Schematic Representation of the Negotiated Review

**STEPS**

**Briefing of school community**
The school community is informed of the review’s nature, purpose, timelines and the extent of their possible involvement.

**Undertaking the school self-evaluation**
The school undertakes a comprehensive examination of performance across the three student outcome areas and drafts a school self-evaluation. Information from the school self-evaluation is used to assist in identifying a focus area for the negotiated review. Schools would usually complete the school self-evaluation report in Term 1 or by mid-Term 2, to inform the development of the terms of reference for the review.

**Developing terms of reference (TOR)**
Terms of reference are developed that clearly identify the review’s purpose, methodology (including role of critical friend), timelines, strategies for reporting to the school community.

The TOR are to be finalised, including approval by the Regional Network Leader (RNL), by the 9th week of Term 2.

**Recruiting a critical friend**
The appointment of the critical friend is finalised and they are briefed on their role as specified in the TOR.

**Undertaking the review**
The review is undertaken according to the indicated methodology.

**Finalising the report**
- The negotiated review report is completed. The finished report should be concise (no more than 3-4 pages)
- Clearly identify the purpose and methodology
- Discuss the findings
- Provide recommended strategies for inclusion in the school strategic plan.

**Presenting to staff and school council**
A presentation is made to staff and school council by the authors of the report.

**Preparing the school strategic plan**
Information from the data analysis undertaken for the school self-evaluation and the review is used to assist the development of the school strategic plan across the three student outcome areas.

School strategic plan to be signed by principal, school council president and RNL. Following signoff, copies of the school strategic plan need to be provided by RNL to both School Improvement Division and regional offices by the required deadlines.

**KEY RESPONSIBILITIES**

- Principal
- Principal, school council & school community
- Principal, in discussion with RNL. To be endorsed by the school council.
- Principal & School Council
- Critical friend, with participation from the principal, school council & school community
- Nominated author eg: principal, staff member, critical friend or co-authorship
- Principal, leadership team, critical friend or RNL
- Principal & school council, with participation from school staff