

3-YEAR REVIEW SCHEDULE

			2017				2018				2019			
WHO TO CONSULT?			TERM 1	TERM 2	TERM 3	TERM 4	TERM 1	TERM 2	TERM 3	TERM 4	TERM 1	TERM 2	TERM 3	TERM 4
NAG 1: CURRICULUM	Curriculum and Student Achievement	Board / staff												
	Education Outside the Classroom	Board / staff / parents												
	Home Learning	Board / staff / parents												
	Health Education/Curriculum consultation	Board / staff / parents		CONSULT										
	Improving Educational Outcomes for Maori	Board / staff / parents												
	Reading Recovery/Literacy Support												Assurance	
	Recognition of Cultural Diversity	Board / staff / parents	REVIEW											
	Religious Instruction	Board / staff / parents												REVIEW
	Learning Support	Board / staff / parents			REVIEW									
NAG 2: DOCUMENTATION AND SELF-REVIEW	Documentation and Self-Review	Board		REVIEW										
	Reporting to Parents	Board / staff / parents												
	School Planning and Reporting		Update											
NAG 3: EMPLOYER RESPONSIBILITY	Appointment Procedure	Board			REVIEW	Assurance								
	Appraisal of the Principal				Assurance									
	Appraisal of Staff					Assurance								
	Attestation					Assurance								
	Classroom Release Time/Timetable	Board / staff				REVIEW								
	Complaints	Board / staff / parents												
	EEO Policy		Assurance				Assurance							
	Employer Responsibility	Board / staff		REVIEW										
	Provisionally Certificated Teachers (PCTs)					Assurance								
	Salary Units/Management Allowances	Board / staff				REVIEW								
	Performance Management	Board / staff												
	Protected Disclosure	Board / staff												
	Staff Leave	Board / staff	REVIEW											
	Teacher Certification and Police Vetting					Assurance								
	Vetting Requirements for Non-Teachers		Assurance											
	NAG 4: FINANCE AND PROPERTY MANAGEMENT	Financial Control and Expenditure	Board											
		Finance and Property Management	Board											
		SUE (Staff Expenditure and Usage)			Assurance		Assurance							
		10 Year Property Plan (10 YPP)		Assurance										
NAG 5: HEALTH, SAFETY, AND WELFARE	Abuse Reporting Procedures			Assurance										
	Alcohol, Drugs, and Other Harmful Substances	Board / staff / parents												
	Behaviour Management	Board / staff / parents												
	Child Protection	Board / staff			REVIEW									
	Emergency Planning and Procedures	Board / staff												
	Evacuation Procedure/Emergency Kit			Assurance		Assurance								
	Harassment	Board / staff											REVIEW	
	Risk Management		Assurance	Assurance	Assurance	Assurance	Assurance	Assurance	Assurance	Assurance	Assurance	Assurance	Assurance	
	Health, Safety, and Welfare	Board / staff												
	Safety Management System				Assurance									
	Digital Technology and Cybersafety			Assurance										
	Medicines, Minor/Moderate Injury or Illness		Assurance											
	Physical Restraint				Assurance									
	Separated Parents, Day-to-Day Care, and Guardianship	Board / staff	REVIEW											
	Surrender and Retention of Property and Searches				Assurance									
	Sun Protection	Board / staff / parents												
	Swimming Pool	Board / staff / parents			Assurance									
	Visitors	Board / staff												
	NAG 6: LEGISLATION AND ADMINISTRATION	International Students				Assurance	Attestation							
Length of School Year			Assurance			Assurance								
Privacy		Board				REVIEW								
Student Attendance				Assurance										



See **Implementation Audits and Reports** and **Policy Reviews** on your SchoolDocs site for more information.

REVIEW

Review the policy /procedure and advertise it to relevant stakeholders so they can also provide their feedback

Assurance

Assure the board that proper steps and actions have been taken regarding the policy/procedure, and that they are up to date

Consult

Consult with the school community and adopt a statement about the consultation process/results

Attestation

Return relevant International Student attestation form(s) to NZQA

Update

Update the charter & forward to Ministry
Prepare annual report for auditor



No actions are required this year