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| SCHOOL SELF AUDIT AND ASSURANCE STATEMENT |

To: The Chief Review Officer

Education Review Office

From: The Board of Trustees

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*school)*

Note: If the board is also responsible for the governance of one or more ‘off-site locations’ (activity centre/teen parent unit/satellite class, other), please list the units\* on the next page.

# An Introduction to the School Self Audit and Board Assurance Statement

As part of the review process, the Education Review Office (ERO) asks the Board of Trustees of each school to complete the **School** **Self Audit: compliance elements to address and discuss** during the course of the review culminating in the **Assurance Statement,** signed by the Board Chair and Principal (the BAS) towards the end of the process.

The checklists are in six sections that cover the following areas

* Board administration
* Curriculum
* Health, safety and welfare
* Personnel
* Finance
* Asset management

Each of the six sections is divided into clusters of separate items listed on the title pages.

Some sections on Board Administration, Health, Safety and Welfare and Personnel have elements to be looked at early on in the review process. All other items can be followed up later on during the review.

Please use the self-audit documents as working documents, as tools to assist your focus on school improvement. Each section has space for written comments to assist you in keeping the document current. You will find prompts in sections labelled “further thoughts” to guide your thinking.

# How to fill in the Board Assurance Statement

When your school’s review process is leading to the report phase, please complete and sign the BAS. This is in two parts: the Compliance Certification and the Attestation.

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# Compliance Certification

Has the board taken all reasonable steps to meet its legal requirements including those detailed in Ministry of Education circulars and other documents related to:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Compliance Area** | **Yes** | **No** | **Unsure** |
| **1** | **Board Administration** |  |  |  |
| **2** | **Curriculum** |  |  |  |
| **3** | **Health, Safety and Welfare** |  |  |  |
| **4** | **Personnel** |  |  |  |
| **5** | **Finance** |  |  |  |
| **6** | **Assets** |  |  |  |

Areas of self-identified non-compliance and actions to be taken: see next page.

# Attestation:

The Board of Trustees and the principal have taken all reasonable steps to meet their legal requirements [including for the off-site locations as listed \*(if any)], and requirements detailed in Ministry of Education circulars and other documents.   
  
Where non-compliance has been identified, measures are being taken to remedy this.

Board Chairperson

**Name Signature Date**

Principal

**Name Signature Date**

List of off-site locations\* (example - activity centre/teen parent unit/satellite class, other) under the School Board’s governance:

Areas of self-identified non-compliance and actions to be taken

\* An ‘off-site location’ is when a school is using premises outside of the school to provide education to one or more students on a long-term or full-time basis [refer section 117(6) of the Education and Training Act 2020].

Note: The E&T Act 2020 requires schools to seek approval from the Minister of Education to use an off-site location or host an off-site location for another school. Once approval has been given, schools must enter into an agreement with the Secretary for Education before using that off-site location. This change will formalise arrangements for off-site locations and make it clearer who is responsible for the education, safety and welfare of the students receiving education at the off-site location.[[1]](#footnote-1)

\*[Please write N/A if not applicable]

1. [Education at off-site locations](https://www.education.govt.nz/school/health-safety-and-wellbeing/managing-risks-and-hazards-at-school/education-at-off-site-locations/)  [↑](#footnote-ref-1)