

## CIAG Compliance Checklist

School:..... Date:.....

CIAG 1 Curriculum & Delivery	Indicators	Reference Sch Manual	Implementation
Policy: Curriculum Delivery	ELA's, skills, numeracy, literacy, ECE, NCEA, Careers Education, ICT	1.1	
Subject Schemes updated for each ELA <ul style="list-style-type: none"> <li>• Maths</li> <li>• Language (English &amp; Cook Is Maori)</li> <li>• Social Studies</li> <li>• Science</li> <li>• Health &amp; PE</li> <li>• The Arts</li> <li>• Technology (if offered)</li> <li>• ECE (if relevant)</li> </ul>	School goals LTP/unit plans/cycles How to identify and address barriers to learning special learning needs gifted & talented (extension) Resources/inventory Links to whole school programmes eg literacy, numeracy, Integration of Careers Ed/Integration of ICT	1.1 1.2 1.3 1.4 1.5 1.6 1.7	
Policy: Assessment	Purpose identified How data is used? Accredited schools to reference NZQA requirements	1.2	
Policy Homework:	Purpose School wide implementation How is monitored?	1.2	
Policy: Inclusive Education	Special Needs – register, IEP, progress reports At risk students	1.3	
<b>Policy: ICT</b>	<b>Purpose</b> <b>School wide implementation</b> <b>How is monitored?</b>		
Policy: Language	Reflects school community	1.5	
Quality Assurance:	Committee minutes of meetings Terms of reference Progress towards compliance	Education Act 2012	
<b>Secondary Schools Only:</b>	QMS documentation for accreditation Senior course booklets Tracking of standards Internal moderation processes External moderation	1.1	
CIAG 2 Documentation & Review	Indicators	Reference Sch Manual	Implementation
Annual Action / Operational Plan	Mission, vision, school structure School goals / objectives	2.1	

Strategic LT Plan (3-5 yr plan)	CIAG goals covered Current	2.1	
Curriculum Committee Review	progress towards goals, annual report <b>Review</b> student achievement <b>Review</b> curriculum planning & delivery – lesson/UP/LTP Special Needs – National numeracy, literacy, NQF; data for mid/end reports and for prize giving / awards - reliable	2.2 2.2.1.6/1.8 2.2.1.6 2.2.1.7	
<b>Review</b> of policies/procedures	policy review schedule evidence of School Committee minutes to review & endorse	2.2.2	
<b>Reporting</b> to stakeholders - MoE, parents/caregivers, students, media	student reports/ portfolios, school newsletters, school committee reports	2.3-2.7	
<b>CIAG 3 Personnel</b>	<b>Indicators</b>	<b>Reference Sch Manual</b>	<b>Implementation</b>
Policy: Use of Personnel / ancillary staff			
Performance Development System - Ensure school goals are translated into development goals	Evidence of appraisal process in place - documentation, observations (at least 3). Evidence of appraisal meetings taking place. Evidence of verification process with other Principals.	3.1	
Job Descriptions	Each JD signed, dated and filed with Principal (Teachers, Management unit holders, ancillary staff)	3.2	
Professional Development	Needs analysed by principal program schedule in place External support indicated and feedback to Ministry	3.1.2	
<b>CIAG 4 Finance &amp; Property</b>	<b>Indicators</b>	<b>Reference Sch Manual</b>	<b>Implementation</b>
Policy: <u>Financial Management</u>	Process or system on recording income, expenditure, authority for signatures	4.1	
Finance Management	Evidence of receipt / invoice book, cash book, bank statements Monthly reports to SC	4.1.2	
Annual audit of all accounts by independent auditor	Sight documents	4.1.4	
Policy: <u>Resource Management</u>	Replacement / maintenance plan of resources	4.2.1	

Inventories and assets register	Annual stock take to account for lose/damage	4.2.2	
Library Database & lending systems	Database of titles/ authors Back-up process in place Evidence of use - utilising library as a teaching resource (school and/ or community)	4.2.1	
ICT Register & processes	Stocktake, replacement and maintenance plan for/and budgeting		
<b>CIAG 5 Health &amp; Safety</b>	<b>Indicators</b>	<b>Reference Sch Manual</b>	<b>Implementation</b>
Policy: Health & Safety	Public health program, counselling, healthy lunch, immunisation program	5.1	
Policy: Safe School	incidents registers for: Accidents & emergencies Hazards Guidance for: Bus/road/water safety Stray animals	5.2.3 5.2.4	
Fire/emergency drill reports & information displayed in all rooms	Evidence of drill Check each room	5.2.8 5.3	
<u>Policy: Behaviour Management</u>	incidents/discipline register Abuse of students	5.2.3 5.2.1	
Hygiene standards – toilet, tuck shop, food handling etc	Duty roster Public Health certification to sell food	5.2.20	
Policy: <u>EOTC</u> – educational, field trip forms, safety of site		5.2.14	
Community awareness of Health issues, drug free etc	How do you know?	5.2.12/13	
Policy: Community use of Property/grounds/buildings	Endorsed by Sch Com	5.1	
<b>CIAG 6 Administration</b>	<b>Indicators</b>	<b>Reference Sch Manual</b>	<b>Implementation</b>
Office copy of Act, Instructions to school, schools manual, policies, schemes	Sight files in principal office	6.1	
Student Data: Policies for attendance/enrolment, student behaviour etc	Transfers, truancy, attendance registers School roll updated Incident reports on suspension of students	6.6/6.5 6.4 6.12	
MoE compliance:	Minimum hours of Instruction School open for 200 days Term returns EMIS returns (March) Annual report Financial statements to MoE Teacher reports Ancillary staff reports	6.1 6.8 4.1	

Policy: Religious Instruction, delivery & format (if applicable)		6.11	
Staff Discipline issues?		3.1.3	
Policy: ICT systems for storing data, office data including standby copies.	Office e-copies and hard copies		
<b>School Committee Compliance</b>	<b>Indicators</b>	<b>Reference Sch Manual</b>	<b>Implementation</b>
Meeting Protocol	AGM minutes. Including presentation of reports and election process Audited Accounts Regular meeting minutes (at least once every 2 months), including financial statements for each meeting Policy review schedule evidence of School Committee minutes to review & endorse Copy of School Committee Booklet		