

School Self Evaluation Key Discussion Questions

Discussion 1: reflecting on our school

– with staff, School Council, parents, students

1. What does our school do well?
2. What would we like to see our school achieving in 5 – 10 years?
3. What are the things we need to work on in order to build the bridge from question 1 to question 2?

Discussion 2: reflecting on our last School Strategic Plan

– with staff and School Council

1. What were we trying to achieve in terms of
 - a. student learning
 - b. student engagement and wellbeing
 - c. student pathways and transitions

– What were our goals and targets?
2. What did we achieve?
3. Why did we achieve/not achieve improved student outcomes?
(including how well we managed our resources)
4. What can we do in the future to continue to improve?

| Date | Action | Key Personnel |
|----------|--|--------------------------------------|
| February | School Level Report Available at: http://www.eduweb.vic.gov.au/forms/school/spereports/default.asp Check that all data is included in report and follow up omissions. | Principal Administration staff |
| | Outline proposed process to staff. Undertake Discussion 1 with staff. Discussion 1: reflecting on our school <ul style="list-style-type: none"> ▪ What does our school do well? ▪ What would we like to see our school doing well in 5-10 years time? ▪ What are the things we need to work on in order to build the bridge from question 1 to question 2? | Staff meeting 1 |
| | Outline proposed process to School Council. Undertake Discussion 1 with School Council. Discussion 1: reflecting on our school <ul style="list-style-type: none"> ▪ What does our school do well? ▪ What would we like to see our school doing well in 5-10 years time? ▪ What are the things we need to work on in order to build the bridge from question 1 to question 2? | School Council meeting 1 |

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| | <p>Undertake Discussion 1 with students. Discussion 1: reflecting on our school</p> <ul style="list-style-type: none"> ▪ What does our school do well? ▪ What would we like to see our school doing well in 5-10 years time? ▪ What are the things we need to work on in order to build the bridge from question 1 to question 2? | Students |
| | <p>Undertake Discussion 1 with parent focus group. Discussion 1: reflecting on our school</p> <ul style="list-style-type: none"> ▪ What does our school do well? ▪ What would we like to see our school doing well in 5-10 years time? ▪ What are the things we need to work on in order to build the bridge from question 1 to question 2? | Parent group |
| | <p>Looking at the process. Analysis of the School Strategic Plan. Question-<i>What Student Outcomes were we trying to achieve?</i> Look at three outcome areas:</p> <ol style="list-style-type: none"> 1. student learning 2. student engagement and wellbeing 3. student pathways and transitions <p>Analysis of the previous School Level Report: <i>What student outcomes did we achieve?</i></p> | Staff meeting 2 |
| | <p>Looking at the process. Analysis of the School Strategic Plan. Question-<i>What Student Outcomes were we trying to achieve?</i> Look at three outcome areas:</p> <ol style="list-style-type: none"> 1. student learning 2. student engagement and wellbeing 3. student pathways and transitions <p>Analysis of the previous School Level Report: <i>What student outcomes did we achieve?</i></p> | School Council meeting 2 |
| | <p>Why did we achieve/not achieve improved student outcomes? (use questions from <i>Effective Schools model</i>) How effectively did we manage our resources to support the achievement of improved student outcomes? What can we do in the future to continue to improve? Look at outcome area</p> <ul style="list-style-type: none"> ▪ student learning | Staff meeting 3 |
| | <p>Why did we achieve/not achieve improved student outcomes? (use questions from <i>Effective Schools model</i>) How effectively did we manage our resources to support the achievement of improved student outcomes? What can we do in the future to continue to improve? Look at outcome area</p> <ul style="list-style-type: none"> ▪ student engagement and wellbeing | Staff meeting 4 |

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| | <p>Why did we achieve/not achieve improved student outcomes? (use questions from <i>Effective Schools model</i>)</p> <p>How effectively did we manage our resources to support the achievement of improved student outcomes?</p> <p>What can we do in the future to continue to improve?</p> <p>Look at outcome area</p> <ul style="list-style-type: none"> ▪ student pathways and transitions | Staff meeting 5 |
| | <p>Why did we achieve/not achieve improved student outcomes?</p> <p>How effectively did we manage our resources to support the achievement of improved student outcomes?</p> <p>What can we do in the future to continue to improve?</p> <ol style="list-style-type: none"> 1. student learning 2. student engagement and wellbeing 3. student pathways and transitions | School Council Curriculum Committee |
| | Record discussion in <i>School Self-Evaluation</i> (SSE) template | SSE writing team |
| | Review of draft <i>School Self Evaluation</i> document | Staff meeting 6 |
| | Endorsement of <i>School Self Evaluation</i> by School Council | School Council meeting 3 |
| 2 weeks prior to review day | Send <i>School Self Evaluation</i> to reviewer and the Regional Network Leader | Principal |
| | <p>School Review</p> <ul style="list-style-type: none"> • Continuous Improvement Review – one fieldwork day includes panel meeting • Diagnostic Review – two fieldwork days includes panel meeting • Extended Diagnostic Review – four fieldwork days includes panel meeting <p>Panel meeting</p> <ul style="list-style-type: none"> • Negotiated Review – as part of the process, the panel meeting must be convened to discuss the results of the Negotiated Review process and develop the School Strategic Plan • Continuous Improvement, Diagnostic and Extended Diagnostic Reviews – as part of the process, the panel meeting must be convened to discuss the outcomes of the reviewers independent analysis and to develop the School Strategic Plan | <p>Reviewer</p> <p>Principal</p> <p>School Council President</p> <p>Appropriate representation of:</p> <ul style="list-style-type: none"> - Staff - School Council - Parents - Students |

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| | Reviewer report to staff and School Council – all reviews are required to present the findings to the staff and the School Council | Reviewer Staff School Council |
| | Take recommendations from school review and define focus areas/goals for strategic plan | |
| 4 weeks after review day | Submit draft of School Strategic Plan to the Regional Network Leader | |
| | Refine draft | Staff School Council |
| | Confirm regional endorsement | |
| | Endorsement of School Strategic Plan by School Council | School Council |
| No later than 31 December | School Strategic Plan must be endorsed by the Regional Network Leader – send electronic copy + 2 signed copies | |