

Organisation Plan

		Term 1			Term 2			Term 3			Term 4				
		January	February	March	April	May	June	July	August	September	October	November	December		
Governance															
Agenda				Year 1/2 Report; Sue Review		Annual Meeting; Lodge Annual Plan with MOE, Lodge Updated Charter	Year 5/6 Report; Special Education; Sue Review, Revisit Strategic Goals			Year 3/4 Report; Sue Review		Days Open; Development Plan;	Sue Review		
Annual Policy Reviews									Smoke Free		Consult about management units	Civil Defence			
Year 1 (2007)						People & Admin: Appointments; Finance; Police Vetting; Privacy; Protected Disclosures; Sexual Harassment; Theft & Fraud			People & Admin: Allocation of Management Units; Delegated Authority; Performance Management; Solving Problems; Staff Reimbursement Policy; 'R' Units						
Community Consultation - Maori															
Year 2 (2008)						Health & Safety: Bus Safety; Damage to Property			Health & Safety: Alcohol & Drugs; Child Protection; Community Consultation; Contractors; Health; Health in the Sun;						
Community Consultation - Health															
Year 3 (2009)						Curriculum: Assessment; Copyright; Dignity in the Workplace; EEO; Good Employer; Reporting to Parents; Special Education;			Curriculum: Behaviour Management; EOTC; ICT; Religious Education; Treaty of Waitangi						
Community Consultation - Student Achievement															
Management & Governance				Teacher, Student & Other				Health & Safety				School-Wide			
Annual Procedure Reviews															
Property, Health & Safety															
Monthly Property Meetings		Monthly Property Meetings		Monthly Property Meetings		Monthly Property Meetings		Monthly Property Meetings		Monthly Property Meetings		Monthly Property Meetings			
Playground Hazard Assessment		Playground Hazard Assessment		Playground Hazard Assessment		Playground Hazard Assessment		Playground Hazard Assessment		Playground Hazard Assessment		Playground Hazard Assessment			
School Building Systems Assessment		School Building Systems Assessment		School Building Systems Assessment		School Building Systems Assessment		School Building Systems Assessment		School Building Systems Assessment		School Building Systems Assessment			
Monthly Fire Alarms Means of Escape		Monthly Fire Alarms Means of Escape		Monthly Fire Alarms Means of Escape		Monthly Fire Alarms Means of Escape		Monthly Fire Alarms Means of Escape		Monthly Fire Alarms Means of Escape		Monthly Fire Alarms Means of Escape			
		Swimming Pool Safety Barrier				Swimming Pool Access for people with disabilities				Swimming Pool Safety Barrier		Update 10 Year Property Plan			
Emergency Drill - Fire				Emergency Drill - Fire & Earthquake				Emergency Drill - Fire				Emergency Drill - Fire & Earthquake			
Curriculum															
School-wide Annual Data Collection		Term Overview			Literacy, Numeracy & School-wide Unit			Literacy, Numeracy & School-wide Unit			Literacy (including Written Language), Numeracy & School-wide Unit				
Year 1 2007					PATS			Maori							
Year 2 2008					PATS			Physical Education							
Year 3 2009					PATS			The Arts							
		Portfolios & Learning Conferences						Portfolios			Portfolios & Learning Conferences				
Programme Reviews															
Year 1 2007					Maori; Special Education			Social Studies			Assessment				
Year 2 2008					Health & Physical Well-being			Science			English				
Year 3 2009					The Arts			Technology			Mathematics				
Personnel															
		Self Review		Performance Agreements				Classroom Observations				Performance Review			