

Stratford Primary School: 200 Triennial Work Plan Policy (2023 - 2025)

NAG	Review Area	March	April	May	June	August	Sept	Nov	Dec
Strategic Decisions (NAG 2, 7 & 8)	School Planning and Reporting Board Review	Chair Elected (*after the election in election year)	MoE sent by 1 March 1. Charter; 2. Analysis of Variance	31 May Annual Report Board Election (2025)	Chair Elected (*after the election in election year)				
	Policy Review Annual	Board: Presiding Member (Chair); Conflict of Interest Policy; Code of Behaviour Policy; Triennial Work Plan Policy; Financial Delegations Policy; Credit Card Policy; Fuel Card Policy; RTLit Appendix A; Health and Safety Policy; Enrolment Policy;				EEO Policy			
	2023	Curriculum Policy; Creative Commons Policy; Use of School facilities by Outside Agencies Policy; Van Use Policy		Self Review Policy; Property Policy		Whānau Engagement Policy; Engaging Parents & Whānau in students' learning Finance Committee Terms of Reference; Financial Operating Policy			
	2024	Child Safety Policy		Anti Bullying Policy; Protected Disclosures Policy; Stand Down, Suspension & Exclusion Policy; Student Discipline: Suspension Meeting Policy		Personnel Policy; Appointments Policy; Digital Citizen Policy; OIA Requests; Privacy Policy 2020			
	2025			RTLit Policy;		Principals Performance Management Policy		Complaints Policy	
Personnel (NAG 3)	Audit #	Resource Teacher of Literacy	Reading Recovery	Appraisal Process and Attestation	Teacher Registration and Police Vetting	Provisionally Registered Teachers	Principal Appraisal		Appointment Procedure
Finance (NAG 4)	Audit #		SUE Reports		Receipting Process/ Internal Controls	Asset Management			
Health and Safety (NAG 5)	Audit *	Police Vetting Health Education	Board/ Staff briefed on H&S Procedures Emergency Evacuation /Emergency Kit	Digital Technology and Cybersafety (Passwords/Security)	Abuse recognition reporting	Surrender and Retention of Property and Searches (Digital devices)	Health and Safety Audit Emergency Evacuation /Emergency Kit	Physical Restraint	
	Report *	Health and Safety	Health and Safety	Health and Safety	Health and Safety	Health and Safety	Health and Safety	Health and Safety	Health and Safety
Attendance, Length of school year, stand downs (NAG 6)	Audit +	Student Attendance		Student Attendance		Student Attendance	Length of the school year	Student Attendance	

<p>Personnel Audit: # <u>Appraisal of the Principal (Yearly)</u>: Take steps to ensure that this process is completed and reported on to the Board by the end of the year. Note: This has a regular slot on the Personnel Report to monthly meetings.</p>	<p># <u>Appraisal Process and Attestation (Yearly)</u>: Assure the board that all staff have completed the appraisal process for the current year, and attestations are up to date.</p>
<p># <u>Provisionally Registered Teachers (Yearly)</u>: Report to the Board on the induction programme of provisionally registered teachers.</p>	<p># <u>Teacher Registration and Police Vetting (Yearly)</u>: Assure the Board that all teaching staff are certified, and therefore vetted.</p>
<p># <u>Appointment Procedure (Yearly)</u>: Assure the Board that the appointment procedure and appointment committee delegations reflect practice.</p>	<p># <u>Reading Recovery Programme (Yearly)</u>: Report to the Board from the Reading Recovery Teacher on the implementation of the Reading Recovery Programme.</p>
<p>Finance Audit:# <u>SUE Reports (Twice a year)</u>: Assure the Board that a Board member has checked the processes and authorisations used to make payments to staff members, and particularly the payments made to the principal and others in the school payroll responsibilities (Note the Chair also regularly signs off the SUE Report and Transaction Report.</p>	<p># <u>Receipting Process/Internal Controls (Yearly)</u>: Reviewed by the Finance Committee.</p>
<p>Health and Safety:* <u>Health and Safety Procedures (Yearly Review)</u>: Medicines, Managing Minor/Moderate Injury; Illness.</p>	<p>* <u>Police Vetting (Yearly Review)</u>: Assure the Board that all non-teaching staff have current vets on file.</p>
<p>* <u>Health Education (18 Month Review)</u>: Term 1, 2021: Assure the Board that the school has completed its 2-yearly consultation with the school community about how the health curriculum is implemented. The Board must adopt a statement about the delivery of the health curriculum.</p>	<p>* <u>Emergency Evacuation/ Emergency Kit (Twice Yearly)</u>: Assure the Board that staff and students have completed trial evacuations each year, the emergency planning and procedures are up to date and in a hard copy, and the emergency kit has been checked and contains all items (and that these are up to date).</p>
<p>* <u>Digital Technology and Cybersafety (Yearly Review)</u>: Assure the Board that the school holds hard copies of signed digital use agreements for all staff and students, as required.</p>	<p>* <u>Abuse Recognition Reporting</u>: Direct staff to engage with the abuse reporting procedure and indicators of abuse, and assure the board that this has been done.</p>
<p>* <u>Surrender and Retention of Property and Searches (Yearly)</u>: Assure the Board that all procedures relating to search, surrender, and retention have been followed. Ensure that a written record has been kept of all instances of search, surrender, or retention of property.</p>	<p>* <u>Health and Safety Audit (Yearly)</u>: Report to the Board on the internal audit conducted by the health and safety committee/delegated person of the school's health and safety compliance and practices.</p>
<p><u>Physical Restraint (Yearly)</u>: Assure the Board that all procedures relating to physical restraint have been followed, and that all requirements to notify, monitor, and report have been met. Confirm that, as relevant, any non-teaching staff have been authorised in writing. Assure the board of the relevant training and support of staff authorised to apply restraint. Note: This has a regular slot on the Personnel Report to monthly meetings.</p>	<p>* <u>Health and Safety Report (Risk Management - Monthly Review)</u>: Assure the Board at each meeting that identified hazards are still being monitored and/or controlled and that these measures are being re-evaluated to check their adequacy. Check with the Board they are satisfied with compliance.</p>
<p>* Swimming Pool (N/A):</p>	<p>* International Students: N/A</p>
<p>Attendance: + <u>Student Attendance (Yearly Review)</u>: Assure the Board that student absences are correctly recorded, monitored, and followed up. Report on any annual targets for student attendance.</p>	<p>+ <u>Length of the school year (Yearly)</u>: Assure the Board that the school has been open for statutory number of half- days and hours per year in the current school year.</p>