CIAG Compliance Checklist   School:…………………………………….. Date:……..………

CIAG 1: POLICIES	Indicators	Reference Sch Manual	Implementation
Policy: Curriculum Delivery	School wide levels, ELA's, skills, inclusiveness Primary: numeracy, literacy, ECE (if applicable), Secondary: NCEA, Careers Education	CIAG 1.1 1.6.1	
Policy: Assessment	Purpose identified Expectations set Clear directions to staff How is it monitored? Consistent approach? Valid and reliable? How data is used? Accredited schools to reference NZQA requirements	1.2.1 1.2.2 1.2.3 1.2.4 1.2.5 1.2.6 1.2.7 1.7.1	
Policy: Language	Purpose & programmes Reflects school community	1.5	
Policy: Inclusive Education	Special Needs – register, IEP, progress reports At risk students (wider concept of inclusion)	1.3 1.4	
Policy: ECE (if applicable)	Opportunities to develop identity, independence & spirit of inquiry	1.1.9	
Policy Homework:	Purpose School wide implementation How is monitored?		
Policy: Reporting	Evidence of quality reporting to stakeholders on progress and achievement	2.3.2	
Policy: Performance Development	Appraisals & PD	3.1	
Policy: Use of Personnel Resources	Effective and efficient use of staff	3.2	
Policy: Financial Management	Process or system on recording income, expenditure, authority for signatures	4.1	
Policy: Resource Management	Current Asset register Replacement / maintenance plan of resources	4.2 4.2.1 & 2	
Policy: Library	Stock control, lending system & library mgmnt	4.2.1	
Policy: Health & Safety	Provide a Safe physical & emotional environment for staff & students Abuse of students Accidents & emergencies Accident & incident register	5.1 5.2.1 5.2.2 5.2.3	

	Hazards registers	5.2.4	
	Behaviour management	5.2.5	
	Guidance & counselling	5.2.6	
	Playground supervision	5.2.7	
	Fire drill/evacuation	5.2.8	
	Hurricane safety procedure	5.2.9	
	Bus & road safety	5.2.10	
	Administration of first aid	5.2.11	
	Smoke free	5.2.12	
	Alcohol & drug free	5.2.13	
	EOTC	5.2.14	
	Physical & Emotional Health	5.2.15	
	Crisis Management	5.2.16	
	Administering Medication	5.2.17	
	Handling of Blood	5.2.18	
	Stray Animals	5.2.19	
	Hygiene for schools that cook, store or sell food	5.2.20	
	Healthy Lunches	5.2.21	
Policy: Enrolment		6.4	
Policy: Truancy		6.5	
Policy: Community use of Property/grounds/buildings	Policy endorsed by Sch Com	6.10	
Policy: Religious Instruction	delivery & format (if applicable)	6.11	
Policy: Suspension of Students		6.12	
Policy: ICT			

CIAG 2: SCHEMES	Indicators	Reference Sch Manual	Implementation
Subject Schemes updated for each ELA • Maths • Language (English & Cook Is Maori) • Social Studies • Science • Health & PE • The Arts • Technology (if offered) • ECE (if relevant)	Statements/prescriptions to direct and guide the school wide planning & delivery School goals for ELA Details subjects taught at each level LTP/unit plans/cycles Integration of curriculum where appropriate How to identify and address barriers to learning, gender, special learning needs, gifted & talented (extension) Resources/inventory Links to whole school programmes eg lit, num Integration of Careers for Year 7+	1.1 1.2 1.3 1.4 1.5 1.6 1.7 1.8 ECE = 1.9	

SCHOOL PLANNING & REVIEW	Indicators	Reference Sch Manual	Implementation
Annual Action / Operational Plan	Mission, vision, school structure School goals / objectives Actions & strategies	2.1	
Strategic LT Plan (3-5 yr plan)	Current CIAG goals covered Identify baseline & targets	2.1	
Policy Review	policy review schedule evidence of School Committee minutes	2.2.2	
Learning & Teaching Review	progress towards goals, annual report Review student achievement Review curriculum planning & delivery – lesson/UP/LTP Special Needs –numeracy, literacy, NQF; data for mid/end reports, prize giving & reliability of awards	2.2 2.2.1.6/1.8 2.2.1.6 2.2.1.7	
Quality Assurance:	Committee minutes of meetings Terms of reference Progress towards compliance Staff handbook	Education Act. (1986-87) Pt II Clause 14 - 25	
Reporting to stakeholders - MoE, parents/caregivers, students,	student reports/ portfolios, school newsletters, school committee reports	2.3-2.7	
Secondary Schools Only:	QMS documentation for accreditation Senior course booklets Tracking of standards Internal moderation processes External moderation	1.1	

CIAG 3 Personnel	Indicators	Reference Sch Manual	Implementation
Performance Development System	Evidence of appraisal process in place (obs) PDS reports sent to MOE for verification	3.1	
Position Descriptions	Each PD signed, dated and filed with Principal (Teachers, Management unit holders, ancillary staff)	3.2	
Professional Development	Needs analysed by principal Program schedule in place Evidence of school wide development (not just MOE)	3.1.2	
Staff Discipline issues?		3.1.3	

CIAG 4 Finance	Indicators	Reference Sch Manual	Implementation
Procedures in place for accounts	Documentary evidence of all financial transactions	4.1.1	
Reports to SMT & SC?	Financial statements	4.1.3	
Accounts audited	Evidence sighted	4.1.4	

CIAG 5 Health & Safety	Indicators	Reference Sch Manual	Implementation
Fire/emergency drill reports & information displayed in all rooms	Evidence of drill (teacher planbooks? P's diary?)	5.2.8 5.3	
Community awareness of Health issues, drug free etc	Evidence? Discussion with Sch Com	5.2.12/13	

CIAG 6 Administration	Indicators	Reference Sch Manual	Implementation
Compliance	Office copy of Act, Instructions to school, schools manual, policies, schemes etc Student Data: Transfers, truancy, attendance registers School roll updated Incident reports on suspension of students Minimum hours of Instruction School open for 200 days Term returns EMIS returns (March) Financial statements to MoE Teacher reports Ancillary staff reports	6.1 6.2 6.5, 6.6 6.4 6.7 6.12 6.9 6.7 6.8 4.1.3 & 4 3.1.4 3.2.4	