

Sacred Heart Girls' College

New Plymouth



DOCUMENTATION AND SELF REVIEW POLICY

Last reviewed at BOT Meeting on 12/10/16

Chairperson: STEPHEN HILL

Signature: [Handwritten Signature]

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SUPPORTING DOCUMENTS

Documentation	Location
Board Minutes (signed)	<i>Principal's PA Office</i>
Charter	<i>Principal's office / Principal's PA office</i>
ERO Reports	<i>Principal's PA Office</i>
Meeting Procedures	<i>Principal's PA Office</i>
Ministry Gazette notices and circulars	<i>Principal's PA office/staffroom</i>
School Marketing documents (prospectus)	<i>Principal's PA office/front office</i>
Self-Review plan	<i>Page 13 of this document</i>
Trustee Handbook	<i>Board Members, Principal's PA office</i>
Trustee Role Descriptions (code of conduct)	<i>In the Trustee Handbook</i>

THIS WILL BE REPORTED AS FOLLOWS

- Reports on students achievements
- Reports on students achievements against National Standards
- Boards Annual Report will include school level data under three strands and also numbers and proportions of students at, above, below, well below including Maori, Pasifika and by gender
- Outline and results of consultation
- Progress of strategic goals



Sacred Heart Girls' College

SPECIAL CHARACTER POLICY

The Board of Trustees will ensure that the Special Character of the school, namely its commitment to provide an education in which the Gospel Values of the Catholic Church are promoted, will be maintained at all times.

THIS POLICY WILL BE READ IN CONJUNCTION WITH THE SCHOOLS' MISSION STATEMENT.



Sacred Heart Girls' College

DOCUMENTATION AND SELF REVIEW POLICY

The Board of Trustees, with the Principal and teaching staff, will:

- (a) Develop a strategic plan which documents how they are giving effect to the National Education Guidelines through their policies, plans and programmes, including those for curriculum, National Standards, assessment and staff professional development;
- (b) maintain an on-going programme of self-review in relation to the above policies, plans and programmes, including evaluation of information on student achievement; and
- (c) 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 (identified through NAG1 (c)) including the achievements of Maori and Pacifica students against the plans and targets referred to in the school's annual plan.

For the students enrolled in Years 7 and 8, the Board of Trustees, with the Principal and teaching staff, will use National Standards to report to students and their parents on the student's progress and achievement in relation to National Standards.

The report will include:

- i) school strengths and identified areas for improvement
- ii) the basis for identifying areas for improvement; and
- iii) planned actions for lifting achievement.

This information will be provided to the Secretary for Education at the same time as the updated school charter.

This will include:

- i) the numbers and proportions of students at, above, below or well below National Standards, including by Maori, Pasifika, gender, and by Year level (where this does not breach an individual's privacy); and
- ii) how students are progressing against National Standards as well as how they are achieving.

The Board of Trustees, will:

- (a) Undertake an annual review of its performance against annual strategic goals set, including review of board procedures and standing committees, to ensure that the board is adopting best practice in order to carry out its functions and ensure annual strategic goals set are achieved.

THIS POLICY WILL BE READ IN CONJUNCTION WITH THE SPECIAL CHARACTER POLICY AND THE SCHOOLS' MISSION STATEMENT.



Sacred Heart Girls' College

SCHOOL CHARTER UPDATE POLICY

The Board of Trustees will complete an annual update of the School Charter and provide the Secretary of Education with a copy of the updated School Charter before 1 March of the relevant year.

THIS POLICY WILL BE READ IN CONJUNCTION WITH THE SPECIAL CHARACTER POLICY AND THE SCHOOLS' MISSION STATEMENT.



Sacred Heart Girls' College

ANALYSIS OF VARIANCE POLICY

The Board of Trustees will provide a statement providing an analysis of any variance between the school's performance and the relevant:

- Aims
- Objectives
- Priorities or targets

set out in the School Charter.

This will be provided at the same time as the updated School Charter is provided to the Secretary of Education.

THIS POLICY WILL BE READ IN CONJUNCTION WITH THE SPECIAL CHARACTER POLICY AND THE SCHOOLS' MISSION STATEMENT.

SPECIAL CHARACTER

The Sacred Heart Girls' College Board of Trustees:

1. acknowledge and ensure that the Catholic Faith and its observances has a central place in College priorities.
2. is to fulfill the intent of the Special Character statement in the Integration Agreement, within the limits of staffing and resources.
3. recognise the right of the Proprietor –Mission College New Plymouth Trust Board - to supervise the maintenance, preservation and safeguarding of the Special Character of the school.

Guidelines

1. The Proprietor's appointees on the Board of Trustees have the responsibility to report to the Proprietor –on the College's Special Character.
2. The Board of Trustees has the responsibility to seek the approval of the Proprietor on matters relevant to the preservation and safeguarding of the College's Special Character.
3. The curriculum of Sacred Heart Girls' College will reflect the Special Character of the College and meet the requirements of the National Administration Guidelines and the National Education Guidelines.
4. The Board of Trustees will ensure that there is a pastoral care and counseling programme for staff and students.
5. The Board of Trustees will ensure that necessary staffing, time and financial resources are committed to providing training opportunities for seeking Teacher accreditation to teach at the College. .
6. Meetings, celebrations, liturgical occasions and school ceremonies will strongly reflect the Catholic Character.
7. When making appointments the Board of Trustees and the Principal will take into account the Catholic Character of the school and will endeavour to ensure that all tagged positions are filled as required by the school's Integration Agreement.
8. Daily prayer and regular liturgy will be part of student life and of the meetings of the College staff and committees.
9. The role of the Chaplain will enhance the Special Character of the College as per their job description.
10. The principles of the empowerment of young women by way of Caritas donations and donations to charities which support women and young children are to be encouraged.

PASTORAL CARE

Sacred Heart Girl's College provides excellence in education while embracing gospel values, therefore the pastoral care of each student is of paramount importance.

PURPOSE:

1. Create an environment which meets the individual student's needs for acceptance, approval and belonging, which will ensure optimum engagement.
2. To ensure that pastoral care matters are dealt with using a relational approach and restorative practices where appropriate.
3. To ensure that we identify the gifts and pastoral needs of each student in our College Community.
4. To celebrate success within the College community
5. To provide clear guidelines to assist staff to advise and mentor students in accordance with College policy and Special Character .
6. To provide guidance and support in curriculum and vocational matters.
7. To ensure that appropriate external services are used when needed.

GUIDELINES:

- The pastoral care team of Sacred Heart Girls' College will include the services of a Guidance Counsellor, a Careers Advisor, School Chaplain, RTLB (Resource Teacher of Learning and Behaviour) and relevant health services. In conjunction with these services, SHGC will also meet the pastoral needs of the students through GEMS (Goals Encourage Mana and Success) Programme, using a year level deaning structure and maintaining the vertical form relationship. In Years 7-9 a homeroom teacher will be the student's first port of call. In Years 10-13 the GEMS teacher will be the first port of call.
- Student diaries will identify clear referral lines for dealing with issues of guidance, counselling and Manawa Mission expectations.
- Students will be assisted to access appropriate health care.
- The Deans will meet regularly to monitor the provision of pastoral care guidance of students. Deans will regularly review the policies and procedures relating to pastoral matters
- Matters of pastoral care advice and guidance, should be undertaken by staff under the guidance of the pastoral team. Pathways and academic guidance should be undertaken by staff under the guidance of the Careers Advisor, Deans and the relevant Head of Faculties.
- Staff must support the teaching of the Catholic Church in matters of sexuality. Counselling on these issues must be directed through the Guidance Counsellor.
- Vertical form teachers will be appointed to provide the first point of call for pastoral care in the school. Where possible, vertical form teachers will remain consistent over years and will also be the GEMS teacher of students in Years 10-13.

BOARD MANAGEMENT

- The Board Management procedures are covered by the Sacred Heart Girls' College Trustee Information Handbook.

CONSULTATION

This covers consultation between the Board and

- a) Staff**
- b) School Community** including
 - i. Parents
 - ii. PTFA
 - iii. Maori community
 - iv. Students
 - v. Parishes
 - vi. Other significant cultural groups.

- c) Proprietor's Board**

- a) Staff**

The Trustees include both the Principal and the Staff Representative who are both members of the teaching staff of SHGC. The role of the staff representative is to put forward the point of view of the staff.

At staff briefings the Principal and the staff representative are able to discuss any matters that have arisen in the BOT meetings and communicate staff responses back to the BOT.

The BOT Minutes are available to the staff following the meetings and may be discussed with the staff representative.

Staff are able to attend the public sessions of any BOT meetings.

Staff are invited to be on various subcommittees that the BOT deem necessary. Heads of Faculty/Departments will submit faculty reports using a standised reporting format to the BOT prior to the monthly Board Meeting that they present at. Each Head of Faculty presents to the Board once a year on a cyclical basis.

- b) School Community**

The BOT will consult with the school community regarding the Charter, areas of the curriculum and any other matters which require consultation (e.g Health).

The BOT consults the Maori community regarding Maori student achievement and regular hui will be held.

- c) The Proprietor's Board**

These are nominated seats on the BOT for members of the Proprietor's Board.

REPORTING TO STUDENTS AND PARENTS *(including National Standards)*

The Board will report to all students, parents and caregivers on the achievement of all students in all areas of the curriculum including;

a) NCEA

- i) A NCEA evening is held each year for parents and students of Y10, Y11, Y12 and Y13. This is run by the Head of Academic Achievement (Deputy Principal Curriculum). The purpose of the evening is to explain NCEA to the students and their families.
- ii) Grades/credits are given for each subject with school reports as well as the number of credits available to the student in that subject.

b) National Standards

- i) For students in Y7 and Y8, the BOT, Principal, and teaching staff shall use the National Standards to:
 - 1. Report to the students and their parents/caregivers on the students' progress and achievement
 - 2. Reporting shall be in 'plain' language, in writing:
 - a. a report will be provided at the end of Term 1; Y9-13 an interim written report, Y7-8 a 3 way conversation.
 - b. a full report made at the end of Term 2 and 4
 - 3. There will be a parent teacher conference, which students are encouraged to attend, to discuss the students' progress on an individual basis.

REPORTING TO SCHOOL COMMUNITY

1. School Newsletters;
 - i) Achievements of specific target groups of students and the student body as a whole are reported to the community on a case by case basis
 - ii) The Principal and Deputy Principals contribute articles to the newsletters
2. School news letters will be emailed to all contributing schools, parishes and other interested parties.
3. School website and Facebook is updated on a regular basis, including significant parish events.
4. Media releases

UPDATING THE SCHOOL CHARTER PROCEDURE

As per the school's self-review timetable the school charter will be reviewed and updated in Term 4 of each year and submitted to the Secretary of Education by the 1st March of the following year.

This will include an analysis of variance as per the NAG 8 policy.

SELF REVIEW TIMETABLE

YEAR	TERM 1	TERM 2	TERM 3	TERM 4
2016	NAG 5 (Health & Safety)	NAG 4 (Finance)	NAG 2, 2A, 7 & 8 (Documentation & self review)	Charter / Strategic Plan / Annual Plan
2017		NAG 4 (Finance)		Charter / Strategic Plan / Annual Plan
2018		NAG 4 (Finance)		Charter / Strategic Plan / Annual Plan