



POLICY MAKING AND REVIEW

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.



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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 policies 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:

1. Appointments – Staff
2. EEO
3. Equity



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References or Sources:

1. State Sector Act 1988
2. PPTA Secondary Teachers Collective Agreement 2019 – 2022
3. NZEI Support Staff in Schools C/A 6.17 – July 19
4. Secondary & Area School Ground staff 1.5.2015 – 31.12.2016
5. [School Caretakers', Cleaners' and Canteen Staff Collective Agreement 2017-2019](#)
6. Children's Act 2014

Review Details:

Review Date	Reviewed by
Aug 2020	SMK
Review cycle: 3 years	Due date for Review: Aug 2023



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Board of Trustees Management Procedure for policy review:

