



WELLINGTON GIRLS' COLLEGE

Terms of Reference - Wellington Girls' College Sports Review

Purpose

The purpose of this document is to outline the Terms of Reference for the Wellington Girls' College Board of Trustees initiated review of all aspects of how sport is conducted within the school. The review includes identifying the school's strategic plans, objectives and policies related to sports; the effectiveness of the current set up for delivering sports, the Board's resourcing levels, community expectations, and associated trade-offs.

Recognising the inherent value of sport within the WGC at both a participatory and performance level and noting sport is a key area of interest for the school community e.g. students, staff, parents and volunteers, they will be invited to contribute.

Objectives:

The primary objectives of this review are as follows:

- Evaluate the current sports documents, policies, practices and plans that drive sport at WGC, including alignment to Te Tiriti o Waitangi
- Identify strengths and weaknesses in the organisation and administration of sports programmes.
- Assess the effectiveness of communication channels within the Sports Department and with relevant stakeholders.
- Review the allocation and utilisation of resources, including financial, human, and infrastructure, for sports activities.
- Identify opportunities for improvement, innovation, and enhancement of the sports management framework.
- Make recommendations for implementing changes and improvements to support and enhance the overall delivery of sports at WGC.

Scope:

The review will encompass the following areas related to sports management at Wellington Girls' College:

1. Sports programme planning and coordination.
2. Coaching and athlete development.
3. Team selection processes.
4. Facilities and equipment management.
5. Sports event organisation and promotion.
6. Budgeting and financial management.
7. Communication and engagement with students, parents, staff, and external stakeholders.
8. Compliance with relevant regulations and policies.
9. Evaluation and monitoring of sports programmes.
10. Links with external organisations eg: College Sport Wellington who is the main body WGC Sports Department works with.
11. Attendance at events and tournaments.
12. Resourcing.

The Sports Review will not cover academic achievement or other extra-curricular activities that are not sporting related.

Methodology:

The review will employ a combination of quantitative and qualitative research methods, including but not limited to:

1. Analysis: Reviewing participation rates, relevant policies, procedures, guidelines, and reports.
2. Surveys and questionnaires: Administering surveys to students, parents, teachers, coaches, and other relevant stakeholders.
3. Interviews/Hui: Conducting structured interviews with key staff members, students and volunteers including coaches and managers, whānau and other key stakeholders, and/or holding Hui to allow for the school community to express their thoughts.
4. Observations: Attending sports events and practices to assess the implementation of guidelines.
5. Comparative analysis: Benchmarking the WGC sports programme against other schools, and/or through research or guidance from external sporting agencies in a bid to identify best practice.

Timeline:

The review process is estimated to be completed within six months, starting from the date of approval of these terms of reference.

Outcomes:

The review will provide the following outcomes:

- a. Comprehensive report: An in-depth report outlining the findings, analysis, and recommendations.
- b. Executive summary: A concise summary highlighting the key findings and recommendations.
- c. Presentation: A formal presentation to the Wellington Girl's Board, Sports Department staff, and/or relevant stakeholders.

Confidentiality and Ethical Considerations:

All data and information collected during the review process will be treated confidentially and used solely for the purposes of this review. Ethical considerations, including informed consent, privacy, and data protection, will be strictly adhered to throughout the review process.

Budget:

An allocated budget of \$6000 will be provided for the successful completion of this review, covering expenses related to data collection, analysis, and reporting.

Stakeholder Engagement:

Regular communication and updates will be provided to key stakeholders throughout the review process, ensuring their involvement and feedback.


Review Team:

The review will be conducted by a team appointed by the Wellington Girl's College Board. The Review Team may decide to co-opt additional members to provide sports

management and education expertise. The team consists of Jon Devine, Katie Graham and Patricia Raea.

Approval:

These terms of reference require approval from the Wellington Girls' College Board before the review process can commence.

Signed: 

Duncan Roy
Presiding Member
WGC Board

Estimated Timeline

Date	Milestone
21 July 2023	Terms of Reference final version and Timelines approved by Board
24 July 2023 - 10 September 2023	Working Group conduct interviews, surveys and hold hui's (estimated 5-8) with key stakeholders
21 September 23	Board Meeting update
29 September 2023	Draft Sports Review documenting findings and recommendations issued for feedback. Indicate budget considerations.
20 October	Issue Sports Review report to Board
26 October 2023	Sports Review Report presented and recommendations discussed at the WGC Board. Next steps proposed.
30 November 2023	Board meeting - discuss recommendations and agree implementation timeline for 2024.
<i>December 2023 - February 2024 (Tentative)</i>	<i>Implementation recommendations</i>