

MANGAKAHIA AREA SCHOOL – LIST OF BOARD RESPONSIBILITIES

CHARTER

National Education Priorities
Statement of Achievement
Cultural Diversity
Procedural Information

STRATEGIC PLAN –

Vision:

A caring, supportive place of learning that develops respectful, responsible and safe learners who experience success in their academic, cultural, physical and social endeavours

Values:

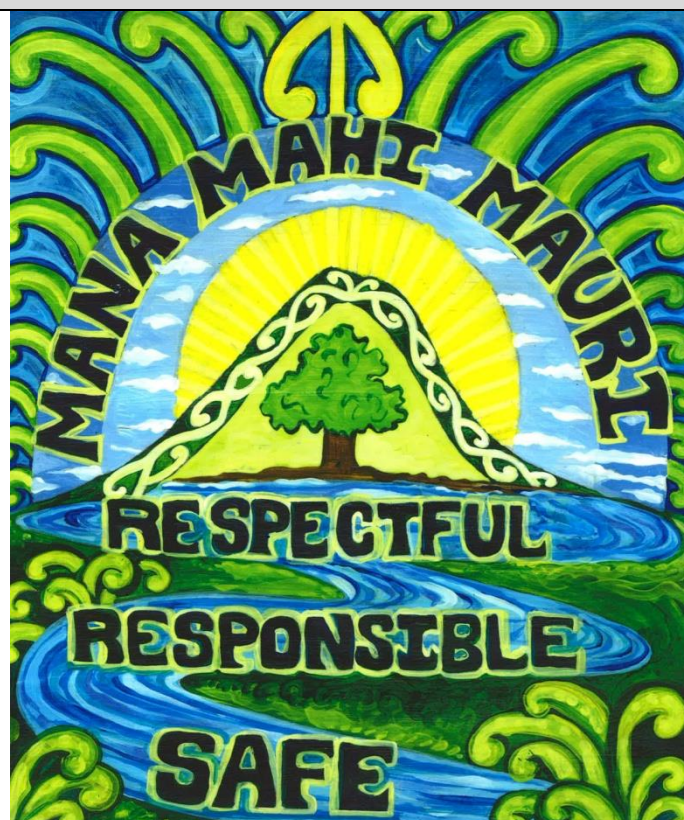
Wairua/School Spirit – Valuing Community Sustainability
Kotahitanga/School Unity – Valuing Integrity and Respect
Whanaungatanga – School Family/Whanau – Valuing Diversity and Equity
Matauranga /School Education – Valuing excellence, innovation, inquiry, curiosity

Ngā mātāpono whānui - Mission Statement

Mangakahia Area School seeks to become the school of choice for all those living within its catchment area.

POLICY REVIEW – BOARD

Roles and Responsibilities
Code of Behaviour
Chairperson Role
Principal Delegations



POLICY REVIEW – SCHOOL

Curriculum	NAG 1
Review	NAG 2
Personnel	NAG 3
Finance	NAG 4
Property	NAG 4
Health and Safety	NAG 5
Legal Responsibilities	NAG 6



LEARNING AREAS

English
Maths
Science
Social Studies
Languages (Te Reo)
Art
Technology
Health and Physical Education

OTHER AREAS

Principal Performance Appraisal
Finance/Property
Orientation of new trustees
Being a Good Employee
Environmental Intelligence
Significant Events and Successes

YEAR 1 2016 (2013)	Term 1A	Term 1B	Term 2A	Term 2B	Term 3A	Term 3B	Term 4A	Term 4B	Term 4C
Charter	Check to ensure Charter has been sent to Moe				Review		Charter Annual Plans Strategic Plan	Review draft charter, annual and strategic plans	Approve charter, annual and strategic plan for following year
Strategic Plan	Set Strategic Goals for the Year				Review SG1	Review SG2	Review SG3	Review vision and annual plan	Review Board Plan
Policy Review		<ul style="list-style-type: none"> Finance (1) Fundraising (1) Property (1) Theft and Fraud Prevention (1) Town Bus (1) 	<ul style="list-style-type: none"> Student Support Policies (1) Stand downs (1) Abuse (1) 	<ul style="list-style-type: none"> Safe School (1) SunSmart (D) Search & Seizure (D) HM Host School (1) 	<ul style="list-style-type: none"> Concerns & Complaints (2) Policy Dev & Review (2) Student Achievement (D) Maori Achievement (D) 	<ul style="list-style-type: none"> Appointments (1) Employment (2) LEOTC (2) Planning & Reporting(2) Professional Dev (D) 	<ul style="list-style-type: none"> BOT code of Conduct Chair Policy Roles/Responsibilities 	<ul style="list-style-type: none"> Cybersafety (2) Health & Safety (1) Protected Disclosure (1) 	<ul style="list-style-type: none"> Principal Review (2) Fixed Assets (1) Timetable (3)
NAGs Review		NAG 4 Policies – Finance/Property			HM EOTC Policy	NAG 3 – Personnel			
Learning Area		National Standards NCEA	English		Maths	Health/PE		Art	
Other									
To Do and Special Issues	Delegations to Principal Elect Chair for current year Second version of Budget Principal Performance Agreement Staff organisation flow chart	Approval annual plan Property Plan for the year including school houses Finalise Budget Emergency Evacuation Report March returns Community Dinner HM Manager attends Board meeting	Teacher Registration check Annual accounts to Moe Bot PD – conference NZASA Results anti bullying survey	Budget forecast Emergency Evacuation Report Attendance report July returns Review ERO Report	Student Election process Principal Appraisal Show Day Review last 6 months minutes	Emergency Evacuation Report Repeat of anti bullying survey	Attendance report Stand down/suspension report Manager HM attends meeting	Draft annual plan Draft Budget Emergency evacuation report Staffing for following year Review Principal Appraisal Review Board annual agenda Contract(s) review	Review last 6 months minutes Trustee register review including up to date contact details of trustees Update glossary of terms Review fixed asset policy Subject review analysis

YEAR 2 2014	Term 1A	Curriculum Special 1	Term 1B	Term 2A	Term 2B	Term 3A	Term 3B	Curriculum Special 2	Term 4A	Term 4B	Term 4C	
Charter		<ul style="list-style-type: none"> National Standards NCEA by Learning Area NCEA results previous year 				Review		<ul style="list-style-type: none"> National Standards NCEA by Learning Area 	Charter Annual Plans Strategic Plan	Review draft charter, annual and strategic plans	Approve charter, annual and strategic plan for following year	
Strategic Plan	SG1		SG2	SG3		Review SG1	Review SG2		Review SG3	Review vision and annual plan	Review Board Plan	
Policy Review	<ul style="list-style-type: none"> Uniform (1) Community Engagement (D) School Runanga (D) 		<ul style="list-style-type: none"> Finance (1) Fundraising (1) Property (1) Theft and Fraud Prevention (1) Town Bus (1) 	<ul style="list-style-type: none"> Abuse (1) Child Abuse Against Employees (m) 	<ul style="list-style-type: none"> Bus Safety (2) Host School Responsibilities (1) 	<ul style="list-style-type: none"> Media (3) Sport (3) STAR (3) Student Support (1) 	<ul style="list-style-type: none"> Safe School (1) 		<ul style="list-style-type: none"> Nutrition (2) Protected Disclosure (1) 	<ul style="list-style-type: none"> Extra-Territoriality (3) 	<ul style="list-style-type: none"> 	
NAGs review			NAG 1 Policies – Curriculum		NAG 5 – Health and Safety		NAG 5 Policies – Health and Safety					
Other	Delegations						<ul style="list-style-type: none"> HM EOTC Policy 					
To Do and Special Issues	Delegations to Principal Elect Chair for current year Second version of Budget Principal Performance Agreement Staff organisation flow chart		Approval annual plan Property Plan for the year including school houses Finalise Budget Emergency Evacuation Report March returns Community Dinner HM Manager attends Board meeting	Teacher Registration check Annual accounts to MōE BOT PD – conference NZASA Results anti bullying survey	Draft Principal Appointment Pack Advert Placed in the Gazette	Budget forecast Emergency Evacuation Report Attendance report July returns Review ERO Report Draft Principal Appointment Pack Advert Placed in the Gazette	Student Election process Principal Appraisal Show Day Review last 6 months minutes		Emergency Evacuation Report Repeat anti bullying survey Applications close 10 August Shortlisted by 24 August Social Function 7 th and interview 8 th Sept Decision made 14 th Sept Student election date 21 st Sept	Attendance report Stand down/suspension report Manager HM attends meeting Annual plans for 2013 New student rep? Review school fees	Draft annual plan Draft Budget Emergency evacuation report Staffing for following year Review Principal Appraisal Review Board annual agenda Contract(s) review	Review last 6 months minutes Trustee register review including up to date contact details of trustees Update glossary of terms Review fixed asset policy Subject review analysis

YEAR 3 2015	Term 1A	Term 1B	Term 2A	Term 2B	Term 3A	Term 3B	Term 4A	Term 4B	Term 4C
Charter					Review		Charter Annual Plans Strategic Plan	Review draft charter, annual and strategic plans	Approve charter, annual and strategic plan for following year
Strategic Plan	SG1	SG2	SG3		Review SG1	Review SG2	Review SG3	Review vision and annual plan	Review Board Plan
Policy Review	<ul style="list-style-type: none"> Property (1) Theft and Fraud Prevention (1) Town Bus (1) 	<ul style="list-style-type: none"> Finance (1) Fixed Assets (1) Fundraising (1) 	<ul style="list-style-type: none"> Student Support Policies (1) Planning & Reporting (2) 	<ul style="list-style-type: none"> Safe School (1) Concerns & Complaints (2) 	<ul style="list-style-type: none"> Policy Review & Development (2) 	<ul style="list-style-type: none"> Chair Policy Appointments Employment LEOTC (2) 	<ul style="list-style-type: none"> BOT code of ethics BOT Roles & Responsibility 	<ul style="list-style-type: none"> Health & Safety (1) Protected Disclosure (1) Cybersafety (2) 	<ul style="list-style-type: none"> Principal's Performance Review (2)
NAGs Review		NAG 2 Policies – Planning, Reporting, Self Review		NAG 4- Finance and Property		NAG 3 - Personnel			
Learning Area		National Standards Report	NCEA Results		English		National Standards		
Other	Delegations								
To Do and Special Issues	Delegations to Principal Elect Chair for current year Second version of Budget Principal Performance Agreement Staff organisation flow chart	Approval annual plan Property Plan for the year including school houses Finalise Budget Emergency/ Evacuation Report March returns Community Dinner HM Manager attends Board meeting	Teacher Registration check Annual accounts to MoE Bot PD – conference NZASA	Budget forecast Emergency Evacuation Report Attendance report July returns Review ERO Report	Student Election process Principal Appraisal Show Day Review last 6 months minutes	Emergency Evacuation Report	Attendance report Stand down/suspension report Manager HM attends meeting	Draft annual plan Draft Budget Emergency evacuation report Staffing for following year Review Principal Appraisal Review Board annual agenda Contract(s) review	Review last 6 months minutes Trustee register review including up to date contact details of trustees Update glossary of terms Review fixed asset policy Subject review analysis