



## Procedure for Management Reporting to the Trust

### Aim

To ensure the Trust receives appropriate reporting from Management to complete its governance work effectively.

### Process

The Trust receives information on which to base its governance work through the following mechanisms:

1. **Regular written reports from the Kindergarten Manager at every other Proprietors Trust meeting.**  
A template is used which ensures that the manager reports on the kindergarten Roll, Curriculum planning, Internal evaluation, Personnel, Policy Review and Health and Safety and the Annual targets from the Strategic Plan.
2. **A Finance Report** on all Trust operations is made at alternative meeting by the Executive Officer.
3. **Informal regular meetings** between the Kindergarten manager and the member of the Trust with the Kindergarten portfolio, and informal email communications by the Executive Officer to the Trust on Finance and Property matters.
4. **Ad-hoc reporting** : the Management of the school and Kindergarten must also report immediately to the Trust when issues arise which may involve:
  - Mandatory reporting to an outside agency or the need for advice from outside agency (eg Child Protection issues, physical restraint)
  - Health and Safety matters of concern
  - Media sensitive matters.
  - Potential legal cases,
  - Suspicions of fraud or theft
  - Issues that may result in reputational damage to the school, kindergarten or wider Steiner network

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Dated: \_\_\_/\_\_\_/\_\_\_

Review date: \_\_\_/\_\_\_/\_\_\_