



PAPAKAIO SCHOOL



605 Procedure for Policy Development

PURPOSES

To establish a process through which the Board of Trustees can fulfil its governance role in the school.

There are six policy areas which are:

- (a) Administration
- (b) Community Consultation and Communication
- (c) Curriculum/Instructional
- (d) Employer Responsibility
- (e) Management of Resources
- (f) Student Achievement

The board will recognise that it is a key function to establish and or review policies or procedures as and when required.

To establish guidelines to ensure effective implementation of the charter into the daily programmes and operation of the school.

The policies will provide the parameters inside which a framework of procedures will guide all personnel in the school, so that the school's actions can be measured and evaluated.

All policy and procedures are published on the school web site.

GUIDELINES

The focus of all procedures is to ensure equitable practices and opportunities, are being experienced by all students and staff at this school.

Matters of equity and Treaty of Waitangi will underpin all policy and procedure formulation. They will also take into account any requirements of the Ministry of Education and relevant to legislation.

All policies and procedures are subject to BOT and staff review, as stipulated in the Bi-annual Review Plan.

Policies or procedures may be initiated by the board, on behalf of the community and parent body, and the principal, on behalf of students, staff or curriculum requirements.

REVIEW

The BOT is generally responsible for policy review while the Principal is generally responsible for procedural review. Overlap will occur.

Policy Review

Policies are generally reviewed annually. The chairperson will follow the historical review timetable but can seek permission of the BOT to alter this if priorities, operational or legislative change deem this necessary.

The chairperson will send a reminder to other BOT personnel of the Policy due for review with the agenda. The minutes secretary should also be notified so they can add it to the agenda and publish it with notice of the meeting.

Procedure Review

A biennial review programme is in place. Those with even numbers are reviewed in even years, those with odd numbers, odd years.

Procedures are circulated to staff in manageable groups and discussed at staff meetings as per the above schedule. Procedures are reviewed to ensure they reflect practice. Where there is discrepancy either the procedures are reviewed or practices are changed.

Any significant change to procedures will be notified to the BoT at their next meeting.

Reviewed April 2018