FACTSHEET Lead Insight #2
SLT Key Activity Tracker (Kan Ban Wall)

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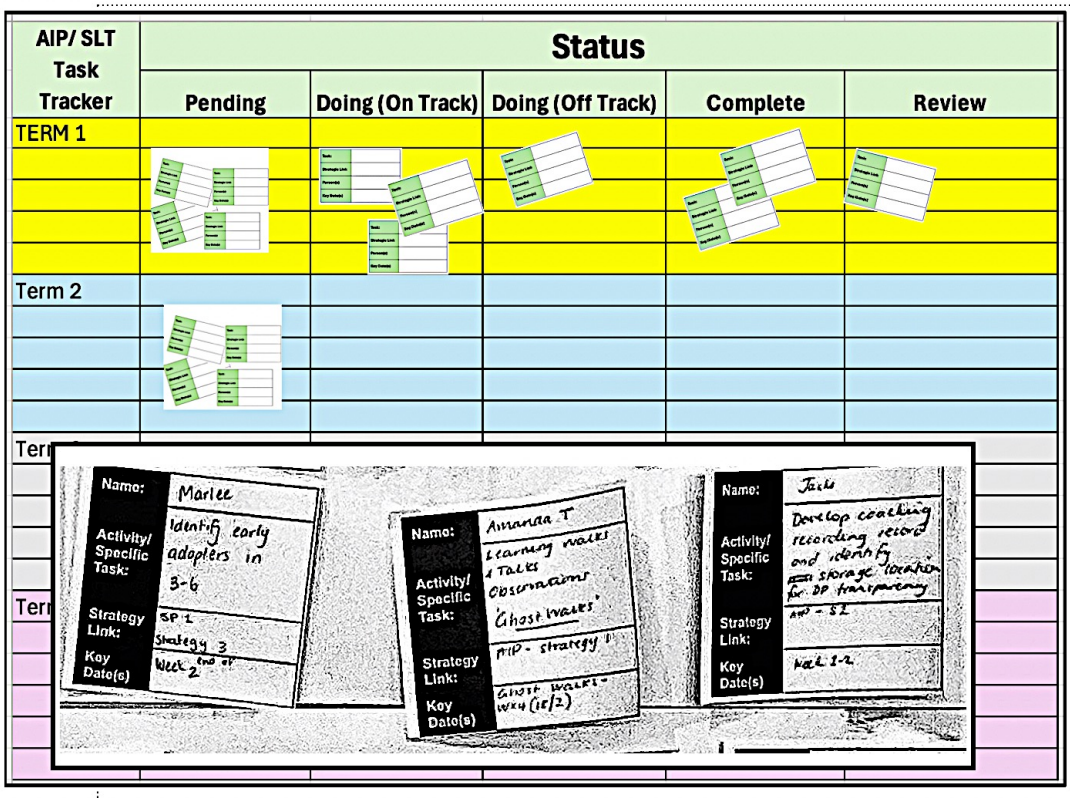
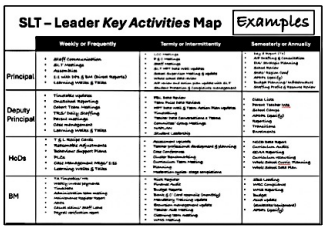


Map individual activity & identify 'Key Activities'



Per key activity x per team x per team member

Task:	
Strategic Link	
Person(s)	
Key Date(s)	

SLT – Leader *Key Activities* Map

Examples

	Weekly or Frequently	Termly or Intermittently	Semesterly or Annually
Principal	• Staff Communication • SLT Meetings • Assemblies • 1:1 with DPs & BM (Direct Reports) • Learning Walks & Talks	• LCC Meetings • P & C Meetings • Staff Meetings • SLT HPT Data Wall Updates • School Supervisor Meeting & Update • Whole school data review • AIP review and action plan update with SLT • Student Protection & Complaints management	• Day 8 Report (T1) • AIP Drafting & Consultation • EIA/ Strategic Planning • School Review • State/ Region Conf • APDPs (specify) • Budget Planning/ Infrastructure • Staffing Profile & Resource Review
Deputy Principal	• Timetable Updates • Oneschool Reporting • Cohort Team Meetings • TRS/ Daily Staffing • Parent meetings • Case management • Learning Walks & Talks	• PBL Data Review • Team Pulse Data Reviews • HPT Data Wall & Team Action Plan Updates • Timetabling • Teacher Data Conversations x Teams • Committee/ Group Meetings • NAPLAN • Student Leadership	• Class Lists • Parent Teacher Ints • School Camps • APDPs (specify) • Reporting • Transitions • Enrolments
HoDs	• T & L Recipe Cards • Reasonable Adjustments • Behaviour Support Plans • PLCs • Case Management Mtgs/ 1:1s • Learning Walks & Talks	• Assessment Uploads • Teacher professional development & planning • Case Conferences • Cluster Benchmarking • Curriculum Team Meeting • Planning • Moderation cycles- stage completions	• NCCD Data Report • Curriculum Audits • QCAA Reporting • Curriculum resourcing • Whole School Curric. Planning • Whole School Data Plan
BM	• TA Timetables/ HR • Weekly invoice payments • Timesheets • Administration team meeting • Maintenance Register Report • ADOs • Casual claims/ Staff Leave • Payroll verification report	• Risk Register • Finance Audit • Budget Reports • Bank & C' Card reconcile (monthly) • Mandatory Training Update • Excursion management update • Teacher Aide Meeting • Cleaning team meeting • WHS Meeting	• SBS Loading • WRC Compliance • WHS Reporting • Budget • Asset update (stocktake/equipment) • APDPs (specify)