

NAG 2

Each Board of Trustees with the principal and teaching staff is required to:

1. 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, assessment and staff professional development
2. Maintain an on-going programme of self-review in relation to the above policies, plans and programmes, including evaluation of information on student achievement
3. 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 on the achievements of groups of students identified as requiring particular focus from the School.

WELLINGTON COLLEGE POLICY STATEMENT

SECTION 2 **N.A.G.2**

POLICY TITLE 2.0 **GENERAL POLICY ON NATIONAL EDUCATION: GUIDELINES ON SELF REVIEW**

RATIONALE

Wellington College will provide a programme of self review and document how the National Education Goals are being implemented.

PURPOSE

To implement processes of self review that identify strategies for continuous improvement which ensure that quality learning and teaching take place at Wellington College.

GUIDELINES

1. Self review is the way the Board identifies, assesses and evaluates the effectiveness of the school in meeting the values it has adopted, fulfilling its obligations to the community and providing the education it wants for its.
2. There will be a timetable of review of the National Administration Guidelines that details reporting requirements.
3. The general goals of the Charter will be included in the review process.
4. The National Education Goals will be implemented through the Wellington College Charter and curriculum, and management systems.
5. The College will detail the implementation of the National Education Goals in management procedures.

WELLINGTON COLLEGE POLICY STATEMENT

SECTION 2 **N.A.G. 2**

POLICY TITLE 2.1 **REPORTING TO THE COLLEGE COMMUNITY**

RATIONALE

The Board of Trustees has a responsibility to provide the College community with information about the operation and performance of the College.

PURPOSES

- To provide appropriate reporting strategies so that all levels of the College community may be effectively informed about the College.
- To provide information as a basis for consultation.

GUIDELINES

1. As and when appropriate, a wide range of media will be used to report to the College community, including written reports, newsletter, open days, assemblies, telephone communications, letters, meetings, the news media, hui, and publications such as the College Magazine (the "Wellingtonian") and the College Prospectus.
2. "The Collegian", Wellington College's newsletter, will periodically feature aspects of Board policy and statements about the direction and programmes of the College.
3. The Board will support the Headmaster in his arrangements for an annual internal College Review which will be reported to parents and students.

WELLINGTON COLLEGE POLICY STATEMENT

SECTION 2 N.A.G. 2

POLICY TITLE 2.2 SELF REVIEW PROCEDURES

RATIONALE

The Board of Trustees is required to review the management of the College to ensure that the Board complies with its statutory and mandated obligations.

PURPOSES

- To provide a means whereby the Board can determine the extent of its compliance under all relevant sections of legislation.
- To enable the Board to be advised as to means whereby it might reach full compliance with its obligations in any areas in which full compliance is lacking
- To assist the Headmaster and management of the College to collect and collate a database from which the Headmaster might reasonably be expected to guide the Board towards its attainment of full compliance with its statutory and mandated obligations.

GUIDELINES

1. An annual review will be conducted by the Headmaster on behalf of the Board of selected areas of the College administration and trusteeship, with a report provided at the end of the review. The report will identify areas of full, partial, and non-compliance. The report will recommend a possible course of action to ensure that the Board reaches full compliance in a reasonable time.
2. The areas selected for review each year will be decided by the Board after consideration of recommendations and priorities provided by the Headmaster and other Board members.
3. The annual financial audits are not part of this internal audit, but will provide basic documentation about the financial controls which will be subject to internal review and improvement in line with the Financial Auditor's recommendations.
4. Action will be taken as necessary on recommendation by ERO or other professional groups.