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Board Task Checklist

Term 4 - 2025

The tasks below are common to most boards this term.

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

Task	Click on the blue links to:
Strategic Planning	
Prepare for planning and reporting in 2026 The Education and Training Amendment Bill No. 2 proposed amending the date for when the next strategic plans come into effect from 1 January 2026 to 1 January 2027. The Bill is expected to pass by the end of this year. If successful, this means your current plan will no longer expire and remain in place until December 31, 2026. However, you'll still need to update your annual implementation plan and reports as usual. Take time now to clarify your board's 2026 priorities and agree on the steps needed to set clear goals and a shared focus for the year ahead.	Find out more about • Strategic Planning & Reporting
Finance & Property	
Prepare your draft finance budget for 2026. Now is the time to start preparing your draft budget for 2026. Your budget should reflect your board's priorities per your annual implementation plan. Your draft budget needs to be ready for use from 1 January 2026, awaiting final confirmation on staffing and entitlements in January 2026. This means you'll be ready to finalise your budget as soon as you receive your payroll end-of-year report and error schedules in Term 1.	Find out more about • Finance & Property Upskill in the Learning Library • The Board's Role in Finance
Student Attendance	
Draft your Attendance Management Plan Subject to final Government approval, all boards will be required to have an Attendance Management Plan in place by Term 1, 2026. The plan should outline how your school will monitor and respond to student absences. You should prepare your draft plan this term, so it can be finalised once the Government releases the final requirements.	Find out more about • Updated attendance requirements

Curriculum	
Keep up to date on curriculum changes Your board should continue to receive updates from your principal on how curriculum changes affect your school or kura. You'll need to consider this information when planning for 2026.	Find out more about • Changes to the National Curriculum
Board Policy Review	
Review your board meeting policies. Your board should have a plan in place to regularly review your policies. Each term, we will highlight a policy area you could focus on. Now the elections are over, we suggest reviewing your board meeting policies.	Find out more about • Board Meetings Upskill in the Learning Library • Introduction to Board Meetings
Board as Employer	
Check that your principal has received their annual statement from their endorser. This will confirm they have: • Participated in a Principal's Professional Growth Cycle (PGC) network • Whether they met The Standards Ngā Paerewa.	Find out more about • Professional Growth Cycle (PGC) for principals
Ensure your principal takes regular annual leave. As part of your board's employment responsibilities, ensure your principal takes regular annual leave to support their rest and wellbeing.	Find out more about • Annual leave for principals
Disestablishment of Kāhui Ako	
(If applicable) Provide notice to your principal to advise them of the upcoming disestablishment This must be issued by 27 October to meet the notice period required.	Access the notice letter and find out more: • Disestablishment of Kāhui Ako leadership roles
Confirm that your principal is preparing to issue a formal notice of disestablishment to impacted teachers. This must be issued by 27 November to meet the notice period required.	Find out more about • Disestablishment of Kāhui Ako teacher roles
Triennial, Staff & Student Representative Elections 2025	
Tick off the tasks once your new board takes office. There are a few key things to do – some straight away, and others at the first meeting after the election. To make things easier, we've pulled together a special post-triennial election checklist to help you stay on track with what needs doing and when.	Download and use • Board Task Checklist – Post-Triennial Elections 2025

Fill any vacancies on the board (if required) If you have vacant positions following the elections, you will need to fill them. Depending on the position (and the constitution of your board), there are various ways you can do this. Check out our suite of articles on managing vacancies and contact our Elections team for advice and guidance.	Find out more about • Elections, Vacancies, & Succession Planning Contact our Elections Team • electionsadvise@tewhakaroputanga.org.nz • 0800 353 284
Get ready to induct new members to your board. After the elections, your board may have one or more new members – or even a completely new board! A well-planned induction will help everyone get up to speed quickly and confidently.	Find out more about • Board member induction Upskill in the Learning Library • Getting Ready – Planning your Board Induction
Make sure this form is completed when there are any changes to your board. This form replaces Appendix 1 and 2 and must be completed each time a: • Parent, staff, or student election (including by-elections) is held • New board member takes office (outside an election cycle), e.g. through co-option or selection • Change in principal or presiding member • Member leaves your school board.	Access the • School Board Updates form
Learning and Development Opportunities	
Register to attend a workshop or webinar. Enrol in our free Term 4 events and bring your fellow board members along.	Enrol in a Live Event • Welcome on Board – New Student Representatives • Welcome on Board – New School Board Members • Leading an Effective Board
Visit the Learning Library. You'll find recordings and resources from past events.	Browse the Learning Library • Learning Library
Need something else? Contact us to discuss your needs.	Contact Us • 0800 782 435 • govadvice@tewhakaroputanga.org.nz
Housekeeping	
Check your progress. Ensure your board has completed all its tasks for the previous term.	Find out more about • Board Task Checklists • Principal Task Checklists



Get in touch



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Resource Centre

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