

# Board Task Checklist

## Term 3

### The tasks below are common to most boards in Term 3

Each board will have their own [workplan](#) and [triennial review programme](#) which may include additional tasks - these should continue in conjunction with the below.

Note: Our governance framework templates are always available online.

Task	Click on the blue links to:
<p><b>Check that your board has completed all its tasks for Term 2</b></p>	<p>Find out more about <a href="#">Term 2 Tasks Board Task Checklist Term 2</a></p>
<p><b>Run your student representative election</b> For schools with students enrolled full time in year levels above Year 9, student elections for school boards need to take place in September every year.</p>	<p>Find out more about <a href="#">Student Representative Elections</a> We are running our Student Representative Workshops at the beginning of Term 4. We'll let you know when the dates and locations have been confirmed so you can book a space for your student representative in the appropriate session(s).</p>
<p><b>Conduct your mid-year principal performance review</b> The principal's performance appraisal is not a one-time event! Your delegated board member(s) should conduct regular reviews with your principal throughout the year (e.g. on a termly basis).</p>	<p>Find out more about <a href="#">Principal Performance Review</a></p>
<p><b>Conduct your mid-year budget review</b> It's good practice to conduct a mid-year budget review (once you've received your June year-to-date financial reports) to ensure that your finances are tracking as you planned.</p>	<p>If you missed our finance workshops, you can still download the workbooks and contact us if you need more support. <a href="#">Finance Part 1</a> and <a href="#">Finance Part 2</a></p>
<p><b>Conduct your mid-year student achievement review</b> One of the board's primary objectives in governing a school is to ensure that: <i>"every student at the school is able to attain their highest possible standard in educational achievement."</i> It's good practice for the board to conduct a mid-year student achievement review to ensure that students are achieving as they should.</p>	<p>Find out more about <a href="#">Reporting to Parents and Whānau</a> If you missed our student achievement workshops, you can still download the workbook and contact us if you need more support. <a href="#">Student Achievement</a></p>

Task	Click on the blue links to:
<p><b>Plan your health curriculum consultation</b></p> <p>All schools in New Zealand are required to consult with their school community on their health education programme every two years.</p> <p>Health education is part of the Health and Physical Education (HPE) learning area, and learning is guided by the underlying concepts, key areas of learning and achievement objectives of HPE.</p> <p>Relationships and Sexuality Education (RSE) is a key area of learning within which aspects of relationships, sexuality and sexual health are explored.</p>	<p>Find out more about <a href="#">Community Consultation and Health Education</a></p>
<p><b>Continue community engagement around review of charter and strategic plans</b></p> <p>This is particularly important this year because of up-coming changes to planning and reporting requirements with effect from 01.01.2023.</p>	<p>Find out more about <a href="#">Community Consultation</a></p> <p><a href="#">New Planning and Reporting Framework for Boards</a></p>
<p><b>Learn more about strategic planning and reporting</b></p> <p>As a school board, you are accountable for the performance of your school or kura and play a vital role in deciding and leading future direction and performance.</p> <p>Planning and reporting are important functions that support your ability to perform your role.</p>	<p>Enrol in our <a href="#">Strategic Planning and Reporting workshops</a></p> <p><a href="#">Find one in your area or online</a></p> <p>Download the workbook that supports this workshop</p> <p><a href="#">Strategic Planning and Reporting</a></p>
<p><b>Learn more about giving effect to Te Tiriti o Waitangi</b></p> <p>One of the board's primary objectives in governing a school is to ensure that:</p> <p><i>“the school gives effect to Te Tiriti o Waitangi, including by-</i></p> <ul style="list-style-type: none"> <li>• <i>working to ensure that its plans, policies, and local curriculum reflect local tikanga Māori, mātauranga Māori, and te ao Māori; and</i></li> <li>• <i>taking all reasonable steps to make instruction available in tikanga Māori and te reo Māori; and</i></li> <li>• <i>achieving equitable outcomes for Māori students.”</i></li> </ul>	<p>Enrol in our <a href="#">Giving Effect to Te Tiriti o Waitangi workshops</a></p> <p><a href="#">Find one in your area or online</a></p> <p>Download the resources that support this workshop</p> <p><a href="#">Workshop Overview - Giving Effect to Te Tiriti o Waitangi Workshop 1</a></p>
<p><b>Be aware of Aotearoa New Zealand's histories curriculum changes</b></p> <p>The new Aotearoa New Zealand's histories curriculum content will be released later this year.</p> <p>Check if your school needs any support from your board at a governance level to implement the changes.</p>	<p>Find out more <a href="#">Leading Local Curriculum Guide - Aotearoa New Zealand's Histories</a></p>