Longburn Adventist College

Board of Governors

SELF-REVIEW HANDBOOK

There is a range of activities making up the self-review carried out in the Board of Governors' area of the college. These activities are either **internal review activities** or **external reviews** carried out by an independent third party from without the college.

Internal Reviews:

1. **Report to BOG by Boarding Director at the first meeting of the year.**
2. **Annual Plan.**
3. **Student and Parent Questionnaires**
4. **Staff appraisals**
5. **Internal College Audit**

External Reviews:

6. ERO (Education Review Office) audits.
7. Ministry of Education boarding hostel registration.
8. NZPUC accreditation visits.

1. **Report to the BOG by the Boarding Director:**

At the first meeting of the Board of Governors the Boarding Director will present a report based on the BOG Annual Plan Goals outlining how BOG staff will help implement the goals and how the goals will be resourced and achieved. A template for that report is below.

Report to LAC BOARD OF GOVERNORS
(to be presented at the first BOG Meeting of the year)

Presented By:

This department includes the following staff:	
Department Goals that link to Annual Plan goals: *Management Organisation and Clarity* *Spiritual and personal growth for students – ASPIRE* *Marketing* *Self-Review* *Property* *Finance* *Academic*	How these goals will be resourced and achieved.
Physical Resourcing: Strengths: Areas needing development:	**Boarding Successes** Academic Successes: Other Successes:
Significant illness, accidents, health & safety issues or events:	
Overall **general comments** about this department:	**Concerns/Issues**

	How do you see the boarding department overcoming these?

2. Annual Plan:

Each year the principal, in consultation with the Boarding Director, will prepare the BOG's Annual Plan along with rationale, details of implementation and costings of implementing the Annual Plan.

Annual Plan Goals 2017

Goal	Rationale	Details	Tasks/Goals
Management Organisation and Clarity	The Boarding Director has a huge task and there is the need for assistance with administration. There is also the need for a teacher to bridge the connections between the day school/dormitories and to facilitate communication between dormitories and parents.	There is a need to continue to provide BOT resourcing to the person who is the link between the dormitories and the day school. Further documentation for boarding to be in place in the form of a 'Boarding Manual'; this could possibly be electronic and include boarding policies.	Continue to refine the Boarding Staff Manual. The chaplain, Kevin Gredig, will become part of the boarding leadership team in 2017 to help provide direction. He will also be the link between boarding and the day school. This is at no additional cost to the BOG. (*This is an Interim measure until numbers/finances allow the appointment of someone to take control of the whole operation including deans, property, student activities and marketing.*)
Spiritual and personal growth for students ASPIRE	A systematic approach to the teaching of values, for spiritual nurture and personal growth of students, will best ensure our students do grow spiritually, physically and personally.	A plan for the 2017 year values and worship devotions, speakers, programmes and areas of personal growth to be cemented in place. The good progress made in 2015 is refined and further developed.	To have a complete year programme for ASPIRE in place and followed.
Marketing	In the past the marketing of boarding at LAC has been 'haphazard'. If the boarding operation is to survive we need to market effectively and provide support to Adventist students who would choose LAC.	A systematic marketing programme is in place for 2012 and development of the LAC scholarship programme is part of this.	The marketing programme will be set on a Year Planner and will include: • 10 editions of 'FYI' to be published during the year. • Visits by 'Faith Company' and boarders to key churches. • Continued updating of the college database.

Self-Review	Self-review is needed for the constant improvement of the way we do things in the boarding at LAC.	A self-review booklet for the boarding operation has been published.	The self-review programme in the self-review booklet will be followed and reports furnished to the BOG as the various components are completed.
Property	BOG property has suffered from deferred maintenance and we need to see maintenance 'up to schedule'.	The dorm refurbishment needs to continue with painting + planned BOG spending on necessary maintenance. Improved student care of property needs to be encouraged and monitored. Business manager will provide timely Budget and Financial statements.	Carpeting of the dorms progressed. Monthly monitoring of dormitory property during 2012. A 10 Year Property Plan will be put in place for the BOG property. Targeted sponsorship within the church occur to help with BOG capital works at LAC.
Finance	While significant progress has been made in 2015 in getting the finances of the BOG to a viable position continued efforts need to be made to get the finances onto a solid footing.	Two factors play a huge role in determining the financial viability of the BOG: • Boarding student numbers, and closely allied to this is: • The ability of the BOG to provide financial assistance to potential students.	Monthly Financial Statements for BOG provided to BOG members. **As a matter of priority the BOG will continue to explore business opportunities to generate further income for boarding scholarships.** Sponsorship/donations for the LAC Boarding Scholarship need to be pursued.

3. Student and Parent Questionnaires

Each year both students and parents will be surveyed on how the dormitories and dormitory and other BOG staff are perceived to be functioning. This will happen in Term Three and a summary of these survey results will be provided to the Board of Governors. The Boarding Director is responsible for seeing these surveys are carried out, results are collated and a report made available to the Board of Governors.

Copy of current survey follows:

Question	Tick box					Comments
	Never	Rarely	Someti mes	Often	Always	
1. Is boarding providing a safe home away from home for your child?	☐	☐	☐	☐	☐	
2. Does boarding support and maintain high standards of behaviour?	☐	☐	☐	☐	☐	
3. Where bullying has been an issue have the dormitory staff dealt with it appropriately?	☐	☐	☐	☐	☐	
4. Does your child report positively on the supervision and support of the staff in charge?	☐	☐	☐	☐	☐	
5. Are you kept well informed on health matters affecting your son/daughter?	☐	☐	☐	☐	☐	
6. Are you happy with the communication you receive from the dormitories?	☐	☐	☐	☐	☐	
7. Does your child report positively on the quality of food on offer in boarding?	☐	☐	☐	☐	☐	
8. Is the amount of food and availability in boarding sufficient?	☐	☐	☐	☐	☐	
9. As a parent/caregiver, do you feel comfortable about approaching the Boarding Director?	☐	☐	☐	☐	☐	
10. As a parent/caregiver, do you feel comfortable about approaching the dormitory staff?	☐	☐	☐	☐	☐	
11. Does your child report positively on the study environment in boarding?	☐	☐	☐	☐	☐	

12. Is your child making the academic progress you expect?	☐	☐	☐	☐	☐
13. Does your child stay in the dormitories on the weekends?	☐	☐	☐	☐	☐
14. Does your child enjoy the weekend activities in boarding?	☐	☐	☐	☐	☐
15. Has your child's property ever been damaged or stolen in the dormitories?	☐	☐	☐	☐	☐
16. Do the facilities in boarding meet your expectation?	☐	☐	☐	☐	☐
17. Do you receive sufficient information on the activities and decision of the Boarding Committee?	☐	☐	☐	☐	☐
18. Does boarding have a positive reputation in your community?	☐	☐	☐	☐	☐
19. Have you been satisfied with the reception you received when contacting the dormitory staff?	☐	☐	☐	☐	☐
20. Is your child encouraged in sporting activities in boarding?	☐	☐	☐	☐	☐
21. Is your child encouraged in cultural activities such as music, performing arts and drama?	☐	☐	☐	☐	☐
22. Does your child enjoy boarding at LAC?	☐	☐	☐	☐	☐

Other comments:

4. Staff appraisals:

Each year BOG staff will be asked complete what is initially a self-appraisal using the template below, then spend time with a member of senior management reviewing their self-appraisal.

Annual Boarding Staff Review 2017

Name:

Date:

A: Your goals for 2017? Select three goals related to the 2012 Annual Plan goals and one personal goal.

B: Area One – Culture (Community, Pastoral Care, Special Character, Communications and Relationships) *Please comment on the culture within the dorms, making reference to the terms above.*

Goals for 2017 in relation to Culture:	Processes you will undertake to meet expected outcomes:	Expected outcomes:

C: Area Two – Physical Environment (Buildings, Resources and Plant) *What do you perceive are the priorities in relation to the physical environment of the dorms?*

Goals for 2017 in relation to Physical Environment:	Processes you will undertake to meet expected outcomes:	Expected outcomes:

D: Area Three - Systems
Please comment on the dorm rules, procedures and relationships within the school.

Goals for 2020 in relation to Systems:	Processes you will undertake to meet expected outcomes:	Expected outcomes:

What priorities do you see for boarding at this college? (Improving the physical environment? Increasing numbers? Better systems? Improved student activities? More emphasis on special character?)

5. College Internal Audit:

Purpose

The Board of Governors, through the management team, must be able to identify that a quality boarding programme is being delivered according to the Hostel Registration process; it is up to date and delivered as stated in the documentation.

This review process will support the Boarding Director, and ensure workloads are as effective and 'smart' as possible.

Documentation

At the conclusion of the internal audit, a written report will be produced. This will include comment on systems in place, the quality of delivery of the boarding programme and recommendations for action.   The report will go back to the boarding department for discussion, clarification and comment, and/or alteration before being finalised.   The final report will go to the Boarding Department and a copy will go to the Board of Governors.

The Process and Time Frame

In detail

1. At least one member of senior management (reviewer) will meet with the Boarding Director to discuss the process and give the Boarding questionnaires for department members to complete, and other documentation.   The Boarding Director can request another member of the boarding staff to be part of the process or ask for a 'friend of the college' to be part of the process.

2. The Boarding Director is to go over the process with members of the Boarding Department.

3. The reviewer(s) will visit a scheduled Boarding Department meeting. The process will be discussed and a timeline provided for the review. Individuals will be given their questionnaires.   The department as a whole will be asked to consider which areas they would view as priorities to work on in the next year or two (self-review).

4. Documentation relating to the audit, e.g. resource lists, manuals, staff timetables, should be made available to the reviewer(s) prior to the review being carried out.

5. The review process will have the following components:
   - An interview with the Boarding Director.
   - Visits/observations of at least three different activities that come under the umbrella of the Boarding Department, e.g. student worships, town trips, meals etc.
   - Quality systems will also be checked.

6. For the next scheduled Boarding Department meeting a written report will be prepared. The Boarding Director will be shown the report before the meeting and boarding staff will have an opportunity to discuss, clarify and comment before any alterations are made and the report is finalised.

7. The department will be asked to comment on the process of review so that it can be improved upon.

8. The process will take around 2 weeks from start to finish. This process will occur each year.

9. The final report will be taken to the Board of Governors. The Boarding Director and the Principal will be present.

Responsibilities Within the Department

(a) What are the processes used to negotiate responsibilities on an annual basis?
(b) How widely are tasks shared amongst department personnel?
(c) How effectively do these processes work?

Staff Support

We will be looking to see:

(a) Student management – discipline, student management, how it is operating in the department.
(b) Administrative support to staff, e.g. preparation for reporting to parents.
(c) Professional development – how in-service opportunities are advertised and negotiated within the department.
(d) How opportunities are offered internally for professional development.
(e) How staff involve themselves in professional associations.
(f) What are the systems for dissemination of information to staff.

Evaluation of Review Systems

(a) Is there a place in department meetings for review of work done and systems used each year?
(b) Is there a plan for gaining student evaluation of boarding programme?
(c) How does the department review its own performance?

Boarding Director Questions

(a) What do you do about your own professional development?
(b) How do you prioritise your workload?
(c) What systems do you use to manage time?

Summary

Please keep a note of suggestions you have for improving this Departmental Review Process as we work through it, as they will be most useful in our updating of the process.

INTERNAL AUDIT REVIEW PROCESS

Summary Flow Chart

Meet with Boarding Director – discuss timeline and process,
give Boarding Director questionnaires and Quality Assurance Checklist

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Reviewer(s) meet with Boarding Department

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Department identify areas it believes it
should be working on (self-review)

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Programme delivery document (manuals etc.) to reviewer(s)

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Review week – interviews
- Activity visits

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Draft report written

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Draft report presented and discussed at department meeting

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Final report written – confidential to department and BOG

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Debrief with Boarding Director to evaluate the process of
the review

External Reviews

6. Education Review Office

Whenever there is an ERO visit to the college (normally every three years, last review in 2010) the ERO reviewers review and report on the Boarding Department. This report is a public document available on the ERO website. The last full ERO report can be viewed at:
http://www.ero.govt.nz/Early-Childhood-School-Reports/School-Reports/Longburn-Adventist-College-05-10-2010

7. Hostel Registration - Ministry of Education

Every three years, by law all Boarding Hostels have to be licensed and comply with Ministry of Education regulations.
The hostel registration process and checklist is comprehensive and the most strenuous of all the internal and external review processes. Application details, list of Licence holders, regulations and guidelines, boarding bursary details and FAQs can all be viewed at:

http://www.minedu.govt.nz/NZEducation/EducationPolicies/Schools/SchoolOperations/HostelRegulations.aspx

8. Accreditation:

Every three years the Education Director for NZPUC will oversee an accreditation visit. As part of this process the whole school is inspected to see that it adheres to the standards expected to operate as a SDA school and that the special SDA character of the college is apparent. As part of this accreditation visit the role of Boarding Department is examined.