



# Heriot School

RD 2 Tapanui, West Otago  
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[www.heriot.school.nz](http://www.heriot.school.nz)

## HERIOT SCHOOL REPORTING TO THE BOARD POLICY

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. Therefore, the principal may not fail to:

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 at each board meeting:
  - Principal's management report including:
    - Strategic Aim Report
    - Personnel Report
    - Finance Report
    - Variance Report
    - Key Performance Indicators

and,

- the coordination and approval of the following reports:
    - Student Progress and Achievement Report
    - Curriculum Report
3. inform the board in a timely manner of any significant changes in staffing, programmes, plans or processes that are under consideration
  4. seek board approval for any requests for discretionary staff leave of longer than 5 days
  5. advise the board of any staff absences longer than 5 school days
  6. submit any monitoring data required in a timely, accurate and understandable fashion.
  7. report and explain financial variance against budget in line with the board's expectations
  8. report on the number of stand-downs, suspensions, exclusions and expulsions on a per meeting basis



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9. report and explain role variance against year levels and reasons on a per meeting basis
10. present information in a suitable form – not too complex or lengthy
11. inform the board when, for any reason, there is non-compliance of a board policy
12. recommend changes in board policies when the need for them becomes known
13. highlight areas of possible bad publicity or community dis-satisfaction
14. coordinate management/staff reports to the board and present to the board under the principal's authority
15. regularly report on the implementation of the annual plan and progress towards meeting student achievement targets
16. report on any matter requested by the board and within the specified timeframe

*Review schedule: Triennially*