



**Combined Board of Trustees  
Westbridge Residential School  
and  
Halswell Residential College**



**INFORMATION AND REPORTING  
INTEGRITY POLICY**

To support the board in its strategic decision-making and risk management the principal formally reports to the board as a whole and keeps it informed of the true and accurate position of the outcomes of curriculum; teaching and learning; financial position; and all matters having real or potential legal considerations and risk for our schools.

Therefore, the principals must ensure that they:

1. Inform the board of significant trends, implications of board decisions, issues arising from policy matters or changes in the basic assumptions upon which the board's strategic aims are based at each meeting.
2. Submit written reports covering the following management areas for each board meeting.
  - a. Personnel Report
  - b. Finance Report
  - c. Variance Report
  - d. Key Performance Indicators
  - e. Reporting on health and safety matters including assaults and property damage.

As well as coordination and approval of the following annual reports:

- a. Strategic Plan
  - b. Student Progress and Achievement Report
  - c. Curriculum Report
3. Inform the board in a timely manner of any significant changes in staffing, programmes, plans or processes that are under consideration. Note that the student behaviour management systems will not be changed or adjusted without the explicit consent of the Board.
  4. Submit any monitoring data required in a timely, accurate and understandable fashion.
  5. Report and explain financial variance against budget in line with the board's expectations.
  6. Report on the number of stand-downs, suspensions, exclusions, and expulsions on a per meeting basis.

7. Report and explain roll variance against year levels and reasons on a per meeting basis.
8. Present information in a suitable form – not too complex or lengthy.
9. Inform the board when, for any reason, there is non-compliance of a board policy.
10. Recommend changes in board policies when the need for them becomes known.
11. Highlight areas of possible bad publicity or community dis-satisfaction.
12. Coordinate management/staff reports to the board and present to the board under the principal's authority.
13. Regularly report on the implementation of the annual plan and progress towards meeting student achievement targets

**Prepared by: Combined Board of Trustees:**

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