# Board of Trustees Policy: Reporting to the Board Policy (NAG 6)

## Blind & Low Vision Education Network NZ

## Statement of Intent:

The Principal reports to the Board as a whole and keeps it informed of the true and accurate position of the outcomes of curriculum; teaching and learning; financial position; and all matters having real or potential legal considerations and risk for our school. Thus the Board is supported in its strategic decision-making and risk management by also requiring the Principal to submit any monitoring data required in a timely, accurate and understandable fashion.

## Policy Requirements:

The Principal must ensure that they:

1. Inform the Board of significant trends, implications of Board decisions, issues arising from policy matters or changes in the basic assumptions upon which the Board’s strategic aims are based.
2. Submit written reports covering the following management areas for each Board meeting:
	* Principal’s management report including:
		1. Strategic Aim Report
		2. Personnel Report including any significant changes in staffing, programmes, plans or processes that are under consideration.
		3. Finance Report including an explanation of financial variance against the budget in line with the Board’s expectations.
		4. Variance Report
		5. Key Performance Indicators
	* the coordination and approval of the following reports, including from management/staff as appropriate to present to the Board under the Principal’s authority:
		1. Student Progress and Achievement Report
		2. Curriculum Report
		3. Other reports as requested by the Board and within the specified timeframe.
		4. The number of stand-downs, suspensions, enrolments, exclusions and expulsions
		5. Any roll variance against year levels and reasons for this.
3. Present information in a suitable form – not too complex or lengthy
4. Inform the Board when, for any reason, there is non-compliance of a Board policy
5. Recommend changes in Board policies when the need for them becomes known
6. Highlight areas of possible bad publicity or community dis-satisfaction
7. Regularly report on the implementation of the annual plan and progress towards meeting student achievement targets

Approved:  Date: 28 October 2022 Next Review: Triennial (2025)