

Stratford Primary School Board: Annual Work Plan for 2025

Review Evaluation	Review/ Evaluate	10 Feb	31 March	26 May	23 June	21 July	25 August	13 Oct	18 Nov
Strategic Decisions: Education and Training Act 2020 - 138 - 146	Education and Training Act 2020/Charter/BoT Election	Analysis of Variance for 2024	Table 1 March Return Charter to MoE/ Uploaded to the website (146)		Annual Report for 2024 is available for Whānau (+ Online)	Table the 1 July Return	Annual Improvement Plan 2026 - Discuss	Annual Improvement Plan 2026 - Discuss	
	Board Training/New Members	Discuss the Board's Work Plan for the year	Preparation - Board Election	Preparation - Board Election	Preparation - Board Election	Preparation - Board Election	Preparation - Board Election	Election - 17/9/25 New Members - Induction (Date TBC)	
	Policy Review (Governance)	* See Board notes below; Triennial Work Plan*	Health and Safety*; Enrolment Policy*.	Student Discipline; Stand Down/ Suspension Policy.	Principals Performance Management Policy	Personnel; Appointments; Protected Disclosures; EEO	Whānau Consultation Policy*; OIA; Privacy Policy.	Complaints Policy - with new members Self Review Policy	
	Policy Review (Operational)	Anti - Bullying Policy (2024)		RTLit Policy	ERO Review	Reducing Student Distress/ Restraint*.		Anti Bullying Policy*	
Monitoring (Principal Report)	New Government Initiatives/ Changes	Latest Government changes:	Latest Government changes:	Latest Government changes:	Latest Government changes:	Latest Government changes:	Latest Government changes:	Latest Government changes:	
	Student Assessment	Analysis of Variance 2024; Priority Learners Process for 2025.	E-asttle writing trends; PAT Math/Reading Trends.	Priority Learning Progress for Term 1.	Progress of IEP Learners.	Priority Learning Progress for Term 2.	Schoolwide Reading and Writing Trends.	Priority Progress for Term 3; 3+ Cohort v Current Cohort.	Priority Learning Progress for Term 4. PAT Math/Reading Trends.
	Staff/Ākonga Presentations	RTLIT Report (JM)	Physical Education + PE (CJ)	Within School Lead (TG)/Maths (JD)	Across School Lead (GD)	Team Leaders (KC & GK)	Special Project (SR)	Student leaders	
	Improvement Plan	Review for 2025 Goals.	Annual Plan Goals.	Annual Plan Goals.	Annual Plan Goals.	Annual Plan Goals.	Annual Plan Goals.	Annual Plan Goals.	Annual Plan Goals.
	Kāhui Ako	Monthly Report	Monthly Report	Monthly Report	Monthly Report	Monthly Report	Monthly Report	Monthly Report	Monthly Report
	Whānau Engagement	Ongoing survey with new enrolments - New Questions	Whānau Day (Survey)		Ongoing survey with new enrolments	Anti-Bullying and General Survey	Ongoing survey with new enrolments	Whakapiri Morning Anti - Bullying + General Survey	
	Whānau Education	Whānau Education and Engagement for 2025	Updated Education Plan	→ → →	→ → →	→ → →	→ → →	→ → →	

	Personnel	Resource Teacher of Literacy	Structured Literacy + Remedial Programmes	Appraisal Process and Attestation Process	Teacher Registration; Mandatory Reporting	Appointment Procedure Check	Staffing for 2026 Principal Appraisal	Provisionally Registered Teachers	
	Finance	Budget approved by the Board	Asset Register reviewed and updated by the Finance Committee	Board to approve the 2024 Audit; Audit follow ups; 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	PB4L Report	PB4L Report	PB4L Report	PB4L Report	PB4L Report	PB4L Report	PB4L Report
	Health and Safety	Induction New Staff/ Police Vetting (Camps) Physical Restraint Register	Health and Safety Procedures		Abuse recognition reporting	Surrender and Retention Process	Emergency Evacuation	Social Media Issues Digital Tech & Cyber	
	Attendance	2024 Attendance Overview	February - March	Feb - May + Term 1	Feb - June	Feb - July + Term 2	2026 School Calendar; Feb - Aug	February - Oct	February - November
Board Notes (Schedule 22 , Schedule 23)		* Appointment of Presiding Member + Sub Committees, Board Conflict of Interest, and the Code of Behaviour Policy. * Policies that are reviewed Annually. Financial Delegations Policy; Credit Card Policy; Fuel Card Policy, RTLit Appendix A. Review the school roll for the year and consider whether the Enrolment Zone needs reviewing with the Ministry of Education.							