

**PAPAKAIO BOARD OF TRUSTEES
OPERATIONAL and POLICY AND PROCEDURE REVIEW**

2013 Annual Organisation Plan-

Item	Who is responsible	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Completed
BOARD ADMIN												
	Chairperson		School Donations	Annual Report							Hrs Open Days Open	
POLICY PROCEDURE REVIEW	BOT Principal	Charter	Health and Safety		Human Resources	Administration	Resources		Community	Student Achievement Policy & Procedures		
CURRICULUM												
PLANNING & REPORTING Student Achievement	Principal Staff Rep	Monthly updates and Reports Employer Responsibility Policy & Procedures Consultation Policy & Procedures Health, & Safety Curriculum Policy & Procedures										
CURRICULUM REPORTS/ REVIEW Meetings national priorities	Principal Staff rep	Monthly updates and Reports										
SPECIAL NEEDS PROGRAMME	Principal	Monthly updates and Reports										
PERSONNEL												
PRINCIPAL APPRAISAL April to April	Chairperson BOT Committee			Appraisal completed Review & Report to BOT	Performance Agreement developed							
STAFF APPRAISAL April to April	Principal	Appraisal Meeting Class Observation Review of Evidence RTC		Written Appraisal Given	Job Description Performance Agreement	Teacher Inquiries Lodged	Classroom observations/visits Principal and Peer					
ANNUAL REPORTS	Principal			Report on Teacher Registration								
EEO PLAN	Personnel Committee					Review					Review Report	
STAFF DEVELOPMENT	Principal	Programme Presented		Ongoing reporting through principal and curriculum reports/reviews							Review Report	
BOARD DEVELOPMENT	Chairperson	Plan developed		Reports from development plan each meeting or to committees							Review Report	

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HEALTH & SAFETY													
HAZARD IDENTIFICATION	Health Safety Committee	Term 1 Identify and remedy Report			Term 2 Identify and Remedy Report			Term 3 Identify and Remedy Report			Term 4 Identify and Remedy Report		
FINANCIAL													
BUDGET	Finance Person Principal	Accepted								Draft for the next year			
ANNUAL FINANCIAL STATEMENT	Finance Person Principal												
ASSET MANAGEMENT													
PROPERTY	Property H & S Committee												
10YR PROPERTY PLAN	Property H & S Committee		Review & Report		Review & Report		Review & Report		Review & Report		Review & Report		
EVACUATION NOTIFICATION	Staff Rep	Term 1 Trial evacuation report						Term 3 Trial evacuation report					
CONSULTATION													
MAORI			Meeting Maori parents										
COMMUNITY			Community Questionnaire					Health Curriculum Consultation			Report		