**MEMBER INDUCTION**

**CHECKLIST**

# YOUR SCHOOL COUNCIL | BOARD NAME

## **GOVERNING DOCUMENTS**

[ ]  School Constitution.

Comment

[ ]  Code of Conduct.

Comment

[ ]  Confidentiality Agreement.

Comment

[ ]  Standing Orders (Meeting Guidelines).

Comment

[ ]  Committee Terms of Reference.

Comment

**OPERATIONAL DOCUMENTS**

[ ]  School Strategic Plan.

Comment

[ ]  Explicit Improvement Agenda (Annual School Improvement Plan).

Comment

[ ]  School Policies.

Comment

**OTHER DOCUMENTS | AS APPLICABLE**

[ ]  Conflict of interest declaration form (Department of Education and Training)

Comment

[ ]  Meeting dates, time and location.

Comment

[ ]  Member contact details.

Comment

[ ]  School Council | Board generic email address.

Comment

[ ]  Information about NTCOGSO Governance training, support and advice.

Comment

[ ]  Prior meeting minutes.

Comment

[ ]  Prior Principal Reports.

Comment

[ ]  Prior Treasurer Reports.

Comment

[ ]  School Council | Board approved Policies.

Comment