

Pinehaven School Board Work Plan 2020

| Review                     | Area for Review                  | Board Meeting Dates   |  |  |   |  |   |  |                                       |                          |
|----------------------------|----------------------------------|---|--|--|---|--|---|--|---------------------------------------|--------------------------|
|                            |                                  | 18 Feb  | 17 March   | 19 May   | 16 June   | 18 Aug   | 15 Sept   | 20 Oct                                       | 17 Nov                                | 8 Dec                    |
| Strategic Review           | Strategic Plan                   | Charter approval (send to MOE)<br>Annual Plan<br>Annual Targets<br>Analysis of Variance<br>Achievement Data | Growing Capability as Learners<br>Project Teams<br>Capital works | Creating an Exciting Place to Learn<br>Capital works | Places & Spaces<br>Capital works<br>Project Teams | Growing Capability as Learners<br>Achievement Data             | Creating an Exciting Place to Learn<br>2021 PD focus<br>Project Teams | Places & Spaces<br>Review of Strategic Plan  | Approve 2020 Budget<br>Strategic Plan | Approve Strategic Plan   |
| Regular Review             | Policy & procedures              | Policy review schedule<br>Schedule of delegations   | Strategic Consultation   |  | Policy review schedule                            |  |   | Policy review schedule                       |                                       |                          |
|                            | Student progress and achievement | 2019 data   | Achievement Tracking<br>Target students identified               | Target student tracking<br>Term 1 attendance         | Learning Survey (student voice)                   | Achievement Data<br>Target student update<br>Term 2 attendance |   | Target student tracking<br>Term 3 attendance |                                       |                          |
|                            | HR                               | Performance Agreements<br>Principal Appraisal   | Support staff appraisals<br>Teaching as inquiry/Action research  | Classroom observations                               | Informal principal review                         | Classroom observations   | Principal appraisal<br>360 Leadership Survey                          | Teacher appointments 2021                    | Teacher appraisals                    |                          |
|                            | Finance & Property               | Best Practice Questions   | Monitor Maintenance Plan   | Monitor & Roll                                       | Mid Year Review<br>Maintenance Plan               | Monitor & Roll   | Monitor   | 2021 draft & Roll<br>Maintenance Plan        | Approval 2021                         |                          |
|                            | Health & Safety                  |   | Walk through of School   | Tree Monitor   |   |  | Walk through of School<br>Tree audit check                            |  |                                       |                          |
|                            | BOT performance                  | Meeting Assessment  | Meeting Assessment   | Meeting Assessment<br>BOT review                     | Meeting Assessment                                | Meeting Assessment   | Meeting Assessment<br>BOT review                                      | Meeting Assessment                           | Meeting Assessment                    | Meeting Assessment       |
| Emergent Review            | New govt. initiatives            |   | Digital Technologies   |  |   |  |   |  |                                       |                          |
|                            | New local initiatives            |   | Cluster Update   |  |   | Cluster Update   |   | Cluster Update                               |                                       |                          |
| Board Process Requirements |                                  | Appoint Chair   | Accounts to auditor<br>Charter to MOE<br>Roll Return             | Annual report approved and sent to MOE               | Parent Reporting<br>Roll Return                   |  | BOT election  | BOT election<br>Succession Planning          | Parent Reporting<br>BOT election      | BOT election<br>Date TBC |

