

		WHO TO CONSULT?	TERM 1	TERM 2	TERM 3	TERM 4
NAG 1: CURRICULUM AND STUDENT ACHIEVEMENT	Curriculum and Student Achievement Policy	Board / staff				
	Education Outside the Classroom	Board / staff / parents				
	Health Education/Curriculum consultation	Board / staff / parents		Consult		
	Home Learning	Board / staff / parents	REVIEW			
	Māori Educational Success	Board / staff / parents				REVIEW
	Learning Support	Board / staff / parents				
	Reading Recovery/Literacy Support					Assurance
	Recognition of Cultural Diversity	Board / staff / parents				
Religious Instruction/Religious Education	Board / staff / parents				REVIEW	
NAG 2: DOCUMENTATION AND SELF-REVIEW	Documentation and Self-Review Policy	Board				
	Reporting to Parents	Board / staff / parents		REVIEW		
	School Planning and Reporting		Submit			
NAG 3: EMPLOYER RESPONSIBILITY	Appointment Procedure	Board				Assurance
	Appraisal of the Principal				Assurance	
	Classroom Release Time/Timetable	Board / staff				
	Concerns and Complaints	Board / staff / parents			REVIEW	
	Equal Employment Opportunities (EEO)		Assurance			
	Employer Responsibility Policy	Board / staff				
	Performance Management	Board / staff				
	Police Vetting for Non-Teachers		Assurance			
	Protected Disclosure	Board / staff		REVIEW		
	Provisionally Certificated Teachers (PCTs)					Assurance
	Salary Units/Management Allowances	Board / staff				
	Staff Leave	Board / staff				
Teacher Registration, Certification, and Police Vetting					Assurance	
NAG 4: FINANCE AND PROPERTY MANAGEMENT	10 Year Property Plan (10 YPP)		Assurance			
	Computer Security and Cybersafety			Assurance		
	Finance and Property Management Policy	Board	REVIEW	Assurance		
	SUE (Staff Usage and Expenditure) Reports			Assurance		Assurance
NAG 5: HEALTH, SAFETY, AND WELFARE	Abuse Recognition and Reporting			Assurance		
	Alcohol, Drugs, and Other Harmful Substances	Board / staff / parents				
	Behaviour Management	Board / staff / parents			REVIEW	
	Child Protection	Board / staff				
	Digital Technology and Cybersafety, Cyberbullying			Assurance		
	Emergency Planning and Procedures	Board / staff				
	Emergency Evacuation/Emergency Kit			Assurance		Assurance
	Harassment	Board / staff				REVIEW
	Health, Safety, and Welfare Policy	Board / staff				
	Monitoring and Auditing School Bus			Assurance		Assurance
	Physical Restraint				Assurance	
	Reporting and Recording Accidents, Medicines, Managing Minor/Moderate Injury, Illness		Assurance			
	Risk Management		Assurance	Assurance	Assurance	Assurance
	Safety Management System				Assurance	
	Separated Parents, Day-to-Day Care, & Guardianship	Board / staff				
	Sun Protection	Board / staff / parents				
Surrender & Retention of Property and Searches				Assurance		
Swimming Pool	Board / staff / parents			Assurance		
Visitors	Board / staff		REVIEW			
NAG 6: LEGISLATION AND ADMINISTRATION	International Students				Assurance	Attestation
	Legislation and Administration Policy	Board / staff				
	Length of School Year					Assurance
	Privacy	Board / staff				
Student Attendance			Assurance			

REVIEW

Review the policy / procedure and share with relevant stakeholders so they can also provide feedback.

Assurance

Assure the board that proper steps/actions have been taken regarding the policy/procedure, and that they are up to date.

Consult

Consult with the school community and adopt a statement about the consultation process/results.

Submit

Update your charter & forward to the Ministry. Prepare your annual report for auditors.

Attestation

Submit Code of Practice self-review attestation to NZQA by the due date.

No actions required this year. Check the 3-year schedule.