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| **Meetings****6pm** | **NAG 1****Curriculum** | **NAG 2****Operations & Review** | **NAG 3****Personnel** | **NAG 4****Property & Finance** | **NAGs 5 & 6****Health & Safety****Legislation** | **NAGs 7 & 8****Charter/ reporting** | **Community****(examples)** |
| October |  End of year assessments |  | End of year Staff Appraisal interviewsBegin Staffing Plan | Draft Budget begun | Policy Review |  |  |
| November | Writing & Reading End Point Reviews – entered in Atlas | Begin annual Charter review and Analysis of Variance report **(NAGs 7 & 8)** annual planning  | Report:Staff Appraisal | First visit by auditors |   | See NAG 2 | School Gala |
| December |  Maths End Point ReviewPupil support ReviewReports to Parents | End of year national standards report to BoT | Finalise Staffing Plan | Finalise Budget |  | Ref: MoE Guidelines & Checklist | - End of Year Assembly |
| January /February | Teacher only days Syndicate briefingsTarget settingAction plans |  |  |  | Monthly H & S surveysReport to BoT | *Reviewed Charter, Analysis of Variance, Annual Plan & Targets to MoE* | Promotion of School CharterClass Parents & Gala de-brief  |
| March | Parent/Teacher/Student goal setting conferences |  |  | *Draft annual a/c’s for audit* | Fire evacuation Drill (Supervised)*March roll return* |  |  |
| April |  |  | ReportStaff Appraisal |  |  |  | Planning and focus groups for Year 5 & 6 Survey |
| May |  |   |  | *Audited a/c’s & Annual Financial Report to MoE* |  |  | Year 5 & 6 parent surveyVision /Values launch |

**BoT Self-review and Activity Calendar Example**

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| June | Mid – Year reportsAnnual Plan Progress reportCollated National Standards progress dataMid Year reading , maths reviews  | Annual Plan Progress report to BoT |  |  | *June roll return* |  |  |
| July | Student Led Conferences Mid-year Writing reviewKey Comps review | Literacy review report to BoardSyndicate Target reviews with BoT members |  |  | Terms & Holidays for next year  |  |  |
| August | Assessment & reporting timeline for Terms 3 & 4 developed | Syndicate Target reviews with BoT members |  | Mid-Year budget & Property Review | Fire Evacuation Drill (Supervised) |  |  |
| September | Pupil Support Review |  |  |  |  |  |  |
| October | End of Year Assessments and reports  |  | End of Year Staff Appraisal InterviewsBegin staffing plan | Draft Budget begun |  |  |  |
| November | Reading, Writing, Maths endpoint reviewsSS, Science, Tech, Health achievement reviews | Begin annual Charter review and Analysis of Variance report **(NAGs 7 & 8)** annual planning | ReportStaff Appraisal | First visit by Auditors |  |  | School Gala |
| December | Reports to parents | End of year national standards report to BoT | Finalised staffing plan | Finalised budget |  | Ref MoE Guidelines and Checklist | End of Year Assembly |