



National Quality School Standards Framework

Republic of Nauru 2011-2020





Minister's Message



This National Quality School Standards Framework has been developed using the expertise and vast experiences of school-based and central office based staff within the Nauru Department of Education. The National Quality School Standards Framework provides our Nation with a blueprint for the achievement of a quality education system and more specifically the development of quality schools and learning outcomes. The document has been informed by best practice and various models of school effectiveness from throughout the world but has also incorporated characteristics unique to our Nauruan society.

The National Quality School Standards Framework incorporates four main standard pillars, namely; Quality School Governance, Positive School Environment, Effective School Management and Quality Learning Outcomes and is founded upon a collective Ministry vision and set of Ministry values and beliefs. Within these standard pillars are sixteen standard components and sixty-four indicators of educational quality. A variety of evidence supports these standard indicators and act as a school reference for evaluating and assessing the educational standard of a school.

The National Quality School Standards Framework of Nauru has multi-functional purposes. The framework can be used by schools to self evaluate their school's educational quality and health but can also be utilized by the Ministry to assess the educational standard of each and every school in the Nation. The framework can also assist with the school improvement process in that it can identify areas within the school needing improvement and ensure that these are embedded into the strategic plans of each school. Finally the National Quality School Standards Framework can identify various leadership and management competencies required by School Principals and Deputy Principals to coordinate continual school improvement at their schools.

I would like to congratulate all staff who have contributed to this visionary document and encourage all Department of Education staff to use the National Quality School Standards Framework to enhance their day-to-day practices and strive for the highest quality of educational outcomes in all schools in the Republic of Nauru.

Hon Roland Kun Minister of Education, Republic of Nauru, 2011

Introduction

The National Quality School Standards Framework of Nauru has been developed to provide a strategy that will enhance and facilitate continuous improvement of student achievement and the performance of schools through a process of standards development, assessment and review that reports school outcomes to the Department of Education and all relevant stakeholders in Nauru.

Schools are accountable to all stakeholders for the continuous improvement of student achievement through quality teaching and learning. Standards development and monitoring in schools assures all stakeholders that schools are making a significant contribution to the intellectual, physical, social, emotional, spiritual, moral and cultural growth of their students. It assures stakeholders that schools are clearly focusing on student learning. It assures stakeholders that schools are engaged in quality strategic development and improvement processes that lead to improved student achievement in all aspects of their lives.

The National Quality School Standards Framework is comprised of four main standard pillars. These are:

Quality School Governance; which relates to an assessment of the quality of learning outcomes achieved for all students through the development and implementation of effective and responsive strategic decisions and policy made within the school setting. In this regard, quality school governance involves the strategic interrelationships between the Principal, the methods of decision making, strategic planning, a school ideology and vision and the facilitation of shared and parallel leadership.

Positive School Environment; which relates to an assessment of the way that people are treated, valued, respected, cared for, kept safe from harm, supported and interact within the school community.

Effective School Management; which relates to an assessment of the way that school and student improvement is achieved through the alignment and management of all school resources and information.

Quality Learning Outcomes; which relates to an assessment of the quality of the educators and the education process that operates within the school to achieve an improvement of learning for each and every student.

Each *Quality School Standard* is then comprised of four *Standard Competencies*. Within the National Quality School Standards Framework there are 16 standard

competencies. These competencies group a variety of *behavioural and physical indicators* of school quality into common areas. Therefore throughout the Quality School Standards framework there are 16 *behavioural and physical indicators* of school quality within each competency standard. This means there are 64 behavioural and physical indicators of school quality within the National Quality School Standards Framework.

A variety of **evidence** can be observed within a school that will authenticate each behavioural and physical indicator of school quality. This evidence is what can be seen in the school, what is heard about the school and staff and even how people feel working in and visiting the school. This qualitative and quantitative evidence provides powerful information about the standard of school quality. In this document a variety of evidence is presented. The evidence provided is a selection of evidence that may authenticate the specific behavioural and physical indicator of school quality. There may well be other evidence that can be observed within a school that indicates quality that is not presented in this document.

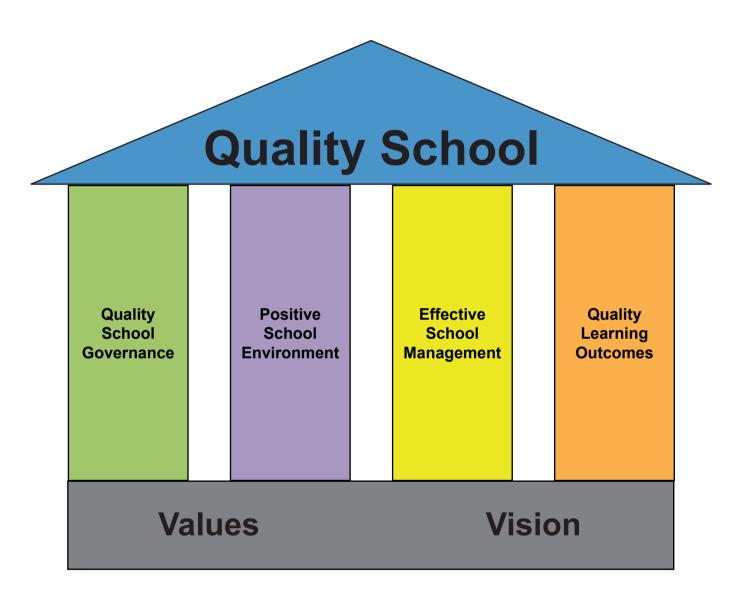
Standard Targets result from a review and analysis of the evidence that authenticates each quality indicator. Where evidence can not be found within a school to authenticate a quality indicator a **standard target** can be set. **Standard Targets** are divided into four target areas. These are:

- Immediate Standard Targets; these are standards that must be met by each school within 2 years.
- 2. Short Term Standard Targets; these are standards that must be met by each school within 5 years.
- 3. Medium Term Standard Targets; these are standards that must be met by each school within 7 years.
- 4. Longer Term Standard Targets; these are standards that must be met by each school within 10 years.

As all schools are not the same these targets may be achieved at different times. Some schools may have already achieved many of the immediate standard targets set whilst others are still developing these quality standards.

The National Quality School Standards Framework is a powerful strategy to develop and assure the continuous improvement of quality education throughout all schools in Nauru.

The Four School Standards



Quality School Standards Framework

Quality School Governance

- 1. People Leadership
- 2. Strategic Leadership
- 3. Educational Leadership
- 4. Democratic Decision-making

Positive School Environment

- 1. People's Physical Well-being
- 2. People's Psychological Well-being
- 3. Positive School Culture
- 4. School Community Relationships

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Effective School Management

- 1. Physical Resource Management
- 2. Human Resource Management
- 3. Financial Management
- 4. Information Management

Quality Learning Outcomes

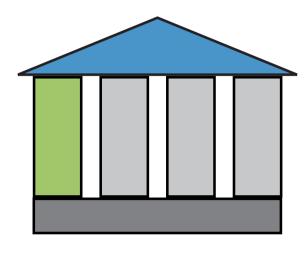
- 1. Teaching and Learning
- 2. Teacher Professionalism
- 3. Assessment
- 4. Curriculum

Department of Education Nauru 2011 - 2020

Quality School Governance

People Leadership
Strategic Leadership
Educational Leadership
Democratic Decision-making

Standard One:



Quality School Governance

Descriptor

Quality School Governance

This standard relates to an assessment of the quality of learning outcomes achieved for all students through the development and implementation of effective and responsive strategic decisions and policy made within the school setting. In this regard quality school governance involves the strategic interrelationships between the Principal, the methods of decision making, strategic planning, a school ideology and vision and the facilitation of shared and parallel leadership.

Specific Components

- 1. People Leadership
- 2. Strategic Leadership
- 3. Educational Leadership
- 4. Democratic Decision-making



Component 1. People Leadership This component relates to the interpersonal skills the School Principal

employs and promotes in leading the school community.

Indicator 1.1.1.	Evidence	Standard Targets
The School Principal develops positive	 Knows all staff and many students by name Greets staff and students throughout the day and takes an interest in their lives 	Immediate Immediate
relationships,	 Makes parents and visiting community members welcome 	Immediate
cooperation	Socially interacts with staff	Immediate
and mutually beneficial partnerships	 Works closely with and supports PTA and school and student council 	Immediate
within and outside the school community	 Conducts outreach programmes within the community 	Short Term
School Target		

Indicator 1.1.2.	Evidence	Standard Targets
The School Principal guides,	 Speaks to staff about professional matters, ambitions and issues 	Immediate
supports,	Promotes the professional development of staff	Immediate
mentors and professionally	 Undertakes regular professional supervision of teachers lessons and planning 	Immediate
develops people.	Supports staff in their practices	Immediate
истегоро реорге.	 Deals with underperformance of staff professionally and honestly 	Immediate
	 Supports new and returning teachers 	Immediate
	 Supports and encourgaes staff in their career ambitions 	Immediate
	Demonstrates effective teaching practices to staff	Short Term
	Has developed a peer mentoring programme for staff	Short Term
School Target		

Indicator 1.1.3.	Evidence	Standard Targets
The School Principal values	 Can describe the ethnic, social and cultural contexts of the school and wider communities 	Immediate
individual	 Actively advocates for the inclusion of all children to access education 	Immediate
differences and diversity	 Schedules activities and events that celebrate and promote local culture 	Immediate
of people and understands the cultural, ethnic and social contexts within the school community	 Ensures that school values and beliefs reflects widely held cultural and social values and beliefs 	Immediate
School Target		

Indicator 1.1.4.	Evidence	Standard Targets
The School Principal communicates to the school community with influence	 Speaks to students and their learning Speaks to staff about professional matters, ambitions and issues 	Immediate Immediate
	 Holds regular meetings with staff Promotes school and staff achievements to the wider community 	Immediate Immediate
	 Uses a variety of communication pathways to disseminate information 	Immediate
	 Speaks to individual parents frequently about the school and their children 	Immediate
	 Advocates to the MoE to access resources and materials 	Immediate
	 Can persuade staff become involved in the school vision and strategic direction 	Immediate
School Target		



Component 2. Strategic Leadership This component relates to the strategic thinking the School Principal

This component relates to the strategic thinking the School Principal uses to develop, implement and evaluate school action plans and budgets to improve student learning

Indicator 1.2.1.	Evidence	Standard Targets
The School Principal has processes that	 Information such as surveys, interview notes, statistical data, photographs, student results and school reports are collected from the school community to inform strategic planning 	Immediate
and analyze data and information	 Information such as population and enrolment trends, health and community reports are collected from the wider community to inform strategic planning 	Immediate
to inform strategic thinking	 A committee has been established to review and analyze all data 	Immediate
and school planning.	The collected and analyzed data informs the development of new strategic school direction	Short Term
School Target		1

Indicator 1.2.2.	Evidence	Standard Targets
The School Principal has processes to	 A consultation process is undertaken with the school community to develop a common school vision or mission statement and a set of school values and beliefs. 	Immediate
develop a collective vision	 Draft Vision or mission statements are communicated to the school and wider community for feedback 	Immediate
and set of values and beliefs for the school.	 The draft set of school values and beliefs are communicated to the school and wider community for feedback. 	Immediate
	 Students have input into the development of the school vision or mission statements and set of values and beliefs 	Immediate
	 The final school vision or mission statement and set of school values and beliefs is displayed throughout the school and on school documents 	Immediate
School Target		

Indicator 1.2.3.	Evidence	Standard Targets
The School Principal has	 The school has established a strategic planning committee to develop the strategic plans of the school 	Short Term
a process that enables the development and	 The school has developed a Three Year School Development Plan and an Annual School Operations Plan 	Short Term
implementation of strategic school planning and	 The school has developed effective and responsive strategic action plans that include; strategic goals, strategies, resource allocations, budgets, timelines and performance indicators 	Short Term
budgeting	 Strategic school budgets link grants funds to strategic goals 	Short Term
	 Key strategic plans in the areas of Literacy, Numeracy, Multi Subjects, Quality School Governance, Positive School Environment, and Effective School Management are developed. 	Short Term
	 Strategic Planning committees oversee the implementation of the school's strategic plans 	Short Term
	 The school council approves and monitors the implementation of the school strategic plans 	Short Term
School Target		

Indicator 1.2.4.	Evidence	Standard Targets
The School Principal has	 The school has established a committee to monitor, review and evaluate the implementation and outcomes and outputs of the school strategic plans 	Short Term
a process that enables the effective	 Data, information, reports and people's opinions are used to inform the evaluation of the strategic plans outcomes and outputs. 	Short Term
monitoring, review and	 The monitoring and evaluation of the strategic plans occurs throughout the year. 	Short Term
evaluation of	 A final evaluation Report is written and communicated to the school community 	Short Term
strategic planning	 The final school annual report informs the development of the next year's strategic plan 	Short Term
School Target		



Component 3. Educational Leadership

This component relates to the educational knowledge, experience and skills the School Principal and other staff exhibit and promote within the school to enhance student learning and overall school educational outcomes.

Indicator 1.3.1.	Evidence	Standard Targets
The School Principal and	The School Principal has organized a list of children's names in the community who are eligible to attend school and encourages these children to enrol.	Immediate
other staff have processes to ensure that all	 The School Principal works with community organizations and authorities to ensure that all school aged children attend school 	Immediate
school aged students access	 Teachers maintain a register of student attendance and follow up students with irregular attendance 	Immediate
education	 The School Principal works with families to identify solutions to the reasons students are not attending school 	Short Term
	 School Enrolment campaigns are undertaken within the local community 	Short Term
	 The School Principal has a list of all students who have not completed basic education 	Short Term
	 The school has a transition programme from Preschool into Primary school and from Primary school into secondary school 	Short Term
School Target		

Indicator 1.3.2.	Evidence	Standard Targets
The School Principal and	 The School Principal and other staff have developed their own educational philosophy 	Immediate
other staff	 Staff discuss their own and the school's educational philosophy with the school community 	Immediate
demonstrate	School practice is linked to educational philosophy	Immediate
understandings of child	 Understandings of child development are demonstrated in classroom practice 	Immediate
development and pedagogy	 The School Principal and other staff are current with a variety of contemporary pedagogical practices and theory 	Immediate
	 Contemporary teaching and learning practices are discussed and modelled to staff and parents 	Immediate
School Target		

Indicator 1.3.3.	Evidence	Standard Targets
The School	 The National curriculum is implemented at the school 	Immediate
Principal and other staff	 Curriculum implementation is modified and adapted to address a variety of students with special needs 	Immediate
demonstrate understandings of curriculum development	 The School Principal and Deputy School Principal lead school curriculum development, implementation and evaluation. 	Immediate
	 A variety of school-based units have been developed by experienced school staff 	Short Term
	Multiple curriculum leadership occurs within the school	Short Term
School Target		

Indicator 1.3.4.	Evidence	Standard Targets
The School Principal and	 The School Principal is actively involved in the monitoring, tracking of school and individual results 	Immediate
other staff demonstrate understandings of assessment and	 The School Principal reports to the School and Student Council and the Ministry of Education the schools academic results and outcomes 	Immediate
evaluation	 The School Principal and Deputy School Principal lead the development, implementation of school- based assessment and evaluation processes 	Immediate
	 A whole of school assessment and reporting framework has been developed and implemented using the existing curriculum leadership within the school 	Short Term
	 The School Principal uses the assessment results to lead the adaption of school programmes to address school and student needs 	Short Term
School Target		



Component 4. Democratic Decision**making**This component relates to the way decisions are made in the school,

who makes them and how are they implemented

Indicator 1.4.1.	Evidence	Standard Targets
The school has established multiple forums	 School-based committees are established and meet regularly 	Immediate
	 A student council has been established and meets regularly 	Immediate
for students,	 An academic board has been established and meets regularly 	Immediate
staff, parents and	A PTA has been established and meets regularly	Immediate
the community members to have input into decision-making.	 Meeting times, dates and agendas are distributed to all stakeholders to ensure their opportunity of participation 	Immediate
	 The school has developed other opportunities and processes for people to provide input into a variety of school decisions 	Immediate
	 A gender balance of participant representation exists on the school council, student council academic board and PTA 	Immediate
	 A school council has been established and meets regularly 	Short Term
School Target		

Indicator 1.4.2.	Evidence	Standard Targets
The decision-	 Proper meeting procedure, agendas, minutes and record keeping protocols are evident 	Immediate
making process in the school is	 The difference between decision-informing and decision-making processes are explained 	Immediate
open, transparent and democratic.	 Where necessary, democratic selection processes have been used. 	Immediate
	 Decisions are communicated to the school community in a timely and accurate manner 	Immediate
	 School Committees and councils understand their role and responsibilities 	Immediate
	 School councils and committees report monthly to the school community 	Immediate
	School Councils conduct an Annual General Meeting	Short Term
	 Democratic decision-making processes are taught to students 	Short Term
School Target		

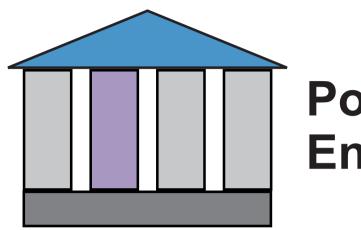
Indicator 1.4.3.	Evidence	Standards Target
The process of decision-making utilizes a mix of data, knowledge, facts, information and personal perception to inform the final decision.	 A variety of current information is brought to meetings to inform the final decision 	Immediate
	 Decisions are explained to the school community using accurate information, data and evidence 	Immediate
	 People's perceptions and opinions are tested against accurate information, data and evidence to develop relevant and responsive decisions 	Immediate
	 School Annual reports, financial audit documents, inspectors reports and various community reports are used where appropriate to form strategic decisions 	Short Term
School Target		

Indicator 1.4.4.	Evidence	Standard Targets
The decision- making process informs the overall strategic direction of the school	 School improvement is seen as a direct result of a variety of democratic decision-making opportunities 	Immediate
	 Decisions contained in the minutes of school council, student council, PTA, academic board and various school committees meetings can be cited in school strategic goals and plans 	Immediate
	The school community values the input of council and committee members in the development of the overall school strategic direction The school community values the input of council and committee members in the development of the overall school strategic direction.	Short Term
School Target		

Positive School Environment

People's Physical Well-being People's Psychological Well-being Positive School Culture School Community Relationships

Standard Two:



Positive School Environment

Descriptor

Positive School Environment

This standard relates to an assessment of the way that people are treated, valued, respected, cared for, kept safe from harm, supported and interact within the school community.

Specific Components

- 1. People's Physical Well-being
- 2. People's Psychological Well-being
- 3. Positive School Culture
- 4. School Community Relationships



Component 1. People's Physical Well-being

This component relates to the processes and practices that exist within the school to ensure the physical safety, health and security of the students, staff, parents and visiting community members

Indicator 2.1.1.	Evidence	Standard Targets
Hygienic and Sanitary	 There is adequate sanitation and access to safe water to reduce disease, worm transmission and waterborne illnesses in the school environment. 	Immediate
conditions exist	Proper hand-washing procedures are taught.	Immediate
at the school.	Toilets are in working order and are clean.	Immediate
	A school cleaning programme and schedule exists	Immediate
	Personal hygiene is taught and monitored	Immediate
	A garbage collection and disposal process exists	Immediate
	 Vermin and animals are prevented from coming into the school 	Immediate
School Target		

Indicator 2.1.2.	Evidence	Standard Targets
The school is a safe and protective place	The school has fenced off areas of potential danger, such as water pools or water wells, and cleared or sprayed areas of stagnant water where mosquitoes can breed.	Immediate
for the school community to	 Emergency and parent contact numbers are kept in the office. 	Immediate
learn, work and visit.	 School evacuation and disaster plans and drills are regularly practiced 	Immediate
visit.	 School has a first aid kit with sufficient medicine and supplies and sick bed. 	Immediate
	Staff are trained in basic First Aid	Immediate
	A workplace health and safety committee operates	Immediate
	 There are designated traffic crossing points for children students are taught road and bicycle safety 	Immediate
	A school building maintenance programme exists	Immediate
	 A school bus schedule has been developed and there is a designated bus "set down " area and an adult school bus monitor at the school 	Immediate
School Target		

Indicator 2.1.3.	Evidence	Standard Targets
The school has programmes and services that	 The school tuckshop is well managed and resourced In cooperation with local heath authorities, the school conducts health screening of students annually and keeps a record of the child's health. 	Immediate Immediate
promote personal health and	 The school refers students with health conditions to local medical authorities for treatment 	Immediate
nutrition	 The school has a hand-washing and personal hygiene programme 	Immediate
	 The school has an anti-smoking and drugs policy and practices 	Short Term
	The school has a variety of programmes that promote healthy living, disease prevention and the importance of nutrition.	Short Term
	 A Community Health Professional is associated with the school 	Short Term
	Family planning is taught to older students	Longer Term
School Target		

Indicator 2.1.4.	Evidence	Standard Targets
The school environment is	 Effective behaviour management practices are implemented throughout the school 	Immediate
violence free	A policy against corporal punishment is enforced	Immediate
violence free	 Students and staff are encouraged to report cases of personal abuse and harm inside and outside the school environment 	Immediate
	 There is appropriate supervision of play areas to prevent bullying, assaults and abuse in and around schools 	Short Term
	 The school has a copy of and understand the UN rights of children 	Medium Term
	 The UN rights of children has been discussed with students, staff, parents and the wider community 	Medium Term
School Target		1



Component 2. People's Psychological Well-being

This component relates to the processes and practices that exist within the school to ensure the psychological safety, health and security of the students, staff, parents and visiting community members.

Indicator 2.2.1.	Evidence	Standard Targets
The school has strategies and processes in place	 Personal growth and interest clubs exist at school The school has access to a school or community male and female counsellors 	Immediate Short Term
to support the	The school has access to a church chaplain	Short Term
psychological growth of students	 The school has a process for the referral of student psychological disorders 	Medium Term
	 A programme of virtues and values are taught at the school 	Medium Term
School Target		

Indicator 2.2.2.	Evidence	Standard Targets
A behaviour	 The school has developed a set of school rules and consequences 	Immediate
management	 School rules are displayed within classrooms 	Immediate
policy and strategies exist and are implemented within school	 The school has established a functioning Behaviour Management Committee 	Immediate
	The school has an anti-bullying policy and strategy	Immediate
	 The school has a programme of social skills taught within the school 	Immediate
	 An adopt-a-cop programme and cadet training programme has been established between the local Police and the school 	Immediate
School Target		,

Indicator 2.2.3.	Evidence	Standard Targets
The school supports the Ministry of Education anti harassment and discrimination policy and set of strategies	 The school has developed a process to report cases of psychological, sexual or physical harm Staff are trained in the issues involving harassment and discrimination 	Short Term Medium Term
	 Anti Discrimination and harassment are taught to students 	Medium Term
School Target		1

Indicator 2.2.4.	Evidence	Standard Targets
The school	The school has a social club for staff The school has a social club for staff	Immediate
supports the	There exists good morale within the school	Immediate
emotional well- being of its	 Students and staff are supported when situations of family breakup and bereavement occur 	Immediate
students, staff and parents	 Teachers are trained to support students with emotional problems 	Medium Term
School Target		



Component 3. Positive School Culture This component relates to the values and principles held by the school

community to establish and maintain a positive school environment

Indicator 2.3.1.	Evidence	Standard Targets
The School culture is child- centred and child-	 Everyone is encouraged to succeed and do their best Students work is displayed and acknowledged and praised within class and changed every 3 months 	Immediate Immediate
friendly	 Children work in groups, learning is active and participative. 	Immediate
	 Children have opportunities to discuss what they would like to learn and how 	Immediate
	 Subject integration is evident in teachers plans and student activities 	Immediate
	The school encourages participation, creativity, and self-esteem; adaptation of a structured child-centred curriculum and teaching-learning methods, and considers the needs of all children first.	Immediate
School Target		1

Indicator 2.3.2.	Evidence	Standard Targets
The school is inclusive of children with disabilities, marginal groups and values	 The school identifies students who are not attending school and takes action to encourage them to attend 	Immediate
	The school environment and curriculum is adjusted and modified for all students, specifically students with disabilities, children from very poor families, children living in remote areas, children who do not speak the National language, girls and other excluded groups	Medium Term
diversity	Teachers are trained in inclusive education practices	Medium Term
	■ There is wheel chair access to all areas of the school	Medium Term
School Target		

Indicator 2.3.3.	Evidence	Standard Targets
The school has programmes and activities that	 The school has a collective vision and set of school values and beliefs 	Immediate
	 Individual thoughts, opinions and points of view are sought and respected in the school community 	Immediate
promote cultural and individual	 Various cultural festivals and celebrations are held throughout the school year 	Immediate
diversity and embraces	 Different cultural, racial and religious backgrounds are studied and respected 	Immediate
different points of	 A code of ethics exists within the school community 	Immediate
view	■ A Pastoral Care programme exists in the school	Short Term
School Target		1

Indicator 2.3.4.	Evidence	Standard Targets
The school culture is gender-sensitive and promotes	 Student councils are composed of girls and boys Boys and men are encouraged to participate and to take on positions of authority and are active in school-decision-making 	Immediate Immediate
parity of girls	 Anti Domestic violence is promoted throughout the school community 	Immediate
and boys and eliminates gender stereotypes	 Literature in the school does not promote gender stereotypes 	Short Term
	 Affirmative behaviour strategies are taught to all students 	Short Term
	■ Promote gender equality across the TVET sector	Short Term
School Target		



Component 4. School Community Relationships

This component relates to relationships between students, teachers, school staff, parents and community members.

Indicator 2.4.1.	Evidence	Standard Targets
The school implements a variety of strategies	 Teachers show a caring and supporting attitude to students 	Immediate
	 Lists of school and class rules are visible in the classrooms and known by the students 	Immediate
that build and	Older students look after younger students	Immediate
maintain positive	 Student social and sporting events are held at the school 	Immediate
relationships with students	 The school has a social skills development programme 	Immediate
	 The school works with the community to increase school access for excluded children, especially girls, domestic workers, children with disabilities and minority children 	Immediate
School Target		1

Indicator 2.4.2.	Evidence	Standard targets
The school implements a variety of strategies that build and maintain positive relationships with staff	 Staff respect and support each other Staff are involved in school decision-making Staff are respected by students, parents and the community An active staff social club exists at the school The school has an active Curriculum committee and/or academic board New staff are mentored and supported A process to manage complaints and grievances of staff has been developed 	Immediate Immediate Immediate Short Term Short term Medium Term Medium term
School Target		

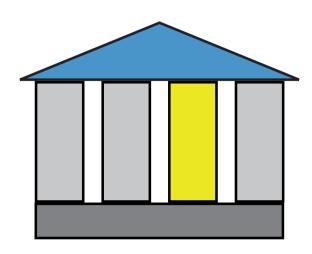
Indicator 2.4.3.	Evidence	Standard Targets
The school implements	 The school has an active PTA and their plans are displayed and implemented 	Immediate
a variety of	 Parents are actively involved in school decsion- making 	Immediate
strategies that build and	 The school keeps all school attendance costs and expenses to a minimum 	Immediate
maintain positive relationships with	 Parents are regularly informed about their child's academic progress and overall development 	Immediate
parents	Parents are made to feel welcome in the school	Immediate
	■ The parents support the school	Immediate
	 Parents work in cooperation with the school to resolve a variety of issues and problems 	Immediate
	Parents are encouraged to assist in the classroom	Immediate
	 Parents are aware of and support the school's behaviour management policy and programme 	Immediate
	 Parents take part in fundraising activities for the school 	Immediate
School Target		

Indicator 2.4.4.	Evidence	Standard Targets
The school	 Local community representatives are encouraged to be involved in school decision-making 	Immediate
implements a variety of	 The school has built a positive relationship with the District, Regional and National Education authorities 	Immediate
strategies that build and	 The school has a specific plan for school-community cooperation and collaboration 	Short Term
maintain positive relationships with	 The school encourages students to participate in community activities 	Short Term
the community	 The school develops and implements health and nutrition programmes in cooperation with community health and social welfare workers 	Short Term
	 The school has regular meetings are held with the external service authorities and the local community organisations 	Short Term
	 There have been occasions when community members have visited classes to assist in lessons 	Short Term
School Target		,

Effective School Management

Physical Resource Management Human Resource Management Financial Resource Management Information Management

Standard Three:



Effective School Management

Descriptor

Effective School Management

This standard relates to an assessment of the way that school and student improvement is achieved through the alignment and management of all school resources and information.

Specific Components

- 1. Physical Resource Management
- 2. Human Resource Management
- 3. Financial Management
- 4. Information Management



Component 1. *Physical Resource Management*

This component relates to the processes and systems used within the school to manage school equipment, utilities, assets, resources, classroom materials and school grounds

Indicator 3.1.1.	Evidence	Standard Targets
The school has a programme to maintain the school grounds, buildings and facilities.	 School ceilings and the roof are well maintained A workplace school environment officer is employed at the school and a health and safety committee has been established and operates 	Immediate Immediate
	A programme and schedule of school minor works, maintenance and repairs exists	Immediate
	 There is a school environment officer responsible for the maintenance and repair of school buildings and facilities 	Immediate
	 There is power to the school (solar) and electric cabling is professionally installed and safe 	Short Term
	The school community assists with the maintenance and repair of school buildings and school grounds	Short Term
	 Safe, adequate and accessible school playgrounds and sport fields exist 	Short Term
	All masonry work is in good condition	Short Term
	The school is plastered and painted	Medium Term
School Target		

Indicator 3.1.2.	Evidence	Standard Targets
The school has	 The school has clean and adequate gravity water tanks 	Immediate
a programme and processes	 A garbage collection and disposal process exists 	Immediate
to ensure that	 A process to maintain and clean toilets exists 	Immediate
safe, hygienic	School plumbing is maintained and works	Immediate
and sanitary	 School staff and students maintain and clean grounds 	Immediate
conditions exist at the school.	 Plumbing provides adequate drainage and water supply 	Immediate
	 Vermin and animals are prevented from coming into the school 	Immediate
	 Barbed wire, iron and broken glass around school buildings is removed 	Immediate
	 The school has a well maintained fence 	Immediate
	 There is disability access to all locations in the school 	Medium Term
School Target		

Indicator 3.1.3.	Evidence	Standard Targets
The school has programmes and processes	 Each class has a classroom cleaning schedule There are no loose electrical wires or broken louvres in the classrooms 	Immediate Immediate
that manage	Classrooms have adequate light and ventilation	Immediate
classroom maintenance and	 The school classrooms are comfortable and have adequate allocations of chairs and tables 	Immediate
repair	 All school furniture is in good condition and when broken is repaired in a timely manner. 	Immediate
	 Classroom cupboards are used to store teaching materials and resources and are accessible to staff 	Immediate
	The classroom desks and chairs are not vandalised	Immediate
School Target		

Indicator 3.1.4.	Evidence	Standard Targets
The school has a programme	 School resources and materials are procured and managed using the school finance and grants manual regulations 	Immediate
and process to manage the	 The school has established and uses an equipment and resources register 	Immediate
procurement, cataloguing	 The school has established and uses a consumables register 	Immediate
and storage of school teaching	 An officer is appointed to manage all equipment and resource procurement, cataloguing and storage 	Immediate
materials and resources and	 Annual school equipment and resource stock-takes and audits are undertaken 	Short Term
other school	 Students have access to a variety of teaching and learning resources and materials 	Medium Term
assets	 Teaching materials and resources are obtained for students with a variety of disabilities and impairments 	Medium Term
School Target		



Component 2. Human Resource Management

This component relates to the processes and systems used within the school to manage staff, students, parents and other school community members.

Indicator 3.2.1.	Evidence	Standard Targets
School Staff are qualified and competent to	 The teaching staff have an authorised and verified teaching qualification 	Immediate
	 Records of teacher's qualifications are kept in the school administration 	Immediate
undertake their	The principal has a teaching qualification	Immediate
professional duties	 Staff take genuine interest in their work and have the qualities of character and personality to make them desirable associates for young people 	Immediate
	 Staff perceive they belong to a significant and influential profession 	Immediate
	 There exists a supply teacher pool that is accessed by schools when staff are on leave 	Short Term
School Target		,

Indicator 3.2.2.	Evidence	Standard Targets
The effective and accurate	 Staff are paid Student enrolment procedures and reporting are undertaken effectively and accurately 	Immediate Immediate
school-based implementation	 The school has personnel policies and regulations which are available to all employees 	Immediate
of School Human	Staff understand their employment responsibilities	Immediate
Resource policies and regulations	 Staff understand their employment conditions, salary and entitlements 	Immediate
	 Student management is undertaken in accordance to Ministry of Education regulations 	Immediate
	 The school has a process to manage complaints and grievances 	Immediate
	 Class sizes are reasonable and within class size regulations 	Short Term
	 A school Staff Handbook exists that contains a variety of school and staff information 	Short Term
School Target		

Indicator 3.2.3.	Evidence	Standard Targets
There exists programmes	 Staff demonstrate respect for each other's work and responsibilities 	Immediate
and strategies to	 Teachers enjoy teaching and working with children 	Immediate
maintain strong	There exists no harassment or abuse in the school	Immediate
and positive	 Staff are ethical in their professional dealings 	Immediate
school community	 Within the school, professional satisfaction and good morale exists among all segments of the staff 	Immediate
morale	Staff socialise together frequently	Immediate
	 Staff work together and cooperate to enhance all students learning 	Immediate
	Staff enjoy working in school	Immediate
	 The National anthem and school song are sung and the National Flag is raised each day 	Immediate
	■ The school community is proud of their school	Immediate
	■ Teachers are respected in the community	Immediate
School Target		

Indicator 3.2.4.	Evidence	Standard Targets
The school has developed a professional	 All staff attend the mandated Ministry of Education Training Programmes 	Immediate
	Professional development and training is undertaken frequently	Immediate
development plan for all staff	 An Individual Professional Development plan for each teacher exists 	Immediate
	 All staff can provide evidence of professional development 	Short Term
	Office staff undertake management training	Short Term
	 An effective professional supervision programme exists in the school 	Short Term
	 Professional mentoring exists 	Short Term
	 Staff have developed professional learning journals and portfolios 	Short Term
School Target		1



Component 3. Financial Management This component relates to the processes and systems used within the

school to manage all school finances, budgets and the school grant.

Indicator 3.3.1.	Evidence	Standard Targets
The school implements the Ministry of Education Financial	 Cash is safely stored Requestion requests, cash books, quotes, insurance papers, invoices, goods received papers and all procurement documents can be evidenced 	Immediate Immediate
	 There is a record of staff are trained in the school financial management 	Immediate
Management policy,	School financial records are accurate	Immediate
regulations and	 A school equipment stock take is undertaken each year 	Immediate
procedures.	A register of school assets exists	Short Term
	 Parent financial contributions are processed in accordance with financial accountability regulations and policy 	Medium Term
	The school has opened a bank account	Longer Term
School Target		

Indicator 3.3.2.	Evidence	Standard Targets
The school implements	 The school has the School Grant Manual The School Principal understands and can apply the manual as a reference 	Medium Term Medium Term
the procedures outlined in the	 The school use of the school grants is in accordance with the School Grants regulations 	Medium Term
Ministry of Education School	 The school grants manual is used in the development of the Annual School Budget 	Medium Term
Grants Manual.	 The school reports the expenditure of the School Grant to the Ministry of Education on time 	Medium Term
	There is a record of school officers trained in the use of the School Grants Manual	Medium Term
School Target		

Indicator 3.3.3.	Evidence	Standard Targets
The school has developed an	 The school has established a school finance or school budget committee 	Medium Term
Annual school Budget that	 Democratic decision-making processes and forums are used in the development of the Annual School Budget 	Medium Term
reflects the strategic goals	 The Annual School Budget reflects the strategic goals of the School's Annual Operations Plan 	Medium Term
outlined in the School Annual	 The Annual School Budget provides for the funding of equipment and resources 	Medium Term
Operations plan	Processes are in place to accurately track the expenditure of the Annual School Budget	Medium Term
School Target		

Indicator 3.3.4.	Evidence	Standard Targets
The school undertakes a variety of	 Processes to handle cash is in accordance with financial regulations 	Immediate
	 The school reports regularly all financial expenditure to the school council, PTA and student council 	Immediate
reporting	External financial audits exist within the school	Medium Term
processes to ensure the public	The school budget is available for public scutiny	Medium Term
accountability	 Checks and balances are in place to eliminate risk of fraud and corruption at the school 	Medium Term
and transparency of all financial expenditure.	 School Grant reports are sent to the Ministry of Education 	Medium Term
School Target		1



Component 4. Information Management This component relates to the processes and systems used within the

This component relates to the processes and systems used within the school to manage all school information such as, school files, documents, registers, records and incoming and out going communications.

Indicator 3.4.1.	Evidence	Standard Targets
The school has processes to manage incoming	 The school has notice boards The school holds general student assemblies and parades regularly to communicate information and notices 	Immediate Immediate
and outgoing correspondence	 Newsletter, school memos and flyers are used to communicate information to the school community 	Immediate
and	■ The school has a telephone	Immediate
communications	The school produces an annual year book	Immediate
	 The school has frequent articles in the local community paper promoting school successes, news and achievements 	Immediate
	The school has frequent radio segments each month	Immediate
	The school has internet	Immediate
	 Emails are used to communicate information to the school community 	Short Term
	The school has developed a school webpage	Medium Term
School Target		

Indicator 3.4.2.	Evidence	Standard Targets
The school has processes to manage financial records, reports and documents	 The school has secure school filing systems and cabinets to store financial documents 	Immediate
	■ Financial information such as; school budgets, ledgers, invoices, quotations, goods received notices, grants payments audit reports and budget balances exist in the school	Immediate
	 Computer programmes are used to store financial records 	Short Term
School Target		

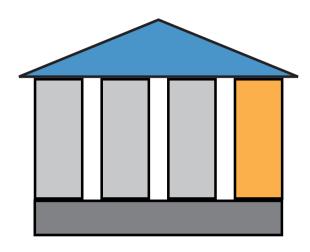
Indicator 3.4.3.	Evidence	Standard Targets
The school has processes to manage staff and student records, reports, personal information and academic	 Information is updated regularly The school has a visitor's register Student enrolment data is displayed A school organizational chart is displayed Student academic assessment records exist Staff and student personal files are accurate and kept secure 	Immediate Immediate Immediate Immediate Immediate Immediate
achievement.	 An efficient filing system is used with in the school All student records can be accessed 	Immediate
	Parents have copies of student reports	Immediate Immediate
	A list of staff and parent contact numbers exists at the school	Immediate
	An emergency contacts register/list is kept	Immediate
	 Uniform Student health records can be obtained at the school 	Immediate
School Target		

Indicator 3.4.4.	Evidence	Standard Targets
The school has processes	 The school has and uses an equipment and resources register 	Immediate
and systems	 Equipment and resource stock take reports are securely stored 	Immediate
to manage the procurement,	 Major assets, equipment and resource Items are coded, numbered or labeled 	Immediate
registration,	A library book and reading book catalogue exists	Short term
storage and disposal of all assets, equipment, resources and materials	■ Tender documents, warranties and contracts are filed	Longer Term
School Target		I

Quality Learning Outcomes

Teaching and Learning
Teacher Professionalism
Assessment
Curriculum

Standard Four:



Quality Learning Outcomes

Descriptor

Quality Learning Outcomes

This standard relates to an assessment of the quality of the educators and the education process that operates within the school to achieve an improvement of learning for each and every student.

Specific Components

- 1. Teaching and Learning
- 2. Teacher Professionalism
- 3. Assessment
- 4. Curriculum



Component 1. Teaching and Learning This component relates to the pedagogy used to foster quality learning

Indicator 4.1.1.	Evidence	Standard Targets
Effective learning environments	The teacher manages the learning environment of the classroom to ensure that the maximum amount of time in class is focused on learning.	Immediate
that foster quality pedagogy	 The classroom has a variety of student work displayed 	Immediate
are evident	 Learning corners are set up 	Immediate
throughout the	A variety of student grouping and seating is evident	Immediate
school	 A variety of effective learning environments exist in classes and throughout the school 	Immediate
	 Students learn inside and outside the classroom environment 	Immediate
	 Materials are displayed and used in experiential learning 	Immediate
	Children have a say in the design of their classroom	Immediate
	 The classroom learning environment caters for students with disabilities 	Medium
School Target		

Indicator 4.1.2.	Evidence	Standard Targets
Effective and	 Teacher planning reflects the National curriculum appropriate for the year level 	Immediate
responsive teaching plans	 Unit and Lesson plans exist 	Immediate
are developed	The Teacher organizes and sequences content in a logical manner.	Immediate
and implemented by all teachers	 There are a variety of child-centred approaches evident in the lessons plans 	Immediate
	 The integration of curriculum areas is evident in the teachers planning 	Immediate
	 The Teacher finds opportunities to use the local context /environment / experience of students when teaching content. 	Immediate
	Homework reinforces objectives in lesson plans	Immediate
	 Parents are encouraged to assist and support classroom learing activities 	Immediate
School Target		1

Indicator 4.1.3.	Evidence	Standard Targets
Child-centred	 Reading occurs everyday 	Immediate
pedagogy is used in all classrooms	 Children's work books are well set out, neat and corrected by the teacher 	Immediate
iii dii cidssi ooms	 Student's work is checked for accuracy and completion 	Immediate
	 A variety of resources and materials is used throughout the lesson 	Immediate
	The teacher uses a variety of questioning techniques	Immediate
	Inquiry-based approaches are used in the class	Immediate
	 Maths is taught using hands on materials and resources 	Immediate
	 Community members and parents assist in class lessons 	Immediate
	 The teacher encourages children to be creative and problem-solvers 	Immediate
	Cooperative learning is encouraged	Immediate
	 Class meetings encourage students to have input into what they want to learn 	Immediate
	 The teacher is aware of the stages of child development and applies these in teaching. 	Immediate
	 The teacher selects and uses different techniques and strategies to cater for individual differences 	Immediate
	 The teacher understands the issues surrounding inclusive education and is able to modify and adapt lessons for students with disabilities and special needs 	Short Term
	 Teachers teach in both Nauruan and English and a handbook of Nauruan words has been developed 	Medium Term
School Target		

Indicator 4.1.4.	Evidence	Standard Targets
Strong, supportive and caring teacher-pupil relationships exist throughout the school	 Praise and encouragement is given to all students Teachers take personal responsibility to followup student absences and non attendance 	Immediate Immediate
	 Teachers demonstrate genuine interest in and care for students 	Immediate
	Children say they enjoy coming to class	Immediate
School Target		•



Component 2. Teacher Professionalism This component refers to teachers' care of the academic, social and

This component refers to teachers' care of the academic, social and emotional well-being of pupils as well as their relationship with their work in its broadest sense

Indicator 4.2.1.	Evidence	Standard Targets
The school has an effective	The teacher undertakes frequent professional development Teachers apply their professional development	Immediate
professional	 Teachers apply their professional development learnings to classroom practices 	Immediate
development programme	 The school has a professional development plan for all teachers 	Short Term
that improves the quality of capacities of all teachers	 The school professional development plan links with the strategic goals of the school 	Short Term
	 All teachers have an individual professional development plan 	Short Term
	 The proficiency of teacher's English and Nauruan is continually improved 	Short Term
	 A professional development committee exists within the academic board 	Short Term
	Peer coaching and mentoring occurs at the school	Short Term
School Target		

Indicator 4.2.2.	Evidence	Standard Targets
Teachers at the	 Struggling teachers are supported and are helped by other teachers to improve their teaching 	Immediate
school support each other and	 Initiative and innovation is promoted within the school 	Immediate
improve the	 Teachers share their skills and knowledge with their colleagues 	Immediate
overall quality of teaching that	 Teaching staff participate regularly in professional discussions 	Immediate
exists within the school	 Teachers share practices with other teachers from other schools 	Immediate
	 Teachers support new teachers and returning teachers within the school 	Immediate
	 Teachers assist each other to improve their proficiency in Nauran and English 	Short Term
School Target		

Indicator 4.2.3.	Evidence	Standard Targets
Teachers exhibit	 The teacher is a model of good citizenship for students, parents and the community 	Immediate
professional	 The teacher respects the laws of the educational system and the country 	Immediate
behaviours and are role models	 The teacher is diligent and punctual in all aspects of his or her work 	Immediate
to their students	Teachers are always prepared for their lessons	Immediate
and the wider	Teachers are not corrupt or unethical	Immediate
community	 Teachers report student abuse, misuse of authority, corruption or unethical behaviours. 	immediate
	The teacher has knowledge of the heritage, values, customs and traditions of Nauru society and how these affect individual learners.	Immediate
	The teacher recognizes and respects the cultural and personal differences between students, parents and members of the community, valuing the diversity of culture and language and avoiding any actions of exclusion or discrimination.	Immediate
	 A code of ethical behaviour has been developed by the school and is adhered to by all teachers 	Immediate
	Teachers are willing to work out of school hours to enhance learning	Short Term
School Target		1

Indicator 4.2.4.	Evidence	Standard Targets
Teachers are aware of and implement strategies that promote the rights and safety of children	 Teachers take personal responsibility in the care of all of their students 	Immediate
	 Teachers constantly review the school and classroom environments for various risks that may harm students 	Immediate
	 Teachers are fair in the treatment and evaluation of students 	Immediate
	 Teachers actively take responsibility to follow up student absences and non attendance 	Immediate
	 Teachers have access to and understand and implement the UN Rights of the Child policy 	Short Term
School Target		



Component 3. Assessment

This component relates to the processes and methods used to identify the achievement of learning outcomes of students and the quality of the reporting processes existing within the school.

Indicator 4.3.1.	Evidence	Standard Targets
The school has a programme and process to identify	 School has identified specific criteria for assessing student learning and performance 	Immediate
	 There are school personnel who are responsible for the development of the school's assessment framework 	Immediate
the learning outcomes across	 The assessment framework is well understood and implemented by staff 	Immediate
the whole school	 The school's assessment criteria are linked to learning outcomes 	Immediate
	The school's assessment framework comprehensively covers what the students must know, understand and do.	Immediate
	 Effective procedures exist for identifying and addressing the special needs of students with learning disabilities or students with high ability 	Short Term
School Target		1

Indicator 4.3.2.	Evidence	Standard Targets
Each teacher implements effective	 Students are assessed at key points in their learning Teachers assess students in terms of what they must know, understand and do 	Immediate Immediate
classroom assessment	 Pre and Post unit testing occurs Moderation of students' results exists between teachers 	Immediate Immediate
and evaluation techniques and processes	The quality of the class assessment process and assessment criteria is monitored by the academic board	Immediate
	There are a variety of assessment tasks (diagnostic tests, cumulative and formative) developed by teachers to cater for the different learning styles and multiple intelligence categories of students	Short Term
	Students are involved in a self assessment process	Short Term
	 Students with disabilities and impairments are clinically assessed 	Long Term
School Target		

Indicator 4.3.3.	Evidence	Standard Targets	
Effective reporting of all	 The school reports all school student results to the Ministry of Education 	Immediate	
student's learning	 Parents are informed about the progress of their children throughout the year by teachers 	Immediate	
outcomes exists	Student report cards exist	Immediate	
in the school	 Formal reporting of student's learning outcomes occur at least twice a year 	Immediate	
	 There a common school reporting procedure across the school 	Immediate	
	Parent teacher interviews occur at least twice a year	Immediate	
	 Assessment tests and report cards are kept secure 	Immediate	
	 The school's report card is reviewed and modified every few years 	Short Term	
School Target			

Indicator 4.3.4.	Evidence	Standard Targets	
Student learning outcomes and results are used to inform whole of school strategic learning focuses	 Results of assessment are appropriately recorded and used to inform curriculum reviews and in order to enhance learning and instruction 	Immediate	
	 Assessment results are used regularly to develop strategies for improving student learning 	Immediate	
	 Student assessment portfolios exist and travel with the student to their next year level to assist teachers to individualise learning plans 	Immediate	
	 Whole of school learning outcome assessment results are used to inform school strategic planning 	Short Term	
	 Whole of school student learning outcomes are reported to the school community 	Short Term	
School Target			



Component 4. Curriculum

This component relates to the process the school uses to develop, implement and evaluate school-based curriculum.

Indicator 4.4.1.	Evidence	Standard Targets
The school effectively	 Each year level teaches the appropriate National Curriculum units 	Immediate
implements	 All teachers are aware of which National curriculum units to teach 	Immediate
the National curriculum of	 All teachers have enough Curriculum manuals and textbooks to teach the National Curriculum 	Immediate
Nauru	 The school has a curriculum committee to oversee the implementation of the National Curriculum 	Immediate
	■ The school has developed a curriculum framework to implement the National Curriculum	Short Term
School Target		

Indicator 4.4.2.	Evidence	Standard Targets	
The school has developed and implements an extra-curricula programme	 The school involves students in the design of its extra curricula programme 	Immediate	
	 The extra curriculua programme is of no cost and all students can be involved 	Immediate	
	 Parents and community members are involved in the teaching of the extra curricula activities 	Immediate	
	 Life skills are taught in various extra curricula activities 	Immediate	
	Extension units of learning are developed and taught	Immediate	
	 Learning support units are developed and taught 	Immediate	
	 Leadership and organisational skills are taught 	Immediate	
School Target			

Indicator 4.4.3.	Evidence	Standard Targets
The school	■ The curriculum covers all subjects areas	Immediate
develops a	Teachers fully understand the school curriculum	Immediate
variety of school- based curriculum	 The school curriculum units are aligned to MoE Curriculum documents 	Immediate
units	 The school curriculum is being taught to the appropriate year levels of students 	Immediate
	The school curriculum clearly describes what the children need to know, understand and do	Immediate
	 The school curriculum is based upon child-centred and friendly approaches and methodology 	Immediate
	 The local context and culture has been taken into account in the development of the school-based units 	Immediate
	 The school-based curriculum identify; key learning areas, core curriculum goals, teaching content, teaching strategies, suggested supporting resources and assessment criteria 	Immediate
	 Local cultural, ethnic and religious diversity is included within the curriculum content 	Immediate
	 There is evidence that the curriculum units are and can be modified and adapted to cater for students with disabilities and impairments 	Short Term
	 Students and community members involved in the design of curriculum units 	Medium Term
School Target		

Indicator 4.4.4.	Evidence	Standard Targets	
The school focuses on the development of students proficiency in Literacy and Numeracy	 All teachers undertake training in the teaching of literacy 	Immediate	
	 Development of students proficiency in literacy, Nauruan and English 	Immediate	
	The students numeracy skills are developing	Immediate	
	 Teachers use Nauruan predominately as the mode of instruction in the early years of schooling and bridge to English in the upper years of basic education 	Immediate	
	 The school has adequate English texts and reading books 	Short Term	
School Target			

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- Quality School Standards Framework, Timor-Leste 2010
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Notes:







