



Chanel College Board of Trustees

Work plan

December 5, 2016

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Board register

Our legal number of elected Parent Trustees is: Five.

Our legal number of Proprietors Trustees is: Four.

The potential number of co-opted Trustees is 0

The honorarium paid is \$TBC per meeting

Name	Contact details [Phone/email/address]	Position on Board [Chairperson CH, Commissioner CMR, Member ME]	Type of Member [Note 1]	Ethnicity [Note 1]	Current Term expires	Best time / place to contact
Nichola Murray	86 South Road, Masterton	ME	Co-opted	E	March 2016	
David Burgess	174, R D 1, Mount Holdsworth, Carterton	ME	SS	E	September 2015	
Olivia Geange	42 Cornwall Street, Masterton	ME	SR	E	March 2016	
Grant Miles	1 Mill Grove, Carterton	ME	PR	E		
Michelle Beaver	33 Judds Road, Masterton	ME	PP	E		
Anthony Hargood	36 Cornwall Street, Masterton	CH	PP	E		
John Bath	1 Cherry Lane, Martinborough 5711	ME	PP	E		
Ray Craig	78 Lincoln Road, Carterton	ME	EL	E	March 2016	
Rachael Curtice	172 Manaia Road, R D 5, Masterton	ME	EL	E	March 2016	
Ruth Kilmister	118 Loop Line, R D 1, Masterton	ME	EL	E	March 2016	
John Hymers	P O Box 808, Masterton	ME	EL	E	March 2016	

Board Secretary: Deborah Eising

Board Calendar of Work 2015

To do. At the first meeting of the year

- Identify the 4-6 key issues, opportunities and risks. Prioritise and allocate to a meeting
- Confirm all meeting items
- Consult this plan when developing the meeting agenda.

Tasks on a 3 yearly cycle. Add to the calendar of the appropriate year

<i>Year 1: 2015</i>	<i>Year 2: 2016</i>	<i>Year 3: 2017</i>
<ul style="list-style-type: none"> • Plan succession and recruitment • Review Faculty Performance: Sciences; Physical Education & Health; English; Technology • Catholic Character Review • School Culture/Values Plan • Property development • ERO Visit Preparedness 	<ul style="list-style-type: none"> • Hold election and implement orientation • Hold Board Induction • Review government priorities: literacy; numeracy; Maori; Pasifika; Gifted and Talented; Special Needs 	<ul style="list-style-type: none"> • Review, update and approve the Strategic Plan [3-5 years]. • Review Faculty Performance: The Arts; Mathematics; Learning Languages; Geography; History

Board Annual Calendar - January to December 2015 To be completed												
Meeting	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Job Area												
Governance team Self Review	No meeting	Elect chairperson. Assign Management / Board committees. Draft SP approved.	Charter to MoE [due 1 March]	No meeting		Orientation and induction for Board. Governance training – needs assessed	No meeting				Policy Review and Adoption. 2014 only.	No meeting
Strategic focus		Discussions: Review and approve Charter and Annual Plan. Risk ID identification. Develop and confirm annual calendar.	Discussions. Staff Relationships ERO Prep. Risk Factor 1		Discussions: Roll growth Risk factor 2.	Discussions: Special Character Risk factor 3.		Discussions: NCEA & other Qualifications: Risk factor 5.	Discussions: Goal 1: Staff Relationship Risk factor 1.	Discussions: Literacy /Numeracy Y7 and 8 Risk factor 4.	Discussions: Strategic Plan - annual session to review mission, vision, values. Annual Plan.	
Monitor and review			Report progress on last year's goals to the community Departmental review/s		Update on progress against annual goals [Principal]	Programme reports	Review Policy: Operational Policy	Update on progress against annual goals [Principal] Departmental review/s	Review Policy: Operational Policy	Programme reports	Programme/ initiative progress. Review Policy 1: the Governance Team [Chair] Departmental review/s	
Performance management		Appoint appraiser is (external or delegated to Board sub-committee) Goals set. Final report from 2014 (in committee).			Confirm Principal PLD Plan (in Committee).			Appraisal update – to be confirmed. (in Committee).			Final appraisal report to BOT (in Committee). Develop performance agreement.	
Finance		Financial variance report. Each meeting required.	Send accounts to auditor.		Financial variance report.	Financial variance report.		Financial variance report.	Financial variance report.	Financial variance report.	Financial variance report. Staff close off spending for the current year, confirm Draft budget for following year presented and approved.	
Facilities	Be familiar and current with property plans. Approve actions as necessary - monitor, review and revise Property Plans as necessary											
Community Relations	Ensure there is a plan in place for communicating with and engaging the community Involvement and/or attendance at organisation and community events Development and/or dissemination of key messages about important organisational topics and issues											

