

CANNONS CREEK BOARD OF TRUSTEES

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

Item	Documentation	Approx time
<p>1. Administration</p> <ul style="list-style-type: none"> • Present • Apologies • Declaration of interests • Confirmation of minutes: ensure action points have been completed or are on the agenda • Confirm the Chairperson 	<p>Conflict of interest policy</p>	<p><i>10 mins</i></p>
<p>2. Strategic</p> <ul style="list-style-type: none"> • Any strategic decisions to be made <ul style="list-style-type: none"> • Personnel Policy • Legal Compliance Policy • Any strategic discussions <ul style="list-style-type: none"> • Review and discussion on the Annual Plan tabled at the February Meeting 	<p>Background information with recommendations and wording of any resolutions</p>	<p><i>20 – 30 minutes</i></p>
<p>3. Monitoring – Principal's Report</p> <ul style="list-style-type: none"> • Progress in relation to annual plan <ul style="list-style-type: none"> • Presentation of AoV for 2016 • Data reporting or presentations <ul style="list-style-type: none"> • ORRS funded money from last meeting • Curriculum Team reporting <ul style="list-style-type: none"> • Health and Safety Team report • Community Engagement <ul style="list-style-type: none"> • Report on events that have happened since the last meeting • Financial reporting 	<p>Reporting from Principal (or board members/staff with responsibilities for specific areas)</p>	<p><i>60 minutes</i></p>

<ul style="list-style-type: none"> • January/February Accounts/Financial Statements • Property reporting <ul style="list-style-type: none"> • 5YA report • Health and Safety Reporting <ul style="list-style-type: none"> • Another child hit on the crossing • Personnel reporting <ul style="list-style-type: none"> • Teacher Appointment • Teacher Aides • 1 March Return 	<p><i>These will be available at the Board meeting</i></p>	
<p>4. Correspondence: INWARDS</p> <p style="text-align: center;">OUTWARDS</p>	<ul style="list-style-type: none"> • Tukutuku Korero 13 March • Property Occupancy Document 14 March 2017 • STA 2017 Resource Manual • STA news Jan/Feb 2017 • STA Conference Brochure 14-16 July • Increase your Board's capability flyer • Heart Life letter from Heart Foundation 14 March • 1 March School Return 	<p><i>10 minutes</i></p>
<p>5. Urgent new items</p>		<p><i>10 minutes</i></p>
<p>6. Non Public Business</p> <ul style="list-style-type: none"> • Principal's appraisal review/criteria • Complaint • Student Stand Down 		
<p>7. Next meeting</p> <ul style="list-style-type: none"> • Identification of agenda items • Review of effectiveness of meeting: <ul style="list-style-type: none"> - Did we achieve our objectives - Did we manage the time well - Did everyone contribute - Is there anything we could do differently or better? 	<p>Board meeting policy and process</p>	<p><i>10 minutes</i></p>