

Yearly Planner September 2005 to August 2006 Please Note: Dates are as accurate as possible

| Week | September | October | November | December | January | February | March | April | May | June | July | August | |
|----------|--|---|--|---|---|---|--|--|---|--|--|---|----------|
| 1 | @Communication/ Consultation #Ed Exec Mtg #CSST Mtg | @Health & Safety @Pest & Vermin Control SRCW Mtg #Ed Exec Mtg #CSST Mtg | @Fire and Earthquake Emergency Procedures ! National Treasurers Meeting # Ed Exec Mtg # CSST Mtg | @Smoke Free @ Smoke Free - Association #Ed Exec Mtg # CSST Mtg | | @Philosophy Statement @Statement of Bi-Cultural Partnership #Ed Exec Mtg #CSST Mtg | @Protection from the Sun @ Accessing Financial Support for Internal & External Professional Development SRCW Mtg *Health Liaison Meeting #ED Exec Mtg #CSST Mtg | @Alcohol & Mind Altering Substances @Relieving % Federation Nominations SRCW Mtg #ED Exec Mtg #CSST Mtg | @Equipment Maintenance #ED Exec Mtg #CSST Mtg | @Student Entry #ED Exec Mtg #CSST Mtg | @Excursion/Travel #ED Exec Mtg #CSST Mtg | @Illness & Infectious Diseases #National Property Meeting #ED Exec Mtg #CSST Mtg | |
| 2 | ! National Education Mtg Centre AGMs can begin #AST Mtg | ! National Exec Meeting 10-12 October Christchurch Annual Reports to Jenny in Office #AST Mtg | Office Bearer Training % Bulkfunding Payout #AST Mtg | | | Supervisor/Co-ordinator Self Appraisals Association Personnel Self Appraisals #AST Mtg | ! National Exec Mtg % Bulkfunding payout #AST Mtg | Supervisor and Co-ordinator Peer Appraisals (TIMING NEGOTIABLE) % Association Personnel Peer Appraisals #AST Mtg | | *RS61P Statistics forms completed and returned to CPA Office #AST Mtg | Begin Centre Budget Review Supervisor's Zone Meeting % Bulkfunding payout #AST Mtg | | #AST Mtg |
| 3 | RS 7 Bulkfunding claim forms into Association #BOM Mtg | Supervisor's Zone Mtg % Community Trust Grants Approvals advised to Centres #BOM Mtg | Supervision plans for 2005 completed #BOM Mtg | | RS 7 Bulkfunding claim forms into Association #BOM Mtg | ! National Education Meeting #BOM Mtg | ! Conference Remits out. #BOM Mtg | ! Conference Book out #BOM Mtg | ! Conference #BOM Mtg | | ECD Statistic forms completed & returned to CPA Office Community Trust Grant Applications to Office #BOM Mtg | Prof Dev for Supervisors/Co-ordinators #BOM Mtg | |
| 4 | | Centre AGMs all completed % Mail out for Association AGM | CPA Annual General Meeting | ECD Payout | | Pink Book Information to Jenny in Office Supervisor/Co-ordinator contracts returned for signing % Apply ECD Funding | | % Begin Association Budget Review | % Mail out for General Meeting | ECD Payout CPA General Meeting | | End of Financial Year NZPF Statistics forms (Pink) completed and returned to CPA Office % Apply ECD Funding | |

Centre Events/Tasks in Shaded area

- Key:**
- #Association Personnel Meeting
 - #CSST Mtg = Curriculum Support
 - #AST Mtg = Administration Support
 - #ED Mtg = Education
 - #BOM Mtg = Board of Management
 - @ = Policy to be reviewed
 - ! = Federation Meetings
 - * = Ministry of Education Events
 - % = Association Tasks/Events
 - SRCW = Southern Region Captial Works Meeting