



Policy for the Bishops Quality Management System

1. There shall be a Quality management system at Bishops, appointed by the Bishops Executive, and reporting to the Executive and to Council.
2. The membership of the Quality Management Committee (QMC) shall consist of the Deputy Principal who shall chair the committee, and representative members from the College, the Prep and the Pre-Prep staff.
3. The QMC will carry out an assessment on an annual basis, tackling one or more issues as will be decided, and ensuring that all aspects of the school as required by Umalusi are assessed during a five-year period.
4. The QMC will also be required to conduct Client satisfaction surveys, as part of its annual process, and the results should be incorporated into the Report of the QMC to the school. These results should be made known to the parents via the Parents Association Committees, and on the school's website.
4. The QMC will ensure that the requirements as set out by Umalusi for the proper exercise of a quality management system are carried out. The process adopted by Bishops for its QMS will be that developed by the IQAA, and where appropriate, using the instrument called "Mirror to the school."
5. The QMC will make its assessment using the instruments as indicated, and will then present its report (and where relevant, the report of the External Mentor) to the Bishops Exec and to Council. Recommendations received in this report by the Exec will be included in the School's Development Plan for the following year.
6. After the first year of operation, the QMC will assess the extent to which the recommendations of the previous year have been incorporated and achieved, and to what extent they have achieved their desired intention. The QMC will report back to the Exec on this, independently of whatever aspect of the school is being assessed in that particular year.
7. The QMC will communicate the substance of the report to the staff, the parents and the boys during the course of the year, to ensure acceptance of the process of quality management