

Policy: Reporting to the Board

Policy Statement

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. Thus, 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.

Procedural guidelines

The Principal is required to:

- Inform 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.
- Submit written reports to the board covering the following management areas.
 1. Principal's management report including:
 - (i) Strategic Aim Report
 - (ii) Personnel Report
 - (iii) Finance Report
 - (iv) Variance Report
 - (v) Key Performance Indicators and,
 2. The coordination and approval of the following reports:
 - (i) Student Progress and Achievement Report
 - (ii) Curriculum Report
- Inform the board in a timely manner of any significant changes in staffing, programmes, plans or processes that are under consideration
- Submit any monitoring data required in a timely, accurate and understandable fashion
- Report and explain financial variance against budget in line with the board's expectations
- Report on the number of stand-downs, suspensions, exclusions and expulsions on a per meeting basis
- Report and explain roll variance against year levels and reasons on a per meeting basis
- Present information in a suitable form – not too complex or lengthy
- Inform the board when, for any reason, there is non-compliance of a board policy
- Recommend changes in board policies when the need for them becomes known
- Highlight areas of possible bad publicity or community dis-satisfaction
- Coordinate management/staff reports to the board and present to the board under the Principal's authority
- Regularly report on the implementation of the annual plan and progress towards meeting student achievement targets
- Report on any matter requested by the board and within the specified timeframe

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Review schedule: August 2021

▪ **ADOPTED BY BOARD OF TRUSTEES**

Date **29 June 2015**

Chairperson **S Smith**

REVIEWED/AMENDED

Date 27 August 2018

Chairperson **S Smith**