



CHAIRPERSON & PRINCIPAL: THINGS TO DO IN FIRST 100 DAYS (MARCH 9)

| TASK | IN PROCESS | COMPLETED |
|--|------------|-----------|
| Every board member has signed Form 2(p82 of the Governance Manual) and a copy is in the Minute Book. | | |
| Chairperson's email address (preferably a designated one) and mobile phone number has been sent to the Diocesan Education Office | | |
| Chairperson has access to a secure place to keep documents. | | |
| Chairperson/Treasurer has OLCS log-in details & has been shown how it works | | |
| Decision is made as to how Principal Absences are communicated to Chairperson. | | |
| A schedule of Board Meetings until June 2024 has been agreed and circulated. | | |
| Chairperson & Principal have decided on when they will meet. | | |
| Chairperson has log in details for CPSMA website | | |
| A procedure has been agreed for allowing other members of the BoM to put items on the agenda | | |

| TASK | IN PROCESS | COMPLETED |
|---|------------|-----------|
| Names of board members have been updated on Charity Regulator's website | | |
| Bank Account details, recognised signatories have been updated. | | |
| Chairperson, Principal & Treasurer have met to consider the current financial status of the school. | | |
| Chairperson has been made aware of any outstanding issues (contentious or otherwise) and/or urgent matters that need attention. | | |
| Chairperson has met with the Executive of the Parent's Council/Association | | |
| Chairperson has met with the staff & been introduced to the students. | | |
| Chairperson has met the School Chaplain | | |
| Chairperson has Staff list (to include teaching and non-teaching staff) & indicating seniority & employment status - <i>Permanent/CID/Fixed Term/Specified Purpose</i> | | |
| Chairperson has copies of school's most recent WSE, self-evaluation report (SSE) and school improvement plan | | |