

Stratford Primary School Board: Annual Work Plan for 2024

Review Evaluation	Review/ Evaluate	12 Feb	25 March	20 May	24 June	29 July	2 Sept	21 Oct	18 Nov
Strategic Decisions: Education and Training Act 2020 - 138 - 146	Education and Training Act 2020/Charter/BoT Election (N/a 2024)	Analysis of Variance for 2023	Table 1 March Return Charter has been sent to MoE/ Uploaded to the website (146)		Annual Report for 2023 is available for Whānau (+ Online)	Table the 1 July Return	Annual Improvement Plan 2025	Annual Improvement Plan 2025	
	Board Training/New Members	Discuss new members being added.	Training TBC						
	Policy Review (Governance)	* See Board notes below; Triennial Work Plan*	Health and Safety*; Enrolment Policy*.	Student Discipline; Stand Down/ Suspension Policy.		Personnel; Appointments; Protected Disclosures; EEO Policy*.	Whānau Consultation Policy*; OIA; Privacy Policy.		
	Policy Review (Operational)					Reducing Student Distress/ Restraint*.		Anti Bullying Policy* Digital Citizenship Policy	
Monitoring (Principal Report) NAG 1-8	Student Assessment	Analysis of Variance 2023; Priority Learners Process for 2024.	E-asttle writing trends; PAT Math Trends; Me and My School Survey.	Priority Learning Progress for Term 1.	Progress of IEP Learners.	Priority Learning Progress for Term 2 Math Trends.	Schoolwide Reading and Writing Trends.	Priority Progress for Term 3; 3+ Cohort v Current Cohort.	3+ Cohort v Current Cohort; Priority Progress for Term 4.
	Staff/Ākonga Presentations	RTLit Report (HJ)	Team Leaders (SR + GK) Maths: JD	Second Yr Teachers (PR, LG, PBL)	Across School Lead (GD)	SENCO (MS) + Reading Recovery (KC)	First Year (RB, TC, AW) + Tutor Teachers (GM)	Within School (CJ) Maths: JD	
	Improvement Plan	Review for 2024 Goals.	Annual Plan Goals.	Annual Plan Goals.	Annual Plan Goals.	Annual Plan Goals.	Annual Plan Goals.	Annual Plan Goals.	Annual Plan Goals.
	Whānau Engagement	Ongoing survey with new enrolments	Whānau Day (Survey)		Ongoing survey with new enrolments	Anti-Bullying and General Survey	Ongoing survey with new enrolments	Whakapiri Morning Kapa Haka Review	
	Whānau Education	Tech Question(s)	Updated Education Plan	→ → →	→ → →	→ → →	→ → →	→ → →	→ → →
	Personnel			Appraisal Process and Attestation Process	Teacher Registration; Mandatory Reporting	Appointment Procedure Check	Staffing for 2025 Principal Appraisal	Provisionally Registered Teachers	
	Finance	Budget approved by the Board	Asset Register reviewed and updated by the Finance Committee	Board to approve the 2023 Audit; School Donations 2025	Finance Committee: Receipting Process/ Internal Controls	SUE Reports (Audit) by the Finance Committee (Staff check)	Draft Budget approved/ Board; Audit Prep		
	Property	Nov/Dec Report	Jan/Feb Report	March Report	April/May Report	June Report	July Report	Aug/Sep Report	Oct Report
	Anti Bullying	PB4L Report: 2023	PB4L Report	PB4L Report	PB4L Report	PB4L Report	PB4L Report	PB4L Report	PB4L Report
	Health and Safety	Induction New Staff/ Police Vetting (Camps)	Health and Safety Procedures	Social Media Issues	Abuse recognition reporting	Surrender and Retention Process	Emergency Evacuation	Physical Restraint; Digital Tech & Cyber	
Attendance	2023 Attendance	February	February - April	February - May	February - July	2025 School Calendar; February - Aug	February - Sept	February - Oct	

Board Notes ([Schedule 22](#), [Schedule 23](#))

* Appointment of Presiding Member + Sub Committees; Board Conflict of Interest; Financial Delegations Policy; Credit Card Policy; and the Code of Behaviour Policy. * Policies that are reviewed Annually.