



# ZAYED COLLEGE FOR GIRLS

## Key Dates for EBoT

**All meetings are held on Wednesday at 4 pm at the school (unless otherwise stated)**

MONTH	DATE	TASK
January	26	The MOE have a new process for sending Charters to the Ministry of Education. From now on, Charters are to be emailed to the school's local Ministry of Education office using the appropriate email address. The local MOE office will send an acknowledgement that the Charter has been received. The MOE prefer to receive Charters electronically. However, school's can also send a hard copy of the charter by post.
February/March		The Board or Finance Committee should approve the draft annual report and send it to the auditor.
March	2	EBoT Meeting
	15	EBoT Meeting
	30	EBoT Meeting
	31	This is the statutory deadline for draft annual reports to be presented to the auditor (Education Act 1989 Section 87A). To avoid the time of peak workload for your auditor, however, and to help speed up the auditing of your annual report, you should attempt to submit draft accounts and comprehensive working papers well before this date. (Note: Because Zayed College was not a State school in 2010 it does not need to have an annual report for 2010.)
April/May		When the annual report has been audited, the Board should adopt the report and sign the Statement of Responsibility. The auditor signs the audit report after the Board signs the financial statements and the Statement of Responsibility. (See above for 2011)
April	13	EBoT Meeting
<b>TERM 1 ENDS APRIL 15</b>		
<b>TERM 2 BEGINS MAY 2</b>		
May	16	4.30pm EBoT Training      6.30pm EBoT Meeting
	30	4.30pm EBoT Training      6.30pm EBoT Meeting
	31	This is the statutory deadline for the Annual Report, including audited Financial Statements, to be provided to the local office of the Ministry of Education. (See above for 2011)
		Note: At some stage the Board will determine whether board meetings need to continue to be held fortnightly.

June	8	4.30pm EBoT Training	6.30pm EBoT Meeting
	22	EBoT Meeting	
July	6	EBoT Meeting	
	20	EBoT Meeting	
<b>TERM 2 ENDS JULY 15</b>			
<b>TERM 3 BEGINS AUGUST 1</b>			
Aug	10	EBoT Meeting	
	24	EBoT Meeting	
September	7	EBoT Meeting	
	21	EBoT Meeting	
October	5	EBoT Meeting	
<b>TERM 3 ENDS OCTOBER 7</b>			
<b>TERM 4 BEGINS OCTOBER 25 (Monday October 24 is Labour Day)</b>			
November	2	EBoT Meeting	
	16	EBoT Meeting	
	30	EBoT Meeting	
<b>SCHOOL ENDS TUESDAY THE 13<sup>TH</sup> OF DECEMBER</b>			