

## SCHOOL LEADER'S END OF YEAR CHECKLIST

### CLEANING AND TIDYING UP

- Report all broken IT equipment/furniture to office – to be repaired during break.
- Make a list of all equipment/furniture that needs to be thrown away (either obsolete or broken beyond repair). Note items to be removed from Asset Register.
- Inform if any keys are lost to draws or cupboards.
- Collate all Student Profile Documentation – ready to give to next teacher if applicable.

### ADMINISTRATION AND PLANNING

#### PERSONNEL

- Confirm class levels and sizes for coming year.
- Identify CRT/Non-contact time allowances and organise coverage.
- Identify management units and corresponding target curriculum areas for coming year.
- Review Teacher Aide support hours; update contracts.
- Update Personnel Files
  - [Summary of Employment Details](#)
  - [Personal Details Form](#)
  - [Personal File Checklist Cover Sheet](#)
  - Review, negotiate, and update all casual or short-term employment agreements for coming year – confirming hours and days.
- Complete BOT FTE and Key Management Personnel Sheet.
- Confirm annual leave requests and input into Novopay.
- Check and complete Novopay End of Year / Start of Year key dates and activities.
- Organise Leaving Interviews – return any personal documentation held on file.
- [Plan Health and Wellbeing programme for coming year](#)
- Confirm study awards or sabbatical applications.
- Review Induction Programme for new staff.

## FINANCE

- Update asset register - delete any obsolete assets and add others.
- Check Tela/laptop Leases.

## PROPERTY

- Confirm with caretaker any property maintenance or development that requires tradespeople – schedule this to happen during break time.
- Confirm with cleaners – holiday cleaning schedule.

## OTHER

- Compile a Year That Was folder to assist with End of Year Report.
- Ensure website has updated term and key dates for coming year.
- Compile Staff Calendar for coming year — call back days, term dates, BoT meetings, local events.
- File papers and correspondence. Shred sensitive documents that are no longer required.\*  
*\*Tip: Each time you pick up a piece of correspondence write the date and sign in the top right-hand corner. Complete what is required within three times of looking at it – anymore and you are probably not using your time efficiently.*
- Update stationery lists.
- Ensure End of Year Prize Giving trophies are engraved and gifts purchased.

## PROFESSIONAL DEVELOPMENT

- Report to staff and Board on the impact of professional development in the school during the year – what can be seen in the classroom?

## NCEA and ASSESSMENT

- Check that all assessment grades have been entered into the SMS.
- Check with Principal's Nominee that all required actions have been completed.

## OTHER — add any other tasks to this list

- Acknowledge all Kohanga Reo/Puna Reo/ECE/Schools that contribute to your Kura.
- Consider buying a small gift for your support staff – they are a key part of your support team.
- Invite key stakeholders to a shared morning tea e.g., Dental Team, SWIS, RTM's, RTLB's, Health Nurses, PLD providers etc.
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