

# Beginning of Year Checklist

This is a working document and should be used in conjunction with the appropriate COGSO templates and checklists.

School Representative Body Beginning of Year Checklist	
Annual General Meeting (AGM) scheduled prior to March 15th	✓
Audited Financial Reports received	
Signed Management Letter by Auditor received	
Members Elected	
Member Register - Updated	
Meeting Templates - Current	
Working with Children Clearance (Ochre Card) Register - School Representative Body Members - School Representative Body Employees	
First Aid/Asthma/Anaphylaxis Register - School Representative Body Members - School Representative Body Employees	
Constitution - Checklist Completed	
Code of Conduct - Checklist Completed	
Confidentiality Agreement - Checklist Completed	
Standing Orders - Checklist Completed	
Strategic Plan - Current and Copy Provided to Members	
Annual School Improvement Plan - Approved	
Budget Approved	
Governance Health Check - Date scheduled (recommend conducted in Semester 2)	