



## 2.1 PLANNING AND REPORTING

### Outcome statement

The Board is accountable for the performance of the school with a key focus on improving student progress, achievement and wellbeing. Planning and reporting are collaborative processes that provide teachers, school leaders and the board with an opportunity to work with parents/caregivers/whānau and the wider community to develop shared aims and targets for our students. Key documents such as the School's Charter and the Annual Plan will be the tangible outputs through which these goals are articulated, measured and evaluated.

### Scoping

The Board will develop and review key documents including the School's Charter (which includes the Strategic Plan and Annual Goals) and the Annual Plan in accordance with the Education and Training Act 2020 and the National Administration Guidelines (NAGs).

Progress against plans will be regularly reviewed and evaluated with a focus on continuous improvement and student outcomes. The National Education Guidelines (NEGs) will be implemented through the school's charter, curriculum, policies and procedures. The Board is responsible for ensuring that all important documents including the School's Charter, Analysis of Variance, Annual Report and the audited financial statements are submitted in accordance with Ministry of Education expectations and timelines.

### Expectations and limitations

1. The Board annually develop and review the School's Charter (including the strategic plan and annual goals) in accordance with the legislative requirements, the NAGs and national educational priorities. This includes consulting with the school community, where appropriate.
2. The strategic elements of the charter will establish the Board's aims, objectives, directions, and priorities for intended student outcomes, the school's performance and use of resources for the next three – five years.
3. As directed by the Board, the Principal is responsible for undertaking consultation with the school community.
4. The Principal will be responsible for establishing the current year's Annual Plan for review and sign-off by the Board. The Annual Plan will include the year's goals with clear, identified measurable outcomes for improving student outcomes, key activities and achievement of objectives.
5. There will be evidence-based monitoring of progress, evaluation and self-review throughout the year. The information generated will be used to inform future programmes, outcomes and targets for continual improvement that will focus on lifting student achievement.
6. The Principal will be responsible for generating the Annual Report that will include an Analysis of Variance of student achievement targets and performance outcomes.
7. The Annual Report and audited financial statements will be signed-off by the Board and received by the Ministry of Education by the due date.
8. A planned process of reporting to students and their parents on the progress and achievements of individual students will be developed by the Principal, signed off by the Board, and implemented by the Principal and their staff.

9. The Principal will be responsible for reporting to the Board and the school's community, the achievements of students as a whole and of groups identified in the national education priorities.
10. The Principal shall be responsible for preparing a draft budget for the Board to consider.

## Timeframes

The following timelines inform the development, review and submission of the documents referred to throughout this policy.

Key Dates	Activity
<b>Aug – Oct</b>	Board reviews and where required, updates Charter in consultation with the community.
<b>By Nov meeting</b>	Board signs off the Principal's Annual Plan for following year.
<b>By Dec meeting</b>	Board signs off on draft budget for following financial year.
<b>By Jan meeting</b>	Board signs off on final budget for the year.
<b>By Feb meeting</b>	Board signs off on updated Charter and Analysis of Variance.
<b>By 1 March</b>	<u>Board submits to the MoE:</u> <ul style="list-style-type: none"> <li>• Updated Charter</li> <li>• Analysis of Variance</li> </ul>
<b>By Mar meeting</b>	Board is presented with draft annual financial report.
<b>By 31 March</b>	Draft financial reports sent to auditor.
<b>By 31 May</b>	<u>Board submits to the MoE:</u> <ul style="list-style-type: none"> <li>• School's Annual Report which includes: <ul style="list-style-type: none"> <li>○ Analysis of variance</li> <li>○ Statement of Kiwisport funding</li> <li>○ Financial statements</li> <li>○ Board Statement of Responsibility</li> <li>○ Audit report signed and dated by the Board</li> </ul> </li> </ul>
As soon as possible once finalised.	Board publishes annual report including analysis of variance on school website.

Reviewed: August 2022

Next review: 2025