



# Planning & Reporting Policy

Policy to support Self Review

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## Outcome statement

Pukekohe Hill School is committed to a clear and open process for setting a strategic plan and reporting to the school community. This ensures that our school meets its objectives under the Education and Training Act 2020 and Te Whakangārahu Ngātahi | Planning Together for Ākonga Success.

## Scoping

The Board recognises that a clear strategic plan outlines the goals and priorities for each year. Regular reporting through student achievement information is used to evaluate the impact of teaching and learning.

## Delegations

The Board is responsible for ensuring the school has a clear vision and strategic plan.

The Principal is responsible for the delivery, reporting, and implementation of the strategic annual plans.

## Expectations and limitations

Pukekohe Hill School will:

### Strategic Planning and Implementation

Develop a strategic plan in consultation with the school community, aligning with:

- The National Education and Learning Priorities (NELP).
- The New Zealand Curriculum (NZC) and Te Marautanga o Aotearoa.
- Te Tiriti o Waitangi commitments.
- The needs and aspirations of students, particularly those whose needs have not been well met.

Create an annual plan detailing:

- Annual targets and actions to achieve strategic goals.
- Allocation of resources, staffing, and professional development to support strategic priorities.
- Specific strategies to support priority learners, including Māori, Pasifika, and students with additional learning needs.
- Teaching strategies focusing on literacy, numeracy, te reo matatini, and pāngarau, ensuring all students make progress.
- Mechanisms to measure the effectiveness of initiatives and adapt them as needed.

### Student Progress and Achievement Reporting

Ensure clear, consistent, and timely communication of student achievement:

**To students and parents/whānau:**

- In plain language, at least twice a year, in writing.
- Including strengths, progress, and areas for improvement.
- Based on valid and reliable assessment data aligned with the NZ Curriculum and Te Marautanga o Aotearoa.

**To the school community:**

- Summarising overall school-wide achievement and progress.
- Including disaggregated data on Māori, Pasifika, and other priority learners.
- Reflecting on progress toward school-wide strategic targets.

### Self-Review and Continuous Improvement

Maintain a comprehensive self-review programme, including:

- Regular evaluation of student progress and achievement data.
- Internal audits and reporting on programme effectiveness and curriculum delivery.
- A triennial review of policies and procedures to ensure alignment with current educational priorities.
- Special reviews in response to emerging issues or unforeseen events.
- Use of external reviews (e.g., Education Review Office (ERO) reports) to inform improvements.

## Annual Reporting and Accountability

Produce an Annual Report by 31 May each year, covering:

- A statement of variance analysing performance against strategic goals.
- School finances and funding transparency.
- Compliance with Te Tiriti o Waitangi obligations.
- Board self-review and governance effectiveness.

## Community and Stakeholder Engagement

Actively engage with whānau, iwi, and the wider school community to:

- Ensure their voices shape the strategic direction of the school.
- Foster culturally responsive practices that reflect and respect diverse student backgrounds.
- Provide transparency in planning and reporting processes, making key documents accessible to stakeholders.

## Procedures/supporting documentation

Strategic & Annual Plan

Annual Report (including financial statements and variance analysis)

Assessment Schedule

Privacy Policy

Employment and Equal Employment Opportunities Policy

## Monitoring

The Board will receive regular reports as part of monthly Board meetings. These reports will focus on the annual goals set and measure the impact of initiatives.

## Legislative compliance

Education and Training Act 2020

Education (School Planning and Reporting) Regulations 2023

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Reviewed: February 2025

Next review: February 2028

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