

School Self Review Cycle

Objective: To ensure all operations of the BOT are reviewed in a cycle.

School Self Review Timetable for Fruitvale School 2011 -2014 *(Brackets contain number of meeting to review)*

	2011	2012	2013	2014
Teaching and Learning Programmes	<ul style="list-style-type: none"> • Reading • Writing • Other languages • PE • ICT <p>Review BOT meeting 2</p>	<ul style="list-style-type: none"> • Reading • Mathematics - Problem Solving • ICT • Developing new School Curriculum 	<ul style="list-style-type: none"> • Implementing new school curriculum • ICT • Key Competencies • Literacy • Numeracy 	<ul style="list-style-type: none"> • Numeracy • Literacy • Assessment
Home and School Partnerships	<ul style="list-style-type: none"> • Social Events • Using the Library <p>Review BOT meeting 4</p>	<ul style="list-style-type: none"> • Consult on Health Curriculum 	<ul style="list-style-type: none"> • PTA • Consult on Maori Curriculum • 	<ul style="list-style-type: none"> • General complaints • Ensure maintenance of Maori consultation
Human Resources	<ul style="list-style-type: none"> • Recruitment/ • Appointments • Performance Management (1) <p>Review BOT meeting 6</p>	<ul style="list-style-type: none"> • Complaints procedure • Codes of conduct BOT & support • EEO 	<ul style="list-style-type: none"> • Staff Discipline • Principal Appraisal 	<ul style="list-style-type: none"> • Non-teaching appraisals • Staff apptmts
Health and Safety	<ul style="list-style-type: none"> • Medical • Emergency/Civil Defence <p>Review BOT meeting 8</p>	<ul style="list-style-type: none"> • Healthy Lunches • Stand-down/suspension 	<ul style="list-style-type: none"> • Behaviour Management 	<ul style="list-style-type: none"> • EOTC • Dealing with non-custodial parents
Financial Resources	<ul style="list-style-type: none"> • The path of an invoice 	<ul style="list-style-type: none"> • Office procedures • Ways of fundraising 	<ul style="list-style-type: none"> • Asset Register 	<ul style="list-style-type: none"> • Budgeting authorities
Property and Resource Management	<ul style="list-style-type: none"> • Hall facilities • Plan for 10YP 	<ul style="list-style-type: none"> • Electrical testing • Playground safety/improvement • 10Yp signed off • Begin 5yp 	<ul style="list-style-type: none"> • Actioning 5YP 	<ul style="list-style-type: none"> • Actioning 5YP
Board Organisation	<ul style="list-style-type: none"> • Strategic Direction <p>Review BOT meeting 1</p>	<ul style="list-style-type: none"> • Role description for Chairperson • 	<ul style="list-style-type: none"> • Code of Conduct • Board record keeping 	<ul style="list-style-type: none"> • Meeting procedures
Policies	<ul style="list-style-type: none"> • International Students 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •

	Review BOT Meeting 2			
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Process for review:

1. Run through with Staff concerned;
 - consider any problems encountered since last review and suggest changes
 - take to the BOT for consideration
2. Run through with BOT
 - consider any problems encountered since last review and suggest changes
 - Bring changes approved by the BOT for staff consideration
3. Change necessary documentation
4. Ensure all relevant staff know of changes and how they should be implemented
5. Follow-up to see that changes are implemented