

School Annual Report

Schools are required to send to the Secretary of Education an annual report before the close of school each year. The content of the report must follow the guidelines below.

Guidelines for School Annual Report

The Annual Report should focus on the outcomes and delivery of the school's goals for the year as identified in the Annual and Strategic plans. These goals should, along with the plans, align with the Cook Islands Educational Guidelines. All reports and comments should be objective in nature and comply with the Cook Islands Ministry of Education Code of Ethics.

1. Annual Operational/Action Plan

Include the School Operational/Action Plan for the current year.

2. School Management

- organisational structure of school – (can be diagrammatic)
- QMS implementation/new policies/review process
- brief QMS committee reports can be included

3. Curriculum Delivery

Reports from relevant committees and departmental/syndicate/level reports can be included.

- Curriculum committee report stating objectives and outcomes for the year
- Departmental/syndicate/level reports that report against stated objectives for the year and may include some or all of the following:
 - teaching/learning of curriculum objectives
 - teaching/learning of essential skills
 - identifying and eliminating barriers to learning
 - assessment practice
 - evaluation of teaching programmes – department/students
 - bi-lingual outcomes
 - resource management
 - qualifications – achievement at levels summary
 - staffing professional development
 - other outcomes

4. Student Achievement

Data should be collected to demonstrate improved retention and achievement over time. Schools may choose to present some disaggregated data¹ so that trends and patterns can be analysed.

¹ Student achievement data can be reported for whole populations, or as aggregate data. It is not until the data are disaggregated that patterns, trends and other important information are uncovered. Disaggregated data simply means looking at assessment results by specific subgroups of students.

- assessment committee report
- assessment policy and practice across the school
- data to demonstrate achievement and/or some disaggregated data by
 - gender
 - ethnicity
 - subject and/or standard
 - special needs

Only some of these groupings may be relevant to your school. It may be useful to disaggregate data so that relevant strategies can be employed to address under-achievement.

- evaluation of strategies to promote better achievement

5. Finance and Assets

5.1 Reporting Finances

Application. Schools are required to submit a copy of account as per Appendix 1 with respect to each and every trading account held and operated by the school and including: the School Account; the School Committee account; the tuck shop account; special fund raising accounts
 Note: Although these accounts should be accounted for separately, they should all be consolidated into a single School Account

Any variations to a single account must be pre-approved in writing by the Secretary of Education.

Reporting Requirements

A copy of Appendix 1 will be sent by the school to the Ministry each year as part of the school's annual report.

Appendix 1

Name of Account: _____

Bank: _____

Report	Details	Required
Profit & Loss	A print out from your accounting system	Annual
Balance Sheet	A print out from your accounting system	Annual
Bank Reconciliation	Details of bank reconciliation including a copy of the relevant bank statement	Annual
Debtors and Creditors	Separated details of trade debtors & creditors as well as Inter ministry and Crown payables and receivables	Annual

6. Community / Stakeholders

Reports can be included from the Parents School Committee and any other Stakeholders involved in educational delivery at the school

- brief report from School Committee
- other activities that involved the community or stakeholders

7. Principal's Report

Report can include Principal's comments on the school vision for the year, and accomplishments – may be against those stated in the Strategic Plan

- delivery of outcomes against the Strategic Plan
- staffing issues
- school roll/attendance
- compliance with Ministry regulations

8. Operational/Action Plan for next year

Include a copy of the plan for next year although it may still be in **draft** form.