



COOK ISLANDS

Ministry of Education

Maraurau o te Pae Api'i

CHECKLIST FOR SCHOOLS TO PREPARE FOR A REVIEW

	Available	Staff Responsible
School Committee Minutes		
Staff Meeting Minutes		
Staff Handbook		
Subject Schemes		
School Strategic Plan (Long term plan)		
School Annual Plan		
PMS – job descriptions, completed plans, PD schedule/needs		
Management Documentation		
School newsletters for year		
School report samples		
Financial statements		
Accident & Hazards Register		
Replacement plans		
HOD/ Curriculum meeting minutes		
- Achievement data review		
Inclusive Education Register, IEP files		
Policy folder		
- Policy review schedule		
Records of suspensions (if any)		
Evidence of fire/emergency drills		
Health Certificate (if canteen on site)		
QMS documentation (secondary)		
Senior Course Booklet (secondary)		
Teachers - planning folders, assessment, daily workbook, PMS, attendance registers		
Timetable of visits		
- leave first & last period free		
- Staff meeting slot run by review team		
- SMT available to meet every morning and after school for feedback		
- School Committee meeting (this can occur after school hours if required)		
Designated space for review team to work from (private)		