

The National Administration Guidelines (NAGs)

The National Administration Guidelines for school administration set out statements of desirable principles of conduct or administration for specified personnel or bodies.

NAG 2

Each board of trustees, with the principal and teaching staff, is required to:

- (a) **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, National Standards, assessment and staff professional development;
- (b) **maintain an on-going programme of self-review** in relation to the above policies, plans and programmes, including evaluation of information on student achievement; and
- (c) **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 of groups (identified through NAG 1(c) above) including the achievement of Māori students against the plans and targets referred to in 1(e) above.

NAG 2A

Where a school has students enrolled in years 1-8, the board of trustees, with the principal and teaching staff, **is required to use National Standards to:**

- (a) **report to students and their parents** on the student's progress and achievement in relation to National Standards. Reporting to parents in plain language in writing must be at least twice a year;
- (b) **report school-level data in the board's annual report** on National Standards under **three headings**:
 - i. **school strengths and identified areas for improvement;**
 - ii. **the basis for identifying areas for improvement; and**
 - iii. **planned actions for lifting achievement.**

(c) report in the board's annual report on:

- i. the numbers and proportions of students **at, above, below or well below** the standards, including by Māori, Pasifika and by gender (where this does not breach an individual's privacy); and
- ii. how students are progressing against the standards as well as how they are achieving.

For the avoidance of doubt, the first annual report to which subclauses (b) and (c) apply is that which reports on the 2011 school year.