



## Christchurch Boys' High School Board of Trustees Calendar & Communication Plan

*Rolling annual plan, last revised March 2007*

| <i>Date</i>            | <i>Activity</i>                             | <i>Form of communication</i>                               | <i>Person responsible</i> | <i>Target audience</i>          | <i>Purpose of activity</i>                                  |
|------------------------|---|--|---------------------------|---------------------------------|---|
| <b>February 2007</b>   |   |  |                           |                                 |   |
|                        | Board self appraisal                        | Questionnaire  |                           | Board                           | Improve operation of the Board, meet Ministry requirements. |
| 23-24th                | Board visit to Kidson House in Arthurs Pass |  |                           | Board                           | View School's asset   |
| <b>March 2007</b>      |   |  |                           |                                 |   |
|                        | Board planning calendar amended             | Calendar published on Website, note and link in newsletter | Nominated Board member    | Parents, Staff                  | Transparency and accountability to community                |
| 5th<br>4.30pm – 6.30pm | Board meeting                               | Minutes on website   | Chairperson               | Parents, Staff                  | Transparency and accountability to community                |
|                        | Strategic Goals                             | 2007 Objectives<br>Enrolment<br>Scheme Review              | Headmaster                | Board                           | Monitoring  |
| 14th<br>5.30pm         | Audit Committee                             |  |                           |                                 |   |
| 27th<br>4.00pm         | Resources Committee                         |  |                           |                                 |   |
|                        | <i>Draft Annual Financial report</i>        | <i>Presented to Resources Committee</i>                    | <i>Accountant</i>         | <i>Board</i>                    | <i>Accountability, meet ministry requirements</i>           |
| Newsletter Deadline?   | <i>Communication of annual report</i>       | <i>Report in newsletter</i>                                | <i>Chairperson</i>        | <i>Parents, Staff, Old boys</i> | <i>Celebrate achievement,</i>                               |
| <b>April 2007</b>      |   |  |                           |                                 |   |
| 2nd<br>4.30pm – 6.30pm | Board meeting                               |  |                           |                                 |   |

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|                           | <i>Confirmation/ communication of the annual school goals</i>                          | <i>Website; school newsletter; PTA, Old Boys assn &amp; staff meetings</i>   | <i>Nominated Board members</i> | <i>Parents, Staff, Old boys</i> | <i>Transparency and accountability to community, Encourage partnership between school and community</i>   |
|                           | <i>Audit Committee</i>   |  |                                |                                 |   |
|                           | <i>Resources Committee</i>   |  |                                |                                 |   |
|                           | <i>Elections to 3 year cycle (next elections 2007), change committees, elect chair</i> | <i>Separate information sheet posted with newsletter or school account. Photos &amp; profiles on Website, brief biographies and portfolios</i> | <i>Nominated Board member</i>  | <i>Parents, Staff, Old boys</i> | <i>Reinforce democratic process of Board election by the school community. Commence building a broad base of community support (Governance Manual pg 8)</i> |
|                           | <i>Major drama production</i>  | <i>Attendance</i>  | <i>Board members</i>           | <i>Parents, Boys</i>            | <i>Encourage partnership between school and community</i>   |
| 25th<br>10.00am           | <i>Anzac assembly</i>  | <i>Attendance</i>  | <i>Board members</i>           | <i>Parents, Boys</i>            | <i>Encourage partnership between school and community</i>   |