

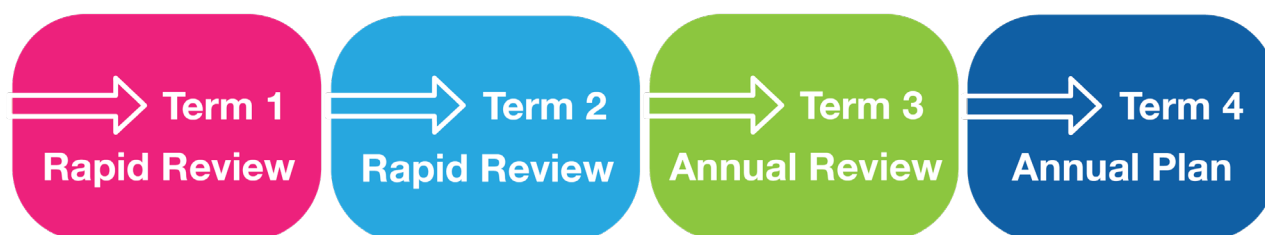
## Annual Review

### The Quality Improvement Framework overview

In 2019, we introduced the Quality Improvement Framework (QIF) - a reflective process to help you review and refine your hub as it evolves. Co-designed by hub leaders, support coordinators and principals, the QIF consists of one activity that you need to complete each term across the school year.

At its core, the framework encourages hub leaders, principals and support coordinators to purposely make time to reflect and review together, the range and quality of programs offered by the hub – ensuring they are the most appropriate for your community.

The QIF consists of four activities across the school year:



The hub leader starts the required activity and then shares and discusses her thoughts with her principal and support coordinator during the school term. Ideally, these rich conversations will take place 'in person' with everyone in the same room – whether that be at school, or you take the opportunity to be off-site (COVID restrictions permitting).

In Terms 1 and 2, the Rapid Review is completed. The purpose of the Rapid Review is to assist with reflections on how your programs are going and helps inform your planning for next term.

In Term 3, the Annual Review is completed. This is covered in further detail below.

In Term 4, the Annual Plan is completed. This plan ensures that the most appropriate activities and programs are in place for your school and community for the following school year.

## **Purpose of the Annual Review**

In Term 3, the Annual Review is an opportunity for the hub leader, principal, and support coordinator to take some time to reflect together on what factors are shaping the community, what has worked well in the hub and talk through the challenges and learnings over the last 12 months. This reflection and discussion aims to help the hub team plan to be as responsive to its own unique community as possible.

At a network level, it will then help Community Hubs Australia better understand what is playing out across the network and where we need to provide additional support.

## **Guide to completing the Annual Review**

The Annual Review process includes completing an annual review form and holding a meeting between the hub leader, principal and support coordinator. The key steps are outlined below:

### **Before the meeting**

- In weeks 4 - 5 of Term 3, the hub leader spends time reflecting on her hub and writing down her thoughts in the 'Annual Review Reflections' form. These reflections are then used as a guide for discussion and input in the meeting with the hub leader, her principal and support coordinator.

### **At the Annual Review meeting**

- In week 6 of Term 3, the Annual Review meeting between hub leader, principal and support coordinator takes place. The 'Annual Review - meeting outcomes' form will be completed together in the meeting.

### **After the meeting**

- The support coordinator finalises the 'Annual Review – meeting outcomes' form. Together with the Rapid Reviews completed in Terms 1 and 2, this document forms part of the school's contractual obligation to complete the Quality Improvement Framework, providing a detailed review of the impact of their hub across the year.
- The final phase of the Quality Improvement Framework is the Annual Plan. This takes place in Term 4. However, the school may choose to complete both the Annual Review and Annual Plan together in Term 3.