**Schematic representation of the Negotiated Review**

### Steps

**Briefing of school community**
- The school community is informed of the review: its 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.
- 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:
  - 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 director, by the 5th 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 author(s) 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 provided to regional office by required deadlines.

### Key responsibilities

- **Principal**
- **Principal, school council & school community**
- **Principal, in discussion with Regional Network Leader. To be endorsed by the school council.**
- **Principal & school council**
- **Critical friend, with participation from the principal, school council & school community**
- **Critical friend**
- **Principal & school council, with participation from school staff**