

Chris Brown

TO DO LIST					
TO DO			TO SEE OR CALL		
1	Absentee SMS to parents/carers	✓	1	Locksmith - new keys for office	✓
2	Student Absence Report	✓	2	Workshop venue (confirmations)	✓
3	Catering for workshops	✓	3	L Smith - P/C cash receipts	
4	Print resources for workshop	✓	4		
5	Induction Pack for new staffmember	✓	5		
6	Petty cash balance		6		
7	Safety checklist to be updated.		7		
8	Email School newsletter - approval?		8		
9			9		
10			10		
11			11		
12			12		
13			13		
14			14		
15			15		
16			AWAITING REPLY		
17			1	Cool- Air - Air Con repairs	
18			2		
19			3		
20			4		
21			5		
22			6		
23			7		
24			8		
25			9		
AWAITING FURTHER DEVELOPMENTS			TO READ		
1	School Newsletter (Manager approval)		1	WHS Updates	✓
2			2	Staff Induction Update	✓
3			3	Leave Policy	
4			4		
5			5		
6			6		
7			7		
8			8		