



## **Monitoring and Reporting Policy**

Prior to each Board meeting, the Principal is responsible for providing to the Board the Principals written Board report. This will include reports from the Senior Leadership Team.

The report should be in line with the Board's annual work plan and address all matters having real or potential legal considerations and risk for the school including significant trends, implications of Board decisions, issues or risk to policy compliance or changes to the basis upon which the Board's strategic aims have been developed.

The Principal will prepare (or, where appropriate, delegate, coordinate and approve) a report for the Board meeting that:

- is timely, accurate and presents information in an understandable form that is not too complex or lengthy and is in the spirit of the no surprises approach.
- includes data and analysis on curriculum delivery, student progress and achievement.
- tracks progress and variance towards strategic aims, annual plan and key performance indicators.
- informs the Board of any significant changes in staffing, programmes, plans or processes that are under consideration.
- outlines financial income and expenditure and explains any variance against budget
- summarises and highlights any risks associated with the fortnightly staff usage and expenditure (SUE) report.
- identifies the number of stand-downs, suspensions, exclusions and expulsions during the period and highlights trends over time.
- identifies the instances of physical restraint .
- includes information of any actual or potential risks to health and safety
- specifies current roll numbers and explains any roll variance against year levels.
- recommends changes in Board policies when the need for them becomes known.
- highlights areas of possible adverse publicity or community dissatisfaction.
- highlights any changes or potential changes to Ministry of Education policy which may have an impact on the school.
- includes a property update.
- includes an update on learning communities.
- informs the Board of any significant complaints and/or complaint trends that the Principal believes should be brought to the Board's attention.
- addresses any other matter requested by the Board within a reasonable, specified timeframe.
- Where a decision by the Board is required, clearly state the recommended motion and the reasons for that recommendation.

**Approved by:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Date Approved:** \_\_\_\_\_

**Review Date:** \_\_\_\_\_