

Board Annual Calendar - January to December 2017

Job Area	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Meeting	No Meeting	15/2/2017 7.00 pm	22/3 7.00 pm	12/4 7.00 pm	24/5 7.00 pm	21/6 7.00 pm	No Meeting	tbc	tbc	tbc	tbc	tbc
Governance team		<ul style="list-style-type: none"> ✓ Elect chair ✓ Minute annual delegations ✓ Approve 2017 charter ✓ Approve 2016 Analysis of variance ✓ Approve Nag2 reporting 2016 ✓ Appoint sub-committees 	<ul style="list-style-type: none"> ✓ March Roll Return ✓ Governance Policy Review ✓ Skills Audit of BOT ✓ BOT PD Planner 2017 ✓ Select 2x members 		<ul style="list-style-type: none"> ✓ Assess Meeting effectiveness ✓ BOT effectiveness assess 			<ul style="list-style-type: none"> ✓ July roll Return 				
Strategic focus		<ul style="list-style-type: none"> ✓ Finalise annual plan ✓ Finalise Gnat Plan and overview 	<ul style="list-style-type: none"> ✓ See Gnat Plan 	<ul style="list-style-type: none"> ✓ See Gnat Plan 	<ul style="list-style-type: none"> ✓ See Gnat Plan 	<ul style="list-style-type: none"> ✓ See Gnat Plan 		<ul style="list-style-type: none"> ✓ See Gnat Plan ✓ Annual Plan Review 	<ul style="list-style-type: none"> ✓ See Gnat Plan 	<ul style="list-style-type: none"> ✓ See Gnat Plan 	<ul style="list-style-type: none"> ✓ See Gnat Plan 	<ul style="list-style-type: none"> ✓ See Gnat Plan ✓ Review strategic plan, charter and annual targets
Monitor and review			<ul style="list-style-type: none"> ✓ Publish Annual Report for Community ✓ Publish Charter 2017 	<ul style="list-style-type: none"> ✓ Personnel Policy ✓ Approve month accounts ✓ Attendance Update 	<ul style="list-style-type: none"> ✓ Curriculum Delivery Policy ✓ SYPP/10YPP property update 	<ul style="list-style-type: none"> ✓ Appointments Policy ✓ Financial Planning Policy ✓ Financial condition Policy 		<ul style="list-style-type: none"> ✓ Asset protection Policy ✓ Legal Responsibility Policy ✓ National Standards Mid Year Report 	<ul style="list-style-type: none"> ✓ Attendance update 			<ul style="list-style-type: none"> ✓ Student Achievement Report (National Standards)
Performance management		<ul style="list-style-type: none"> ✓ Staffing 2017 Update 		<ul style="list-style-type: none"> ✓ Performance Management for staff and Principal 		<ul style="list-style-type: none"> ✓ Performance management update 					<ul style="list-style-type: none"> ✓ Final performance Management Update for all staff 	
Finance		<ul style="list-style-type: none"> ✓ Approve annual budge ✓ Banked Staffing report ✓ Review 2016 Audited accounts 	<ul style="list-style-type: none"> ✓ Banked Staffing report ✓ Approve month accounts 	<ul style="list-style-type: none"> ✓ Banked Staffing report ✓ Approve month accounts 	<ul style="list-style-type: none"> ✓ Banked Staffing report ✓ Approve month accounts 	<ul style="list-style-type: none"> ✓ Banked Staffing report ✓ Approve month accounts 		<ul style="list-style-type: none"> ✓ Banked Staffing report ✓ Approve month accounts ✓ 2017 budget Review 	<ul style="list-style-type: none"> ✓ Banked Staffing report ✓ Approve month accounts 	<ul style="list-style-type: none"> ✓ Banked Staffing report ✓ Approve month accounts 	<ul style="list-style-type: none"> ✓ Banked Staffing report ✓ Approve month accounts 	<ul style="list-style-type: none"> ✓ Review 2017 Budget ✓ Banked Staffing report
Discipline	Be familiar with the regulations, policies and concept of Natural Justice											
Facilities	Be familiar and current with property projects. Approve actions and necessary – monitor, review and revise Property Plans as necessary											
Community Relations			Goal Setting Conferences				Mid Year Conferences				Consultation re: Charter	Prize giving