

		WHO TO CONSULT?	TERM 1	TERM 2	TERM 3	TERM 4
NAG 1: CURRICULUM	Curriculum and Student Achievement	Board / staff		REVIEW		
	Education Outside the Classroom	Board / staff / parents				REVIEW
	Health Education/Curriculum consultation	Board / staff / parents		Consult		
	Home Learning	Board / staff / parents				
	Improving Educational Outcomes for Māori	Board / staff / parents				
	Learning Support	Board / staff / parents				
	Reading Recovery/Literacy Support					Assurance
	Recognition of Cultural Diversity	Board / staff / parents				
	Religious Instruction/Religious Education	Board / staff / parents				
NAG 2: DOCUMENTATION AND SELF-REVIEW	Documentation and Self-Review	Board				
	Reporting to Parents	Board / staff / parents				
	School Planning and Reporting		Submit			
NAG 3: EMPLOYER RESPONSIBILITY	Appointment Procedure	Board				Assurance
	Appraisal of Staff					Assurance
	Appraisal of the Principal				Assurance	
	Attestation					Assurance
	Classroom Release Time/Timetable	Board / staff				
	Complaints	Board / staff / parents				
	EEO Policy		Assurance			
	Employer Responsibility	Board / staff				
	Performance Management	Board / staff			REVIEW	
	Police Vetting for Non-Teachers		Assurance			
	Protected Disclosure	Board / staff				
	Provisionally Certificated Teachers (PCTs)					Assurance
	Salary Units/Management Allowances	Board / staff				
	Staff Leave	Board / staff				
Teacher Certification and Police Vetting					Assurance	
NAG 4: FINANCE AND PROPERTY MANAGEMENT	10 Year Property Plan (10 YPP)		Assurance			
	Finance and Property Management	Board				
	SUE (Staff Usage and Expenditure)			Assurance		Assurance
NAG 5: HEALTH, SAFETY, AND WELFARE	Abuse Recognition and Reporting			Assurance		
	Alcohol, Drugs, and Other Harmful Substances	Board / staff / parents	REVIEW			
	Behaviour Management	Board / staff / parents				
	Child Protection	Board / staff				
	Digital Technology and Cybersafety			Assurance		
	Emergency Planning and Procedures	Board / staff		REVIEW		
	Evacuation Procedure/Emergency Kit			Assurance		Assurance
	Harassment	Board / staff				
	Health, Safety, and Welfare	Board / staff			REVIEW	
	Medicines, Minor/Moderate Injury or Illness		Assurance			
	Physical Restraint				Assurance	
	Risk Management		Assurance	Assurance	Assurance	Assurance
	Safety Management System				Assurance	
	Separated Parents, Day-to-Day Care, & Guardianship	Board / staff				
	Sun Protection	Board / staff / parents				REVIEW
	Surrender & Retention of Property and Searches				Assurance	
Swimming Pool	Board / staff / parents	REVIEW		Assurance		
Visitors	Board / staff					
NAG 6: LEGISLATION AND ADMINISTRATION	International Students				Assurance	Attestation
	Legislation and Administration	Board / staff	REVIEW			
	Length of School Year		Assurance			Assurance
	Privacy	Board				
	Student Attendance			Assurance		

REVIEW

Review the policy / procedure and advertise it to relevant stakeholders so they can also provide their feedback.

Assurance

Assure the board that proper steps and actions have been taken regarding the policy/procedure, and that they are up to date.

Consult

Consult with the school community and adopt a statement about the consultation process/results.

Submit

Update your charter & forward to the Ministry. Prepare annual report for auditor.

Attestation

Return relevant International Student attestation form(s) to NZQA.

No actions required this year – check 3-year schedule for when action is due.