



**STRATEGIC & ANNUAL PLANNING &
SELF-REVIEW POLICY
NAG 2**

RATIONALE:

It is a requirement under the National Administration Guidelines that the school develops a strategic plan and annual plan which document how it is giving effect to the National Education Guidelines, and a programme to review the effectiveness of planning and implementation.

The school recognises the value of having in place a planning framework against which will be reported progress on targets aimed at improving the educational opportunities of its students and meeting all the Board's statutory obligations.

PURPOSE:

Through strategic and annual planning and self review, Elim Christian College will ensure that each broad area of operation meets both quantitative and qualitative requirements. The programme will demonstrate to the Board that all facets of school operation are carried out effectively and efficiently. Feedback from the review will provide a vehicle to acknowledge those areas well provided for and those areas needing improvement or development. Regular self review will ensure that improvement opportunities are identified and captured in the Strategic and Annual Plans.

GUIDELINES:

1. The school will have an up to date BOT approved strategic plan for all areas of its operation which includes the school's mission statement and special character, goals, objectives and targets.
2. The school's annual plan drafted by the Principal, will reflect annual targets aligned with the strategic plan to be approved by the Board, and will form part of the Principal's reports to the Board. The Board will approve the targets set. Prioritised targets will be evaluated as at the end of each year and reported to the MOE in the annual report. New targets are set for the following year.
3. The Board of Trustees will operate a programme of self review covering each broad area of operation. Self review will primarily be carried out through the

operation of the Board's sub-committees with a reporting template to report on progress regarding identified Key Performance Indicators (KPIs) The Principal is a member of each subcommittee.

4. The review process can include a variety of data gathering surveys and exercises designed to obtain parent community, proprietors, Board, staff and student input as and where appropriate. Such surveys should review the effectiveness of the school's planning and decision making processes and the degree to which such processes contribute towards annual targets and obligations to the government. The results of such surveys will be evaluated by the Leadership team and reported to the BOT as appropriate.
5. The Strategic Plan will be reviewed against annual review findings and will be incorporated into annual planning where appropriate.
6. The strategic and annual plans will be available to the whole school community.
7. Strategic and Annual Planning and Self Review will be carried out in accordance with Self Review planning Procedures.
8. The Board of Trustees will accept responsibility for reviewing, within the programme, its own operations.

Ratified by the Board: _____ Signed for BOT

_____ Date

Date for Review: _____