

# Board Task Checklist

## Term 2

### The tasks below are common to most boards in Term 2

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 1</b></p>	<p>Find out more about <a href="#">Term 1 Tasks Board Task Checklist Term 1</a></p>
<p><b>Send your annual report to the MOE by 31 May</b> The annual report includes several key items:</p> <ul style="list-style-type: none"> <li>• Annual audited financial statements</li> <li>• Statement of responsibility (signed and dated)</li> <li>• Audit report (signed and dated)</li> <li>• Statement on Kiwisport funding</li> <li>• A copy of your analysis of variance</li> <li>• Board FTE worksheet</li> </ul>	<p>Find out more about <a href="#">Annual reporting requirements and resources</a> (including checklists, templates and training modules to submit your annual report)</p>
<p><b>Publish your annual report online by 31 May</b> Every board must make its annual report available to the public on an internet site maintained by or on behalf of the board.  Before you make any of your annual report publicly available, your board must check if it contains any information that might breach an individual's privacy.</p>	<p>Find out more about <a href="#">Publishing your documents online</a></p>
<p><b>Address any issues raised by your auditor by 30 June</b> Your auditor will have highlighted any issues that need to be addressed when they audited your accounts.</p>	<p>Find out more about <a href="#">Managing school finances</a></p>
<p><b>Submit your roll return to the MOE by 01 July</b> Every year in March and July the Ministry of Education collects data from all schools about the students enrolled – a 'roll return'.  The Ministry also collects June and September returns from state and state-integrated schools with students in funding year levels nine to 15.  The Ministry uses the roll return data to:</p> <ul style="list-style-type: none"> <li>• Fund and staff schools</li> <li>• Support policy analysis</li> <li>• Monitor the results of the New Zealand education system</li> <li>• Complete national and international reporting</li> </ul>	<p>Find out more about <a href="#">School roll return guidelines</a></p>

Task	Click on the blue links to:
<p><b>Renew your Copyright licence by 31 August</b></p> <p>What is Copyright? Schools, like everyone in New Zealand, must comply with copyright laws, which cover the use, re-use and distribution of print, music and audio-visual content.</p> <p>NZSTA administers Copyright Licensing on behalf of New Zealand’s print, music and screen rights agencies.</p> <p>If you activate your Copyright licence before 31 August, you will receive 5% NZSTA membership discount.</p>	<p>Find out more about <a href="#">Copyright in schools</a></p> <p>Contact us on <a href="tel:0800663486">0800 663 486</a> or <a href="mailto:copyright@nzsta.org.nz">copyright@nzsta.org.nz</a></p>
<p><b>Conduct your interim principal performance review</b></p> <p>The principal’s performance appraisal is not a one-time event!</p> <p>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>Plan your student representative election at your June meeting</b></p> <p>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>To hold the election in time, you need to <u><a href="#">appoint a returning officer by 28 July 2021 at the latest.</a></u></p>	<p>Find out more about <a href="#">Student representative elections</a></p>
<p><b>Plan your mid-year budget review</b></p> <p>Its 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>Enrol in our Finance Part 2 workshops <a href="#">Find one in your area or online</a></p> <p>Download the workbooks that support our Finance workshops <a href="#">Finance Part 1 and Finance Part 2</a></p>
<p><b>Plan your mid-year student achievement review</b></p> <p>One of the board’s primary objectives in governing a school is to ensure that:</p> <p><i>“every student at the school is able to attain their highest possible standard in educational achievement.”</i></p> <p>Its 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></p> <p>Enrol in our Student Achievement workshops <a href="#">Find one in your area or online</a></p> <p>Download the workbook that supports our Student Achievement workshops <a href="#">Student Achievement</a></p>
<p><b>Commence 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>We are running our Strategic Planning workshops in Term 3 - we’ll let you know when the dates are confirmed.</p>

Task	Click on the blue links to:
<p><b>Enrol in our Giving Effect to Te Tiriti o Waitangi Workshop series</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>We are running a two-part series of workshops focused on Giving Effect to Te Tiriti o Waitangi and the Implications for School Governance.</p> <p>These sessions will run locally over the remainder of 2021.</p> <p>We’ll let you know when the dates and locations have been confirmed so your board can enrol in the appropriate session(s).</p>