

## Golden Sands School Trustee Calendar 2020-2022

	2020				2021				2022			
	Term 1	Term 2	Term 3	Term 4	Term 1	Term 2	Term 3	Term 4	Term 1	Term 2	Term 3	Term 4
<b>Building the governance team</b>												
Sign Board code of conduct	x				x				x			
Confirm Board work plan	X				X				X			
Form and Implement succession plan								X X	X	X		X
Run election										X	X	
Elect chair	X				X				X			
Reconfirm disciplinary delegations and authority for DP	X				X				X			
Implement trustee orientation programme/handover											X	
Appoint returning officer for triennial election									X			
Carry out skills audit with BOT members		X				X				X		
Identify and implement professional development plan for BOT		X	X	X		X	X	X	X	X	X	X
Review concerns and complaints process				x			X				X	
	2020				2021				2022			
	Term 1	Term 2	Term 3	Term 4	Term 1	Term 2	Term 3	Term 4	Term 1	Term 2	Term 3	Term 4

Potential Projects (decided as a result of strategic review) could include: representation role; ICT plan; attendance plan; school culture/values plan; role as employer; engaging families; ERO visit preparedness; Principal Appointment; School Roll; Property development  
 We acknowledge OnBoard with Lesley Moffat in the development of this calendar

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Health Curriculum consultation			X				X				X	
Ensure all trustees know the mission, vision and values	X X	X X	X X	X X	X X	X X	X X	X X	X X	X X	X X	X X
Accounts to auditor	X				X				X			
<b>Involve Stakeholders</b>												
Implement the Community consultation plan (survey)										X		
Review stakeholder satisfaction (survey results)												X
Report progress of students to the community			X X				X X				X X	
<b>Strategic Review and Plan</b>												
Review, update and approve strategic plan, send to MOE (3-5 years)	X			X X			X X					X
Discuss and approve Improvement plans and targets	X		X	X			X		X			X
Discuss and approve budget, mid-year review	X		X		X		X		X		X	
	<b>2020</b>				<b>2021</b>				<b>2022</b>			
	<b>Term 1</b>	<b>Term 2</b>	<b>Term 3</b>	<b>Term 4</b>	<b>Term 1</b>	<b>Term 2</b>	<b>Term 3</b>	<b>Term 4</b>	<b>Term 1</b>	<b>Term 2</b>	<b>Term 3</b>	<b>Term 4</b>
Approve and send Charter to MoE (by March 1 <sup>st</sup> )	X				X				X			

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Receive report on annual plan progress and achievement ( AOV actual and draft)	X			X	X			x	X			
Review charter targets against school standards			X	X			X	X			X	X
Report on learner progress and achievement			X	X			X	X			X	X
Review strategic plan against mission, vision, values	X			X	X			X	X			X
ERO readiness				X	X	X	X					
Buildings/Zone	X	X	X	X	X	X	X	X	X	X	X	X
Strategic Goal 1 discuss progress	X		X	X	X		X	X	X		X	X
Strategic Goal 2 discuss progress		X	X	X		X	X	X		X	X	
Strategic Goal 3 discuss progress		X		X		X		X		X		X
New government or local initiatives (as required)												
	<b>2020</b>				<b>2021</b>				<b>2022</b>			
<b>Self Review</b>	<b>Term 1</b>	<b>Term 2</b>	<b>Term 3</b>	<b>Term 4</b>	<b>Term 1</b>	<b>Term 2</b>	<b>Term 3</b>	<b>Term 4</b>	<b>Term 1</b>	<b>Term 2</b>	<b>Term 3</b>	<b>Term 4</b>
Self-review meeting effectiveness	X		X			X	X		X			X

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Self-Review trustee code of conduct	X		X		X		X		X		X	
Self-Review Chair effectiveness			X			X				X		
Self-Review board performance against workplan		X		X		X		X		X		X
Monitor financials	X	X	X	X	X	X	X	X	X	X	X	X
<b>Curriculum delivery</b>			Springboard Trust	Writing		TBC		TBC		TBC		TBC
<b>HR</b>												
Approve the Principal Appraisal Process	x			X	X			X	X			X
Receive and discuss Appraisal Report (In committee)		X		X				X				X
HR audit report				X			x				x	
<b>Policy</b>												
Review Policies (relationship) <ul style="list-style-type: none"> <li>• CE Roles and Responsibilities</li> <li>• CE Performance Appraisal</li> <li>• CE Professional Expenses</li> <li>• Reporting to the BOT</li> <li>• BOT-CE Relationship</li> <li>• Chair – CE Relationship</li> <li>• CE Expectations of the BOT</li> <li>• BOT Expectations of the CE</li> </ul>							X X X	X X X			X X X	
Review Policies (limitations) <ul style="list-style-type: none"> <li>• Curriculum delivery</li> <li>• Planning and reviewing</li> <li>• Personnel</li> <li>• Financial Planning</li> </ul>			X X		X							

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<ul style="list-style-type: none"> <li>• Financial Condition</li> <li>• Asset Protection</li> <li>• Theft and Fraud</li> <li>• Legal Responsibilities</li> <li>• Health and safety</li> <li>• Child protection</li> <li>• Complaints</li> <li>• Bullying</li> </ul>				X		X X X X					X X X X	
Review Policies (governance processes) <ul style="list-style-type: none"> <li>• Governance</li> <li>• BOT roles and responsibilities</li> <li>• BOT code of Conduct</li> <li>• Conflict of Interest</li> <li>• Confidentiality</li> <li>• Personal liability insurance</li> <li>• Concerns and complaints</li> <li>• Role of the Chair</li> <li>• Meetings</li> <li>• Meeting Agenda</li> <li>• Orientation of new trustees</li> <li>• Governance Review</li> <li>• Committee Principles</li> </ul>									X X		X X	X

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