Rationale:

The Board of Trustees establishes policies to guide decisions made in the school. These policies empower management to deal with problems and issues without consulting the Board every time for decisions. The Board uses the standards and performance expectations set out in its policies to monitor and evaluate management performance, as part of its ongoing monitoring and review role.

Purpose:

The purpose of this policy is to provide guidelines for ensuring the school has appropriate and relevant policies in place. This includes reviewing of existing policies and developing new policies.

Definitions:

Board means WBHS Board of Trustees.

Policy means a set of principles or rules to guide decisions and achieve rational outcomes.

Management Procedure means a document to inform Board, management and staff how to make decisions and achieve outcomes in compliance with Board policy. It describes who, what, where, when, why and how. The "how" is a series of actions conducted in a certain manner, an established way of doing something.

Plain Language: a communication is in plain language if it meets the needs of its audience - by using language, structure, and design so clearly and effectively that the audience has the best possible chance of readily finding what they need, understanding it, and using it.

Scope:

This policy applies to the Board of Trustees and staff.

Guidelines:

1. The Board will maintain a set of policies that are appropriate and relevant to the school's charter, goals and obligations by adding, deleting or amending policies as it sees fit. All policies and amendments must be approved by resolution of the Board.

2. The Board Chairperson is responsible for leading policy development and review.

3. The Principal is responsible for monitoring external and internal environments and advising the Board on policy needs.

4. Staff should channel requests and recommendations for new policies or policy amendments through the Principal.

5. Policies should include reference to standards and expected outcomes.

Consultation

6. The Board considers that consultation helps to achieve quality outcomes when developing or reviewing policy. In general, consultation is limited to any position, committee or other body established within the institution that has responsibility for giving advice or effect to the particular policy. The Board Chairperson in consultation with the Principal will determine the extent of consultation.

7. External expert advice may be required for some policy matters.

Periodic Review

8. Policies must be reviewed at least 3-yearly, and may be reviewed more frequently as determined by the Board. The Board may produce a policy review schedule to assist with programming of policy reviews for board meetings.

Management Procedures

9. The Board will publish its own management procedure attached to this policy to define the process of producing and reviewing its policies.
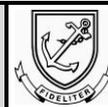
10. The Principal should publish Management Procedures to support and enact Policies where staff are likely to be assisted by having defined procedures to follow.

11. Policies cover a range of obligations, from statutory and compulsory, to desirable and voluntary. Some obligations require strict adherence to protocols, procedures and processes. The Board may require the Principal to publish Management Procedures to support and enact some critical policies. The Board will specify this requirement in the guidelines of such policies.

12. The Principal will ensure that any published Management Procedures comply with and support the approved policy. When a policy is approved by the Board, the Principal will promptly evaluate the policy and ensure that appropriate Management Procedures are put in place or updated if required by Guideline 10 or 11.

Publication and Communication

13. Policies must be published in a standard format and style approved by the Board. This policy is the template for format and style.

14. Policies should be written in plain language.

15. Current polices will be available to the school community on the school's website.

16. Current policies and any supporting management procedures will be available to staff and Board on the school's intranet.

17. The Principal will promptly communicate all policy changes to staff.

Related policies:

References or Sources:

Effective Governance – Working in Partnership published by the MOE, 2010

Management Contact:

Principal

Review details:

Review Date	Reviewed by
Aug 2017	SMK
Review cycle: 3 years	**Due date for Review:** June 2020

Board of Trustees Management Procedure for policy review:

Board Chair publishes policy review schedule

- *Published after consultation with Board*
- *Appropriate review cycle for each policy*
- *Policies are reviewed in logical groupings so they have parity and consistency and to avoid duplication and/or contradictions amongst policies*
- *Workload spread evenly.*
- *Timing strategic to BOT lifecycle.*
- *Maximum three years between reviews*

Principal monitors external and internal environments ← **Staff**

Principal recommends policy changes, additions, deletions

Principal circulates policies scheduled for review to Board Chair

- *At least one month before due date*

Board Chair conducts review, or develops new policy

- *Chair will distribute for consultation and comment prior to presentation to the Board.*
- *The extent of consultation will be as determined by the Chairperson and Principal. This may include fellow Board members and school employees. In general, consultation is limited to any position, committee or other body established within the institution that has responsibility for giving advice or effect to the particular policy.*
- *External expert advice may be useful from bodies such as NZSTA, MOE, other government agencies, and legal advisers.*

Board Chair presents draft policy to Board meeting

- *by inclusion in the meeting papers circulated before the meeting*

Board Chair revises draft policy

- *in consultation with Board*

Policy approved?

Yes

No

Principal actions:

- *Communicate policy changes to staff*
- *Produce/revise Management procedure if required (Guidelines 10 & 11)*
- *Publish Policy and Management Procedure.*
- *Policies published to website for school community*
- *Policies and Procedures published to intranet for staff and Board*