

NATIONAL ADMINISTRATION GUIDELINE 2

Documentation and Self Review

Documentation and Self Review Policy

Purpose:

To implement processes of self-review that identify strategies for continuous improvement, ensuring that quality learning and teaching takes place at Mimi School.

Objectives:

1. The Board maintains a Strategic Plan formalising how the National Education Guidelines are given effect at Mimi School. Annual student achievement “Targets” are derived from this plan.
2. The Board has a written calendar for systematic review of all National Administrative Guidelines over a three-year cycle.
3. Community consultation, engagement, and reporting is undertaken in a range of formats, is an integral aspect of school-self review.
4. The goals of the Charter are included in review processes.
5. The National Education Goals are implemented through the Mimi School Charter, curriculum management systems and detailed in written procedures.
6. Where appropriate, policy statements are further unpacked as “Procedures” within the Board Governance Manual. Procedures are reviewed within relevant policy review and as/when necessary and not necessarily on an annual basis.

Adopted _____

Date _____