONALE

Self-review is a process for the Board to identify, assess and evaluate the effectiveness of the school in fulfilling its Statement of Purpose, its Special Character requirements, its obligations to the community, and in providing the education it wants for its children. It is a key mechanism through which Our Lady of the Sacred Heart can gather and analyse information on the effectiveness of what it does and use the results to improve the quality of their policies and programmes.

#### PURPOSES

1. Maintain an ongoing programme of self-review which is regular, planned and contributes to educational improvement:
  - (a) To gain relevant and valid information about how well the Board is governing and managing the school, as it works to enhance educational outcomes for all children.
  - (b) To use student achievement data as an explicit basis for self-review.
  - (c) To acknowledge what the school is doing well.
  - (d) To use the review process as the basis for improving aspects of the school's management and direction and to make recommendations.
  - (e) To ensure all policies and practices remain relevant and lead to effective governance and management.
2. Document through its policies, plans and programmes, the effectiveness of the implementation of the National Education Guidelines (<http://www.minedu.govt.nz/Boards/LegalObligations/NationalEducationGuidelines.aspx>) to enable the Board to demonstrate to its community and external agencies how it is meeting its charter obligations and the requirements of legislation.
3. Follow sound governance and management practices involving Special Character, curriculum, employment, financial and property matters, health and safety and administrative matters as they relate to schools and as stated in the charter:
  - (a) To clearly define the systems for management, planning and self-improvement.
  - (b) To improve the quality of communication between individuals and groups within the school.
  - (c) To ensure that knowledge, solutions and recommendations are embedded in the review cycle.
  - (d) To provide a basis for ongoing training and development.

#### GUIDELINES

1. The Board of Trustees will focus on strategic planning which incorporates review of policies, plans and programmes, curriculum review and staff appraisal.
2. The Board of Trustees will be responsible for the following:

- approving the processes to be used for self-review and documentation.
  - ensuring that all interested groups are involved in the process.
  - establishing procedures for monitoring and reporting which will enable trustees to maintain an effective overview of the process.
  - ensuring that review findings lead to appropriate action to improve the quality of education offered by the school, and to improve learning outcomes for children.
3. The Board of Trustees will ensure the school maintains a comprehensive self-review programme as required by National Administrative Guideline 2 (b).
  4. When reviewing Catholic Special Character, the Board of Trustees will follow the objectives of the school charter and the process as determined in the document “Catholic Special Character Review and Development”, New Zealand Catholic Education Office, 2011.

### **CONCLUSION**

A systematic self-review programme will provide a sound basis for improving the educational outcomes for children and maintaining the Catholic character of the school.

**Next review:** May 2011

**Adopted as Policy 23 July 1997**

**Reviewed 24 July 2002**

**Reviewed 15 September 2004**

**Reviewed 18 May 2005**

**Reviewed 21 May 2008**

**Reviewed and amended 2 November 2011 in consultation with staff**

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**CHAIRPERSON**

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**SECRETARY**