

Te Whānau o Ōtūmatua Board of Trustees

Information and Reporting Integrity Policy

Background

To support the board in its strategic decision-making and risk management the tumuaki formally 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 schools.

1. Process

The tumuaki must ensure that they:

- 1.1. 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 at each meeting.
- 1.2. Submit written reports covering the following management areas for each board meeting.
 - Personnel report
 - Finance report
 - Variance report
 - Key Performance Indicators
 - Reporting on health and safety matters including assaults and property damage.
- 1.3. As well as coordination and approval of the following annual reports:
 - Strategic plan
 - Ākonga progress and achievement
 - Curriculum report

(See: Kura Planning and Reporting Policy)

- 1.4. Inform the board in a timely manner of any significant changes in staffing, programmes, plans or processes that are under consideration. Note that the ākonga behaviour management systems will not be changed or adjusted without the explicit consent of the board.
- 1.5. Submit any monitoring data required in a timely, accurate and understandable fashion.
- 1.6. Report and explain financial variance against budget in line with the board's expectations.
- 1.7. Report on the number of stand-downs, suspensions, exclusions, and expulsions on a per meeting basis.
- 1.8. Report and explain roll variance against year levels and reasons on a per meeting basis.
- 1.9. Present information in a suitable form that is not too complex or lengthy.
- 1.10. Inform the board when, for any reason, there is non-compliance of a board policy.

- 1.11. Recommend changes in board policies when the need for them becomes known.
- 1.12. Highlight areas of possible bad publicity or community dissatisfaction.
- 1.13. Coordinate management/kaiako reports to the board and present to the board under the tumuaki authority.
- 1.14. Regularly report on the implementation of the annual plan and progress towards meeting student achievement targets

2. Review Schedule

This policy will be reviewed according to the **Board's Review Schedule** or earlier if required due to legislative change or identified need.

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