



New Plymouth Girls' High School  
Te Kura Taitamawāhine o Puke Ariki

## 2.1 PLANNING AND REPORTING

### Outcome statement

The Board must ensure that:

- Every student at the school can achieve their highest educational standard.
- The school is a physically and emotionally safe place, ensures students' human rights are upheld and takes steps to eliminate racism, stigma, bullying and other forms of discrimination.
- The school is inclusive of and caters for, students with differing needs.
- The school gives effect to Te Titiri o Waitangi.

### Scoping

The Board will use effective planning and reporting in accordance with Te Whakangārahu Ngātahi. The Board will intentionally plan and evaluate performance.

### Expectations and limitations

1. The Board will prepare for planning
  - Determine how well the School is giving effect to Te Tiriti o Waitangi and next steps.
  - Determine how well the School is meeting the Board's objectives.
  - Ensure that we meet the planning and reporting regulations.
2. The Board will understand who is in our community.
3. The Board will engage with our community and will continue to listen to their needs and aspirations, focusing on any changes.
  - As directed by the Board, the Principal is responsible for undertaking consultation with the school community.
4. The Boards will set the school direction linking strategic goals with the national education requirements including the National Education Learning Priorities (NELP) and foundation curriculum policy statements, national curriculum statements and other national education strategies.

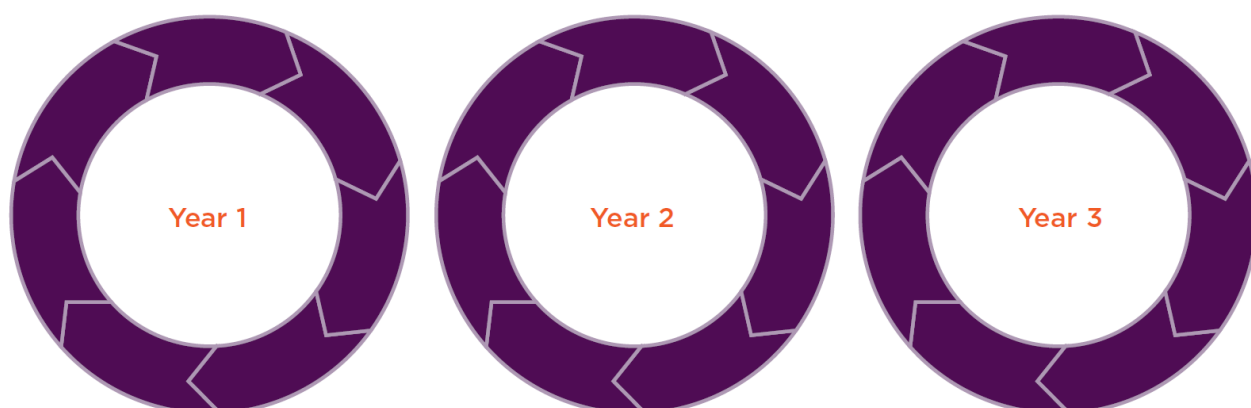
- The Board will make sense of the community's needs and aspirations.
  - Check the objectives are covered in the strategic plan.
  - Decide when things will happen.
  - Include Māori, Pacific pathways and learning support units.
  - The Principal will be responsible for establishing the current year's Annual Plan for review and approval 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.
  - 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.
5. The Board will share the strategic plan with our community and the Ministry. On 1 March the 3-year strategic plan becomes effective and will be published on our website.
  6. The annual implementation plan will be prepared and published by 31 March each year.
  7. As directed by the Board, the Principal is responsible for undertaking consultation with the school community.
  8. 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.
  9. 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.
  10. The Principal will be responsible for generating the Annual Report that will include:
    - Statement of variance;
    - An evaluation and analysis on the schools student progress and achievement;
    - How the school has given effect to Te Tiriti o Waitangi
    - Audited annual financial statements
    - Independent Auditor's report
    - Statement on special funding
    - Statement of compliance with employment policy.
  11. Financial statements must be submitted to the Auditor-General by 31 March.

12. Annual Reports must be published on the website and submitted to the Secretary by 31 May.
13. 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.
14. 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.
15. The Principal shall be responsible for preparing a draft budget for the Board to consider.

## Timeframes

### What are the key dates?

#### The timeline



**1 January** Strategic plan effective from this date

**1 March** Strategic plan published and submitted to the Secretary

**31 March** Annual implementation plan prepared and published

**31 May** Annual report published and submitted to the Secretary

**31 March** Annual implementation plan prepared and published

**31 May** Annual report published and submitted to the Secretary

**31 March** Annual implementation plan prepared and published

**31 May** Annual report published and submitted to the Secretary

**31 Dec** Strategic plan expires

**Note:** the first strategic plan under the new framework (effective 1 January 2024) is only for 2 years to align with the triennial board election cycle.

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 Strategic Plan 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 Strategic plan and Analysis of Variance.                                                                                                                                                                                                                                                    |
| <b>By 1 March</b>                   | Board submits to the MoE Strategic Plan                                                                                                                                                                                                                                                                        |
| <b>By Mar meeting</b>               | Board is presented with the draft annual financial report.                                                                                                                                                                                                                                                     |
| <b>By 31 March</b>                  | Draft financial reports sent to auditor.                                                                                                                                                                                                                                                                       |
| <b>By 31 May</b>                    | <u>Board submits Annual Report to the MoE including:</u> <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> |
| As soon as possible once finalised. | Board publishes their Annual Report including analysis of variance on the school website.                                                                                                                                                                                                                      |

#### Related documentation and information

[Te Whakangarau Ngatahu Planning guide](#)

Ministry of Education website [www.education.govt.nz](http://www.education.govt.nz)

#### Legislative Compliance

[Education and Training Act 2020](#)

[Education \(School Planning and Reporting\) Regulations 2023](#)

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Reviewed: September 2023

Next review: 2025

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