

## CANNONS CREEK BOARD OF TRUSTEES

**MEETING AGENDA: Wednesday 22 February 2017 at 5.30pm**

Item	Documentation	Approx time
<b>1. Administration</b> 1.1 Present 1.2 Apologies 1.3 Declaration of interests  1.4 Confirmation of minutes: ensure action points have been completed or are on the agenda	Conflict of interest policy	<i>10 mins</i>
<b>2. Strategic</b> 2.1 Any strategic decisions to be made <ul style="list-style-type: none"> <li>• Draft Annual Plan for 2017 for discussion</li> <li>• Draft Budget is tabled tonight</li> <li>• Principal's/Staff Appraisal Contract 2017</li> </ul> 2.2 Any strategic discussions <ul style="list-style-type: none"> <li>• Review, update and confirm the BOT Triennial Workplan</li> </ul>	Background information with recommendations and wording of any resolutions	<i>20 – 30 minutes</i>
<b>3. Monitoring – Principal's Report</b> 3.1 Progress in relation to annual plan <ul style="list-style-type: none"> <li>• Preparation of the Annual Plan for 2017</li> </ul> 3.2 Data reporting or presentations <ul style="list-style-type: none"> <li>• Data for National Standards for 2016 and the AoV</li> </ul> 3.3 Curriculum Team reporting <ul style="list-style-type: none"> <li>• Curriculum Action Teams for 2017</li> </ul> 3.4 Community Engagement <ul style="list-style-type: none"> <li>• Report on events that have happened so far this term</li> </ul> 3.5 Financial reporting <ul style="list-style-type: none"> <li>• December Accounts/Financial Statements</li> </ul> 3.6 Property reporting	Reporting from Principal (or board members/staff with responsibilities for specific areas)	<i>60 minutes</i>



<p><b>7. Next meeting</b></p> <p>7.1 Identification of agenda items</p> <p>7.2 Review of effectiveness of meeting:</p> <ul style="list-style-type: none"> <li>- Did we achieve our objectives</li> <li>- Did we manage the time well</li> <li>- Did everyone contribute</li> <li>- Is there anything we could do differently or better?</li> </ul>	<p>Board meeting policy and process</p>	<p><i>10 minutes</i></p>