

KORAUNUI SCHOOL BOARD OF TRUSTEES GOVERNANCE PLAN: 2016 Term Three to 2019 Term Four

<i>Term</i>	<i>Curriculum Overview</i>	<i>Policy Review</i>	<i>Finance</i>	<i>Personnel</i>	<i>Property</i>
Three 2016	-Lead teachers mid-year reports	-Review and update Board of Trustees Procedural Information <u>With urgency: legislative and/or local matters</u> -Develop processes for in-committee and OIA requirements -Develop school website policy	-Plan move to external provider. -Plan change of banks.	-Plan for retirement of bursar. -Review any health & safety issues at board meetings	-Working with Ashby Property Services, develop and finalise 5 & 10yr property plans, and send to MoE for approval.
Four 2016	-Set three year policy review -Review 2016 annual plan in preparation for A of V	-Focus on Health & Safety policy completion <u>With urgency: legislative and/or local matters</u> -Update use of digital exposure of children	-Review move to external finance provider -Review change from Westpac to ASB -Approve 2017 draft budget	-Acknowledge retirement of bursar. -Fund training & transition for finance admin clerk. (M) -Caretaker appointment. -Be informed of rationale of 2017 staffing organisation -Support principal to engage new staff -Acknowledge retirement of principal -Review any health & safety issues at board meetings	-Approve 5 & 10 yr property plans -Support Principal to start 2016/17 project planning
One 2017	-Strategic planning with staff. Fri 27 Jan: 4.00-8.00pm. Koraunui Marae -Review and update strategic plan. -Approve annual plan -Lead teachers present previous year's outcomes and goals for the year.	-Review Personnel Policy and supporting documents <u>With urgency: legislative and/or local matters</u>	-Jan: Finalise 2017 budget -Review monthly reports. Modify working budget as necessary	-Support deputy principal in acting principal role -Carry out principal appointment process, utilising professional assistance. -Review any health & safety issues at board meetings	-Property team assist Acting Principal with 5YP projects -Check boiler maintenance has been carried out ready for winter
Two 2017		-Review Property Policy and supporting documents <u>With urgency: legislative and/or local matters</u>	-Review monthly reports. Modify working budget as necessary	-Review any health & safety issues at board meetings	

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Three 2017	-Lead teachers mid-year reports	-Review Communication Policy and supporting documents <u>With urgency: legislative and/or local matters</u>	-Review monthly reports. Modify working budget as necessary	-Review any health & safety issues at board meetings	
Four 2017	-Review 2017 annual plan in preparation for A of V	-Review Financial Policy and supporting documents <u>With urgency: legislative and/or local matters</u>	-Review monthly reports. Modify working budget as necessary -With Principal, develop 2018 draft budget	-Review any health & safety issues at board meetings	-Review 2016/17 projects -Support Principal to start 2017/18 project planning
One 2018	-Strategic planning with staff. -Review and update strategic plan. -Approve annual plan -Lead teachers present previous year's outcomes and goals for the year.	-Review Legislation/Administration Policy and supporting documents <u>With urgency: legislative and/or local matters</u>	-Review monthly reports. Modify working budget as necessary	-Review any health & safety issues at board meetings	
Two 2018		-Review Curriculum and Planning & Reporting Policies, and supporting documents <u>With urgency: legislative and/or local matters</u>	-Review monthly reports. Modify working budget as necessary	-Review any health & safety issues at board meetings	
Three 2018	-Lead teachers mid-year reports	-Review Curriculum and Planning & Reporting Policies, and supporting documents (cont.) <u>With urgency: legislative and/or local matters</u>	-Review monthly reports. Modify working budget as necessary	-Review any health & safety issues at board meetings	
Four 2018	-Review 2018 annual plan in preparation for A of V	--Review Curriculum and Planning & Reporting Policies, and supporting documents (cont.) <u>With urgency: legislative and/or local matters</u>	-Review monthly reports. Modify working budget as necessary -With Principal, develop 2019 draft budget	-Review any health & safety issues at board meetings	-Review 2017/18 projects -Support Principal to start 2018/19 project planning

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One 2019	-Strategic planning with staff. -Review and update strategic plan. -Approve annual plan -Lead teachers present previous year's outcomes and goals for the year.	-Review Health & Safety Policy and supporting documents <u>With urgency: legislative and/or local matters</u>	-Review monthly reports. Modify working budget as necessary	-Plan BoT elections and engage returning officer -Review any health & safety issues at board meetings	
Two 2019		-Review and update Board of Trustees Procedural Information <u>With urgency: legislative and/or local matters</u>	-Review monthly reports. Modify working budget as necessary	-Induct new board members -Review any health & safety issues at board meetings	
Three 2019	-Lead teachers mid-year reports	-Review Health & Safety Policy and supporting documents <u>With urgency: legislative and/or local matters</u>	-Review monthly reports. Modify working budget as necessary	-Review any health & safety issues at board meetings	
Four 2019	-Review 2019 annual plan in preparation for A of V	-Review Personnel Policy and supporting documents <u>With urgency: legislative and/or local matters</u>	-Review monthly reports. Modify working budget as necessary -With Principal, develop 2020 draft budget	-Review any health & safety issues at board meetings	-Review 2018/19 projects -Support Principal to start 2019/20 project planning