

## Timeline for meeting reporting requirements

Timeframe	School action	Comment
<b>Term 4</b> (October – December)	<ul style="list-style-type: none"> <li>● Assessment data collected and collated.</li>   <li>● Analysis of achievement against <a href="#">targets</a> started.</li>   <li>● Begin drafting analysis of variance.</li>   <li>● Board, principal, and staff review current strategic plan and achievement of other development objectives from current annual plan.</li>   <li>● Achievement targets for the following year drafted.</li>   <li>● <a href="#">Annual plan</a> for the following year drafted.</li>   <li>● Budget developed to align with and resource next year's annual plan and achievement targets.</li>   <li>● The draft <a href="#">analysis of variance</a> is completed.</li> </ul>	<p>Collect data for more than one purpose e.g. data collected for individual student reports may also be useful in measuring targets, but you may also need to consider collecting achievement data that is specific to the targets. Data collected in term 4 will reflect student progress through the year.</p> <p>Involvement of the staff in collating and analysing the data is important as this process can provide important feedback on the effectiveness of teaching programmes as well as highlighting areas of interest and/or concern for the staff.</p> <p>This will highlight areas where more data may be required.</p> <p>This will provide other information to inform decision making and planning for the following year.</p> <p>Involvement of the staff in the drafting of achievement targets is important because the targets will provide a focus for classroom planning and teaching in the following year.</p> <p>Achievement targets are part of the annual plan but there will be other development objectives related to the strategic plan that align with and support improving student achievement.</p> <p>Input from the staff is an important part of developing the budget so that it reflects resource needs for teaching and learning.</p> <p>Auditors are likely to ask for a copy of the draft analysis of variance to be provided with financial statements for the annual audit in late January or early February. This does not have to be the final version, a draft subject to revision and finalising will do.</p>

<p><b>Term 1</b> (January – March)</p>	<ul style="list-style-type: none"> <li>● Targets for the new year may be refined in consultation with staff, after initial student assessments.</li> <li>● Annual plan including Achievement Targets for new year finalised and adopted by Board of Trustees.</li> <li>● Commence implementation of annual plan.</li> <li>● Annual report and analysis of variance for previous year completed and approved by the board.</li> </ul>	<p>Beginning of year assessments (for example PAT tests) will update last year's data and provide data about new enrolments.</p> <p>Suggested for the March board meeting.</p> <p>Detailed action plans developed from the annual plan in collaboration with key staff will guide implementation and provide a framework to monitor progress and achievement of actions. Action plans should state timeframes, who will be responsible, required resources, expected outcomes and agreed monitoring processes.</p> <p>The board and principal are required to report to the school's community on achievement of objectives from the annual plan, including student achievement. This is usually done in conjunction with the board's annual meeting. <b>Only the analysis of variance and annual financial statements need to be sent to the Ministry of Education.</b></p>
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<p><b>Term 2</b> (April – June)</p>	<ul style="list-style-type: none"> <li>● School's audited financial statements and the analysis of variance sent to the Ministry of Education <b>by 31 May</b>.</li> <li>● Reviewed charter – including current annual plan and achievement targets – sent to Ministry of Education.</li> <li>● Continuation of annual plan implementation.</li> </ul>	<p><b>This requirement is the only one which has a definite deadline.</b> Failure to provide audited financial statements by 31 May can result in the Ministry of Education withholding the next operational grant instalment.</p> <p>There is no deadline but it is suggested that this is done by the end of term 2.</p>
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<p><b>Term 3</b></p> <p>(July – September)</p>	<ul style="list-style-type: none"> <li>● Continuation of annual plan implementation.</li> <li>● Monitoring of progress against targets.</li> </ul>	<p>Review of action plans will help monitor implementation of the annual plan.</p> <p>Student achievement data collected and analysed during the year (for example, in conjunction with assessments for mid-year student reports) will assist in monitoring progress towards achieving targets.</p> <p>If the Ministry of Education has not received a copy of the reviewed charter and annual plan, including student achievement targets, by late term 3 they will be likely contact the school about it.</p>
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