



Reporoa Primary School Board of Trustees Work Plan 2022

2022 REVIEW	Review area	13th FEB Night	20 th MARCH Night	15 th MAY Day	19 th JUNE Day	7 th AUG Day	11 th SEPT Day	30 th OCT Night	4 th DEC Night
Strategic Review	Charter	Confirm Charter 2022		Determine Charter Review process	Strategic thinking and planning	Strategic thinking and planning		Complete Charter Review	Ratify and approve Charter
	Strategic Aims	AIM 1 Learner Focused AIM 2 Inclusive AIM 3 Productive Partnerships							AOV presented to the board
Regular Review	Student Achievement Reporting					Progress Reports - All, Target. Report to parents			Progress Reports - All, Target. Report to parents
	School Docs Policy Review	School Pool Alcohol/Drugs & Other Harmful Substances	Legislation and Administration	Curriculum and Student Achievement Emergency Planning & Procedures		Health Safety and Welfare Performance Management		ETOC Sun Protection	
	Board Governance Manual Polices Review	Code of Conduct Policy	Reporting to the Board Policy			The Relationship Between the Board and the Principal Policy			Chair Review
	Te Tiriti o Waitangi	Maori Student Focus	Local Maori Consultation			Maori Student Focus	Local Maori Consultation		
	Human Resources	Performance Agreement approved			Mid Year Review				Final report to Board. Performance

Regular Review	Inclusion and Wellbeing	Student Transition	Staff Wellbeing survey	Student Wellbeing					Student Transition
	Budget	Approved	Monitor	Monitor	Mid Year Review	Monitor	Monitor	Monitor	Draft
	Assurances and Updates		EEO Policy Vetting Requirements for non-teachers 10YPP Risk management Medicines, Minor/Moderate Injury or Illness Length of school year		SUE Abuse Reporting procedures Evacuation Procedures/ Emergency kit Risk Management Digital Technology and Cyber Safety Student Attendance		Appraisal of the Principal Risk Management Safety Management System Physical Restraint Surrender & Retention of Property and Searches Swimming Pool		Reading Recovery/Literacy Support. Appointment Procedure. Appraisal of Staff. Attestation. Provisionally Certificated Teachers. Teachers Certification and Police Vetting. SUE. Evacuation Procedure/ Emergency Kit Risk Management. Length of School Year.
	Curriculum	Te Reo/Tikanga		Science		Literacy		Technology	SENCO Report
	Board Process Requirements	Charter and AOV ratified and sent to MOE	Annual Audit completed	Annual Report approved and sent to Ministry		Roll return 1 July			



Reporoa Primary School Board of Trustees Work Plan 2023

2023 REVIEW	Review area	21st FEB 7pm	21st MARCH 7pm	9 th MAY 7pm	13 th JUNE 7pm	1st AUG 7pm	15 th SEPT 7pm	24 th OCT 7pm	28 th NOV 7pm
Strategic Review	Charter	Confirm Charter 2022		Determine Charter Review process	Strategic thinking and planning	Strategic thinking and planning		Complete Charter Review	Ratify and approve Charter
	Strategic Aims	AIM 1 Learner Focused AIM 2 Inclusive AIM 3 Productive Partnerships							AOV presented to the board
Regular Review	Student Achievement Reporting					Progress Reports - All, Target. Report to parents			Progress Reports - All, Target. Report to parents
	School Docs Policy Review	Recognition of Cultural Diversity Staff Leave Sep. Parents, Day-to Day Care, Guardianship		Documentation and Self Review Employer Responsibility		Learning Support Appointments Procedure Child Protection		Privacy Salary Units/Management Allowances Classroom Release Time	
	Board Governance Manual Polices Review	Code of Conduct Policy		Board Roles and Responsibilities Policy			Succession Planning		Chair Review
	Te Tiriti o Waitangi	Maori Student Focus	Local Maori Consultation			Maori Student Focus	Local Maori Consultation		
	Human Resources	Performance Agreement approved			Mid Year Review				Final report to Board.

Regular Review									Performance
	Inclusion and Wellbeing	Student Transition	Staff Wellbeing survey	Student Wellbeing					Student Transition
	Budget	Approved	Monitor	Monitor	Mid Year Review	Monitor	Monitor	Monitor	Draft
	Assurances and Updates		EEO Policy Vetting Requirements for non-teachers 10YPP Risk management Medicines, Minor/Moderate Injury or Illness Length of school year		SUE Abuse Reporting procedures Evacuation Procedures/ Emergency kit Risk Management Digital Technology and Cyber Safety Student Attendance		Appraisal of the Principal Risk Management Safety Management System Physical Restraint Surrender & Retention of Property and Searches Swimming Pool		Reading Recovery/Literacy Support. Appointment Procedure. Appraisal of Staff. Attestation. Provisionally Certificated Teachers. Teachers Certification and Police Vetting. SUE. Evacuation Procedure/ Emergency Kit Risk Management. Length of School Year.
	Curriculum				Health/PE Maths	Social Sci and Enviro Ed		Arts	SENCO Report
	Board Process Requirements	Charter and AOV ratified and sent to MOE	Annual Audit completed	Annual Report approved and sent to Ministry		Roll return 1 July			



Reporoa Primary School Board of Trustees Work Plan 2024

2024 REVIEW	Review area	13th FEB	20 th MARCH	15 th MAY	19 th JUNE	7 th AUG	11 th SEPT	30 th OCT	4 th DEC
Strategic Review	Charter	Confirm Charter 2022		Determine Charter Review process	Strategic thinking and planning	Strategic thinking and planning		Complete Charter Review	Ratify and approve Charter
	Strategic Aims	AIM 1 Learner Focused AIM 2 Inclusive AIM 3 Productive Partnerships							AOV presented to the board
Regular Review	Student Achievement Reporting					Progress Reports - All, Target. Report to parents			Progress Reports - All, Target. Report to parents
	SchoolDocs Policy Review		Home Learning Financial Control and Expenditure		Protected Disclosure Reporting to Parents Visitors		Complaints Behaviour Management		Harassment. Religious Instruction. Improving Educational Outcomes for Maori Students.
	Board Governance Manual Polices Review	Code of Conduct Policy			PM's Role Policy			Board Induction process	Chair Review
	Te Tiriti o Waitangi	Maori Student Focus	Local Maori Consultation			Maori Student Focus	Local Maori Consultation		
	Human Resources	Performance Agreement approved			Mid Year Review				Final report to Board. Performance

Regular Review									
	Inclusion and Wellbeing	Student Transition	Staff Wellbeing survey	Student Wellbeing					Student Transition
	Budget	Approved	Monitor	Monitor	Mid Year Review	Monitor	Monitor	Monitor	Draft
	Assurances and Updates		EEO Policy Vetting Requirements for non-teachers 10YPP Risk management Medicines, Minor/Moderate Injury or Illness Length of school year		SUE Abuse Reporting procedures Evacuation Procedures/ Emergency kit Risk Management Digital Technology and Cyber Safety Student Attendance		Appraisal of the Principal Risk Management Safety Management System Physical Restraint Surrender & Retention of Property and Searches Swimming Pool		Reading Recovery/Literacy Support. Appointment Procedure. Appraisal of Staff. Attestation. Provisionally Certificated Teachers. Teachers Certification and Police Vetting. SUE. Evacuation Procedure/ Emergency Kit Risk Management. Length of School Year.
	Curriculum	Te Reo/Tikanga		Assessment		Literacy		Technology	SENCO Report
	Board Process Requirements	Charter and AOV ratified and sent to MOE	Annual Audit completed	Annual Report approved and sent to Ministry		Roll return 1 July			