



SPANZ

SECONDARY PRINCIPALS' ASSOCIATION OF NEW ZEALAND INC.

EDUCATION REVIEW OFFICE

Guidelines for Visits:

- Establish a positive and collegial working relationship with the Team Leader of the Review.
- Fully brief all staff on the Terms of Reference for the visit and areas of Government interest that are to be part of the Review.
- Work closely with the review team leader in establishing interview schedules. Insist on a minimum of two staff members at each interview.
- Encourage staff to report back to you (verbally or written) as soon as possible after their interview, to gauge the tenor and content of the questions asked.
- Use your P.A. to take notes at all verbal report back sessions. This will provide key information should the tone of the report differ at a later date.
- Ensure that all staff are aware of all aspects of School Goals, Student Achievement Statements, Appraisal/PMA Programmes and any new initiatives that you may be lauding. Plan for no surprises.
- Attempt to provide a balance to the inevitable “knockers” on the staff. The review team may request that staff with issues share their concerns with them.
- Don't provide more information than what is requested and/or necessary. Information overload will take the focus off what you want them to concentrate on.
- Use the speaker phone and advise that you have someone else with you during any set up phone conversations so that there are no misunderstandings
- Use email in the set up process so that you have a written record.
- Pin down the formal arrival details (eg powhiri) before the visit.
- Think carefully about where you position their office (what noise, voices come in the window for example)
- Look after them (lunch orders, tea and coffee etc)
- Be prepared to front foot them about innuendos or inappropriate behaviour by a reviewer.
- Go to the Regional Manager if you have issues
- Write lots of your good stuff down – things can be overlooked verbally
- Put plenty of energy into redrafts of the written report if there are areas to contest.
- Visit the Team Leader and the Regional Manager at the Regional Office to discuss the final resolution of the final report
- Use the formal feedback process to constructively advise about and improve the practice of the Review Office