



Pukekohe North School

Princes Street, Pukekohe. Phone 0-9-238-8552

Reporting to the Board Policy:

Rationale:

The principal reports to the board as a whole and keeps it informed of the true and accurate position of the outcomes of curriculum; teaching and learning; financial position; and all matters having real or potential legal considerations and risk for our school.

Purposes:

The principal must ensure that he / she:

1. Informs the board of significant trends, implications of board decisions, issues arising from policy matters or changes in the basic assumptions upon which the board's strategic aims are based.
2. Submits written reports covering the following management areas for each board meeting:

Strategic Aim Report
Personnel Report
Finance Report
Variance Report
Key Performance Indicators
Student Progress and Achievement Report
Curriculum Report

Guidelines:

1. Inform the board in a timely manner of any significant changes in staffing, programmes, plans or processes that are under consideration
2. Submit any monitoring data required in a timely, accurate and understandable fashion
3. Report and explain financial variance against budget in line with the board's expectations
4. Report on the number of stand-downs, suspensions, exclusions and expulsions on a per meeting basis
5. Report and explain roll variance against year levels and reasons on a per meeting basis
6. Present information in a suitable form – not too complex or lengthy
7. Inform the board when, for any reason, there is non-compliance of a board policy
8. Recommend changes in board policies when the need for them becomes known
9. Highlight areas of possible bad publicity or community dis-satisfaction
10. Coordinate management/staff reports to the board and present to the board under the principal's authority
11. Regularly report on the implementation of the annual plan and progress towards meeting student achievement targets
12. Report on any matter requested by the board and within the specified timeframe

Conclusion:

The board is supported in its strategic decision-making and risk management by also requiring the principal to submit any monitoring data required in a timely, accurate and understandable fashion.

Approved by the Pukekohe North School Board of Trustees at their meeting of:

August 2020

Next Review:

August 2022