Board of Trustees Workplan 2021

Mahinawa Specialist School

Area for review	Term One			Term Two			Term Three			Term Four		
	1 Feb	22 Feb	29 Mar	26 April	31 May	28 Jun	26 July	30 Aug	27 Sept	26 Oct	29 Nov	13 Dec
	1st Term 1			X			1st Term 3			Tuesday		
Location	Seaview	Seaview	Seaview	X	Seaview	Seaview	Kapiti College	Seaview	Seaview	Seaview	Seaview	Seaview
Strategic Plan	Confirm strategic plan	Approved and sent to MoE	Annual Report finalised			2021 AOV review Annual Report 2019 uploaded to website			Second Year Plan for 2021 draft prepared		Second Year Plan for 2021 draft finalised Approve AoV first year plan	
Annual Implementation Plan - First Year Review AoV 2021	Confirm AoV Consider Annual Report 2020	Confirm First Year Implementation Plan, approved and sent to MoE	Summary of 2020 AoV on website First Year update		2021 AOV review First Year update	First Year update 2021 AOV review	First Year update	First Year update 2021 AOV review	First Year update	First Year update	First Year update	2021 AOV final review
Policy Review					**D1** Responsibilities of Principal **D2** Curriculum Delivery **D3** Personnel **D3.1** Appointments		**Operational Policy** **D4** Financial Planning and condition **D4.1** Asset Protection **D5** Protection and Sharing of Intellectual Property (Creative Commons)					
Student progress and achievement and curriculum reporting			Report to Board on IEP goal and KC achievement 2020							Curriculum report on achievement in English Reading and Writing Geometry & Measurement and Statistics	Reporting on achievement in Annual IEP and KC goals Target students in English	
Human resources	HR Update Teacher registration Therapist Registration	HR Update	HR Update HR tool checklist 1	Principal performance agreement approved	HR Update	HR Update	HR Update	HR Update HR tool checklist 2	HR Update	HR Update	HR Update Mid-year review principal performance	HR Update
Finances	Draft Budget presented and approved	Budget uploaded to MOE and Accountant Approve financial management plan	Monitor budget Review ORS Management Submit to MOE		Monitor budget	Monitor budget Mid-year review and adjust codes Review Plan Discussion with Accountant	Monitor budget	Monitor budget	Monitor budget	Monitor budget 2022 draft budget shared	Monitor budget	Monitor budget
Facility Management		Property plan shared and approved	Monitor Property actions and 5YA progress		Monitor Property actions and 5YA progress	Monitor Property actions and 5YA progress		Monitor Property actions and 5YA progress	Monitor Property actions and 5YA progress	Monitor Property actions and 5YA progress	Monitor Property actions and 5YA progress Review Property Plan	Monitor Property actions and 5YA progress
Monitor and Review	Set self-review calendar	Review IEP and KC goal achievement Monitor Risk Management	HR management - HR tool checklist 1 HR tool checklist 1 Monitor Risk Management		HR management - HR tool checklist 1 HR tool checklist 1 2021 AOV review Risk analysis update Factors 1-6 ORS return 2020 Monitor Risk Management	Mid year Budget review Mid year Property Review 2021 AOV review Monitor Risk Management	Policy Review	HR management - Curriculum HR tool checklist 2 Monitor Risk Management	Curriculum Achievement 2021 AOV review Monitor Risk Management	Board Mtg review Monitor Risk Management	Student achievement Property Review Principal mid-Year review Monitor Risk Management	Final 2021 AOV review
Community relationships		Whanau BBQs Porirua and Kapiti Wed Thurs Week 4	Easter celebrations 1 April Celebrations- Easter Egg Hunts /F&C lunch		Whanau get together Awesome Bounce Week 4 26 May	End of Term celebrations		Whanau get together Week 4 Awesome Bounce	End of term celebrations at Big Air Gym		Whanau BBQs Porirua and Kapiti Wed Thurs Week 4	End of term celebrations at Big Air Gym
Board process requirements	Appoint chair Delegate authority Update BOT members Confirm calendar of works Confirm Cyclical maintenance		Accounts to auditor ORS Management Review 2020 approved sent to MoE. Annual Report submitted Roll return 1 Mar	Annual report approved and sent to MoE.	BOT elections	Succession planning	Parent reporting Roll return 1 July	Health curriculum consultation	Roll return 1 Sept	Succession planning	Parent reporting	Parent reporting