



Raglan Area School  
Te Kura A Rohe O Whaingaroa

## C1.3 Meeting checklist

January	Notes
Elect board chair	
Review analysis of variance /statement of variance (AoV/SoV)	
Approve annual plan	
Approve annual budget	
Property regularly audited	
Sign annual health and safety attestation	
Plan board professional development for year	
Confirm school year dates	

### Term 1

February	Notes
Confirm/sign principal performance agreement	
Review reporting to parents from previous year	
Sign financial attestation	
Review and update self-review schedule	
Teacher registration and Police vetting (non-teaching) report	
March	Notes
March roll return	
Charter/strategic plan – aim 1 review	
Student achievement/progress report	



Raglan Area School  
Te Kura A Rohe O Whaingaroa

Sign off SUE reports (monthly)	
Monitor budget	
Review concerns and complaints procedure	
EEO policy report	
Management unit report	
Use of physical restraint report (as/when required)	
Hazard management report (termly)	
Report on international students	

### Term 2

April	Notes
Charter/strategic plan – aim 2 review	
Monitor budget	
Student achievement/progress report	
Principal performance review report	
Governance policy review	
May	Notes
Charter/strategic plan – aim 3 review	
Monitor budget	
Student achievement and progress report	
Emergency planning and procedures report	
June	Notes
Religious education community consultation	
Charter/strategic plan – aim 1 review	
Priority groups report: <ul style="list-style-type: none"> <li>- Māori students</li> <li>- Pasifika students</li> <li>- Students with special education needs</li> </ul>	
Monitor budget – mid-year review	
Operational policy review	
Plan 10YPP	
Evacuation procedure report	


### Term 3



Raglan Area School  
Te Kura A Rohe O Whaingaroa

July	Notes
July roll return	
Charter/strategic plan – aim 2 review	
Reporting to parents mid-year review	
Monitor budget	
Student achievement/progress report	
Report on internet safety	
Principal performance review report	
Update on international students	
August	Notes
Charter/strategic plan – aim 3 review	
Monitor budget	
Student achievement/progress report	
Employer responsibilities policy review	
Review planning and reporting processes	
September	Notes
Health curriculum community consultation	
Charter/strategic plan – aim 1 review	
Community consultation ahead of planning for next year	
Monitor budget	
Student achievement/progress report	
Evacuation procedure report	
Term 4	
October	Notes
Charter/strategic plan – aim 2 review	
Monitor budget	
Present draft planning for next year	
Student achievement/progress report	
Teaching and non-teaching staff performance review report	
November	Notes
Charter/strategic plan – aim 3 review	

Monitor budget	
Develop budget for next year	
Confirm planning for next year	
Student achievement/progress report	
December	Notes
Principal performance end of year report	
Draft AoV/SoV	
Student achievement/progress report	
Budget – end of year report and approve budget for next year	
Evacuation procedure report	

Reviewed:	Next review: April 2025
Signed BOT Chair 	Date: <i>March 2022</i>
<i>J. R. Barham (Principal)</i>	<i>March 2022</i>