

# 2014 CATHOLIC SPECIAL CHARACTER REVIEW SET UP MEETING

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Set up meeting between principal, Board Chair if you wish, and reviewer to negotiate format of review.

Confirm review dates, times on site and review team members

Process is review and development – intention to identify and affirm good practice and negotiate next steps for growth. There will be next steps! Compliance recommendations if required.

**Timetable** prepared by principal or DRS to include meetings with:

- ❖ Principal 45-60 minutes
- ❖ Chairperson of Board of Trustees, Proprietor appointees or Board members (45 minutes)
- ❖ DRS, RE team, RE Faculty/Department, Health Faculty/Department, pastoral care team.
- ❖ Parish priest, priest chaplain, pastoral chaplain, pastoral assistant
- ❖ Contact with classroom teachers/ support staff (maybe over break or lunch time)
- ❖ Group of parents (20 mins 8.30 am or 2.40 pm)
- ❖ Group of students, representatives of groups eg Maori, school/college leaders
- ❖ Classroom visits all teachers of RE to observe lesson and possibly prayer time
- ❖ Reviewers will be looking to see programme overview, school/classroom planning and preparation, teaching and learning strategies, assessment and evaluation, reporting processes. Please explain to teachers it is not always possible to give specific feedback on lessons.

**Documentation may be paper or digital** please provide one week before on-site visit:

- General
  - Integration Agreement
  - Charter, Strategic and annual plans including Special Character Development Plan
  - Board governance manual, terms of reference, policies and procedures, minutes of meetings, Board newsletters (if any).
  - Last Catholic Special Character self-review documents including record of actions taken to recommendations in previous report.
  - Budget allocations for Catholic Special Character and Religious Education
  - Self-review over past three years covering: Catholic Community, Pastoral Care and RE
  - Induction programme for teachers, staff manual/handbook
  - Induction programme for pupils, new entrants packs, prospectus
- Catholic Community
  - Staff list with positions/areas of responsibility, Tagged positions, RE class level/s taught, certification levels;
  - Performance Management documentation including application pack, job descriptions, appraisal and special character goals/appraisal
  - Staff Meeting minutes
  - Area of national interest 2013-4 – RE/Special Character Professional Development
  - Service and social justice activities
  - Liturgy and prayer samples
  - Communication – parent newsletters, staff meeting minutes, surveys/consultation

- Pastoral Care
  - Pastoral care programmes and procedures including crisis plan
  - Behaviour management
  - Cultural awareness programmes and activities; consultation with Maori/Pacific Island, other significant groups.
  - Evidence of Tikanga Maori/Te Reo
- Religious Education
  - RE curriculum delivery, programme for year including assessment information
  - Director of Religious Studies (DRS) overview/annual report to Board of Trustees
  - Teacher planning, assessment, evaluation and reporting records; samples of reports to parents mid-year/end-year, junior/middle/senior students.
  - Reporting of student achievement in RE
  - Integrated curriculum including Health Education, cross-curriculum learning, deep topic that includes RE
  - Newsletters, guidelines, examples of liturgy and prayer planning
- Legislative Requirements/Compliance
  - Annual compliance attestation forms
  - Tagged positions
  - Photocopy of all Preference Certificates for current students for reviewer to take to Catholic Education Office.
  - School roll of all students showing class levels and Preference status eg

Student's Name	Year Level	Preference/non-Preference	Criteria for Preference: 5.1-5.5

### Timeframe

Set up Meeting	
Documentation delivered to Reviewer – digital and/or paper copy to Catholic Education Office, Attn MARY LYNCH	<b>Tuesday (week preceding review visit)</b>
On site visit	
Feedback, discussion with principal and/or chairperson of Board	
Draft report sent to principal and chair	
Response received from principal and chair	
Report confirmed	
Copies to school, Catholic Education Office, Fr John Adams (Vicar for Education), Bishop Barry Jones, Proprietor (other than Bishop), NZCEO	