**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