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 Meeting  Team Leaders / Centre Supervisors Meeting and coaching  Frequent Absences  Staff Hour Count  RS7  (Jo and Tania) | Leadership Meeting  (Jo)  Management Meeting  Team Leaders / Centre Supervisors Meeting and coaching  Frequent Absences  Centre Audit – Annual Plan  (Jo and Marie)  Staff Hour Count  Audited and Publicised Financial Statement  (Jo, Tania and Angela Hobden) | Leadership Meeting  (Jo)  Management Meeting  Team Leaders / Centre Supervisors Meeting and coaching  Frequent Absences  Staff Hour Count  Funding Received  RS61  (Tania) | Leadership Meeting  (Jo)  Management Meeting  Team Leaders / Centre Supervisors Meeting and coaching  Frequent Absences  Staff Hour Count | Leadership Meeting  (Jo)  Management Meeting  Team Leaders / Centre Supervisors Meeting and coaching  Frequent Absences  Centre Audit – Planning, Assessment and Evaluation (Maturanga and Licensing Criteria Guidance)  Staff Hour Count  RS7 | Leadership Meeting  (Jo)  Management Meeting  Team Leaders / Centre Supervisors Meeting and coaching  Frequent Absences  Staff Hour Count | Leadership Meeting  (Jo)  Management Meeting  Team Leaders / Centre Supervisors Meeting and coaching  Frequent Absences  Staff Hour Count  Funding Received | Leadership Meeting  (Jo)  Management Meeting  Team Leaders / Centre Supervisors Meeting and coaching  Frequent Absences  Centre Audit – Compliance Licensing Assessment EC3C  Staff Hour Count | Leadership Meeting  (Jo)  Management Meeting  Team Leaders / Centre Supervisors Meeting and coaching  Frequent Absences  Staff Hour Count  RS7 | Leadership Meeting  (Jo)  Management Meeting  Team Leaders / Centre Supervisors Meeting and coaching  Frequent Absences  Staff Hour Count  Staff 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 Meeting  Team Leaders / Centre Supervisors Meeting and coaching  Frequent Absences  Centre Audit – Funding  Staff Hour Count  Funding 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 Accounts  PAYE  Financial reports  Review Enrolments  End of Year Accounts  (Jo and Tania) | Monthly Accounts  PAYE  GST  Financial reports  Review Enrolments  3 month review  (Jo, Gavin and Bailey Ingham) | Monthly Accounts  PAYE  Financial reports  Review Enrolments | Monthly Accounts  PAYE  GST  Financial reports  Review Enrolments | Monthly Accounts  PAYE  Financial reports  Review Enrolments  6 month review  (Jo, Gavin and Bailey Ingham) | Monthly Accounts  PAYE  GST  Financial reports  Review Enrolments | Monthly Accounts  PAYE  Financial reports  Review Enrolments | Monthly Accounts  PAYE  GST  Financial reports  3 month review  Review Enrolments | Monthly Accounts  PAYE  Financial reports  Review Enrolments | Monthly Accounts  PAYE  GST  Financial reports  Finalising Budgets  (Jo, Gavin and Marie)  Review Enrolments | Monthly Accounts  PAYE  Financial reports  Review Fees  (Marie and Jo and Gavin)  Review Enrolments  Annual Review |
| **Internal Evaluation: Strategic**  (Jo and Marie)  **Regulatory**  (Jo and Marie) | N/I/CMS/PA/ME  Curriculum [Odd Year]  Governance, Management and Administration [Even Year] | N/I/CMS/PA/ME  Curriculum [Odd Year]  Governance, Management and Administration [Even Year] | N/I/CMS/PA/ME  Curriculum [Odd Year]  Governance, Management and Administration [Even Year] | N/I/CMS/PA/ME  Curriculum [Odd Year]  Governance, Management and Administration [Even Year] | N/I/CMS/PA/ME  Curriculum [Odd Year]  Governance, Management and Administration [Even Year] | N/I/CMS/PA/ME  Health & Safety [Odd Year]  Governance, Management and Administration [Even Year] | N/I/CMS/PA/ME  Health & Safety [Odd Year]  Premises and Facilities [Even Year] | N/I/CMS/PA/ME  Health & Safety [Odd Year  Premises and Facilities [Even Year]] | N/I/CMS/PA/ME  Health & Safety [Odd Year  Emergency Plan [Annually] | N/I/CMS/PA/ME  Health & Safety [Odd Year]  Food Safety policies, procedures and legislation [Annually] | N/I/CMS/PA/ME  Philosophy and Strategic and Annual Plan [Annually] | N/I/CMS/PA/ME  Philosophy 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) | Reflections  Observation and Feedback  Whole Centre PD | Reflections  Observation and Feedback | Reflections  Focusing Inquiry / Goal Setting | Reflections  Whole Centre PD | Reflections | Reflections  Focusing Inquiry / Goal Setting | Reflections  Observation and Feedback  Whole Centre PD | Reflections  Observation and Feedback  Peer Feedback | Reflections  Appraisal | Reflections  Appraisal  Plan Professional Development  Whole Centre PD | Reflections  Appraisal  Tikanga Whakako Evaluation  (Jo and Marie) |
| **Health and Safety**  (Marie) | Daily / Weekly hazard check  (Teachers)  First Aid Checked  Monthly hazard, compliance and practice check  Earthquake Drills and Emergency Supplies | Daily / Weekly hazard check  First Aid Checked  Monthly hazard, compliance and practice check  Hazard Identification | Daily / Weekly hazard check  First Aid Checked  Monthly hazard, compliance and practice check  Fire Drill | Daily / Weekly hazard check  First Aid Checked  Monthly hazard, compliance and practice check  Earthquake Drills and Emergency Supplies with Gas Leak Drill  Carpets Cleaned | Daily / Weekly hazard check  First Aid Checked  Monthly hazard, compliance and practice check  Hazard Identification  Lockdown | Daily / Weekly hazard check  First Aid Checked  Monthly hazard, compliance and practice check  Fire Drill | Daily / Weekly hazard check  First Aid Checked  Monthly hazard, compliance and practice check  Earthquake Drills and Emergency Supplies  Vinyl Polished | Daily / Weekly hazard check  First Aid Checked  Monthly hazard, compliance and practice check  Hazard Identification  Bomb Threat Drill | Daily / Weekly hazard check  First Aid Checked  Monthly hazard, compliance and practice check  Fire Drill | Daily / Weekly hazard check  First Aid Checked  Monthly hazard, compliance and practice check  Earthquake Drills and Emergency Supplies  Carpets Cleaned | Daily / Weekly hazard check  First Aid Checked  Monthly hazard, compliance and practice check  Hazard Identification  Emergency contact details and immunisation register updated. | Daily / Weekly hazard check  First Aid Checked  Monthly hazard, compliance and practice check  All staff to redo Health and Safety Induction  Fire Drill |
| **Premises and Facilities**  (Marie) | Monthly Maintenance Reports | Monthly Maintenance Reports  Building 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 Newsletters  Staff and Planning Meetings  Review Individual Development Plans  (CM)  Social Media  (Tania) | Classroom Newsletters  Staff and Planning Meetings  Mother’s Day  Review Routines | Centre Newsletters  Staff and Planning Meetings  Matariki  Social Media | Classroom Newsletters  Staff and Planning Meetings  Maori Language Week  Social Media | Classroom Newsletters  Staff and Planning Meetings  Review Learning Environment  Social Media | Centre Newsletters  Staff and Planning Meetings  Parent Evening  Father’s Day  Social Media | Classroom Newsletters  Staff and Planning Meetings  Social Media  Grandparents Day  Review Individual Development Plans  (CM) | Classroom Newsletters  Staff and Planning Meetings  Social Media  Diwali | Centre Newsletters  Staff and Planning Meetings  Social Media | Classroom Newsletters  Staff and Planning Meetings  Social Media  Chinese New Year | Classroom Newsletters  Staff and Planning Meetings  Transition to School Letters Issued  Social Media | Centre Newsletters  Staff and Planning Meetings  School Connections  Parent Evening  Social 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 |