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# C1.3 Meeting checklist – 20xx template

**Term 1 20xx**

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| **3 February** | **Notes** |
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| **3 March** | **Notes** |
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**Term 2 20xx**

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| **3 April** | **Notes** |
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| **3 May** | **Notes** |
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| **3 June** | **Notes** |
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**Term 3 – 20xx**

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| **3 July** | **Notes** |
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| **3 August** | **Notes** |
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| **3 September** | **Notes** |
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**Term 4 – 20xx**

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| **3 October** | **Notes** |
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| **3 November** | **Notes** |
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| **3 December** | **Notes** |
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# Meeting checklist – 20xx example

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| **3 February** | **Notes** |
| Elect board presiding member |  |
| Review board delegations and conflict of interest register |  |
|  Board special character roles and responsibilities are reviewed  on a regular basis. |  |
| Review analysis of variance /statement of variance (AoV/SoV) |  |
| Approve annual plan |  |
| Approve annual budget |  |
| Confirm/sign principal performance agreement |  |
| Review reporting to parents from previous year |  |
| Sign financial and health & safety attestations |  |
| Review and update self-review schedule |  |
| Teacher registration and Police vetting (non-teaching) report |  |
| Property regularly audited |  |
| Plan board professional development for year |  |
| Confirm school year dates |  |
| **3 March** | **Notes**  |
| March roll return |  |
| Charter/strategic plan – aim 1 review |  |
| Student achievement/progress reports |  |
| Sign off SUE reports (monthly) |  |
| Monitor budget |  |
| Review concerns and complaints procedure |  |
| EEO policy report |  |
| Management unit report |  |
| Use of physical restraint report (as/when required) |  |
| Hazard management report (termly) |  |
| Report on international students |  |

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| **3 April** | **Notes** |
| Charter/strategic plan – aim 2 review |  |
| Monitor budget |  |
| Student achievement/progress reports |  |
| Principal performance review report |  |
| Review commitments to giving effect to Te Tiriti o Waitangi |  |
| Governance policy review |  |
| Board meeting evaluation (see C1.4) |  |
| **3 May** | **Notes** |
| Annual report to MoE |  |
| Charter/strategic plan – aim 3 review |  |
| Monitor budget |  |
| Student achievement and progress reports |  |
| Analyse Māori community consultation report  |  |
| Emergency planning and procedures report |  |
| **3 June** | **Notes** |
| Charter/strategic plan – aim 1 review |  |
| Priority learners report: Māori, Pasifika, special learning needs |  |
| Monitor budget – mid-year review |  |
| Operational policy review – including bylaw consultation |  |
| Plan 10YP |  |
| HR/personnel/staff wellbeing report |  |
| Evacuation procedure report |  |

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| **3 July** | **Notes** |
| July roll return |  |
| Charter/strategic plan – aim 2 review |  |
| Reporting to parents mid-year review |  |
| Monitor budget |  |
| Student achievement/progress reports |  |
| Report on internet safety |  |
| Principal performance review report |  |
| Update on international students |  |
| Board meeting evaluation (see C1.4) |  |
| **3 August** | **Notes** |
| Charter/strategic plan – aim 3 review |  |
| Monitor budget |  |
| Student achievement/progress reports |  |
| Review commitments to ensuring the school is fully inclusive |  |
| Employer responsibilities policy review |  |
| Review planning and reporting processes |  |
| **3 September** | **Notes** |
| Health curriculum community consultation |  |
| Charter/strategic plan – aim 1 review |  |
| Community consultation ahead of planning for next year |  |
| Monitor budget |  |
| Student wellbeing & eliminating any discrimination report |  |
| Evacuation procedure report |  |

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| **3 October** | **Notes** |
| Charter/strategic plan – aim 2 review |  |
| Monitor budget |  |
| Local Māori community consultation report |  |
| Present draft planning for next year |  |
| Student achievement/progress reports |  |
| Teaching and non-teaching staff performance review report |  |
| **3 November** | **Notes** |
| Charter/strategic plan – aim 3 review |  |
|  Submit the board Attestation Report to the Proprietor in  relation to its legal obligations |  |
|  Proprietor’s Appointees submit their annual report to the  Proprietor  |  |
| Monitor budget |  |
| Develop budget for next year |  |
| Confirm planning for next year |  |
| Student achievement/progress report |  |
| Board meeting evaluation (see C1.4) |  |
| **3 December** | **Notes** |
| Principal performance end of year report |  |
| Draft AoV/SoV |  |
| Student achievement/progress report |  |
| Budget – end of year report and approve budget for next year |  |
| Evacuation procedure report |  |