Service Name

2018/2019 Annual Plan

|  | **April** | **May** | **June** | **July** | **August** | **September** | **October** | **November** | **December** | **January** | **February** | **March** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Governance, Management and Administration | Leadership Meeting(Jo)Management Meeting(Larissa)Team Leaders / Centre Supervisors Meeting and coaching(Marie)Frequent Absences(Tania)Staff Hour Count(Marie)Archiving audit and shredding(Tania and Larissa) | Leadership Meeting(Jo)Management MeetingTeam Leaders / Centre Supervisors Meeting and coachingFrequent AbsencesStaff Hour CountRS7(Jo and Tania) | Leadership Meeting(Jo)Management MeetingTeam Leaders / Centre Supervisors Meeting and coachingFrequent AbsencesCentre Audit – Annual Plan(Jo and Marie)Staff Hour CountAudited and Publicised Financial Statement(Jo, Tania and Angela Hobden) | Leadership Meeting(Jo)Management MeetingTeam Leaders / Centre Supervisors Meeting and coachingFrequent AbsencesStaff Hour CountFunding ReceivedRS61(Tania) | Leadership Meeting(Jo)Management MeetingTeam Leaders / Centre Supervisors Meeting and coachingFrequent AbsencesStaff Hour Count | Leadership Meeting(Jo)Management MeetingTeam Leaders / Centre Supervisors Meeting and coachingFrequent AbsencesCentre Audit – Planning, Assessment and Evaluation (Maturanga and Licensing Criteria Guidance)Staff Hour CountRS7 | Leadership Meeting(Jo)Management MeetingTeam Leaders / Centre Supervisors Meeting and coachingFrequent AbsencesStaff Hour Count | Leadership Meeting(Jo)Management MeetingTeam Leaders / Centre Supervisors Meeting and coachingFrequent AbsencesStaff Hour CountFunding Received | Leadership Meeting(Jo)Management MeetingTeam Leaders / Centre Supervisors Meeting and coachingFrequent AbsencesCentre Audit – Compliance Licensing Assessment EC3CStaff Hour Count | Leadership Meeting(Jo)Management MeetingTeam Leaders / Centre Supervisors Meeting and coachingFrequent AbsencesStaff Hour CountRS7 | Leadership Meeting(Jo)Management MeetingTeam Leaders / Centre Supervisors Meeting and coachingFrequent AbsencesStaff Hour CountStaff Files Audit and emergency details updated.(Tania and Larissa)Enrolment record details checked by parents to confirm up to date.Tania and Larissa) | Leadership Meeting(Jo)Management MeetingTeam Leaders / Centre Supervisors Meeting and coachingFrequent AbsencesCentre Audit – Funding Staff Hour CountFunding Received |
| **Financial Management** | Monthly Accounts(Tania and Larissa)PAYE(Smart Payroll)GST (Bailey Ingham)Financial reports(Gavin and Tania)Review Enrolments(Tania and Larissa) | Monthly AccountsPAYEFinancial reportsReview EnrolmentsEnd of Year Accounts(Jo and Tania) | Monthly AccountsPAYEGST Financial reportsReview Enrolments3 month review(Jo, Gavin and Bailey Ingham) | Monthly AccountsPAYEFinancial reportsReview Enrolments | Monthly AccountsPAYEGSTFinancial reportsReview Enrolments | Monthly AccountsPAYE Financial reportsReview Enrolments6 month review(Jo, Gavin and Bailey Ingham) | Monthly AccountsPAYEGSTFinancial reportsReview Enrolments | Monthly AccountsPAYE Financial reportsReview Enrolments | Monthly AccountsPAYEGSTFinancial reports3 month reviewReview Enrolments | Monthly AccountsPAYE Financial reportsReview Enrolments | Monthly AccountsPAYEGSTFinancial reportsFinalising Budgets(Jo, Gavin and Marie)Review Enrolments | Monthly AccountsPAYE Financial reportsReview Fees(Marie and Jo and Gavin)Review EnrolmentsAnnual Review |
| **Internal Evaluation: Strategic**(Jo and Marie)**Regulatory**(Jo and Marie) | N/I/CMS/PA/MECurriculum [Odd Year]Governance, Management and Administration [Even Year] | N/I/CMS/PA/MECurriculum [Odd Year]Governance, Management and Administration [Even Year] | N/I/CMS/PA/MECurriculum [Odd Year]Governance, Management and Administration [Even Year] | N/I/CMS/PA/MECurriculum [Odd Year]Governance, Management and Administration [Even Year] | N/I/CMS/PA/MECurriculum [Odd Year]Governance, Management and Administration [Even Year] | N/I/CMS/PA/MEHealth & Safety [Odd Year] Governance, Management and Administration [Even Year] | N/I/CMS/PA/MEHealth & Safety [Odd Year]Premises and Facilities [Even Year] | N/I/CMS/PA/MEHealth & Safety [Odd YearPremises and Facilities [Even Year]] | N/I/CMS/PA/MEHealth & Safety [Odd YearEmergency Plan [Annually] | N/I/CMS/PA/MEHealth & Safety [Odd Year]Food Safety policies, procedures and legislation [Annually] | N/I/CMS/PA/MEPhilosophy and Strategic and Annual Plan [Annually] | N/I/CMS/PA/MEPhilosophy and Strategic and Annual Plan [Annually] |
| **Ongoing Appraisal / Registration Induction and Mentoring**(Marie) | Reflections(All staff)Focusing Inquiry / Goal Setting(Jo, Marie and Team Leaders) | ReflectionsObservation and Feedback Whole Centre PD | ReflectionsObservation and Feedback  | ReflectionsFocusing Inquiry / Goal Setting | ReflectionsWhole Centre PD | Reflections | ReflectionsFocusing Inquiry / Goal Setting | ReflectionsObservation and Feedback Whole Centre PD | ReflectionsObservation and Feedback Peer Feedback | ReflectionsAppraisal | ReflectionsAppraisalPlan Professional Development Whole Centre PD | ReflectionsAppraisalTikanga Whakako Evaluation(Jo and Marie) |
| **Health and Safety**(Marie) | Daily / Weekly hazard check (Teachers)First Aid CheckedMonthly hazard, compliance and practice checkEarthquake Drills and Emergency Supplies | Daily / Weekly hazard check First Aid CheckedMonthly hazard, compliance and practice checkHazard Identification | Daily / Weekly hazard check First Aid CheckedMonthly hazard, compliance and practice checkFire Drill  | Daily / Weekly hazard check First Aid CheckedMonthly hazard, compliance and practice checkEarthquake Drills and Emergency Supplies with Gas Leak DrillCarpets Cleaned | Daily / Weekly hazard check First Aid CheckedMonthly hazard, compliance and practice checkHazard IdentificationLockdown | Daily / Weekly hazard check First Aid CheckedMonthly hazard, compliance and practice checkFire Drill | Daily / Weekly hazard check First Aid CheckedMonthly hazard, compliance and practice checkEarthquake Drills and Emergency SuppliesVinyl Polished | Daily / Weekly hazard check First Aid CheckedMonthly hazard, compliance and practice checkHazard IdentificationBomb Threat Drill | Daily / Weekly hazard check First Aid CheckedMonthly hazard, compliance and practice checkFire Drill | Daily / Weekly hazard check First Aid CheckedMonthly hazard, compliance and practice checkEarthquake Drills and Emergency SuppliesCarpets Cleaned | Daily / Weekly hazard check First Aid CheckedMonthly hazard, compliance and practice checkHazard IdentificationEmergency contact details and immunisation register updated. | Daily / Weekly hazard check First Aid CheckedMonthly hazard, compliance and practice checkAll staff to redo Health and Safety InductionFire Drill |
| **Premises and Facilities**(Marie) | Monthly Maintenance Reports | Monthly Maintenance ReportsBuilding WOF | Monthly Maintenance Reports | Monthly Maintenance Reports | Monthly Maintenance Reports | Monthly Maintenance Reports | Monthly Maintenance Reports | Monthly Maintenance Reports | Monthly Maintenance Reports | Monthly Maintenance Reports | Monthly Maintenance Reports | Monthly Maintenance Reports |
| **Curriculum**(Marie and Team Leaders) | Classroom NewslettersStaff and Planning MeetingsReview Individual Development Plans(CM)Social Media(Tania) | Classroom NewslettersStaff and Planning MeetingsMother’s DayReview Routines | Centre NewslettersStaff and Planning MeetingsMatarikiSocial Media | Classroom NewslettersStaff and Planning MeetingsMaori Language WeekSocial Media | Classroom NewslettersStaff and Planning MeetingsReview Learning EnvironmentSocial Media | Centre NewslettersStaff and Planning MeetingsParent EveningFather’s DaySocial Media | Classroom NewslettersStaff and Planning MeetingsSocial MediaGrandparents DayReview Individual Development Plans(CM) | Classroom NewslettersStaff and Planning MeetingsSocial MediaDiwali | Centre NewslettersStaff and Planning MeetingsSocial Media | Classroom NewslettersStaff and Planning MeetingsSocial MediaChinese New Year | Classroom NewslettersStaff and Planning MeetingsTransition to School Letters IssuedSocial Media | Centre NewslettersStaff and Planning MeetingsSchool ConnectionsParent EveningSocial Media |
| **Strategic**(Jo) | Strategic Plan Action Plans(Jo)First Aid Certificate renewal (Marie)Practicing Certifcates Renewal(Marie)Police Vet Renewal(Marie)Safety Checking rechecks scheduled(Marie) | Strategic Plan Action Plans | Strategic Plan Action Plans | Strategic Plan Action Plans | Strategic Plan Action Plans | Strategic Plan Action Plans | Strategic Plan Action Plans | Strategic Plan Action Plans | Strategic Plan Action Plans | Strategic Plan Action Plans | Strategic Plan Action Plans | Strategic Plan Action Plans |