### This table shows the required actions and timeframes for school performance planning, monitoring, reviewing and reporting. This document should be read in conjunction with the [School performance procedure](https://ppr.qed.qld.gov.au/education/management/Pages/School-performance-procedure.aspx). Planning generally commences in the year prior to implementation.

# School performance policy suite

## Schedule of annual actions, timelines and additional information

## Annual actions, timelines and additional information

| **Actions** | **Responsible Officer/s** | **Timelines** | **Additional information****Timeline key:** **P Planning F Finalise I Commence Implementation O Ongoing**  |
| --- | --- | --- | --- |
| T1 | T2 | T3 | T4 |
| **School performance planning** |
| **Annual Implementation Plan (AIP)** | Principal | **F****I** |  | **P** | **P** | * Document the school’s explicit improvement agenda, within the AIP, in relation to the priorities in the School Strategic Plan. Provide information about the actions to be undertaken and planned methods of evaluation.
* Document content, mode and timing of professional learning designed to support and sustain changes associated with addressing school improvement priorities within plans, and mandatory staff professional development (optional).
* Include the School Data Plan as an appendix to the AIP.
* Upload the AIP and School Data Plan to OneSchool (School Management>School Plan> School Performance Plans>Strategic Plan Documents) OR develop using the OneSchool Plan module.
* Submit the AIP for approval by the School Supervisor, in schools where there is no School Council, by end of Week 5, Term 1 for the current year.
* Submit approved (School Council) AIP for noting by the School Supervisor by end of Week 5, Term 1 for the current year.
* Retain the AIP for a minimum of 7 years after plan is superseded.
 |
| **School Data Plan (SDP)** | Principal | **F I** |  | **P** | **P** | * Document how data will be used within the school over a period of 1 year to inform practices aligned with student learning and wellbeing and school improvement.
* The SDP is an appendix to the AIP.
* Develop the SDP and any further changes in collaboration with the Local Consultative Committee (if established).
* Upload the SDP to OneSchool (School Management>School Plan>Documents>School Improvement Documents) OR develop the SDP using the template provided in OnePortal.
* Retain the SDP for a minimum of 7 years after plan is superseded.
 |
| **School budget**  | Principal | **F** |  | **P** | **P** | * Prepare the school budget using the *School Budget Solution*.
* (If applicable) Consult with the P&C Association about planned use of financial and/or other resources included in the budget that have been provided by the P&C for the benefit of students at the school.
* (If applicable) Organise for the School Council to approve the school budget.
* Approve the school budget by the end of February, by loading the school budget into OneSchool Finance (OSF).
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| **Staffing** | Principal | **O****F** | **O** | **O** | **O** | * Set and manage the school staffing profile using the *School Budget Solution*.
* Submit the school staffing profile.
 |
| **Monitoring** |
| **Monitor implementation and impacts of plans and budgets**  | Principal | **O** | **O** | **O** | **O** | * Monitor plans and budgets regularly (quarterly for school budgets) and adjust where necessary to reflect:
	+ information and decisions from monitoring activities
	+ actual expenditure and revenue against estimated.
* Monitor plans and budgets according to the methods of evaluation and schedule detailed in the relevant plan.
 |
| **Reporting** |
| **Pre-populated *School Annual Report***  | Performance, Monitoring and Reporting (PMR); Principal |  | **F** |  |  | * Pre-populated School Annual Report sent by PMR to school to review.
* Review (and edit if necessary) the School Annual Report prior to it going live via auto-upload.
* Auto-upload of School Annual Report to school website by PMR.
 |
| **Publish *Next Step* summary report** | Performance, Monitoring and Reporting |  |  | **F** |  | * Upload the *Next Step* post-school destinations summary report to school websites by 30 September, for schools with five or more responses to the Year 12 Completers survey.
 |
| **Reviewing** |
| **Identify, schedule and designate a review type for schools for the following year** | School and Region Reviews;Regional Director |  |  |  | **F** | * Identify, schedule and designate a review type for schools for the following year in mid-Term 4.
 |

This table lists the actions that must be taken *in addition to the annual actions* when a school is identified for review by School and Region Reviews (SRR).

## Actions prior to, during and after a school review

## Actions prior to, during and post school review

|  |  |  |
| --- | --- | --- |
| **Actions** | **Responsible Officers**  | **Additional information** |
| **Needs-based identification, scheduling and designation of review types/schools**  | School and Region Reviews; Regional Director | * Commence needs-based identification, scheduling and designation of review types/schools in October of the year prior to the review, with school communication from November to January.
 |
| **Program and school contacts provided** | Principal | * Provide the program and school contacts at least two weeks before the scheduled review.
 |
| **Review conducted or supported** | School and Region Reviews; Regional Director | * Conduct the reviewaccording to the type and timing advised by SRR.
 |
| **Review finalised** | School and Region Reviews | * Finalise the review.
* Conduct the exit briefing on the final day of the review.
* Provide the report to the principal 10 – 15 business days after the review.
 |
| **Report shared with school community** | Principal | * Publish the review executive summary or full school report on school website; making a physical copy to be made available on request.
 |
| **Engage in collaborative long-term school performance planning and share *School Strategic Plan*** | Principal | * Document in the *School Strategic Plan* the school’s improvement focus over 4 years; the agreed mission, values, focus, philosophy, short- and long-term priorities for improvement, planned actions, and methods for evaluation for four years (including renewal year).
* Submit the *School Strategic Plan* for approval by the end of Week 5, Term 1 in the year of renewal.
* Upload the *School Strategic Plan* to OneSchool (School Management>School Plan>Documents>Strategic Plan) OR develop using the OneSchool Plan module.
* Retain the *School Strategic Plan* permanently.
* Publish the *School Strategic Plan* on the school website.
 |
| **Develop ways to share effective practices in the SRR school review report more broadly.** | Principal; School and Region Reviews | * Publish the School Review Executive Summary (school review) or SRR-led validation report (school-led review) on school website.
* Explore ways that effective practices captured in the report can be shared more broadly.
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