

School Association Annual Planning Calendar

This calendar helps School Association Committees plan the year ahead.

It suggests the key topics to discuss each term, including governance, school improvement, finance and community engagement. Use it to plan meeting agendas, stay organised and make sure important conversations happen at the right time.

These recommendations are for Associations with an Association Year ending 31 March.

Focus	TERM 1	TERM 2	TERM 3	TERM 4
Governance	- Committee elections (prior to the AGM) - Hold AGM - Elect officeholders - Set annual meeting calendar - Review School Association priorities - Review annual fundraising plan (if applicable) - Review the School Financials - Update ABN - Sub-committee review	- Casual vacancy recruitment (if required) - Review of the School Financials	Review of the School Financials	- Review the School Financials - Review Community Membership expiration - Identify retiring members - Set AGM date - Plan for School Association Audit (compulsory) - Announce the Returning Officer (Principal) - Establish a fundraising/engagement plan for the following year
School Improvement Priorities	- Review draft annual School Improvement Priorities - Agree Association contribution - Determine if the School Association has any priorities the year	- Monitor progress - Support delivery - Review emerging needs	- Monitor progress - Support delivery - Review emerging needs	- Review data: NAPLAN, PAT, DIBELS, Parent Satisfaction and Student Wellbeing data - Provide input into next year's School Improvement Priorities
School Policy Review*	Communicating Learning Progress with Families	- Out of Area Enrolment (if the school is approaching or at capacity) - Uniform Policy	- Review School Levies Policy - Consider affordability - Provide feedback on Communicating Learning Progress with Families to date	Determine policies to be reviewed next year
School Association Finance	- Adopt budget (if required) - Sharing fundraising plan with new committee reps - Review financial statements	- Review financial statements - Monitor fundraising/grant opportunities	- Review financial statements - Monitor fundraising/grant opportunities	- Final fundraising review - Draft next budget for the next year
Community	- Welcome committee reps via school comms platform - Update school website - Announce on social media (if applicable)	Share committee work with community	- Share committee work with community - Review of engagement activities - Design a community survey prior to Term 4 School Improvement Priority workshop	- Share committee work with community - Celebrate associations achievements - Plan for next year's engagement
Suggested Workshop	Ways of working session (with new committee)	School improvement check-in	- Levies policy workshop - Workshop a school policy	Data workshop and planning session

*Example only, these policies listed should be reviewed regularly

Resources to help facilitate discussions are available on the TASSO website: www.tasso.org.au