

Board of Trustees Work Plan -2021

Area of review	2021	2022	2023
Charter	Ensure alignment with NZ Curriculum. Annual plan for 2021 approved	Strategic Plan replaces Charter, Ensure alignment with NZC. Annual plan for 2022 approved	Ensure alignment with NZ Curriculum. Annual plan for 2023 approved
Strategic aims			
Principal appraisal	Contract external appraisal consultant to work with the board	Contract external appraisal consultant to work with the board	Contract external appraisal consultant to work with the board
Policy review - SchoolDocs	Policy reviews per review programme	Policy reviews per review programme	Policy reviews per review programme
Student progress & achievement	Progress and achievement targets with particular focus on Maori, Pasifika and students with special education needs.	Progress and achievement targets with particular focus on Maori, Pasifika and students with special education needs.	Progress and achievement targets with particular focus on Maori, Pasifika and students with special education needs.
Curriculum development	Develop review programme – subjects to be selected	Develop review programme – subjects to be selected	Develop review programme – subjects to be selected
Financial budget	Ensure alignment with annual plan	Ensure alignment with annual plan	Ensure alignment with annual plan
Property	Liaise with Spotless re: H&S	Liaise with Spotless re: H&S	Liaise with Spotless re: H&S
Board process self-review	Board succession planning for 2022 election	Board review of progress	Board review of progress
Government initiatives	Continue Iwi relationship	Continue Iwi relationship	Continue Iwi relationship
Local initiatives	Review consultation with parents of Maori and Pasifika students	Review feedback	Review feedback

Board Work Plan for 2021

	Term 1:				Term 2:		Term 3:		Term 4:	
2020	Jan	Feb	Mar	April	May	June	Aug	Sept	Nov	Dec
Meetings	Jan 20th	Feb 9th	March 3rd	April 7th	May 19th	June 16th	Aug 11th	Sept 15th	Nov 3rd	Dec 8th
Actions	Confirm chair						**July Finance Committee Meeting**		Review Work Plan	
Board process	Adopt Workplan, Approve Committees				Principal performance review				Audit Committee Review	
Finance	Budget approved		Accounts to auditors	1 st qtr report		Half year report			3 rd qtr report	Draft budget for 2022
Strategic Review										
Charter / Strat Plan	Approve Charter, Strategic & Annual Plans		Charter + ANoV submitted to MOE	Ongoing review on all Goals					Strategy workshop	Strategic Plan Update, EOY Report to Board
Curriculum			Digital citizenship	Hauora Review	PE & Health	STEAM Review	DATs review (incl. Modules)	PBL Review	TDPs Review	2 year Curriculum Framework reviewed
Policies	School Docs Links → 3 Year review schedule 2021 Review Schedule Policy Review Process (red = Review, green = assurance by Principal)									
NAG 1: Curriculum			Home Learning		Health Ed/ Curric Consult Community			Reading Recovery/ Literacy Support	Religious Ed/Instruction	Maori Ed Success,
NAG 2: Doc & Self-Review						Reporting to Parents				
NAG 3: Employer Responsibility	Delegations approved		EEO, Police Vetting NTs, Code of Conduct			Protected Disclosure		Appraisal of Principal, Concerns and Complaints	Attestation, PCTs Appt Procedure, Prof Growth Cycle	Teacher Reg etc.
NAG 4: Finance & Property Mgmt		Finance & Prop. Mgmt			Computer Security and Cybersafety	Finance & Prop mgmt, SUE Reports			SUE Reports	
NAG 5: Health, Safety & Welfare			Reporting & Recording accidents, Risk Mgmt		DT & Cybersafety, Emergency & Evacuation	Visitors, Risk Mgmt	Surrender and Retention...	Behaviour Mgmt, Physical Restraint, Risk Mgmt, Safety Mgmt System,	Harassment Emergency Evac/ Emergency Kits	Risk Mgmt
NAG 6: Legislation & Administration						Student Attendance				Length of School Year
Emergent Review (TBD)										



Local initiatives											
Gov't initiatives											

How the review process works

We've explained what happens before, during, and after a review takes place in our [Policy and Procedure Review Process document](#).

Also see [Review Schedule](#) for links to printable copies of the annual, and three-year schedule.

Instructions for reviewers

1. Follow the link to each policy in the table above.
2. Read the policy.
3. Click the [red Policy Review icon](#) at the right-hand top corner of the page. A new screen will appear.
4. Select your role (board member, staff member, or parent/caregiver) from the drop-down list.
5. Enter your name (optional).
6. Submit your ratings and comments.

If you don't have internet access, school office staff can easily provide you with printed copies of the policy and the [review form](#).

Board of Trustees Work Plan - 2020

Area of review	2020	2021	2022
Charter	Ensure alignment with NZ Curriculum. Annual plan for 2020 approved	Strategic Plan replaces Charter, Ensure alignment with NZC. Annual plan for 2020 approved	Ensure alignment with NZ Curriculum. Annual plan for 2020 approved
Strategic aims	Monitoring selected strategic aims at board meetings in Charter/Strat Plan/Annual Plan Document		
Principal appraisal	Contract external appraisal consultant to work with the board	Contract external appraisal consultant to work with the board	Contract external appraisal consultant to work with the board
Policy review - SchoolDocs	Policy reviews per review programme	Policy reviews per review programme	Policy reviews per review programme
Student progress & achievement	Progress and achievement targets with particular focus on Maori, Pasifika and students with special education needs.	Progress and achievement targets with particular focus on Maori, Pasifika and students with special education needs.	Progress and achievement targets with particular focus on Maori, Pasifika and students with special education needs.
Curriculum development	Develop review programme – subjects to be selected	Develop review programme – subjects to be selected	Develop review programme – subjects to be selected
Financial budget	Ensure alignment with annual plan	Ensure alignment with annual plan	Ensure alignment with annual plan
Property	Liaise with Spotless re: H&S	Liaise with Spotless re: H&S	Liaise with Spotless re: H&S
Board process self-review	Board review of progress	Board succession planning for 2022 election	Board review of progress
Government initiatives	Continue Iwi relationship	Continue Iwi relationship	Continue Iwi relationship
Local initiatives	Reporting to parents Consult with community, especially Maori parents	Review consultation with parents of Maori and Pasifika students	Review feedback

Board Work Plan for 2020

	Term 1: Feb 3- Apr 12			Term 2: Apr 28 - Jul 3		T3: Jul 20-Sep 25	Term 4: Oct 12-Dec 16		
2020	Jan	Mar	April	May	June	Aug	Oct	Nov	Dec
Meetings	Jan 29	4 th Mar	8 th April	May 13 th	June 17 th	26 th Aug	14 th Oct	18 th Nov	9 th Dec
Actions	Confirm chair					**July Finance Committee Meeting**	Review Work Plan		
Board process	Adopt Workplan, Approve Committees	Principal Performance Review	Principal performance review					Audit Committee Review	
Finance	Budget approved	Accounts to auditors	1 st qtr report		Half year report		3 rd qtr report		Draft budget for 2021
Strategic Review									
Charter / Strat Plan	Charter approved	Charter submitted	Ongoing review on all Goals					Strategic plan workshop	Strategic Plan Update
Curriculum		Digital citizenship	Hauora Review	DATs review (incl. Modules)	STEAM Review	PBL Review	PE & Health	TDPs Review	
Policies	Delegations approved	Code of Conduct	Appraisal Review	Concerns & Complaints					
NAG 1: Curriculum	3 Year review schedule 2020 Review Schedule Policy Review Process		Recognition of Cultural Diversity			Learning Support			
NAG 2: Doc and Self-Review				Documentation and Self-Review					
NAG 3: Employer Responsibility		Staff Leave		Employer Responsibility		Appointment Procedure	Salary Units / Management Allowances	Classroom Release Time / Timetable	
NAG 4: Finance & Property Mgmt									
NAG 5: Health, Safety & Welfare		Separated Parents, Day-to-Day Care, and Guardianship				Child Protection			
NAG 6: Legislation & Administration							Privacy		
Emergent Review (TBD)									

Local initiatives									
Gov't initiatives		Covid-19	Covid-19						

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