

**OUR CHARISM**  
As Marists, we think, judge, feel and act in the way of Mary

<b>Marist Catholic School Board of Trustees</b>	<b>REPORTING POLICY</b> May 2012	
<b>Attachments:</b>	<b>Management File Ref:</b>	<b>NAG Reference: 2</b>

### Rationale

Meaningful and consistent planning, review, monitoring and reporting processes assist the School to focus on improving student achievement and teaching and learning programmes within a Catholic faith environment, and to meet legislative requirements.

### Purpose

1. To ensure the Board uses student information to make decisions about the priorities for learning and identifying needs which will then be reflected in planning and budget decisions.
2. To ensure parents/caregivers receive clear and specific plain-language reports about their child's progress and achievement in keeping with the National Standards.
3. To ensure the School works in partnership with parents/caregivers to support children's progress.
4. To ensure the Board fosters strong partnership with its community, the Proprietor, the Catholic Schools Office and the Ministry of Education through honest and open consultation and reporting.

### Guidelines

1. Through the Principal, the Board will monitor student achievement, ensure progress of students, identify strengths and weaknesses, monitor progress towards targets and respond to needs.
2. The Board will make informed governance decisions based on valid and reliable evidence reported by the School which will use:
  - (a) up-to-date externally referenced information
  - (b) school based tests/assessments
  - (c) progressive samples of the child's work over a period of time
  - (d) observations of children's day to day work, activities and attitudes
  - (e) overall teacher professional judgement.
3. Reporting on student achievement to the Board in Reading, Writing and Mathematics will be processed using a suitable computer programme, will be based on the National Standards and:
  - (a) include analysed data presented as numbers as well as percentages
  - (b) show progress of cohorts of students over time
  - (c) show comparisons of cohorts of students against national norms/benchmarks
  - (d) show achievement of sub groups boys/girls, Maori, Pacifica.These reports will address Reading, Writing and Mathematics and aspects of the broader curriculum.
4. The School will follow an annual programme of reporting to parents/caregivers.
5. Reporting on student achievement to parents/caregivers in Reading, Writing and Mathematics will be reported against the National Standards and will:
  - (a) give clear, accurate, verifiable and honest accounts of a child's achievement
  - (b) highlight the child's strengths and clarify areas needing focus and improvement
  - (c) advise of any important concerns as they emerge.Reports will also address other aspects of the broader curriculum.
6. The Board will be guided by:
  - (a) the amendments to the Education Act in October 2001 which require Boards to report on progress against their targets [www.minedu.govt.nz](http://www.minedu.govt.nz) Refer Planning and Reporting.
  - (b) National Standards Information for Schools 2009.

7. The Board and Principal will report regularly to the School community and meet its requirements in reporting to the Proprietor and to the Ministry of Education.

## **Procedures**

1. Each year the Board, with the Principal and Staff, will determine the reporting requirements through its review, planning and consultation processes
2. By the end of February of each year, the Principal with the Strategic Planning Committee, will develop an overview of reporting for the year – refer Governance Manual and will include:
  - (a) **Principal to Board of Trustees**  
A Monthly Report – progress on Annual Plan goals and general school activities  
Information on the delivery of the Curriculum  
Progress on School Targets  
Student Achievement in relation to the National Standards  
Catholic Character Review over a three year cycle to cover dimensions
    - Religious Education
    - Catholic Community
    - Pastoral CareSpecial Programmes eg. Enrichment and Special Needs.
  - (b) **Principal/Teachers to Parents/Caregivers**
    - (i) Using a school-wide format, plain-language, written reports will be issued a least twice a year and will include:
      - the student's current learning goals
      - the student's achievement and progress in relation to the National Standards
      - what the school will do to support the student's learning
      - what the parents/caregivers can do to support their child's learning.
    - (ii) Reporting to parents/caregivers will also include:
      - 3 way goal setting conference – once a year
      - School Entry Assessment data
      - 6 Year Observation Survey information
      - Progress Books showing learning – twice a year
      - 3 way learning conference – once a year.
    - (iii) In addition to the annual programme of reporting, teachers or parents may request meetings, or meet informally, to discuss points of interest or concern about a child's learning.
  - (c) **Principal to Community**  
Newsletters – fortnightly and to provide information as required.
  - (d) **Board of Trustees to Community**  
Charter and Strategic Plan – consultation and progress reports  
Invitations to BOT meetings/agenda available  
Availability of ratified minutes  
Forums to facilitate debate on issues when necessary  
Newsletters – once a term.
  - (e) **Board of Trustees to Ministry of Education**  
Charter and Strategic Plan – three year cycle  
Annual Report – progress against targets and National Standards for student achievement  
Financial Statements (Annual Audit Report).
  - (f) **Board of Trustees to Catholic Schools Office**  
Catholic Character Review on a specific dimension.
  - (g) **Proprietors Appointees to the Proprietor**  
Completion of an Annual Report.

## **Related Policy** Communication

**Effectiveness Self-Review**

- This policy will be reviewed in accordance with the Board's triennial programme of self-review.

**17 May 2012 version adopted.**

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Chairperson

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Principal

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Date