

BHBI School	Procedure
Documentation and self-review	NAG 2

Rationale

BHBI School will develop and implement a programme of self-review and document how the National Education Goals are being implemented. To implement processes of self-review that identify strategies for continuous improvement to ensure that quality learning and teaching take place at BHBI School

Guidelines

- "Self-review is the way the Board identifies, assesses and evaluates the effectiveness of the school in meeting the values it has adopted, fulfilling its obligations to the community and providing the education it wants for its students" (Self review in schools, National Education Evaluation Reports, No.3 1994)
- There will be a timetable of review for the National Administrative Guidelines which details reporting requirements
- The general goals of the Charter will be included in the review process
- The National Education Goals will be implemented through the BHBI School Charter, curriculum, and management systems
- The school will detail the implementation on the National Education Goals in its management procedures.

Procedures

Each Board of Trustees with the principal and teaching staff is required to:

- Develop a strategic plan that documents how they are implementing the National Education Guidelines through their policies, plans and programmes, including those for curriculum, assessment and staff professional development.
- Maintain an on-going programme of self-review in relation to the above policies, plans and programmes, including evaluation of information on student achievement.
- Report to students and their parents on the achievement of individual students, and to the school's community on the achievement of students as a whole and of groups, including the achievement of Maori students against the school's plans and targets. BHBI School will meet the requirements of National Administration Guideline 2 through the implementation of policies, procedures and supporting documents as listed below.
 - a) Programme of self-review – includes charter development, setting of annual targets and review of policy documents
 - b) Consultation with the community
 - c) Board of Trustees code of conduct
 - d) Principal's reporting to the Board
 - e) Role of the Staff Representative
 - f) Reporting to the Board and community on achievement of goals and targets

Conclusion

The implementation of the National Administrative Guidelines and the National Education Goals will be reviewed regularly to monitor the continuous improvement process.