



## **PROCEDURE: SELF-REVIEW**

### **Guidelines:**

1. The Board of Trustees will approve a programme of self-review covering each broad area of operation (above) over a period of 3 years. Each year's programme for this review will be approved by the Board annually.
2. All Review Areas will be reviewed concurrently in accordance with the Self review established procedure.
3. For each review, a leader will be appointed, sub-committee established and clearly specified terms of reference and procedures identified including a timetable to be followed.
4. Upon completion of the initial review, a draft report will be presented to the Principal and staff members with responsibility in that area.
5. A final report will be presented to the Board of Trustees including details of the review and recommendations for change.
6. Recommendations for change, if accepted, will be prioritised and incorporated in the Strategic Plan. Where immediate action is called for, this may be implemented without delay.
7. The Board of trustees will accept responsibility for reviewing, within the programme, its own operation.
8. The sub-committees will report to the Board in accordance with Self review Procedure, on reviews conducted, and the Principal will report broadly on the implementation of recommendations.