**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 | |
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| **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 Reference  Establish sub-committees, as required |  | **School Plan & 10 Year Plan** | Overview of progress towards performance targets  Discuss 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) |
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| 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 targets  Discuss 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

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