
Ratified by B.O.T. Date: 8 April 2018

Review Date: February 2020

Signed by Chairman:

Rev 2 17.06.03

POLICY TITLE: BOT Management Portfolios

POLICY NUMBER: 29 NAG'S REF n/a

PURPOSE:

To provide for the ongoing allocation of BOT responsibilities to ensure that management and procedural responsibilities are evenly spread.

GUIDELINES:

- 1 Administration Portfolios will be by election and according to MOE Guidelines.

CHAIRMAN
TREASURER
SECRETARY

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- 2 Strategic Portfolios will be allocated in groups for any period as from time to time determined by the Board and will include the delegated responsibility of reviewing the:

STRATEGIC PLAN
ANNUAL MANAGEMENT PLAN

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- 3 The Student Portfolio will be determined on an annual basis and will include:

STUDENT REPORT

PORTFOLIO DETAILS:

1. To fulfil all the statutory requirements as required by the Ministry of Education as the Board representative.
2. To write a brief 3 yearly Policy report that:
 - Assesses the effectiveness of each policy.
 - Makes suggestions of changes to policy details that the Board may consider as part of its review process.
 - Ensure that the requirements of policy details have been carried out.

- Ensure that relevant reports where required (i.e. Treasurer) have been submitted.
- 3. To ensure that the requirements of the Strategic Plan, Annual Management Plan and Performance Management Systems have been met and are up to date.
- 4. The Student Representative will submit to the Board an annual report that outlines student concerns that include:
 - Class environment suggestions.
 - General feelings of the students toward the Management of the school.
 - Suggestions of changes that they believe may improve the learning outcomes of the students.

LINKS:

Policy 26

Policy 28