

POLICY: SCHOOL PRINCIPAL'S REPORTS FOR THE GOVERNING BODY POLICY

POLICY REF. NO. S7/08/2008 (Rev No. 0)

DATE: 7 AUGUST 2008

- 1) The principal will report to the Governing Body at least once a term.
- 2) The report will be given in writing and will be presented verbally by the principal.
- 3) The following topics will be covered in each report:
 - 3.1) **Correspondence** received from:
 - i. The WCED
 - ii. Parents
 - iii. Other
 - 3.2) **Staff**
 - i. welfare
 - ii. absenteeism
 - iii. special projects
 - iv. vacancies
 - v. development
 - 3.3) **Pupil information**
 - i. school attendance
 - ii. any matters affecting the boys
 - iii. instances of pupil bullying
 - 3.4) **Academic matters**
 - i. school outings
 - ii. results of academic competitions
 - 3.5) **Sport and Cultural Activities**
 - i. school tours
 - ii. recent sports results
 - 3.6) **Special Projects**
 - 3.7) **Any other business**
 - 3.8) **New Ideas**
 - 3.9) **Areas hindering development of the school**
 - 3.10) **Extracurricular activities**
 - 3.11) **Meeting of Department of Education requirements**
 - 3.12) **New legislation and policies**

RONDEBOSCH BOYS' PREPARATORY SCHOOL – SGB POLICIES

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4. The report is to be recorded in the minutes of the School Governing Body and signed by the principal.

SIGNED:

Chairman RBPS Governing Body