



600 NAG 6 ADMINISTRATION POLICY

Papakaio School complies with all general administration requirements.

In order to meet these requirements the following procedures and policies are in place:

- 601 School Reporting and Strategic Planning
- 602 Procedure for Student Equity
- 603 Procedure for Recognising Bi-Cultural Diversity
- 604 Procedure for Privacy of Information
- 605 Procedure for Policy or Procedure Development
- 606 Procedure for managing out of zone enrolments
- 607 Procedure for Board Decision Making via Email
- 608 Fraud Procedure
- Procedures to ensure the Board of Trustees is properly elected and constituted (refer Education Amendment Act No.4 1991)
- Procedures to ensure Board Meetings are run properly (Reference Model Standing Orders for Meetings of Public Bodies 1993)
- An ongoing programme of BOT operational review
- An ongoing programme of policy/procedure review

The Principal and Staff (Management) will develop and implement:

- Student Achievement Annual Planning
- Attendance registers
- General procedures for school administration
- Procedures for community partnership activity
- Procedures to ensure Treaty of Waitangi considerations are implemented
- Length of school day
- Length of school year

The above are located on the School Server and on the School Website.

Through the development and implementation of sound administration practice Papakaio School ensures all legal administrative requirements are met.