

Policy – School Strategic Plan, Annual Implementation Plan and Annual Reporting

Policy Information

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PAL Link:	https://www2.education.vic.gov.au/pal/school-strategic-plan/policy https://www2.education.vic.gov.au/pal/annual-implementation-plan/policy https://www2.education.vic.gov.au/pal/annual-report-schools-community/policy https://www2.education.vic.gov.au/pal/equal-opportunity-human-rights-students/policy https://www2.education.vic.gov.au/pal/student-engagement/policy

Revision History & Ratification

This policy needs to be reviewed by College Council annually or as required and ratified at the College Council meetings when changes are necessary. This policy will be published on the school's website for parents and students and will be distributed to staff via Compass.

Revision Date:	Council Ratification Date:	Summary of Changes	Prepared/Approved By:
08/10/2021	TBC	Policy Creation	Jason Patten

1. Summary

All Victorian government schools must develop a four year School Strategic Plan in the term following a review endorsed by the principal and school council president in the Strategic Planning Online Tool.

Details

- Under the Education and Training Reform Act 2006 (Vic) and Ministerial Order 470 all schools must prepare a 4 year School Strategic Plan (SSP) that sets out the school's:
 - philosophy
 - goals
 - targets to improve student outcomes
 - strategies for achieving them

HAL-GOV-01 School Strategic Plan, Annual Implementation Plan and Annual Reporting V1.0

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- Following the completion of a school review, the Key Directions (developed by the core school review panel and articulated in the review report) are pre-populated into the Strategic Planning Online Tool (SPOT) to form the school's draft SSP goals, targets and Key Improvement Strategies (KIS).
- The draft SSP is shared with staff and the broader community to ensure collective ownership and support for the SSP over the next 4 years and to inform the vision, values and intent sections of the school's SSP.
- The School Improvement Team leads the school in reviewing or updating the school's philosophy. They share the draft goals, targets and KIS with staff and the broader community to ensure collective ownership and support for the SSP over the next 4 years.
- Upon endorsement by the Senior Education Improvement Leader (SEIL) in SPOT, the goals, targets and KIS articulated in the SSP cascade into the Annual Implementation Plan, and inform staff Performance and Development Plans, over the next 4 years.

Related policies

Includes but not limited to:

- School Review
- Framework for Improving Student Outcomes
- Annual Implementation Plan (AIP)
- Annual Report to the School Community

Relevant legislation

Includes but not limited to:

- Education and Training Reform Act 2006 (Vic)
- Ministerial Order 470
- Australian Education Regulations 2013 (Cth)
- Education and Training Reform Act 2006 (Vic)
- Education and Training Reform Regulations 2017 (Vic)
- Ministerial Order 1280
- National Education Agreement 2008 (Cth)
- Equal Opportunity and Human Rights

2. Guidance

A School Strategic Plan is a 4-year plan for school improvement, completed by schools after their school review. The plan is based on the key directions recommended by the school review panel and an analysis of school performance data and evidence conducted during the review.

The School Strategic Plan:

- outlines the school's vision and values
- sets goals and targets for improved student outcomes
- lists the key improvement strategies that will help achieve these goals and targets
- is sensitive to local needs

When preparing the School Strategic Plan it must consider all the feedback and continuous improvements identified by the school review and data from various platforms e.g. Panorama, NAPLAN and ongoing evaluations and feedback from staff, parents, students and industry.

It is important to engage the school community when developing plans and their strategic plan. The approved Strategic Plan will be completed in the Strategic Plan Online Tool (SPOT). The principal must complete the strategic plan within one term of the school review process ending.

The strategic plan will be reviewed by the SEIL, who will provide feedback and will then endorse the plan. Once endorsed by the SEIL the plan is sent to the school council president who will endorse the plan on behalf of the school council. The endorsement will be minuted in school council minutes.

Annual Implementation Plan (AIP)

Each year the school will develop and have endorsed an annual implementation plan. These plans may also include development plans.

All schools must prepare an Annual Implementation Plan (AIP) by the end of Term 4 each year. The AIP supports the operationalisation of the four year School Strategic Plan, articulating how the school will implement, monitor and evaluate progress against the School Strategic Plan each year.

The AIP is informed by an end of year assessment undertaken by schools against their existing AIP in SPOT, to identify what is working well and areas for further effort to improve student outcomes.

The AIP outlines the four year goals, targets and KIS selected for focus in the coming year, the 12 month targets that will support the school to progress towards the four year targets of the SSP, and actions to support their implementation.

The development of the new AIP and ongoing monitoring of progress, including collection of evidence of impact, is led by the School Improvement Team and informed by school-wide input, discussion and feedback.

The AIP must be submitted by the principal to the Senior Education Improvement Leader in SPOT by the end of Term 4 to ensure every school has an AIP in place by the first day of school, ahead of its endorsement by school council no later than the end of February.

The AIP Guidelines provide further detailed information to support schools to develop and monitor their AIP, including advice and alternative timelines for schools in review.

Annual Report to the School Community

It is a legislative requirement that all Victorian government schools prepare an Annual Report to the School Community (Annual Report) by 30 April each year, for publication on the State Register.

The Annual Report must be completed and attested to by the principal and school council president in the Strategic Planning Online Tool (SPOT), following endorsement by the school council.

The Annual Report to the School Community (Annual Report) provides principals and school councils with an opportunity to share the year's achievements and progress with the school community. This includes

reflecting on the school's performance and explaining the positive impact of school improvement efforts on student outcomes.

The preparation and publication of an Annual Report is a legislative and regulatory requirement for all schools under the Education and Training Reform Act 2006 (Vic), Ministerial Order 1280 and the National Education Agreement 2008. It reflects the Department of Education's commitment to building pride and confidence in our government schools and highlights the importance of transparent communication about school performance with our school communities.

Reports are presented to the school community via a public meeting of the school council, and are published by the Department on the Victorian Registration and Qualifications Authority (VRQA) State Register.

The process for completing the Annual Report includes:

Step 1. Principal or delegate organises a school council meeting in March or April to endorse the Annual Report.

Step 2. Principal reviews Performance Summary.

Step 3. Principal completes 'About our school' commentary.

Step 4. Principal attests draft Annual Report in SPOT.

Step 5. School council president attests the Annual Report in SPOT following endorsement at school council meeting by 30 April.

Step 6. Share the Annual Report with the school community.

The guidance chapters provide further details on completing the Annual Report, attestation and endorsement, and addressing remote and flexible learning.

What principals need to do

March

- Organise a school council meeting before to 30 April to present and endorse the draft Annual Report.
- Confirm that the school council president can access their @education email, and the account details are up to date.
- Review the school's Performance Summary on the Strategic Planning Online Tool (SPOT) (login required).
- Complete the 'About our school' commentary on SPOT and attest the draft Annual Report.
- Download the draft Annual Report for presentation to school council.

Before 30 April

- Present the draft Annual Report at a school council meeting for endorsement.
- Following endorsement by school council, ensure the school council president attests the Annual Report in SPOT.

May/June

- Updates to the Annual Report may be required because of the quality assurance process run by central office.

- Download the final Annual Report from SPOT, including cover page, attestations and commentary.
- Share the final Annual Report with the school community at a public meeting of school council and make the report available on the school website.

3. Resources

There are a variety of resources to support the creation, implementation, review and continuous improvement of the School Strategic Plan, Annual Implementation Plan and Annual Reports. Schools are encouraged to access these resources as the department regularly updates the resources and timelines for completion.