

POLICY ON PLANNING AND SELF REVIEW

POLICY STATEMENT

The Board of Trustees maintains an ongoing programme of self review, the main features of which are:

- a five year strategic plan which informs the Charter
- an annual operational plan
- a performance management agreement between the Chair and the Principal
- regular review of the business plan and annual review of the strategic plan by the whole Board
- an ongoing programme of review of the curriculum
- an ongoing review of all policies
- active consultation on these matters with the school community.

PURPOSE

- To keep student achievement as the focus of the Board's work
- To manage the present as well as prepare for the future
- To provide for effective management as well as long term planning
- To provide for regular updating of the Charter
- To ensure appropriate reporting and accountability on the part of Trustees and school management
- To provide for appropriate consultation with the school community

GUIDELINES

1. The Board shall adopt a work programme annually which sets out a timetable for review of the curriculum as taught in Napier Girls' High and all Board policies, as well as all matters of strategic importance affecting academic achievement and the life of the school.
2. The Board shall pay particular attention in association with the Principal, staff, students and the wider community to the development of the school's strategic vision.
3. The strategic vision is outlined in the Strategic Plan whose goals will take 3 - 5 years to achieve.
4. This vision shall drive the preparation and updating of the Charter.
5. From the Strategic Plan, an annual business or operational plan shall be adopted by the Board, normally by its first meeting for the calendar year, containing objectives which will be achieved within one year.

6. Actual outcomes from the operational plan shall be documented and reviewed on an ongoing basis as part of the Principal's regular reporting to the Board and at least twice a year (at mid-point and year end).
7. These objectives shall also be reflected in the Principal's Performance Management Agreement concluded with the Board Chair. The Principal's performance in meeting these objectives will be appraised by the Chair according to the Board's policy.
8. The achievement of goals in the Strategic Plan shall be reviewed at least annually and the Plan updated accordingly.
9. Community consultation shall be carried out on a regular basis through addresses at gatherings of the school community, newsletters, presentations at meetings and through the school website. A formal consultation of the community shall be carried out by questionnaire or survey at least every three years
10. The Board of Trustees shall adopt a code of conduct and shall review its own performance in the manner specified. The Board shall also carry out a 3 year plan of self review correlating to the triennial Board of Trustees' election.