Baldivis Secondary College

Annual Self-Assessment and Review Schedule

1. Introduction

Our vision is to provide a **high-quality school experience for each and every student** that promotes learning and wellbeing, and equips them with the knowledge, skills, and dispositions to achieve personal excellence in all they do and ultimately be the best that they can be.

We reflect on and evaluate performance to plan for and enact improvement through a systematic, continuous, and comprehensive school self-assessment and improvement cycle. This involves gathering and analysing data and other evidence to make judgments about the standards of student achievement and the effectiveness of school processes and operations:

The Senior Leadership Team and school staff are regularly involved in self-review linked to Business Plan targets and foci. Review and response to data occurs at the classroom, cohort and whole school level using a Disciplined Dialogue approach together with longitudinal tracking of performance data.

School-based assessments will be used collaboratively by staff to make judgements about the standards of student achievement: and also, the effectiveness of school processes in maximising student achievement.

Each cycle is mapped out against specific self-assessment tools utilised, source, responsibility, and when performance data is presented to the Board.

2. About the Annual Self-Assessment and Review Schedule

The Baldivis Secondary College Annual Self-Assessment and Review Schedule is an essential process that allows us to evaluate our performance, identify areas for improvement, and plan strategies for ongoing growth.

Using the Discipled Dialogue model, we engage in self-reflection and performance evaluation at the individual, team and whole school level. We view this process as essential in both planning and implementing improvements across all aspects of our organisation.

We systematically assess student achievement, ensuring verifiable judgments based on data and evidence. We follow a continuous, comprehensive assessment process that focuses on student progress and performance. By gathering and analysing relevant information, we evaluate both student standards and the effectiveness of school processes and operations.

The college's Baldivis Secondary College Annual Self-Assessment and Review Schedule is included in **Appendix 1**.

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Appendix 1: Annual Self-Assessment and Review Schedule

Self-Assessment Tool	Source	Team/Person Responsible	Timing	College Board
NAPLAN - Years 7 and 9	Mandated National Assessment	Deputy Principal 2	Term 1	▪ NAPLAN data summary presented to School Board at the first meeting in Term 3 with a reconciliation report against the Business Plan Targets.
Progressive Achievement Test (PAT Reading) - Years 7 to 10	Norm-referenced assessment ACER	Deputy Principal 2 CTLs - Maths and English	Term Term 1 - On-entry	▮
Grade Distribution and Learning Attribute Data ▪ A-E grades ▪ ABEs	RTP/SAIS	CTLs	Semester 1 Semester 2	▪ **Business Plan Report Card** - a summary of student progress and achievement on school-based assessments is presented to the College Board in Terms 3 (Semester 1 Data) and in the Annual Report (previous year data) with a reconciliation report against the Business Plan Targets.
Business Plan Target/Foci Progress Analysis	Multiple sources	Principal	Semester 1 Semester 2	▪ **Ongoing –** data presented reconciled against the Business Plan Targets.
Attendance Data ▪ Cohort and Whole-school Student Attendance Summary report reviewed. ▪ Attendance Data analysed and reviewed with targeted responses initiated at the end of each semester.	SIS	Deputy Principal 1 Student Services Managers	Monthly Full analysis - Discipline Dialogue - End of each semester	▪ **Business Plan Report Card** - summary of student attendance data is presented to the College Board in Terms 3 (Semester 1 Data) and in the Annual Report (previous year data)
Parent/Student/Staff Satisfaction Surveys (replaced by School Culture Survey -2025)	National School Opinion Surveys	Principal	Bi-annually (odd years) – Week 3 Term 3	▪ Term 3
Engaging and Working with your Community	Engaging and Working with your Community Self-Assessment Survey Tool	Principal Senior Leadership Team	Annually	▪ Term 2

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Self-Assessment Tool	Source	Team/Person Responsible	Timing	College Board
School Financial Analysis ▪ College financial status and budgets reviewed and monitored ▪ Comparative results for the same period in previous years to assist with the identification of trends that may affect current and forecast budget performance; for example, collection rate (contributions and charges) reviewed. ▪ Funding allocations for SSEN students reviewed and monitored to ensure allocations are correct.	RM Finance Tracking Tools	Manager Corporate Services Finance Committee	Monthly Full analysis - Discipline Dialogue - End of each semester	▪ Term 1 Operational Budget presented ▪ Term 4 Preliminary Budget presented. ▪ Monthly overview reported to each Board meeting.
Annual School Report	Multiple	Principal Senior Leadership Team	Annually – Term 1	▪ **Draft Annual Report** presented to Board at the end of Term 1 for consideration prior to next meeting
Wellbeing and Engagement Census	South Australian WEC	Deputy Principal 1 Student Services Managers	Bi-annually (Even years) – Week 3 Term 3	▪ Term 3
OLNA	SIRS	Deputy Principal 2 CTLs - Maths and English	End of each Testing Cycle Full analysis - Discipline Dialogue - End of each semester	▪ OLNA data summary presented to School Board in Terms 2 and 4 with a reconciliation report against the Business Plan Targets.
Externally Set Tasks	SIRS	Deputy Principal 3 CTLs	Annually	▪ Term 4
Human Resources Analysis ▪ Leave and relief patterns analysed ▪ Allocation of Internal Relief and Duties data compiled and analysed ▪ College financial status and budgets reviewed and monitored ▪ WWCC Card status monitored and staff reminded of pending renewal requirements	HRMIS College-developed Tracking Spreadsheet	Manager Corporate Services Principal HR Officers HR Officers	Review Monthly Produce analysis report - end of each term	███████████

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Self-Assessment Tool	Source	Team/Person Responsible	Timing	College Board
▪ Leave Liability Chart, Absence Balances, Absence Request History, Casual Input vs Leave through HRMIS monitored and analysed. ▪ TRBWA status through Teacher Register Information (Professional) (TRIP) monitored and staff reminded of pending renewal requirements ▪ Review completion of Graduate Modules by Graduate Teachers and progress towards full registration with TRBWA	HRMIS	HR Officers Finance Team	Monthly	███████████
Good Standing ▪ Parent communication re: GS status of each student ▪ Good Standing data analysed and reviewed with targeted responses initiated at the end of each semester.	Good Standing Monitoring Tool	Deputy Principal 1 Student Services Managers Year Coordinators	Ongoing Full analysis - Discipline Dialogue - End of each semester	▪ Term 2 and Term 4
Behaviour Data ▪ Academy Welfare events and suspension data analysed and reviewed with targeted responses initiated at the end of each semester. ▪ Critter Coin Data reviewed and reported to all staff in Lowdown	Academy/SIS	Deputy Principal 1 Student Services Managers	Ongoing Full analysis - Discipline Dialogue - End of each semester	▪ Summary of student behaviour data is presented to the College Board in Terms 1 and 3.
SSEN ▪ IEPs ▪ SLP-A Appendix B ▪ NCCD data ▪ Disability Resourcing	SEN Tracker Schools Resourcing NCCD RTP	Deputy Principal 2 Learning Support Manager PC SLP-A	Ongoing Full analysis - Discipline Dialogue - End of each semester	▪ Term 4
Year 12 Performance ▪ Year 12 SAIS Report ▪ SCSA Data ▪ Senior Secondary Metrics ▪ ADWPL Analysis ▪ VET Anlaysis	SAIS/SCSA RTP - WACE Tracker	Deputy Principal 3 Pathways Coordinator Student Services Manager (Years 11/12)	Annually	▪ Term 1