

# SCHOOL ANNUAL EDUCATION PLANS AND ANNUAL EDUCATION PLAN RESULTS REPORTS

## Background

Continuous improvement is expected of all schools. Planning and reporting processes at the school level are essential for focusing efforts to improve the quality of education provided to students. Under the Assurance model, meaningful and ongoing engagement with school community stakeholders is key to developing and advancing community understanding of the school Education Plan and the daily work supporting the plan.

## Procedures

1. All plans and results reports must satisfy the requirements outlined in the School Authority Accountability Policy and the section on School Annual Education Plans and Results Reports in the Guide to Education Planning and Results Reporting.
2. School Education Plans must align with the goals and priorities of the Division.
3. School Education Plans will be a standing discussion item on School Council meeting agendas and will be supported by School Division Learning Sessions (see Appendix A).
4. School Education Plans, results report and budgets must be prepared by the Principal in consultation with staff, School Council, and, where appropriate, students. The combined school plan/results report must be posted on the school's website.
5. The combined school plan/results reports are to be submitted to the Superintendent by November 30 for the 2020-2021 school year
6. Beginning in June of the 2020-2021 school year, the school education plan will be submitted to the Superintendent on June 30 of every school year.
7. Beginning in November of the 2020-2021 school year, the annual results report will be submitted to the Superintendent on November 30 of every school year.
8. Each Principal will be required to present the school plan/results report to the Board once every three (3) years.
9. The Superintendent will implement processes to review the progress of the plans which may include the following:
  - i) Monitoring of key data
  - ii) Examining relevant evidence
  - iii) Evaluating levels of success

Reference: Relevant Legislation & Guidelines

## Appendix A

The following is a calendar of recurring events that school leaders should expect to work with on an annual basis. While monthly School Council meetings are encouraged to engage the parent community on a regular basis, please note that monthly meetings are not a requirement under the law.

| <b>September/October</b>  |
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| <ul style="list-style-type: none"><li>• Organizational meeting of the School Council</li><li>• Election of Chair and other positions</li><li>• Review of School Council by laws</li><li>• Review internal rules of management and adopt any changes</li><li>• Discuss school professional learning plan</li></ul>   |
| <b>October</b>  |
| <ul style="list-style-type: none"><li>• First meeting of new School Council</li><li>• Have reported on school Code of Conduct for current school year</li><li>• Review prior year's Education Plan and suggest areas for focus for the current school year</li><li>• School Division Learning Session (based on scheduling possibility)</li><li>• Have discussed school budget priorities</li><li>• Discuss school's professional learning plan</li></ul>   |
| <b>November</b>   |
| <ul style="list-style-type: none"><li>• Present combined Education Plan/Annual Results Report for the 2020-school year</li><li>• Have presented APORI results for prior school year</li><li>• School Division Learning Session (based on scheduling possibility)</li><li>• Discuss school's professional learning plan</li></ul>  |
| <b>December/January</b>   |
| <ul style="list-style-type: none"><li>• Have presented SOS-Q results</li><li>• School Division Learning Session (based on scheduling possibility)</li><li>• Discuss school's professional learning plan</li></ul>   |
| <b>February to June</b>   |
| <ul style="list-style-type: none"><li>• Present progress on Education Plan or exemplars of Education Plan work taking place at the school</li><li>• Have presented other data points relevant to the Education Plan (MIPI, Engagement Survey, GRADE, PLC)</li><li>• School Division Learning Session (based on scheduling possibility)</li><li>• Discuss school's professional learning plan</li><li>• Discuss school budget update</li><li>• For the 2020-2021 school year and every year thereafter, present a draft of the School Education Plan at the May/June School Council meeting.</li></ul> |