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?

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
<th>Key Personnel</th>
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<tbody>
<tr>
<td>February</td>
<td>School Level Report Available at: <a href="http://www.eduweb.vic.gov.au/forms/school/spreports/default.asp">http://www.eduweb.vic.gov.au/forms/school/spreports/default.asp</a> Check that all data is included in report and follow up omissions.</td>
<td>Principal Administration staff</td>
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<td>Outline proposed process to staff. Undertake Discussion 1 with staff.</td>
<td>Staff meeting 1</td>
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<td>Discussion 1: reflecting on our school</td>
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<td>▪ What does our school do well?</td>
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<td>Outline proposed process to School Council. Undertake Discussion 1 with School Council.</td>
<td>School Council meeting 1</td>
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| Undertake Discussion 1 with students. Discussion 1: reflecting on our school  
  - 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 |
|---|---|
| Undertake Discussion 1 with parent focus group. Discussion 1: reflecting on our school  
  - 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 |
| Looking at the process. Analysis of the School Strategic Plan. Question-What Student Outcomes were we trying to achieve?  
Look at three outcome areas:  
  1. student learning  
  2. student engagement and wellbeing  
  3. student pathways and transitions  
Analysis of the previous School Level Report: What student outcomes did we achieve? | Staff meeting 2 |
| Looking at the process. Analysis of the School Strategic Plan. Question-What Student Outcomes were we trying to achieve?  
Look at three outcome areas:  
  1. student learning  
  2. student engagement and wellbeing  
  3. student pathways and transitions  
Analysis of the previous School Level Report: What student outcomes did we achieve? | School Council meeting 2 |
| Why did we achieve/not achieve improved student outcomes? (use questions from Effective Schools model)  
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  
  - student learning | Staff meeting 3 |
| Why did we achieve/not achieve improved student outcomes? (use questions from Effective Schools model)  
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  
  - student engagement and wellbeing | Staff meeting 4 |
| Why did we achieve/not achieve improved student outcomes?  
(use questions from *Effective Schools model*)  
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  
- student pathways and transitions | Staff meeting 5 |
|---|---|
| Why did we achieve/not achieve improved student outcomes?  
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?  
1. student learning  
2. student engagement and wellbeing  
3. student pathways and transitions | School Council  
Curriculum Committee |
| Record discussion in *School Self-Evaluation* (SSE) template | SSE writing team |
| Review of draft *School Self Evaluation* document | Staff meeting 6 |
| Endorsement of *School Self Evaluation* by School Council | School Council meeting 3 |
| 2 weeks prior to review day | Send *School Self Evaluation* to reviewer and the Regional  
Network Leader | Principal |
| **School Review**  
- 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  
**Panel meeting**  
- 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  
and to develop the School Strategic Plan | Reviewer  
Principal  
School Council  
President  
Appropriate representation of:  
- Staff  
- School Council  
- Parents  
- Students |
<table>
<thead>
<tr>
<th>Steps</th>
<th>Responsible Parties</th>
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<tbody>
<tr>
<td>Reviewer report to staff and School Council – all reviews are required to present the findings to the staff and the School Council</td>
<td>Reviewer Staff School Council</td>
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<td>Take recommendations from school review and define focus areas/goals for strategic plan</td>
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<td>4 weeks after review day Submit draft of School Strategic Plan to the Regional Network Leader</td>
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<td>Refine draft</td>
<td>Staff School Council</td>
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<td>Confirm regional endorsement</td>
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<tr>
<td>Endorsement of School Strategic Plan by School Council</td>
<td>School Council</td>
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<td>No later than 31 December School Strategic Plan must be endorsed by the Regional Network Leader – send electronic copy + 2 signed copies</td>
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