

Annual Plan 2017

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov
Learning and Developing	Inquiry reviews	Planning Meetings x2							Profile Book Review		
		Participate in the Cluster									
Communication and Consultation	Committee Meeting	Committee Meeting	Committee Meeting	Committee Meeting	Committee Meeting AGM – meeting	Committee Meeting	Committee Meeting	Committee Meeting	Committee Meeting	Committee Meeting	Committee Meeting
	Staff meeting x 2		Philosophy Review		Parent education Event		Parent education event	Parent interviews	Social Disco	Athletics	Parent Education event
	Website review	Newsletter	Website review		Newsletter	Website review		Newsletter	Website review		Newsletter Website review

Codes: Green= Centre Manager; Orange= Head Teacher; Blue = Teaching Team; Red = Health and safety officer; Purple = Whole team;; Black = Treasurer; Pink = Committee Chairperson; Brown – Management Committee

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Management operations	Review Strategic plan	ICT equipment Review		Review parent Exit feedback.		Staff/Committee Social					Staff /Committee Xmas social
	Adopt annual plan	Vision Development									
Health and Safety	Earthquake Drill	Fire drill	Earthquake Drill		Fire Drill	Earthquake		Fire Drill	Earthquake drill		Fire Drill
	Daily Safety Checks										
	Monthly Hazard checks	Review 1 st aid kits			Review 1 st aid kits			Review 1 st aid kits			Review 1 st aid kits
		Review CD Kit and replace water				Review CD Kit and replace water					Review CD Kit
		Review all child health plans			Review all child health plans			Review all child health plans			Review all child health plans
Finance	Budget	RS 7 Due				RS 7 Due					RS 7 Due
	Monitor Budget and approve account payments	Complete information for Annual Accounts and get them audited				Complete Charities accountability process					
		Review monthly budget report									

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Staffing / Personal		Recruit new teacher Social Event with Breens	Team Retreat	Mid Point appraisal check in			Staff min winter social		Management appraisal Breens Social	Teacher Appraisals	
Policy/ procedure review Note: all policies and procedures are reviewed by both staff and committee	Child protection Policy Parent Fee Health and Safety	Behaviour management Emergency Plan	Financial Rituals and Celebration	Staff Dress Code Sun Protection	Admin of medication	Food and Drink Internal Review	Teacher Training Personal Policy	Cyber Safety	Well child	Equal Opportunities	Sleeping child

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