



AGENDA

NOTICE OF MEETING 2021

**A meeting of the Pukekohe High School Board of Trustees
will be held at 6 pm, 15 November 2021 via zoom**

OPEN MEETING

Welcome from Chair and Karakia

- | | |
|--|---------------|
| 1. Apologies | 2 min |
| 2. Declaration of Conflict of Interest | 2 min |
| 3. Confirmation of Previous Minutes | 3 min |
| Minutes of the Pukekohe High School Board of Trustees dated 18 October 2021 have been circulated to all Trustees | |
| 4. Correspondence | 5 min |
| Nil | |
| 5. Extraordinary Business | |
| Nil | |
| 6. Standing Items | 20 min |
| 6.1 Financial Report | |
| 6.2 Principal's Report | |
| 6.3 Property, Health and Safety Report | |
| 6.4 Student Representative Report | |
| 6.5 Staff Representative Report | |
| 7 Items for Decision | 20 min |
| 7.1 PHS Policy Review | |
| Simon Williams
The following policies have been tabled for discussion and endorsement by the Board: | |
| • Timetable Policy | |
| 8 Items for Information | |
| 9 Meeting Closes approx. | 7.30pm |

Next Meeting: Monday 13th December 2021

6.1 Financial Report

Commentary on October 2021 Financial Statements

1. Attached is the October 2021 income & expenditure statement, balance sheet and graphs showing surplus vs budget and working capital vs budget. Also attached is an updated year end projection.
2. Things improved a bit in October as we recorded a small surplus and that has pulled the year to date deficit back to \$126,674.

3. Income and Expenditure Variances

Income

- Similarly to last month income is not the issue as the shortfall in locally generated income and that of international students is offset by extra Government funding.

Expenditure

- Last month's pattern has been repeated with finance, admin and property costs all being under budget while curricula and depreciation are significantly under. Staffing costs remain significantly over budget and that will be the case for the rest of the year.

YTD surplus/deficit.

- Our deficit for the year is not too bad considering that we would be in surplus by about \$80,000 were it not for the unbudgeted HR issues costs.

4. Staff banking

We noted last month that staff banking was \$26,000 in our favour and that the intention is that it be zero by year end. However this month it actually went further in our favour by another \$20,000 or so because among the new teachers that have started 2 are as yet unpaid by us because their previous schools have not taken them off their payrolls.

5. Working Capital

Working Capital has dropped slightly from \$620,000 to \$607,000.

6. Updated year end projection

Based on the YTD October figures the new year end projection is attached. While there is some movement between previously estimated figures for November and December the year end estimate remains the same.

7. Current Actions/ Projects

	Commenced	Action	Result: (green-done, yellow-in progress, red-not started)
1	Feb 2020	Conclude the 2019 financial statements engagement with our auditors	Please see above.
2	Jan 2021	Prepare a Capital Projects template for seeking approval of Board, recording progress and concluding the project	First draft sent to Richard and Lincoln 2nd February.

3	Nov 2020	Undertake review of Capital Projects to build a complete picture of those planned, in progress or requiring a final report as completed/abandoned	The last of the 5YA projects are being closed off -fire alarm upgrade and the climbing wall.
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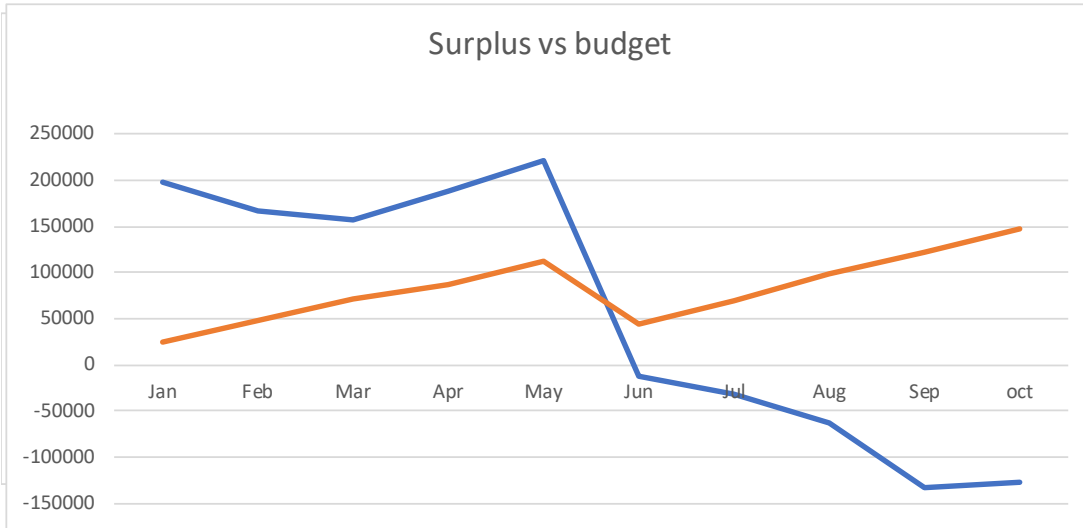
Pukekohe High School
Income and Expenditure Report
For the 10 months to 31 October 2021

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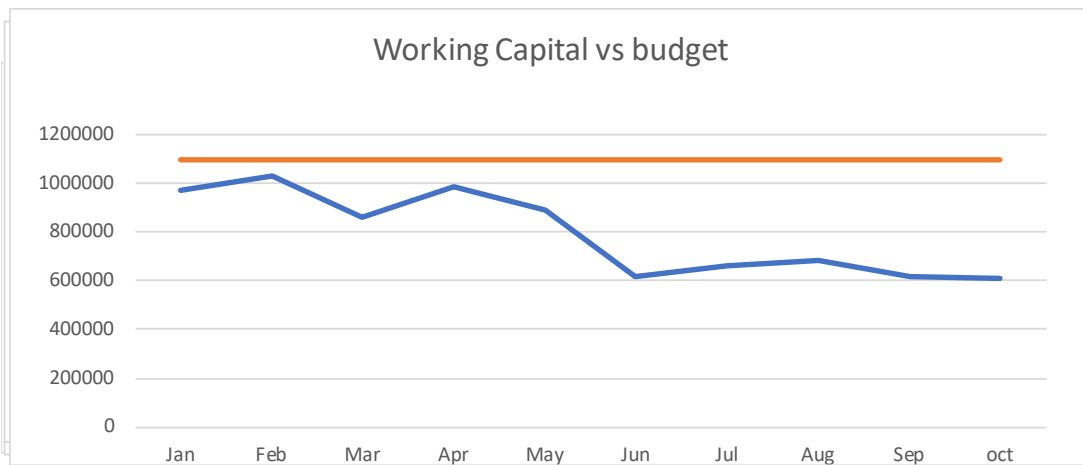
	Actual	Actual	YTD	Variance	% Variance
	Oct	YTD	Budget (Unaudited)	Actual	
	\$	\$	\$	\$	
Income					
Government Grants					
Operations Grant	389,193	3,948,990	3,794,780	154,210	4
Teachers Salary Grant	767,473	7,457,540	7,269,224	188,316	3
Use of land & buildings	241,666	2,416,667	2,416,660	7	-
	1,398,332	13,823,197	13,480,664	342,533	3
Locally Raised funds					
Donations/Fundraising/Activiti	1,209	42,926	34,500	8,426	24
Sport Income/exp	(10,249)	(39,922)	93,227	(133,149)	(112)
Other activities inc/exp	13,096	142,824	270,830	(128,006)	278
	4,056	145,828	398,557	(252,729)	(63)
International Students	(10,748)	13,006	50,657	(37,651)	(75)
Investment income	395	4,184	22,500	(18,316)	(81)
Total Income	1,392,035	13,986,215	13,952,378	33,837	0
Less expenses					
Learning Resources					
Staff Expenses	175,280	1,910,358	1,450,145	460,213	32
Teachers Salary-MOE funded	767,472	7,457,540	7,269,224	188,316	3
Curricula	24,713	422,468	587,300	(164,832)	(28)
Curricular Other	286	29,350	54,870	(25,520)	(47)
	967,751	9,819,716	9,361,539	458,177	5
Administration					
Staff expenses	51,857	534,325	471,209	63,116	13
ICT	22,217	198,845	182,370	16,475	9
General/Consumables/Legal	(833)	28,801	90,700	(61,899)	(68)
BOT Expenses	675	17,921	25,430	(7,509)	(30)
Communication	3,074	33,675	40,860	(7,185)	(18)
Audit/Accounting	0	17,620	13,930	3,690	26
Risk Management	1,244	10,227	36,460	(26,233)	(72)
	78,234	841,414	860,959	(19,545)	(2)
Property					
Use of land & buildings	241,666	2,416,667	2,416,670	(3)	0
Caretaking/Cleaning	15,364	162,163	152,940	9,223	6
Staff expenses	15,582	167,503	165,678	1,825	1
R&M/Cyclical Maintenance	9,720	137,435	180,730	(43,295)	(24)
Heat, Light and Water	16,003	124,765	130,700	(5,935)	(5)
Grounds	6,245	49,835	24,470	25,365	104
Security	644	15,447	9,500	5,947	63
	305,224	3,073,815	3,080,688	(6,873)	-
Finance Costs	353	4,977	17,130	(12,153)	(71)
Depreciation	38,521	372,968	485,630	(112,662)	(23)
	38,874	377,945	502,760	(124,815)	(25)
Total Expenditure	1,390,083	14,112,890	13,805,946	306,944	2
Surplus/(Deficit)	1,952	(126,675)	146,432	(273,107)	(187)

Pukekohe High School
Statement of Financial Position
As at 31 October 2021

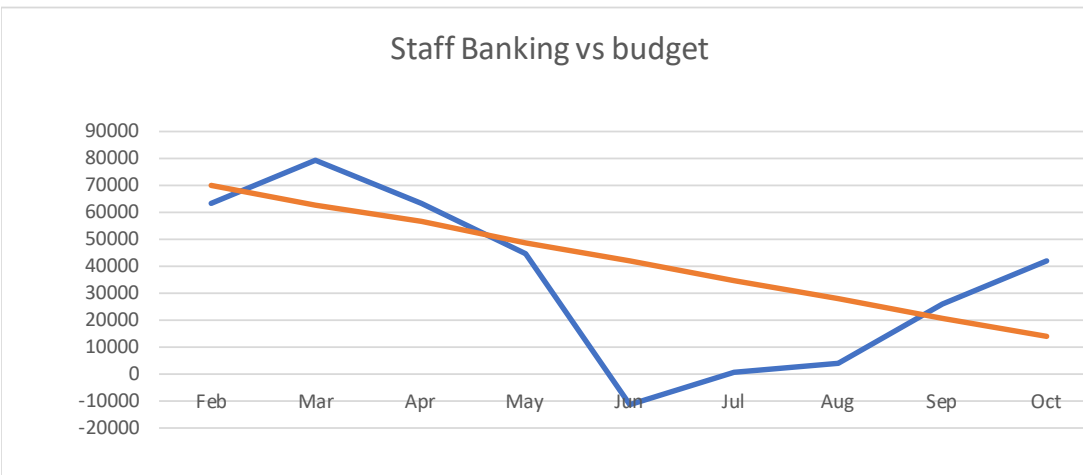
	2021 Actual \$	2021 Budget \$	last month Actual \$
Current Assets			
Cash and Cash Equivalents	1,518,632	190,659	806,997
Accounts Receivable	120,414	72,946	85,458
Inventories	3,797	3,797	3,797
Investments	-	1,783,274	-
	<hr/> 1,642,843	<hr/> 2,050,676	<hr/> 896,252
Current Liabilities			
Accounts Payable	76,452	164,830	5,309
Govt Grants Received in Advance	834,254	-	65,815
International Student Funds	87,101	273,550	86,991
Student Funds received in Advance	74,352	48,932	67,905
Provision for Cyclical Maintenance	80,103	70,515	123,402
Finance Lease Liability - Current Portion	92,986	77,559	96,153
GST payable	(43,454)	17,737	(3,756)
MOE Property Projects	(166,382)	298,952	(165,588)
	<hr/> 1,035,412	<hr/> 952,075	<hr/> 276,231
Working Capital Surplus/(Deficit)	607,431	1,098,601	620,021
Non-current Assets			
Property, Plant and Equipment	2,293,849	1,935,617	2,285,514
	<hr/> 2,293,849	<hr/> 1,935,617	<hr/> 2,285,514
	-	-	-
Non-current Liabilities			
Provision for Cyclical Maintenance	190,706	261,246	190,706
Finance Lease Liability	177,981	114,586	187,193
	<hr/> 368,687	<hr/> 375,832	<hr/> 377,899
Net Assets	<hr/> 2,532,593	<hr/> 2,658,386	<hr/> 2,527,636
Equity			
Accumulated Funds	2,499,915	2,557,223	2,499,915
Furniture Grant	159,353	-	159,353
Surplus/(deficit)	(126,675)	101,163	(131,632)
	<hr/> 2,532,593	<hr/> 2,658,386	<hr/> 2,527,636



Blue=actual Orange=budget



blue=actual orange= budget



blue=actual orange = budget

Pukekohe High School **October**
Year end financial projection 2021

	Oct Act YTD	Nov Est \$000s	Dec Est \$000s	Full yr to 31 dec \$000s	Annual budget \$000s	Variance \$000s	
Income							
Government grants		3951	382	381	4714	4554	160
Investment income		0	1	1	2	27	-25
Locally raised funds					0		
donations/fundraising/activities		145	16	15	176	286	-110
International Students		13	2	2	17	58	-41
net trading		4	0	0	4	-53	57
		162	18	17	197	291	-94
total income		4113	401	399	4913	4872	41
Expenditure							
Learning resources							
Curricula		422	24	24	470	752	-282
Curricula other		21	4	4	29	83	-54
Extra curricula		8	1	1	10	29	-19
Staff development		179	10	10	199	182	17
Staff expenses		1732	190	265	2187	1611	576
		2362	229	304	2895	2657	238
Administration							
Audit/accounting		10	1	1	12	14	-2
BOT		18	2	2	22	30	-8
Communication/ICT		233	20	20	273	22	251
General/consumables/legal		29	3	3	35	15	20
Risk management		18	2	2	22	34	-12
Staff expenses		534	53	75	662	592	70
		842	81	103	1026	707	319
Property							
Caretaking/cleaning		162	15	15	192	184	8
Consultancy/contract services		15	1	0	16	11	5
Grounds		50	2	3	55	30	25
Heat/light/water		125	13	13	151	157	-6
R&M/cyclical maintenance		139	14	13	166	217	-51
Staff expenses		167	16	24	207	205	2
		658	61	68	787	804	-17
Depreciation							
		373	38	38	449	583	-134
Finance costs							
		5	2	2	9	20	-11
Total expenditure		4240	411	515	5166	4771	395
Surplus/deficit		-127	-10	-116	-253	101	-354
less unbudgeted HR costs					200		200
					-53	101	-154



6.2 Principal's Report

**MAAORI & PASIFIKA ENGAGEMENT AND ACHIEVEMENT
PROGRESS REPORT**

The purpose of this progress report is to share information about Maaori and Pasifika engagement and achievement with the Pukekohe High School Board of Trustees. The measures for progress include attendance, NCEA Level 1 Literacy and Numeracy and NCEA Levels 1 – 3 achievement data. Also included are findings from this data, and responsive actions for improved student outcomes.

REPORTING PERIOD: November 2021

ATTENDANCE DATA

As of the End of Term 3

Year	Percentage of Students 90% attendance or above (MOE regular attendance definition)
2018	53%
2019	61%
2020	70%
2021	65%

ACHIEVEMENT DATA FOR NCEA LEVEL 1 COHORT

As of the End of Term 3

	Literacy	Numeracy
Sept 2021 Overall	77%	83%
Nov 2021 Overall	83%	87%
Sept 2021 Maaori	61% 49/80	73% 58/80
Nov 2021 Maaori	69.8 58/83	72.2% 60/83
Sept 2021 Pasifika	55% 16/29	59% 17/29
Nov 2021 Pasifika	60% 18/30	70% 21/30

NCEA Level 1 – 3 Predicted Achievement

	10 August %	31 August %	22 September %	9 November %
Level 1	84.1%	83.6%	83.6%	78.4%
Level 2	86.5%	86.9%	86.9%	83.2%
Level 3	77%	80.1%	80.1%	81%

Note: The 20 September data point shows the same data as at 31 August.

NCEA Level 1 – 3 Achievement to date – Maori Students

	10 August %	31 August %	22 September %	9 November %
Level 1	71.4%	71.3% (57/80)	71.3%	64% (53/83)
Level 2	75.4%	75.4% (49/65)	75.4%	71% (46/65)
Level 3	77.1 %	79.2%(38/48)	79.2%	77% (36/47)

Note: The 20 September data point shows the same data as at 31 August.

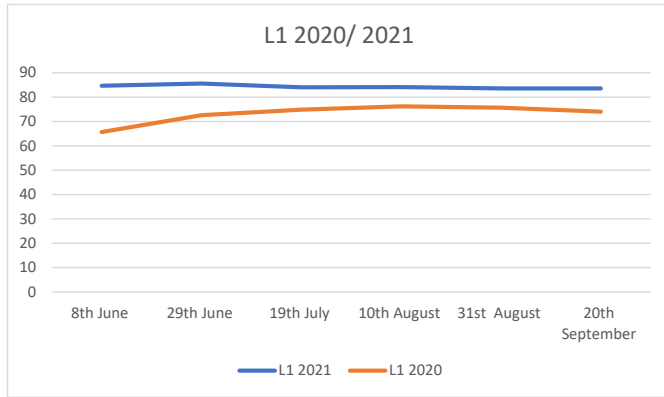
NCEA Level 1 – 3 Achievement to date – Pasifika Students

	10 August %	31 August %	22 September %	9 November %
Level 1	62.1%	65.5% (19/29)	65.5%	63% (19/30)
Level 2	60%	62.5% (15/24)	62.5%	62.5% (15/24)
Level 3	57.1%	64.3%(18/28)	64.3%	71% (20/28)

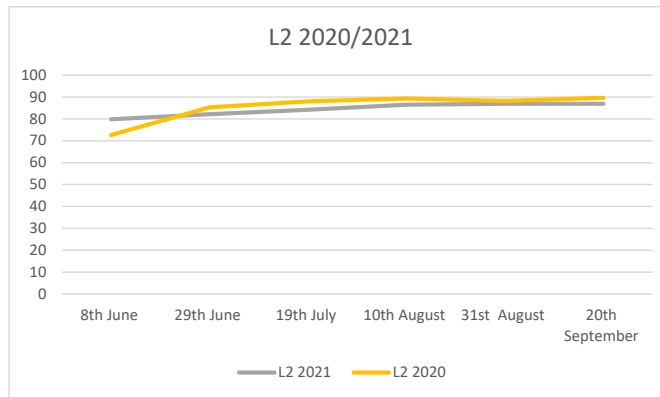
Note: The 20 September data point shows the same data as at 31 August.

NCEA Level 1 – 3 Comparative data (2020 – 2021)

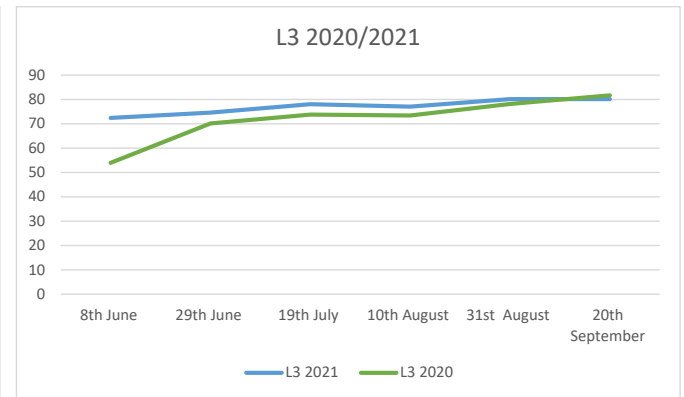
NCEA Level 1



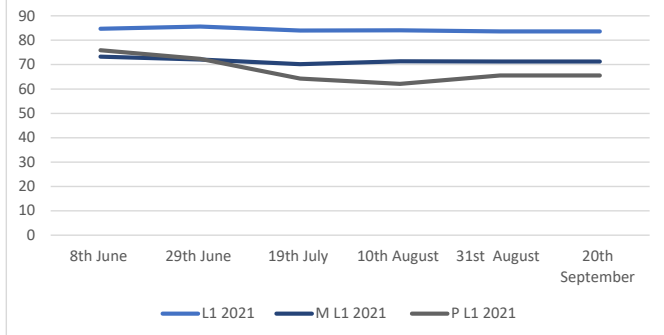
NCEA Level 2



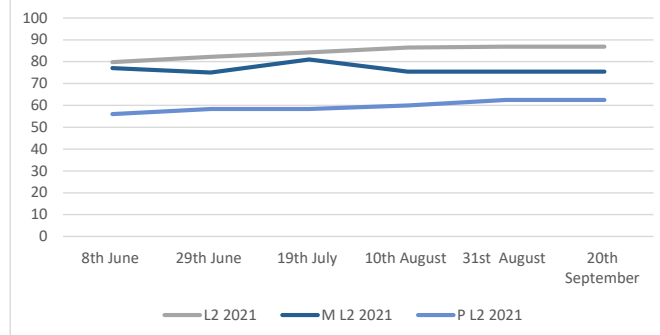
NCEA Level 3



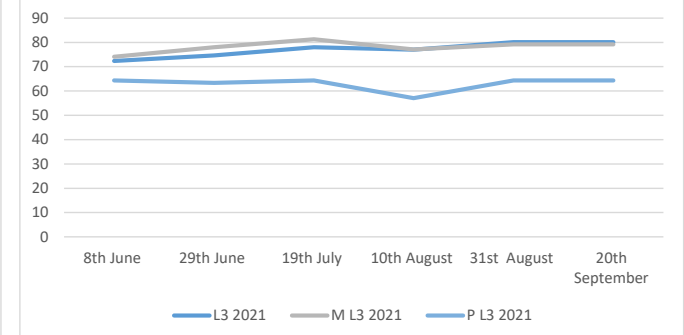
L1 Maaori, Pasifika Comparison to Overall 2021



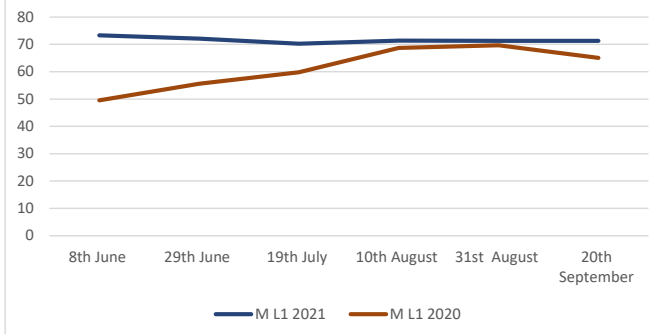
L2 Maaori, Pasifika Comparison to Overall 2021



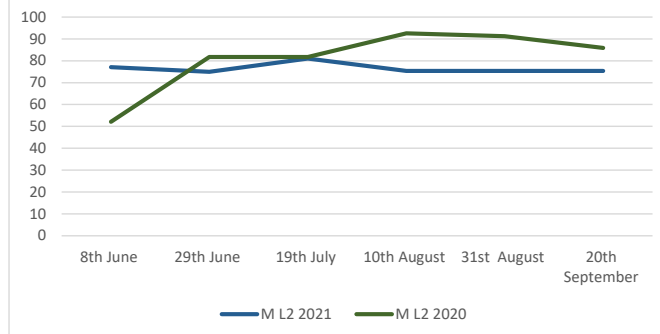
L3 Maaori, Pasifika and Comparison to L3 2021



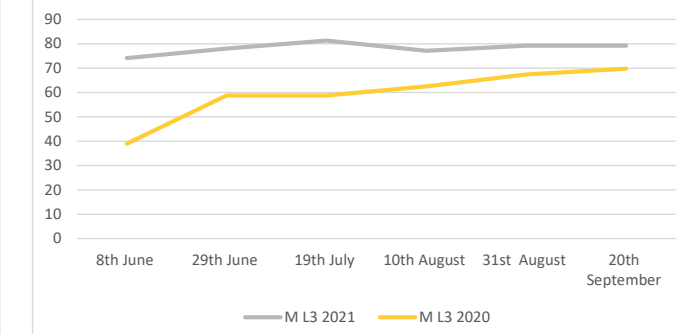
L1 Maaori 2020/2021

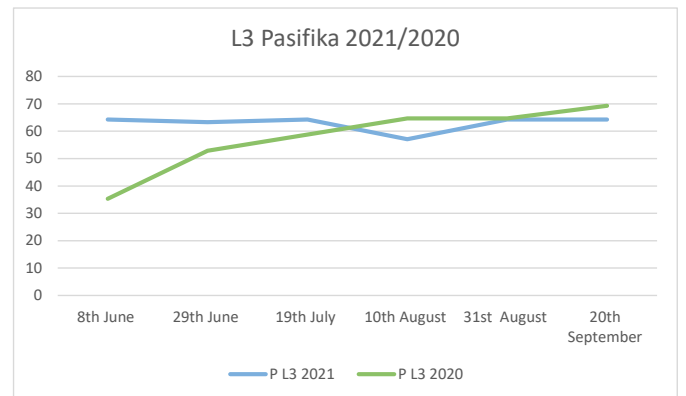
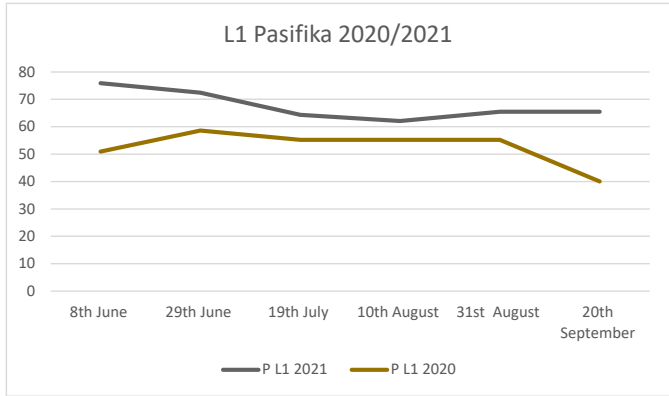


L2 Maaori 2020/2021



L3 Maaori 2020/2021





FINDINGS:

- The most recent data for 9 November does not include Learning Recognition Credits, which will act as a further buffer for NCEA students who missed internal assessments during Term 3
- Overall achievement for each of the three levels is close to 80%. For Year 13 in particular this is a significant achievement and improvement on 2020 (in 2020 NCEA Level 3 overall achievement = 69%). We also have until the end of February in 2022 to submit additional standards to NZQA
- Our policy of prioritising Year 12 and 13 being onsite has worked according to the above data. Year 11 targeted workshops are having an impact – for example Level 1 Literacy = 83% and Level 1 Numeracy = 87%.

RESPONSIVE ACTIONS:

- Of serious concern is the dip in Maori achievement at each level. Some of our students have not reengaged with school since seniors were able to be back on site. Some whānau have made a definite decision not to come to school at Alert Level 3. This is a focus for our pastoral teams to try and make individual contact with whānau over the remainder of this term and at the start of 2022
- We have run zoom hui for parents of Year 11, 12 and 13 to ensure there was more understanding of Unexpected Event Grades and Learning Recognition Credits
- A focus for targeted workshops in week 5 will be those students working towards subject and overall endorsement. This is to support our most able NCEA students
- We will continue to run targeted workshops even once NCEA exams have started. Sometimes these will be for a small group of perhaps 15 students but they will make a difference for each of these individuals.
- We have set time aside for individual academic mentoring conversations each Friday for form teachers to work through individual pathways with their senior students

Principals Report Cont.

Return of junior students

At the time of writing Minister Hipkins has just confirmed that Year 9 and 10 students can return to onsite learning from 17 November. Next week we will still have significant numbers of senior students at school attending workshops hence the need to be cautious about the reintegration of our junior students. For other children returning we are likely to need to manage the numbers of students attending each day to keep everyone safe.

However, it is very positive that Year 9 and 10 will have the opportunity to reconnect with each other and with their teachers during the last three full weeks of the school year. I will be able to brief the board more fully on Monday on this latest change.

Response to a potential case of Covid 19 at PHS

a. Notification through public health

If there is a confirmed case in the community, public health officials will undertake a case investigation and work closely with the confirmed case to identify any close contacts, including any connection to our school.

Health officials will then contact either the regional Director of Education or the school directly to provide direction on contact tracing and other relevant information.

As a result of the case investigation, public health may be able to provide the following information:

- infectious period or information that the person was not infectious when at school
- any known activities onsite during that infectious period
- isolation end date and testing advice for contacts.

In addition to the case investigation by Health, we will be able to identify those in our school who may also be considered contacts, through our:

- timetable (which staff were onsite with which classes, groups, bubbles)
- attendance register
- visitor register.

(b) Notifications from staff, students, parents or caregivers

Where a staff member, parent or caregiver notifies me that they or their child are a confirmed case, then I contact our regional Director of Education, who will provide advice on some next steps. Their team will connect with public health services to seek advice on next steps for our school.

Closing the school may not be required and should only occur in consultation with direction from Health or in discussion with the Director of Education.

Case investigation can take some time to ensure the risk assessment undertaken by public health is based on good information.

If the case investigation is therefore still underway, as an interim measure to mitigate risk and if advised by the Director of Education to do so, the following actions can be taken:

- the confirmed case and their household should already be self-isolating
- as a precaution, those who have been in the same classroom/bubble/room as the confirmed case for the previous 48 hours can be asked to stay away, until public health advice has been received
- there is no testing requirement at this time for those individuals unless they are feeling unwell and are advised by Healthline or their GP to get tested
- we will, however, be provided with specific guidance based on the public health risk assessment as soon as possible. This is likely to require any close contacts to self-isolate and get tested
- undertake a clean prior to the other students, children and staff returning on site.

Staff and student vaccination registers

It is now a requirement for all secondary schools to keep both a staff vaccination register and a separate student vaccination register. The staff vaccination register is operating well, and staff have provided proof of their vaccination status. Only the Principal and EA have access to this data. The initial request for students returning to onsite learning to provide their vaccination status via an online survey has been expanded following clarification from the Ministry of Health. Families will soon be asked to complete a simple form and to upload it to SchoolPoint, together with proof of vaccination status if the student is indeed vaccinated. The register will then inform decisions about potential school closure in the event of a positive case being reported. This report asks the board to note the significant workload implications involved in ensuring these registers are completed accurately and kept up to date.

Review of distance learning programme

I have formed a working group to quickly review the effectiveness of the school's distance learning programme. Although it is hoped that we will avoid extended lockdowns in future, we need to learn the lessons of the last two terms. Some feedback from our community has been very positive but we are also aware of some concerns from students and whanau about the consistency of the learning they have experienced online.

The review will strengthen and clarify expectations about the ways in which a distance learning programme can be implemented next year should that be necessary.

The 'traffic light' engagement reports that we have devised this term have received some positive comments from our community. Next year we would like to build on this so that parents receive a regular (perhaps fortnightly) summary with feedback from each teacher about the effort and engagement levels. Initially this could be piloted in the junior school. In turn, we would like to scale this up so that it becomes a model for 'real time' reporting so that students and whanau receive effort grades and feedforward comments on their learning using KAMAR to its full potential. We are in contact with several Auckland schools that are developing and trialling models of 'real time' reporting. This is another way in which we can pivot off the experience of Covid-19 and move the school forward in a positive direction.

Recruitment of staff for 2022

We have been fortunate to be able to appoint 11 new teaching staff for the start of next year so far. Collectively these staff will bring both experience and new ideas in the classroom. Some positions remain very difficult to fill. This is particularly true of Hard Materials Technology following the retirement of two long serving staff members, Jim Matchett and Janni Zwarts. We will continue to attempt to recruit to these roles, but we are having to consider strengthening links with MIT for some Technology courses rather than be able to teach them all internally. Some difficult decisions about which courses we are able to run in 2022 may still be required based on current staffing. Carolyn Cornu has been appointed as Principal of Pukekohe Christian School, following her study leave in 2021 and 22 years teaching at PHS in a variety of roles, most recently as Deputy Principal.

NCEA 'Change Programme'

The Minister for Education has announced a rephrasing of the NCEA Change Programme and New Zealand Curriculum refresh, as well as the introduction of the Aotearoa New Zealand Histories curriculum. This follows two years of Covid-19 disruption and gives schools longer to trial and pilot these significant curriculum changes. Full implementation of NCEA Level 1 changes will now be in 2024, a delay of one year.

6.3 Property, Health & Safety Report

October 2021

PROPERTY

- 1. 10YPP.** We received the Roofing Condition Assessment Report and it was sent to MOE for their information and action. We await an update from them.
- 2. SIP Project-Front Entrance & Landscaping.** We are waiting for the Procurement paperwork for this job to be sent to us by Project Manager Steve Waters. There is approximately \$24,000 to spend on this job and Steve is just getting the final quotes.
- 3. School Rebuild.** Planning for this is underway and the first job is to move the courts from Harris St to the back corner of the school behind the gym and near the caretaker's sheds.

We have appointed a project manager for this work, the estimated cost of which is \$500,000. The MOE have appointed Tiger Turf as the contractor and they are the people who recently installed our new volleyball courts. Their work is very good quality.

4. **Covid-ventilation.** In a recent meeting The MOE Regional Manager suggested to school Principals that they approach the MOE's Property division regarding any costs involved in improving classroom ventilation. We sent them a quote for one of the blocks whose upper windows don't open properly. Apparently the MOE may fund the work.

HEALTH & SAFETY

1. Our nurses are operating onsite on a roster system at present due to the low number of students present. They are not very busy with students but are using the time updating health records and safety plans for students with certain conditions eg peanut allergy and also creating the records for all the Y9s enrolling next year.
2. Attached is a statistical summary of their work from 1 Jan to 5 November.

Denis Murphy

6.4 Student Representative Report

Senior students are still somewhat concerned about exams, however the option of the higher grade between derived grades and exams being used alleviates a lot of the stress being felt, and it no longer feels like a mad dash to cram as much as possible before exams. A lot of the focus is now on students trying to hand in pieces of evidence that'll boost their derived grades and doing well on in-class tests so that come exams, they're guaranteed the credits at the very least.

Attendance for in-person classes is very low, with many students opting to stay home because they or someone they live with is immunocompromised, they've got all the credits they need, or because the work is accessible at home.

Celeste Nyatsanza

6.5 Staff Representative Report

The return to school, although met with anxiety, has been a successful one. For the most part, students have been compliant and mature, and it has been a smooth transition back. This situation and recent weeks in lockdown has shown that staff's cohesive and unity is stronger when there is a chance to feel included and valued. Next year, working with the programmes in place, having a feeling of comfort with the board (who and what it does) would be good to establish – be it in a newsletter or in person in school. What lockdown has demonstrated is a whole-staff willingness to get involved and support one another and this would be the same for the Board.

Laura Abbott

7.1 PHS Policy Review

(see next page for draft policies)



Timetable Policy

Policy to support NAG 3 Personnel

Outcome statement

The management of learning through a school timetable is an integral part of the organisation of a school. Pukekohe High School is committed to being a good employer and constructs its timetable in accordance with the current Secondary Teachers' Collective Agreement (STCA). The school following policy on timetabling will be developed and reviewed in consultation with its teaching staff.

Scoping

The school timetable seeks to manage staff workloads, student curriculum needs and rooming resources in an equitable, efficient and planned way.

Delegations

As the professional leader of the school, the principal is responsible for implementing this policy to meet both the needs of the school while complying to the conditions of the relevant collective agreements.

Expectations and limitations

Non-contact time

Full time teachers will receive the non-contact time allowance as specified in the Secondary Teachers' Collective Agreement at 5.2.3

Teachers' time allocation is calculated over the whole year. Some teachers may be over-allocated for part of the year and under-allocated at other times (for example semester courses).

Part-time teachers will receive at least the minimum non-contact time allowance specified in the Secondary Teachers' Collective Agreement 5.2.6b.

Permanent unit holders will receive at least the additional non-contact time entitlements as associated with between 1 and 3 permanent units, as specified in the Secondary Teachers' Collective Agreement. For a fourth and subsequent unit(s) the school will endeavour an additional hour for each permanent unit.

Kaihautū (or delegated experienced teachers) supervising beginning teachers in their first or second year of full-time teaching will receive the time allowances set out in the Secondary Teachers' Collective Agreement in addition to any other time allowances they are eligible for.

Trained beginning teachers in their first year who are employed full-time will have no more than 15 hours of contact time in the classroom. The additional time allowance is for advice and guidance purposes

Trained beginning teachers in their second year who are employed full-time will have no more than 17.5 hours of contact time in the classroom. The additional time allowance is for advice and guidance purposes.

The Specialist Classroom Teacher will receive the time allowance set out in the Secondary Teachers' Collective Agreement in addition to any other time allowance they are eligible for.

An overseas trained teacher will receive the time allowance as set out in the Secondary Teachers' Collective Agreement 3.8C, subject to the conditions specified in that section.

Where for genuine reasons during timetabling or at short notice, if it is not possible to provide the non-contact entitlements described in 5.2.3(a) and 5.2.6(b) compensation will be available by negotiation and agreement. This may include time in lieu.

Kāhui Ako (across community role) allowances in time and remuneration will be in line with 4.23 of the Secondary Teachers Collective Agreement

Class size

Pukekohe High School will endeavour to achieve an average class size of no more than 26 for teachers with two or

more classes as specified in the Secondary Teachers' Collective Agreement 5.9.2. Where this is unable to be achieved the Associate Principal will negotiate appropriate compensation with each teacher following the 1 March confirmation of the school roll and staffing.

Hours of work

The hours of work of individual teachers are determined in accordance with 5.1 of the Secondary Teachers' Collective Agreement.

Whānau rōpū, assemblies, school meetings and other pastoral and administrative time requirements occur outside times when classes would normally run.

Teachers are expected to supervise students during break times when rostered on duty. The duty roster will endeavour to share duty responsibility fairly and equitably among all teachers.

Application

This policy applies to timetabled instruction on the Pukekohe High School site. Off campus instruction, sports and cultural trips and other EOTC will not be bound by this policy.

Review process

The Timetable Policy shall be reviewed by the Board of Trustees, Principal and teaching staff every three years; or when there is a significant change to the timetable; or when a new Secondary Teachers' Collective Agreement is published.

Procedures/supporting documentation

School timetable

Staffing structure

Monitoring

Staff usage will be monitored through SUE reports and allocated budgets.

Legislative compliance

[PPTA Secondary Teachers' Collective Agreement](#)

Reviewed: *November 2021*

Next review: *November 2024*
