

NORTHERN SOUTHLAND COLLEGE

Departmental Reporting and Review Policy



Rationale:	NSC is committed to being reflective and responsive to the needs of our students.
Reference:	NAG 1
Purpose:	<ol style="list-style-type: none"> 1. Purposes of Annual Review <ol style="list-style-type: none"> a. To maintain and enhance the quality of teaching and learning b. Ensure that effective teaching occurs in every classroom c. Monitor and assist the application of changes to curriculum, technology and methodology d. Monitor the achievement of students 2. Purposes of Triennial Department Review to Board of Trustees <ol style="list-style-type: none"> a. To provide information on trends and changes in <ol style="list-style-type: none"> i. Student achievement ii. Curriculum planning and delivery iii. Future focus of Department iv. Future resourcing requests
Procedures:	<ol style="list-style-type: none"> 1. Timeline of Review <ol style="list-style-type: none"> a. Annual Department Reports are due 1st March b. Triennial Department Review to the Board of Trustees schedule is produced by the Principal 2. Structure of Review <ol style="list-style-type: none"> a. Commentary on NCEA results <ol style="list-style-type: none"> i. Tables/Stats from Kamar (previous year Markbooks) broken down by: <ol style="list-style-type: none"> 1. Year level 2. Maori achievement 3. Gender breakdown 4. Comparison to national results 5. Brief commentary on positives and negatives 6. Report on any trends or future initiatives b. Year 9-10 Curriculum Achievement <ol style="list-style-type: none"> i. Assurance of appropriate curriculum coverage ii. Tracking achievement levels of students (use of data) iii. Maori Achievement iv. Gender breakdown c. Year 7-8 Curriculum Achievement <ol style="list-style-type: none"> i. Assurance of appropriate curriculum coverage ii. Tracking achievement levels of students (use of data) iii. Maori Achievement


Date Last Reviewed:	13.09.2018	Page 1 of 2	Departmental Reporting & Review Policy
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	<ul style="list-style-type: none"> iv. Gender breakdown d. Identifying at risk students and the strategies in place to cater for them e. Identifying Gifted and Talented Students and the strategies in place to cater for them f. Evidence and commentary of information based planning, i.e. how is the Department using achievement data to plan and modify curriculum content? g. Student Survey data h. Future Resourcing <ul style="list-style-type: none"> i. What does the Department need in order to enhance the achievement of students in that curriculum area? ii. Pedagogical changes i.e. use of technology in this curriculum area
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ADOPTION OF POLICY

The Adoption of Northern Southland College **Departmental Reporting and Review Policy** was minuted during the Board Meeting held on **24 September 2018**.

Signed: 
BOT Chair


Principal

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