

Proposed Reporting Framework July 2020

Report type	Actions tracking	RAG Status with Commentary	Reporting on outcomes and progress towards goals
Purpose	Used by team itself to track progress of actions – not for reporting up. Not reported on.	Reporting up, so that governance know whether each area is on track and what the opportunities and risks/issues are.	Reporting and oversight of progress towards goals and targets Reviewing targets Prediction, designing future interventions Supports action planning and self-assessment
Author	Person accountable for the action - Line Manager, HoS, Director, etc	Person accountable for the action - Line Manager, HoS, Director, etc	Propose: 1. Evaluative Commentary by Schools, based on PEPs, written in collaboration with Success Strategy Teams, Te Korowai Kahurangi, Te Puna Ako 2. Separate institutional level reports on own areas of responsibility and strategy by (a) Success Strategy teams (b) Te Korowai Kahurangi, (c) Te Puna Ako
Audience	Internal - Line manager and team. <u>Not</u> provided to AB, ELT, Board but available via link	Academic Board, ELT, Unitec Board	ALL governance and leadership teams; All staff; NZIST?
Types of reporting and data	Examples of action tracking are: - School action plans - Support team action plans - I See Me activities - Badging progress - AQAP progress	RAG status – reporting progress on actions towards milestones - generated from actions tracking data. NB: this is not reporting % progress of actions; it is reporting whether actions are on track against plan.	Key data/sources: - Educational Performance Indicators - Power BI - PEPs Other contributing data, e.g: - Staff and student NPS - Marketing, Brand intelligence, etc - Enrolments, EFTS - Programme and portfolio reviews - Learner Outreach Project data - Course and Graduate Surveys

			<ul style="list-style-type: none"> - IAC feedback - Stakeholder/community feedback - PAQC Chair reports - etc
Frequency	Monthly	Propose: <ul style="list-style-type: none"> - Monthly QMS reports - Monthly Sub-Committees? - Two-monthly Success Strategies - Quarterly Schools 	Twice yearly when Semester results are ready, e.g. Feb-March and August-Sept.
Format	Consistent format within each reporting group, e.g. all school report formats are the same.	RAG Status against agreed set of items plus commentary on opportunities and risks Agreed RAG criteria applied Includes link to detailed Action Trackers	
Comments	In between twice-yearly outcome reporting, this is our best means of determining progress, i.e. we have established Strategies and agreed actions that we track as evidence of progress.	Governance does not need the action tracking information, only oversight. RAG status and commentary on opportunities and risks and corrective actions provides oversight and confidence. Authors must ensure they are providing best possible advice. Common RAG criteria will need to be set.	Reporting requires valid benchmarking of what is “good”, “excellent”, etc. Data must be analysed and explained so that it supports decision-making and action.

Possible RAG definitions for Success Strategies and School Actions (Quality Management Systems reporting have RAG criteria specific to those activities)

GOOD	<ul style="list-style-type: none"> - Performance/progress is generally positive - Most actions are on track or ahead of timeline (could use a % measure) - Reviews of, and changes to, actions are being managed effectively - Gaps/weaknesses may have an impact but are being managed effectively
MARGINAL	<ul style="list-style-type: none"> - Performance/progress is variable - Some actions are behind timeline (or % measure) - Reviews of, and changes to, actions are mostly being managed effectively - Some gaps/weaknesses have an impact, most are being managed effectively
POOR	<ul style="list-style-type: none"> - Performance/progress is weak - Most actions are behind timeline (or % measure) - Reviews of, and changes to, actions are not being managed effectively - Significant gaps/weaknesses have significant impact; are not being managed effectively
% Change	- Number (+5% or -8%) or ↓ ↑ → (no change)

Example RAG report

GOAL	# ACTIONS	COMMENTARY
GOAL 1	8	6 actions are ahead of schedule. Highly successful pilot of M, N to be rolled out across schools. Actions C and D are 10% behind schedule and x, y, z is being done to bring them on track.
GOAL 2	12	Slow progress on Action A has meant Outcome B is unlikely to be achieved until (date). J and K are being done to address this.
GOAL 3	6	Four actions are more than 50% behind schedule. A request for fixed term 0.5 FTE has been approved, etc. Further advice sought from other ITPs on how to improve progress on Action T. Te Korowai Kahurangi and NZQA informed of likely delay with Action J. Extension approved until (date).
GOAL 4	14	Action Q was widely referred to in student surveys as successful, and is being prepared as an exemplar for other teams.
GOAL 5	9	Action X is overdue by 2 months. APMs informed on (date)
GOAL 6	8	etc