



Bay of Plenty and Lakes District

Health Promoting Schools

Kia Piki Ake te Kete Hauora

ANNUAL PROGRESS AND EVALUATION REPORT

School Name

Date



Our Health,

Our Responsibility



Bay of Plenty and Lakes District

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Health and Wellbeing Areas Addressed

Name of health and wellbeing areas addressed eg. physical activity

Rationale/Introduction

Copy and paste the Action and Evaluation rationale for these health and wellbeing areas





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Evaluation

Using the information within your Action and Evaluation plan, outline the objectives set for these health and wellbeing areas, the actions implemented to meet those objectives, and evaluate the outcomes of your health and wellbeing programme/initiatives. Include any extra activities undertaken in addition to those in the plan.

Section 1. Achieving your objectives (use the following questions as a guide)

For each objective:

- What activities did you undertake?
- How did you raise awareness and ensure buy-in for your activities (from BOT, SMT, parents, staff, students)?
- How did you evaluate your initiatives?
- What improvements or positive changes were gained?
- What (if any) negative outcomes resulted?
- What were the results?
- What data/evidence do you have to support the results?
- Compare baseline and current figures
- Were timeframes met?
- Was the budget adhered to?
- What unintended outcomes were there, both negative and positive?





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Section 2. Reflecting on the process (*use the following questions as a guide*)

- How did you reflect on what worked and what didn't work?
- What lessons were learned?
- How were results of your initiatives communicated to BOT, staff, students and parents?
- How did all of the above inform future planning (ie. your next annual action and evaluation plan)?
- What issues need to be addressed or additional resources/skills need to be accessed if you were to undertake this again?
- Which aspects of the action and evaluation plan could be improved and/or expanded?





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Section 3. Achieving long term outcomes (*use the following questions as a guide*)

- What long term outcomes are you measuring (compare baseline and current figures)?





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Supporting Documents/Appendices

This section should include:

- *A copy of the policy/policies supporting each of the identified health and wellbeing areas*
- *Evidence of consultation relating to the development or review of these policies*
- *Evidence of the implementation of the actions and evaluation identified in the plan*



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