**SCHOOL BOARD MEETING - FORWARD PLANNER 2022**

Building successful lifelong learners and developing empowered individuals in a caring and connected community.

**Indicative agenda items and cadence for key decisions**

| TERM 1 |  | TERM 2 |
| --- | --- | --- |
| **Setting the scene** | Annual goals/focus areas for the Board for the coming year (policy review calendar, strategic focus) |  | **Surveying the community** | Analysis of satisfaction surveys – student, staff, parent satisfaction |
| **Governance**  | Review the Code of Conduct and Terms of ReferenceEstablish sub-committees, as required |  | **School Plan & 10 Year Plan** | Overview of progress towards performance targetsDiscuss and review strategic risks and treatment plans |
| **Funding Agreement for Schools** | Review the Funding Agreement for Schools |  | **Financial Reporting** | Updates on budget attached to the school plan |
| **Review Board structure** | Discussion composition, succession planning, community membership, terms of reference, review position of chair |  | **Welcome of New Members** | Welcome and induction of new Board Members |
| **School Plan & 10 Year Plan** | Review strategic directions |  | **Branding and partnerships** | Discuss/develop opportunities for promoting the school and creating partnerships. Review Board page on website |
| **Financial Reporting** | Review budget in relation to strategic directions of the school plan.  |  | **Curriculum focus** | Input/education sessions for the Board on curriculum delivery and access |
| **Board and community** | Discuss updates on communications, quarterly Newsletter update, and opportunities to promote the school |  | **Board and community** | Discuss updates on communications, quarterly Newsletter update, and opportunities to promote the school |
| **Call for Nominations** | Discussion Principal making call for nominations |  | **Annual Report** | Endorse the Annual Report for Lathlain PS (moved to Term 2 for 2022 only) |
|  |  |  |  |  |
| TERM 3 |  | TERM 4 |
| **Student performance data** | Overview and analysis of relevant student performance data e.g., attendance, on-entry |  | **Notice of annual public meeting** | Provide community with 14 days’ notice.  |
| **School Plan & 10 Year Plan** | Overview of progress towards performance targetsDiscuss and review strategic risks and treatment plans |  | **School self-assessment** | Update on school self-assessment process, data analysis. Evaluate data against targets/milestones of the school plan e.g. NAPLAN, PAT, etc. |
| **Financial Reporting** | Updates on budget attached to the school plan |  | **Annual report** | Draft report for consideration and input |
| **Preliminary budget** | Projected school numbers, implications for planning, workforce |  | **Review of School Plan** | Review of year and recommendations for following year |
| **Contributions and Charges Approval** | Review and approve contributions and charges, items of personal use (book lists) and extra/optional components |  | **Budget planning** | Updates on project student numbers and implications for planning and workforce |
| **New Families** | Greeting new families, kindy inductions |  | **Board self-review** | Self-assessment of Board effectiveness |
| **Board and community** | Discuss updates on communications, quarterly Newsletter update, and opportunities to promote the school |  | **Board and community** | Discuss updates on communications, quarterly Newsletter update, and opportunities to promote the school |
| **Sub-committee presentations** | Updates from sub-committees on current work and reviewing goals |  | **Board Chair Report** | Summary of the Board’s achievements and decisions made throughout the year |

**BOARD TASKS ANNUAL MEETING SCHEDULE**

**TERM 1**

Monday 28th March (online via Teams)

**TERM 2**

Monday 9th May

Monday 13th June

**TERM 3**

Monday 1st August

Monday 5th September

**TERM 4**

Monday 24th October

Monday 28th November

|  |  |
| --- | --- |
| **Role/Task** | **Assigned** |
| **Secretariate*** + Meeting Agenda and Notification
	+ Minutes and Actions
	+ Connect
 | Sally StowersBronwyn Baker |
| **Strategic Priorities and Improvements*** + 2031 Blueprint
	+ Board Training
	+ New member induction
	+ Register of members, type and tenure
 | Mark WallaceRick Walters |
| **Communications*** + Quarterly Newsletter Update
	+ School Board Website – content, minutes, etc.
	+ Annual Board Chair Report
 | Annette MillerRick WaltersKerri Ashworth |
| **Community*** + Attending Assembly’s, Awards, Carnivals, etc.
	+ Representative at P&C Meetings
 | Alex KingSally Holle |