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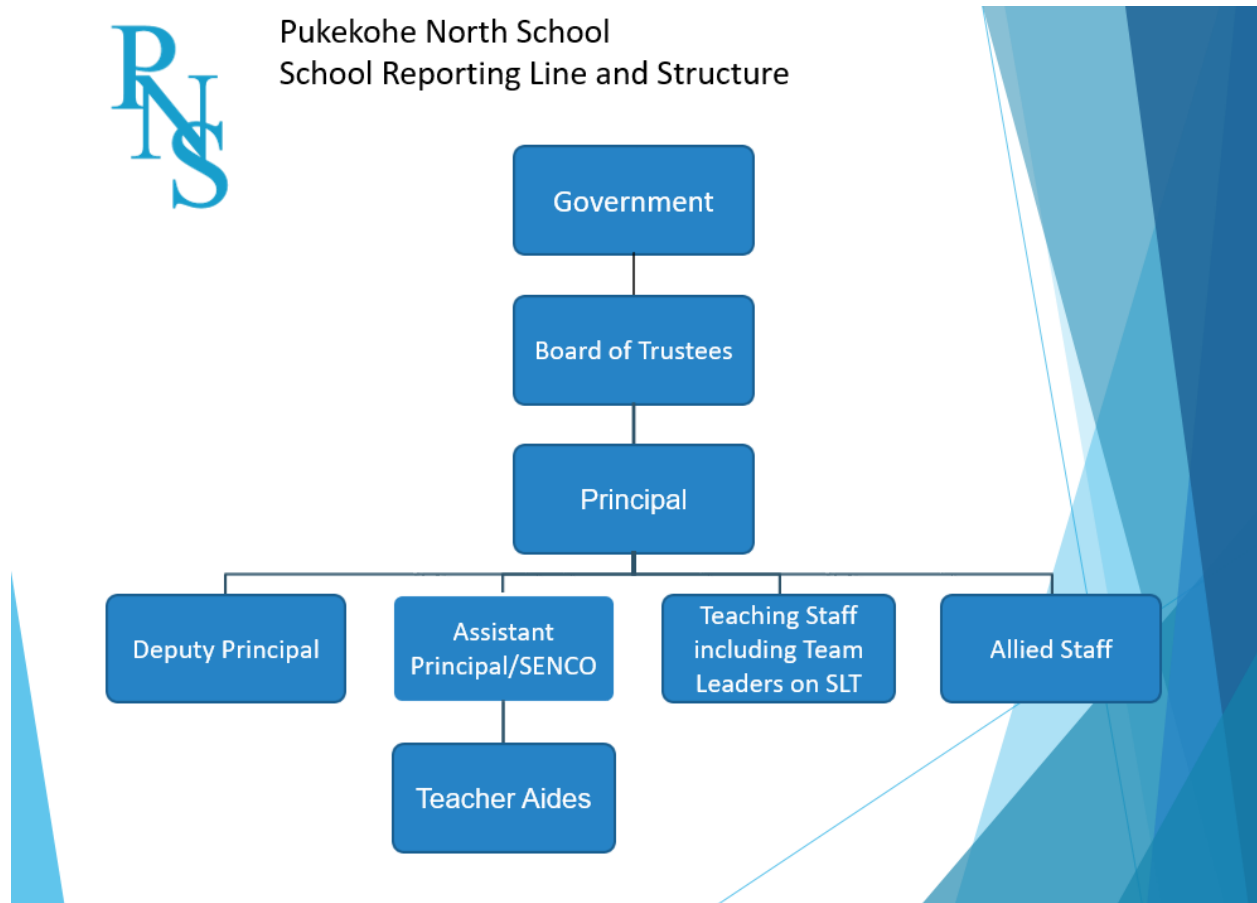
Princes Street, Pukekohe.    Phone 0-9-238-8552

**School Reporting Lines and Structure**

The Board of Trustees (BoT) reports to the Government.  The Principal reports to BOT.  The BOT and Principal (the School) reports to whanau and community, must do so formally at least two times per year.  The Deputy Principal and Assistant Principal report to the Principal. Teacher Aids report to SENCO holder and the SENCO holds the relationship with RT Lit and Reading Recovery initiatives. Teaching and Allied staff report to the Principal.  Teaching staff have a soft reporting line to Team Leaders.  Team Leaders report to the Principal.  The Principal can delegate soft reporting lines as required when it supports the effective management of the day to day operations of the school.

Pukekohe North School
School Reporting Line and Structure

**Meeting and Reporting Structures 2022**

Level 1: Principal reporting and Board meeting

The Principal reports to Board – Principal provides formal written report to Board 5 working days before Board meeting.  Board and Principal meet on the first Tuesday of every month. Principal tables written report and presents to the Board, Board provide input, feedback and critique.  Principal manages due dates via Principal annual plan and Board meeting calendar. Board meetings are minuted meetings.  The EO is the secretary to the Board.

Level 2: SLT Meetings happen fortnightly on a Monday from 3pm till 4.30pm.  SLT meetings are minuted meetings.  No formal reports are required.  Minutes are circulated to all SLT staff within 72 hours of the completion of the meeting.  A copy of the minutes is maintained in e-copy form and in the SLT Minutes folder in the Admin area.

Level 3: Staff Meetings occur every second Tuesday in the off week of SLT meetings.  Staff meetings occur at 3-4.30pm.  Staff meetings are minuted meetings.  Minutes are circulated to all staff within 72hours of the completion of a meeting.  A copy of the minutes is maintained in e-copy form and in the staff meeting folder in the staff room.

Level 4: Team/Syndicate Meetings occur at a day and time suitable to the specific team but should occur no less than once a fortnight.  These meetings are not required to be minuted and are at the discretion of the respective team.

Level 5: Unit holder reporting – unit holders will provide a brief report (1-2 pages max) of activity, achievement, successes, progress and issues in their unit area once per term in week 9 of every term.  The principal will lift out and up the unit holder reports into a summary and provide in the next Principals report.

Level 6: SENCO / Teacher Aide reporting – Teacher Aides have a direct reporting line to the SENCO.  The SENCO will meet with Teacher Aides on the Teacher Aide programme at the school ensuring Teacher aides are trained and supported to deliver and support the Teacher Aide programme at the school that ultimately supports student achievement.  The SENCO and Teacher AIDES will meet no less than fortnightly.  The SENCO will report on the activity, achievement, success and impacts and outcomes of the Teacher Aide programme in week 9 of each term to the principal.  The principal will lift out and up in a summary the impact and success of the Teacher Aide programme on student achievement at the school.

Level 7: RTLit and Reading Recovery – The SENCO leads the school relationship with these two initiatives.  The SENCO report due week 9 of each term details the impacts and achievements of the initiatives with learners and student achievement against school achievement targets in the SENCO report.  A summary of impact and outcome is provided by the Principal to Board via the Principals report.

**2022 Meeting and Reporting Dates**

<u>**Term 1 2022**</u>

Week 1          3 Feb, 22 – Staff Meeting

Week 2 -        7 Feb, 22 - SLT Meeting
                8 Feb, 22 – Team Meetings

Week 3 -        13 Feb, 22 – SLT Meeting
                14 Feb, 22 – Staff Meeting

Week 4 -        21 Feb, 22 – SLT Meeting
                22 Feb, 22 – Team Meetings

Week 5 -        28 Feb, 22 – SLT Meeting
                1 Mar, 22 – Staff Meeting
                2 Mar, 22 – Principal meeting with BOT
                2 Mar, 22 – Principal BOT Report due

Week 6 -        7 Mar 22 – SLT Meeting
                8 Mar, 22 – Team Meetings

Week 7 -        14 Mar, 22 – SLT Meeting
                15 Mar, 22 – Staff Meeting

Week 8 -        21 Mar, 22 – SLT Meeting
                22 Mar, 22 – Team Meetings

Week 9 -        28 Mar, 22 – SLT Meeting
                29 Mar, 22 – Staff Meeting
                1 Apr, 22 – SENCO Teacher Aide Report Due
                1 Apr, 22 – SENCO RT Lit/Reading Recovery Report due
                1 Apr, 22 – Unit holders reports due

Week 10         4 Apr, 22 – SLT Meeting
                5 Apr, 22 – Team Meetings

                5 Apr, 22 – BOT meet with Principal
                5 Apr, 22 – Principals BOT Report Due

Week 11 -    11 Apr, 22 – SLT Meeting
             12 Apr, 22 – Team Meetings
             12 Apr, 22 – BOT Meeting

**<u>Term 2 2022</u>**

Week 1       2 May, 22 – SLT Meeting
             3 May, 22 – Staff Meeting
             3 May, 22 – Principals BOT Report due
             3 May, 22 – BOT meets with Principal

Week 2       9 May, 22 - SLT Meeting
             8 Feb, 22 – Team Meetings
             8 Feb, 22 – BOT Meeting

Week 3       16, May, 22 – SLT Meeting
             17 May, 22 – Staff Meeting

Week 4       23 May, 22 – SLT Meeting
             24 May, 22 – Team Meetings

Week 5       30 May, 22 – SLT Meeting
             31 May, 22 - Staff Meeting
             31 Jun, 22 – BOT meet with Principal
             31 Jun, 22 – Principal BOT Report due

Week 6       7 Jun, 22 – BOT Meeting
             8 Jun, 22 – Team Meetings

Week 7       13 Jun, 22 – SLT Meeting
             14 Jun, 22 – Staff Meeting

Week 8       20 Jun, 22 – SLT Meeting
             21 Jun, 22 – Team Meetings

Week 9       27 Jun, 22 – SLT Meeting
             28 Jun, 22 – Staff Meeting
             28 Jun, 22 – SENCO TA Report Due
             28 Jun, 22 – SENCO RT Lit/Reading Recovery Report due
             28 Jun, 22 – Unit Holders reports due

Week 10      4 Jul, 22 – SLT Meeting
             5 Jul, 22 – Team Meetings
             5 Jul, 22 – Principal BOT Report due
             5 Jul, 22 – BOT meet with Principal

12 Jul, 22 – BOT Meeting

**Term 3 2022**

Week 1          25 Jul, 22 – SLT Meeting
                26 Jul, 22 – Staff Meeting

Week 2          1 Aug, 22 - SLT Meeting
                2 Aug, 22 – Team Meetings
                2 Aug, 22 – Principal BOT Report due
                2 Aug, 22 – BOT Meet with Principal

Week 3          8 Aug, 22 – SLT Meeting
                9 Aug, 22 – Staff Meeting
                9 Aug, 22 – BOT Meeting

Week 4          15 Aug, 22 – SLT Meeting
                16 Aug, 22 – Team Meetings

Week 5          22 Aug, 22 – SLT Meeting
                23 Aug 22 – Staff Meeting

Week 6          29 Aug, 22 – SLT Meeting
                30 Aug, 22 – Team Meetings

Week 7          5 Sep, 22 – SLT Meeting
                6 Sep, 22 – Staff Meeting
                6 Sep, 22 - Principal BOT Report due
                6 Sep, 22 – BOT meet with Principal

Week 8          12 Sep, 22 – SLT Meeting
                13 Sep, 22 – Team Meetings
                13 Sep, 22 – BOT Meeting

Week 9          19 Sep, 22 – SLT Meeting
                20 Sep, 22 – Staff Meeting
                20 Sep, 22 – SENCO Teacher Aide Report Due
                20 Sep, 22 – SENCO RT Lit/Reading Recovery Report due

Week 10         26 Sep, 22 – SLT Meeting
                27 Sep, 22 – Team Meetings


                4 Oct, 22 – Principal BOT Report due
                11 Oct, 22 – BOT Meeting

**Term 4 2022**

Week 1      18 Oct – Staff Meeting

Week 2      24 Oct, 22 - SLT Meeting
            25 Oct, 22 – Team Meetings

Week 3      31 Oct, 22 – SLT Meeting
            1 Nov, 22 – Staff Meeting

Week 4      7 Nov, 22 – SLT Meeting
            8 Nov, 22 – Team Meetings
            8 Nov, 22 –Principal BOT Report due
            8 Nov, 22 – BOT meet with Principal

Week 5      14 Nov, 22 – SLT Meeting
            15 Nov, 22 – Staff Meeting
            15 Nov, 22 – BOT Meeting

Week 6      21 Nov, 22 – SLT Meeting
            22 Nov, 22 – Team Meetings

Week 7      28 Nov, 22 – SLT Meeting
            29 Nov, 22 – Staff Meeting

Week 8      5 Dec, 22 – SLT Meeting
            6 Dec, 22 – Team Meetings
            6 Dec, 22 – Principal BOT Report due
            6 Dec, 22 – BOT meet with Principal

Week 9      12 Dec, 22 – SLT Meeting
            143 Dec, 22 – Staff Meeting
            13 Dec, 22 – SENCO Teacher Aide Report due
            13 Dec, 22 – SENCO RT Lit/Reading Recovery Report due
            13 Dec, 22 – Unit Holders Report due

Week 10     4 Apr, 22 – SLT Meeting
            5 Apr, 22 – Team Meetings
            5 Apr, 22 – BOT meets with Principal