

HATAITAI SCHOOL'S BOARD OF TRUSTEES

GENERIC AGENDA

1. Apologies & leave of absence's

2. Previous meetings

- a) Confirmation of minutes of last meeting
- b) Matters arising from previous minutes

3. Correspondence

- a) Incoming correspondence
- b) Outgoing correspondence

4. Notice of general business

5. Notified business

- a) Finance
 - i. Confirmation of monthly P&L
- b) Principal report
- c) Personnel
- d) Community input, Consultation & Communication
Please contact the Chairperson¹ or Principal² if you wish to provide student, parental, staff or community input at Board meetings³.
- e) Governance & Policy
 - i. Governance
 - ii. Policy review
- f) Property

6. General business

7. Administration

- a) BoT communications (e.g. matters arising from this meeting)
- b) Between-meeting matters
- c) Clarifications required/outstanding matters from this meeting

8. Next meeting

- a) Confirm next meeting

9. In Committee

- a) If required

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² Jacinta Simpson, Phone: 03 386 1510, email: Jacinta@hataitai.school.nz

³ Any members of the community wishing to speak at Board meetings need to seek permission from the Chairperson or Principal prior to the meeting. In certain circumstances, permission may not be granted to speak at an open meeting and other arrangements will be made.

BoT timetable and meeting focus for 2012

	Meeting A	Meeting B
Term 1	<p>Thursday February 23, 6.30pm (Week 3)</p> <ul style="list-style-type: none"> • BOT PD – School tour • 2012 School organisation • Teachers registrations confirmed • 2012 Annual plan • 2012 Budget draft • Set up Principal performance agreement and appraisal process for the year • Maintenance plan revised • Policy Review –Policy 1 Curriculum • Assessment Report – NAG 1 & NAG 2A 	<p>Thursday March 29, 6.30pm (Week 8)</p> <ul style="list-style-type: none"> • BOT PD – Risk management • 2012 Budget Approval • Annual Report completed • Roll return tabled • Policy Review - #2 Planning, Assessment & Self-Review • Assessment Report – NAG 2 <ul style="list-style-type: none"> ○ Reading and writing report ○ Science report ○ ICT report
Term 2	<p>Thursday May 10, 6.30pm (Week 3)</p> <ul style="list-style-type: none"> • BOT PD – Finance • Presentation of 2011 Annual Report, including audited financial reports. • Annual Plan Term 1 Report • Achievement Targets Interim Report A • Policy Review - #4 Property • Assessment Report – NAG 1 & NAG 2A <ul style="list-style-type: none"> ○ Maths report 	<p>Thursday June 14, 6.30pm (Week 8)</p> <ul style="list-style-type: none"> • BOT PD – Community consultation • Policy Review - #5 Health & Safety • Assessment Report – NAG 5, NAG 1 & NAG 2A <ul style="list-style-type: none"> ○ Health and Safety report ○ PE report
Term 3	<p>Thursday August 2, 6.30pm (Week 3)</p> <ul style="list-style-type: none"> • BOT PD – EOTC • Roll return tabled • Annual Plan Term 2 Report • Achievement Targets Interim Report B • Policy Review - #3 Personnel • Assessment Report – NAG 1 & NAG 2A <ul style="list-style-type: none"> ○ Arts report 	<p>Thursday September 6, 6.30pm (Week 8)</p> <ul style="list-style-type: none"> • BOT PD – IT & New technologies • Assessment Report – NAG 1 & NAG 2A <ul style="list-style-type: none"> ○ Integrated Inquiry report
Term 4	<p>Thursday November 1, 6.30pm (Week 3)</p> <ul style="list-style-type: none"> • Annual Plan Term 3 Report • Policy Review - #6 Legislative Compliance 	<p>Thursday December 6, 6.30pm (Week 8)</p> <ul style="list-style-type: none"> • Evaluation of 2012 Annual Plan • 2012 Achievement Targets evaluated • Draft Annual plan for 2013 • Draft Budget for 2013