

Nadi Heads of School Meeting.

Date: 26th October 2022

Venue: SSKMC

Time: 3.30pm

Agenda

1. School Disaster Risk Reduction and Resilience Building in Schools training.
2. Leave applications process and relevant leave forms.
3. Short leaves – school errands.
4. Referral of Discipline cases and other related cases to the HR.
5. Reporting matters to District Office
6. Invitation to Heads of Schools during official hours.
7. Referral of student cases to Social Welfare – CWD Form
8. Suspension of Students- Behavior Management Policy
9. Approvals for School Based activities- excursions, fundraising, extra classes.
10. Lesson Observation.
11. Performance Assessment for officers.
12. Working environment.
13. Termly Team Bonding
14. General