

WHENUAKITE SCHOOL BOARD OF TRUSTEES ANNUAL WORKPLAN 2024 DRAFT

MEETING DATES Terms 1 and 2						
GOVERNANCE ASPECT	Term 1 (07.02 – -12.04 – 10 Weeks)			Term 2 (30.04 – 05.07 – 10 Weeks)		
	20 Feb (Week 2)	Mar 19 (Week 7)	9 April – or remove? (Week 10)	30 April (Week 1)	21 May (Week 4)	JUN 18 (Week 8)
Leadership	<ul style="list-style-type: none"> - Presiding Member elected. - Meeting Dates set. - Delegations confirmed. - School Year Dates. - Budget Ratified - Strat Plan Ratified 	<ul style="list-style-type: none"> - Complete community consultation re strat plan - Strat Plan Submitted confirmed Sent & published - Annual implementation plan published - Annual Report. - Curriculum Report - Draft budget sent to auditor 		<ul style="list-style-type: none"> - Board direction and leadership review. - Health and PE Consultation 	<ul style="list-style-type: none"> - Kahui Ako update. - Mid-year reports. - Progress priority students. 	-
Employment	<ul style="list-style-type: none"> - Confirmation of Staffing - Principal Professional Growth Cycle – Discuss - Police vets 	<ul style="list-style-type: none"> - Principal Professional Growth Cycle – Discuss - Teacher Registration 	<ul style="list-style-type: none"> - Principal Professional Growth Update 		<ul style="list-style-type: none"> - Principal Professional Growth Cycle Update 	-
Accountability	<ul style="list-style-type: none"> - Review and sign BOT Code of Conduct - Review Board / Principals Delegations - BOT Conflicts of Interest (Register) - BOT Training – review and plan - Child Protection – Policy Review 	<ul style="list-style-type: none"> - Principal Professional Growth - ERO Reflection Report - Health & Safety & Property Updates - Principal Professional Growth 	-	<ul style="list-style-type: none"> - Annual Report to MOE - Audit report confirmed. - Physical Restraint Review 	<ul style="list-style-type: none"> - Budget review - Update on Staff PD & resourcing. 	<ul style="list-style-type: none"> - Review BOT Code of Conduct
Representation	<ul style="list-style-type: none"> - Chair elected. - Trustee numbers confirmed. 	<ul style="list-style-type: none"> - Community consultation Planning. 	<ul style="list-style-type: none"> - Links to community evaluated. 			
REQUIRED REPORTS / POLICY		<ul style="list-style-type: none"> - Health & Safety - Staffing & Roll - Attendance - Policy Review - Review EOTC Activities for the Year - Annual Report - Statement of Variance - Charter (to MOE) 	<ul style="list-style-type: none"> - Principal Professional Growth - Attendance - Policy Review 	<ul style="list-style-type: none"> - Health & Safety - Attendance - Policy Review - BOT Training Review - Strat Plan – Goals Review 	<ul style="list-style-type: none"> - Mid Year Data Report / Acceleration - Strategic Plan Progress evaluation - Budget - Reports & Parent Interviews - Priority Student Progress - Attendance 	<ul style="list-style-type: none"> - Attendance - Policy Review - Standdowns, suspensions, exclusions, and expulsions

GOVERNANCE EXPLANATIONS

Leadership: Includes governance approach, charter & strategic plan, role of the Board, student achievement, external support (COLs), delegations, curriculum.
Employment: Includes recruitment, staffing, performance appraisal, day-to-day management.
Accountability: Includes current education legislation, ERO, legislative requirements, health & safety, policy review, financial management.
Representation: Includes trustee evaluation, induction, community links and consultation, complaints, professional relationships.

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MEETING DATES Terms 3 and 4						
GOVERNANCE ASPECT	Term 3 (22.07 – 27.09 – 10 Weeks))			Term 4 (14.10 – 20.12 – 10 Weeks)		
	23 JUL (Week 1)	20 AUG (Week 5)	17 SEP (Week 9)	15 OCT (Week 1)	19 NOV (Week 6)	10 DEC (IF REQD) (Week 9)
Leadership	-		- Strat Plan Review - Curriculum Report	- Board direction and leadership review. - Strat Plan Review – looking to 2025 -	- Kahui Ako update. - End of year reports. - Progress priority students. - Cyclical Maintenance Plan and Sign Off for 2025 - Budget 2025 Ratified	- Plan to be decided for Dec
Employment	-	- Principal Professional Growth Cycle – Discuss - Teacher Registration - Police Vets	- Principal Professional Growth Update	- Proposed 2025 Staffing from MOE	- Principal Professional Growth Cycle Update – End of Year Review (with Presiding Member)	-
Accountability	- Review and sign BOT Code of Conduct - Review Board / Principals Delegations - BOT Conflicts of Interest (Register) - BOT Training – review and plan - Child Protection – Policy Review	- Principal Professional Growth	- ERO Reflection Report - Health & Safety & Property Updates - Principal Professional Growth	- Annual Report to MoE - Audit report confirmed - Physical Restraint Review -	- Update on Staff PD & resourcing. - Review BOT Code of Conduct	-
Representation	- Chair elected. - Trustee numbers confirmed.	- Community consultation Planning.	Links to community evaluated.			
REQUIRED REPORTS / POLICY		- Health & Safety - Staffing & Roll - Attendance - Policy Review	- Health & Safety - Attendance - Policy Review - BOT Training Review - Strat Plan – Goals Review	- Inclusion and Wellbeing - Attendance - Policy Review - 2023 Budget Analysis – look at 2024.	- End of Year Parent Reporting - Strategic Plan Progress evaluation - Budget - Priority Student Progress - Attendance	-

GOVERNANCE EXPLANATIONS

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GOVERNANCE PROGRESS UPDATES 2024

Leadership	Employment	Accountability	Representation
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<ul style="list-style-type: none"> • Delegations to principal reaffirmed. • Meeting dates agreed. • Charter / Strategic Plan confirmed. • Annual Plan confirmed. • Charter to MoE. • Local curriculum ideas confirmed. • Initial student achievement data. 	<ul style="list-style-type: none"> • Staff employment confirmed. • External Principal Appraiser confirmed. • Principal Appraisal objectives confirmed with plan. • Staff appraisal process confirmed. 	<ul style="list-style-type: none"> • Changes to Education Act noted. • Assessment changes confirmed. • ERO Longitudinal Plan meeting received. • Annual Plan to MoE. • Audit process completed. • Student Health survey completed. 	<ul style="list-style-type: none"> • Chair elected. • Principal update re parent meetings received.
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SOME QUESTIONS TRUSTEES SHOULD ASK 2024

Leadership	Employment	Accountability	Representation
<ul style="list-style-type: none"> • How effective are we as governors rather than managers? • How much do we know about what is taught (curriculum) how it is taught and what results are achieved? • Do we understand our strategic objectives, the steps by which they will be achieved and what “good” looks like? • What role do we play in implementing curriculum? 	<ul style="list-style-type: none"> • Are our employment contracts up-to-date? • Do we understand the impact of the Vulnerable Childrens’ Act on our processes? Child Protection. • Should trustees be police-vetted? • What information can the Principal give us about staff appraisal and good practice? 	<ul style="list-style-type: none"> • How are our assessments indicating progress and acceleration? • What do we understand by progress – how is it measured? • Are we doing all we can for Māori, Pasifika and children with special learning needs? • What constitutes a priority student? 	<ul style="list-style-type: none"> • Are we an effective Board? How do we know? • How much time can I devote to being a trustee? Is it enough? • Are the views of all sections of this community represented in our decisions? • Do we encourage and enable parents to better support their children’s learning?

2024 POLICY REVIEW PLAN

As per the Annual Review Cycle