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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 interviews  Begin 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 Review  Pupil support Review  Reports 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 briefings  Target setting  Action plans |  |  |  | Monthly  H & S surveys  Report to BoT | *Reviewed Charter, Analysis of Variance, Annual Plan & Targets to MoE* | Promotion of School Charter  Class 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 |  |  | Report  Staff Appraisal |  |  |  | Planning and focus groups for Year 5 & 6 Survey |
| May |  |  |  | *Audited a/c’s & Annual Financial Report to MoE* |  |  | Year 5 & 6 parent survey  Vision /Values  launch |

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

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| June | Mid – Year reports  Annual Plan Progress report  Collated National Standards progress data  Mid Year reading , maths reviews | Annual Plan Progress report to BoT |  |  | *June roll return* |  |  |
| July | Student Led Conferences  Mid-year Writing review  Key Comps review | Literacy review report to Board  Syndicate 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 Interviews  Begin staffing plan | Draft Budget begun |  |  |  |
| November | Reading, Writing, Maths end  point reviews  SS, Science, Tech, Health achievement reviews | Begin annual Charter review and Analysis of Variance report **(NAGs 7 & 8)** annual planning | Report  Staff 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 |