



1. INTERNAL SELF-EVALUATION CARRIED OUT AT OUR CENTRE DURING 2005-2007

Objectives

- Double check if the goals set have been achieved.
- Follow-up of the procedures marked within the framework or the quality protocol of the centre.
- Insure that all the registers (assessment, follow-up of programming) have been successfully completed.
- Help motivate the teaching staff to improve and innovate in their daily tasks.
- Help the different departments set their goals throughout the following three courses.
- Help harmonize the internal goals of the departments with the global objectives of the centre.

Methodology

- Self-evaluation is carried out at department level.
- All departments receive a copy of the procedures to be followed during the process.
- The head of each department is in charge of coordinating the whole process
- Each teacher is expected to prepare his/her own documents related to the process (yearly programming, evaluation procedure, book of notes, follow-up of programming, control of the students attendance).
- The self-evaluation phase is carried out in two meetings of the department of two hours each approx.
- Once this phase is done, the head of each department meets with the quality manager to verify that the established procedures have been successfully followed and to correct any mistakes or deficiencies that might have been detected.
- The whole process is expected to be implemented over a period of three years (every course one third of the departments follow this process).

2. THE MAKING OF THE STRATEGIC PLAN OF THE CENTRE

Objectives

- Setting the plan of action of the centre over a period of three years.
- Help motivate the teaching staff at the centre so as to get involved in the improvement of the standards at the school.
- Help motivate the families and local companies in order to be a full partner of the centre in the teaching/learning process.
- Harmonize the general objectives of the centre with those set by the competent educational authority.
- Enhance communication between the centre and decision makers, especially when it comes to negotiating budgets related to the strategic plan.
- Optimize the efforts done by all the sides involved in the educational process to reach the common goals which have already been negotiated.

Methodology

- Global common objectives and strategies are proposed by both the educational authority and the managing staff of the school.
- Regular meetings and workshops (only for teachers) are held between all the sides involved in the process (teaching staff, administrative staff, parents association, companies...) to discuss the global common objectives and strategies.
- All the ideas and proposals gathered are put forward by the managing staff in order to reach a final proposal.
- Such proposal is endorsed by the teachers' assembly and the school council.
- The strategic plan is carried out over a period of ³four years and there are some goals to be achieved every year.
- Every course, the achievement of the annual goals is checked.
- If necessary, the goals for the new course are modified.



**COMENIUS PROJECT. QUALITY MANAGEMENT
MEETING IN TAMPERE, FINLAND
21-23rd MAY 2007**

These are the common global objectives that we have approved for the next three years:

- 1. Improve the academic results**
- 2. Enhance social cohesion**
- 3. Improve internal communication and open the school outwards**
- 4. Improve the facilities and fit the school to the new ones**

There are some strategies and annual goals defined to achieve every objective.

Manresa, May 2007

