



**Tawhero**  
**SCHOOL**

# **POLICIES AND PROCEDURES 2021**

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# INTRODUCTION & PURPOSE

This document contains the policies and procedures that govern and manage Tawhero School.

The policies guide the operation of the Kura in our pursuit to provide a stimulating high quality teaching and learning environment for our tamariki and mokopuna.

These policies also provide the framework within which Kura procedures and practices are formulated and carried out, and comply with the relevant Acts and regulations of New Zealand, and the collective and individual contracts of the employees of the Kura.

These policies show our commitment to the National Administration Guidelines for sound governance and management practices involving curriculum, planning and self-review, employment, finance and property, health and safety, and legal compliance.

## OUR POLICIES AND PROCEDURES

There are eight (8) policies that govern and manage Tawhero School. The policies relating to the National Administration Guidelines (NAGs) have a number of corresponding procedures (the number shown in the brackets). These policies are:

- Governance Policy
- Operational Policy
- NAG 1 Curriculum Policy
- NAG 2 Documentation and Self-Review Policy (4)
- NAG 3 Personnel Policy (12)
- NAG 4 Finance and Property Policy (15)
- NAG 5 Health and Safety Policy (35)
- NAG 6 Legislation and Administration Policy (11)

## POLICY REVIEW CYCLE

A Review of these policies and procedures will be completed every **2 years**. A cycle for reviewing each policy and its subsequent procedures will be undertaken during that period.

# OUR POLICIES

## Governance Policy

## Operational Policy

- NAG 1 Curriculum Policy
- NAG 2 Documentation and Self Review Policy (4)
- NAG 3 Personnel Policy (12)
- NAG 4 Finance and Property Policy (15)
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- NAG 6 Legislation and Administration Policy (11)

# GOVERNANCE POLICY

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## *Mauria te pono*

The Board emphasise strategic leadership rather than administrative detail and ensures that it complies with legal and policy requirements. It keeps 'enhancing student achievement' as its focus.

All elected, appointed and co-opted Trustees come to the Board table entrusted to ensure effective governance despite the different perspectives they bring to Board discussions. Individuals are neither advocates nor delegates with sectional interests but work for positive outcomes for all concerned.

## **BOARD ROLES & RESPONSIBILITIES**

The Board of Trustees key areas of contribution are to:

- Set strategic direction, vision and values and monitor progress against them
- Protect the special character of the Kura
- Approve and monitor the annual plan
- Develop and review general policy direction
- Monitor and evaluate student learning outcomes
- Appoint, assess the performance of, and nurture the Tumuaki
- Act as good employers
- Monitor financial management of the Kura and approve the budget
- Oversee, conserve and enhance the resource base
- Approve major policies and programme initiatives
- Manage risk effectively
- Build a broad base of community support
- Fulfil the intent of Te Tiriti o Waitangi by valuing and reflecting New Zealand's dual cultural heritage

## **TRUSTEE'S CODE OF BEHAVIOUR**

The Board is committed to ethical conduct in all areas of its responsibilities and authority. Trustees will:

- Ensure the needs of all students and their achievement is paramount
- Be loyal to the Kura and its mission
- Respect the integrity of the Tumuaki and staff
- Observe the confidentiality of non-public information acquired in their roles as Trustees and not disclose to any other persons such information that might be harmful to the Kura
- Be diligent and attend Board meetings prepared for the full and appropriate participation in decision making
- Ensure that individual Trustees do not act independently of the Board's decisions
- Speak with one voice through its adopted policies and ensure that any disagreements with the Board's stance are resolved within the Board
- Identify, declare and avoid any conflicts of interest with respect to their responsibilities as Trustees

- Recognise the lack of authority in any individual Trustee or subgroup of the Board in any interaction with the Tumuaki or staff
- Recognise that only the Chairperson can speak for the Board
- Continually self-monitor their individual performance as Trustees against policies and against any other current board evaluation tools
- Acknowledge the importance and need for ongoing training related to the role as Trustees

#### **CHAIRPERSON'S ROLE**

The Chairperson is the leader of the Board and carries overall responsibility for the integrity of the Board's processes. The role involves the following responsibilities:

- Spokesperson for the Board on strategic matters
- Establishment and maintenance of an ongoing working relationship with the Tumuaki
- Building an effective team
- Ensuring the Tumuaki Performance Agreement and Appraisal are completed on an annual basis
- Chairing of the meetings
  - a) Meeting discussion content will only be those issues that, according to Board policy, clearly belong to the Board to decide
  - b) Deliberation will be timely, fair, orderly and thorough, but also efficient, limited to time and kept to the point
  - c) Meeting procedures as outlined in the Standing Orders and Local Government Official Information and Meetings Act 1987 are observed except where the Board has suspended them.

#### **MEETING PROCESS (AN ASTERISK INDICATES A LEGISLATIVE REQUIREMENT)**

General:

- Meetings are held monthly as per the annual timetable
- The quorum shall be more than half the members of the Board currently holding office\*
- The Chairperson shall be elected at the first meeting each year, except in the general election year where it will be the first meeting of the newly elected Board\*
- The Chairperson may exercise a casting vote in the case of equality of votes, in addition to his/her deliberate vote\*
- Any Trustees with pecuniary interest in any issue shall not take part in any debate on such issues and may be asked to leave the meeting for the duration of the debate\*
- Only Trustees have automatic speaking rights

#### **TIME OF MEETINGS:**

- Regular hui will be on the first Wednesday of every month at 3pm

## **SPECIAL MEETING**

- A special meeting may be called by the delivery of notice to the Chairperson signed by at least one third of Trustees currently holding office or when otherwise agreed to by the majority of the Board.

## **EXCLUSION OF THE PUBLIC**

- The meeting may, by resolution, exclude the public and news media from the whole or part of the proceedings in accordance with the Meetings Act\*

## **PUBLIC PARTICIPATION**

- Public participation is at the discretion of the Chairperson
- Public attending the meeting are given notice about their rights to participation in the meeting

## **MOTIONS/AMENDMENTS**

- All motions and amendments moved in the debate must be seconded unless moved by the Chairperson\*
- Motions and amendments once proposed and accepted may not be withdrawn without the consent of the meeting\*
- No further amendments may be accepted until the first one is disposed of\*
- The mover of the motion has right of reply\*
- A matter already discussed may not be reintroduced at the same meeting in any guise or by way of an amendment\*

## **TERMINATION OF DEBATE**

- All decisions are to be taken by open voting by all Trustees present

## **SUSPENSION OF MEETING PROCEDURES**

- Standing Orders may be suspended by resolution of the meeting

## **AGENDA**

- The order of the Agenda may be varied by resolution at the meeting

## **MINUTES**

- The minutes will be distributed promptly following the meeting

## GOVERNANCE PROCESSES/PROCEDURES-COMMITTEE PRINCIPLES

The Board may set up committees to help carry out its responsibilities and due process (e.g. staff appointments, internal audit, disciplinary).

Board Committees:

- 1) Are to be used sparingly to preserve the Board functioning as a whole when other methods have been deemed inadequate.
- 2) May use non Trustees as sources of advice but only Trustees can be part of the decision making process.
- 3) May not speak or act for the Board except when formally given such authority for specific and time limited purposes. Such authority will be carefully stated in order not to conflict with authority delegated to the Tumuaki.
- 4) Help the Board (not the administration) do its work.
- 5) Assist the Board chiefly by preparing policy alternatives and implications for Board deliberation. Board committees are not to be created by the Board to advise staff.
- 6) Are to have terms of reference drawn up as required. It is suggested that these contain information about the following:
  - a) Purpose
  - b) Committee members
  - c) Duties and responsibilities
  - d) Reporting procedures/schedule
  - e) Budget

Ratified by Board



Chairperson – signed for BOT

Date Jan 2021

# OPERATIONAL POLICY

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## *Mauria te pono*

### AIM

- To provide guidelines to allow the Tumuaki to manage the Kura on a day-to-day basis.

### PURPOSE

- To make the distinction between governance by the Board and management by the Tumuaki.
- To delegate responsibility to the Tumuaki for the implementation of the National Administration Guidelines (NAGS)

### DELEGATIONS TO THE TUMUAKI

The Board delegates all authority and accountability for the day-to-day operational organisation of the Kura to the Tumuaki who will:

- Manage the Kura effectively on a day-to-day basis within the law and in line with Board policies
- Meet the requirements of the current job description and Professional Standards
- Act as the educational leader of the Kura
- Maintain the culture of the Kura and special character
- Implement operational plans and give priority to Kura annual targets
- Use resources efficiently
- Put good employer policies into effect and oversee the performance management system
- Follow requirements for all staff appointments
- Preserve assets (financial and property)
- Communicate with the community on operational matters
- Keep the Board informed of information important to their role and on compliance with their policies.
- Act as Protected Disclosures Officer and appoint, on behalf of the board, the Privacy Officer and EEO Officer
- The Tumuaki shall not cause or allow any practice, activity or decision that is unethical, unlawful, and imprudent or which violates the Charter or expressed values or commonly held professional ethic.

### TUMUAKI/BOARD RELATIONSHIPS

Only decisions made by the Board acting as a Board are binding on the Tumuaki. Decisions or instructions of individual Board members, portfolio holders or committees are not binding on the Tumuaki except in rare circumstances when the Board has specifically authorised it. The relationship is one of trust and support. Both parties work to ensure “no-surprises”. The

Tumuaki is not restricted from using the expert knowledge of individual Board members acting as volunteers.

#### **DISCIPLINARY PROCESS**

In the event the Board determines that policy violation(s) has (have) occurred and judges the degree and seriousness of the violation(s) to warrant initiating a disciplinary process, the Board shall seek advice and follow due process.

#### **TUMUAKI PROFESSIONAL EXPENSES**

A budget for professional expenses and for professional development will be established annually. These expenses may include continuing education, books and periodicals, and attendance at professional conferences.

Ratified by Board		Date	Jan 2021
	Chairperson – signed for BOT		

# NAG 1 – CURRICULUM POLICY

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## *Mauria te pono*

### AIM

- The needs of individual students are at the centre of all teaching, learning and assessing. Students are encouraged to develop knowledge, skills, attitudes, understandings, talents and creativity

### PURPOSE

- To provide a comprehensive programme that ensures all students achieve to their full potential and have access to high quality teaching and learning that reflects New Zealand Curriculum and Tawhero School Local Curriculum.

### GUIDELINES

Tawhero School will:

- 1) Develop and implement teaching and learning programmes based on children's need, abilities, interests and community expectations
- 2) Provide a range of assessment practices, gather information that is sufficiently comprehensive to enable progress and achievement to be evaluated with priority given to:
  - a) Student achievement in literacy and numeracy in years 1-4, then:
  - b) Breadth and depth of learning related to needs, abilities and interest of students, the nature of New Zealand Curriculum.
- 3) Use quality assessment information to identify:
  - a) Students and groups of students who require additional programmes of support, including gifted and talented students;
  - b) Aspects of the curriculum that require special attention
- 4) Develop and implement teaching and learning strategies to address the needs of students and curriculum identified in (3) above

In consultation with the whānau, develop and make known to them Kura policies, plans, targets for improving the achievements of students. Provide appropriate career education and guidance for all students in Year 7 and 8.

**In order to fulfil the policy, the Board and management have developed and will regularly review the following procedural and administrative guidelines associated with the Curriculum:**

- Assessment and Evaluation Procedure
- Career Guidance Procedure
- Community Partnership and Consultation Procedure
- Curriculum Delivery Procedure
- Equity and Learning Procedure
- Information and Communication Technology (ICT) Procedure
- Internet and Email Use Procedure
- Library Management Statement
- Planning Procedure
- Publication of Student and Staff Images and Work Procedure
- Sexuality Education Procedure
- Special Needs and Abilities Support Procedure
- Student Achievement Procedure

Ratified by Board  Date Jan 2021  
Chairperson – signed for BOT

Jan 2021

# NAG 2 – DOCUMENTATION AND SELF-REVIEW POLICY

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## *Mauria te pono*

### AIM

- To maintain documentation and self-review processes to promote an effective Kura and enable continuous Kura improvement

### PURPOSE

- To ensure that systems and procedures in the Kura are properly documented, based on procedural and administrative guidelines
- To provide a framework for reviewing all aspects of Kura operations

### GUIDELINES

Tawhero School will:

- 1) Develop a strategic plan which document how the Kura is giving effect to the National Education Goals (NEGS) through policies, plans and programmes including those for the curriculum, assessment and staff professional development.
- 2) Maintain an on-going programme of self-review in relation to the above procedures and administrative guidelines, plans and programmes, including evaluation of information on student achievement.
- 3) Report to students and their parents on the achievement of individual students, and to the Kura community on the achievement of student individually and as a group i.e. by age and ethnicity (see NAG 1, No.3) including the achievement of Māori students against the plans and targets referred to in NAG 1, No. 5.
- 4) Report progress twice yearly, in plain language, against New Zealand Curriculum and progressions to students and parents, and report in the Board's annual report.

**In order to fulfil the policy, the Board and management have developed and will regularly review the following Procedural and Administrative Guidelines associated with Documentation and Self-Review:**

- Charter Development Procedure
- Curriculum Review Procedure
- Reporting to Students, Parents and Community Procedure
- Self-Review Procedure

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# NAG 3 – PERSONNEL POLICY

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## *Mauria te pono*

### AIM

- To be a good employer through the development and implementation of good employer programmes and practices.

### PURPOSE

- To be a good employer as defined in the State Sector Act 1988 and comply with the terms and conditions contained in employment contracts applying to teaching and non-teaching staff
- To promote high standards of staff performance

### GUIDELINES

Tawhero School will:

- 1) Implement personnel and industrial guidelines within policy and procedural frameworks set by the Government from time to time
- 2) To ensure terms of employment agreements for teaching and non-teaching staff are at all times met by the Board
- 3) To promote high levels of staff performance, the effective use of educational resources and recognition of the needs of students

**In order to fulfil the policy, the board and management have developed and will regularly review, the following Procedural and Administrative Guidelines associated with Personnel Management:**

- Appointments Procedure
- Concerns and Complaints Procedure
- Equal Employment Opportunity (EEO) Procedure
- Performance Management Procedure
- Personal Grievance Procedure
- Professional Conduct Procedure
- Staff Competency Procedure
- Staff Discipline Procedure
- Staff Induction Programme – All Staff
- Staff Leave Procedure

Ratified by Board



Chairperson – signed for BOT

Date Jan 2021

# NAG 4 – FINANCE AND PROPERTY POLICY

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## *Mauria te pono*

### AIM

- To demonstrate sound resourcing and administrative guidelines in order to maintain quality financial and physical resources

### PURPOSE

- To effectively manage all Kura finances and resources through quality resourcing and reporting procedures
- To allocate funds to reflect Kura priorities

### GUIDELINES

- 1) To allocate funds to reflect Kura priorities as stated in the Charter, Strategic Plan and the Annual Plan
- 2) To monitor and control Kura expenditure through sound budgetary and financial management and reporting procedures
- 3) To ensure that the Kura accounting system meets public sector accounting requirements, and that annual accounts are prepared and audited as required by the Public Finance Act 1989 and the Education Act 1989
- 4) To manage Kura property in accordance with negotiated agreements for asset management, capital works and property maintenance to ensure that Kura buildings and facilities provide a safe and healthy learning environment for our students

**In order to fulfil the policy, the Board and management have developed and will regularly review the following Procedural and Administrative Guidelines associated with Finance and Property Management:**

- Financial Management Procedure
- Pecuniary Interest Procedure
- Fixed Assets and Depreciation Procedure
- Cheque Account, Investments and Reserves Procedure
- Collection and Storage of Money Procedure
- Transport Assistance Claims Procedure
- Property Management Procedure
- Theft and Fraud Prevention Procedure

- Procedure for Personal Belongings at Kura
- Collection Management Statement
- Lost Property Procedure
- Security Procedure
- Procedure for Use of Kura Buildings and Facilities

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Chairperson – signed for BOT

# NAG 5 – HEALTH AND SAFETY POLICY

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## *Mauria te pono*

### AIM

- To have in place effective Health and Safety procedures, practices and guidelines which ensure a safe physical and emotional environment

### PURPOSE

- To provide a safe physical and emotional environment for all students, staff and visitors

### GUIDELINES

- 1) To comply in full with any legislation which applies to Health and Safety in Kura/schools
- 2) To ensure compliance with both legislation and Kura procedures and practices regarding both physical and emotional safety of students, staff and visitors
- 3) To ensure at all times the promotion of child safety. This will include compliance with, all relevant legislation including but not limited to the Vulnerable Children's Act 2014 and the Kura Child Protection Procedure

**In order to fulfil this policy, the Board and management have developed and will regularly review the following procedural guidelines associated with Health and Safety:**

- Animal Welfare Procedure
- Animal Code of Ethics
- Child Protection Procedure
- Behaviour Management Procedure
- Cyber safety Procedure
- Cyber safety Staff Use Procedure
- Cyber safety Staff Use Agreement
- Staff Use of ICT Device Agreement
- Cyber safety Use Agreement for Students
- Outside Agency Procedure
- Workplace Harassment Procedure
- Pandemic Planning Procedure
- Pandemic Plan
- Lockdown Procedure
- General Emergency Lockdown Procedures

- Ministry of Education Toolkit 5S – Intruder Inside Building Emergency Response
- Stand Down and Suspensions Procedure
- Sun Safe Procedure
- Administering First Aid and Medication Procedure
- Administration of Medication at Kura
- Serious Incident Management Procedure
- Serious Incident Response Plans
- Water Safety Procedure
- Auahi Kore Procedure
- Procedure for Staff Having Non-Enrolled Children at Kura
- Leaving Kura Grounds Procedure
- Education Outside the Classroom Procedure
- Food and Nutrition Procedure
- Health and Safety Procedure
- Road Safety Procedure
- Waipiro and Tarukino Procedure
- Sick Child and Injury Procedure

Ratified by Board		Date Jan 2021
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# NAG 6 – LEGISLATION AND ADMINISTRATION POLICY

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## *Mauria te pono*

### AIM

- Effective administrative practices are necessary to ensure all legal administrative requirements are met

### PURPOSE

- To comply with all general legislation requirements

### GUIDELINES

- 1) Ensure that there are procedural and administrative guidelines to cover general legislative requirements and compliance with these, such as attendance, length of Kura day and length of Kura year
- 2) The Tumuaki shall ensure legislation requirements are addressed and that where necessary new guidelines are developed and implemented
- 3) To ensure at all times the promotion of child safety. This will include compliance with, all relevant legislation including but not limited to the Vulnerable Children's Act 2014 and the Kura Child Protection Procedure
- 4) To ensure compliance with both legislation and Kura procedures and practices regarding both physical and emotional safety of students, staff and visitors

**In order to fulfil this policy, the Board and management have developed and will regularly review the following procedural guidelines associated with Legislation and Administration:**

- Attendance Procedure
- Call Back Days Procedure
- Copyright Compliance Procedure
- Enrolment Procedure
- Police Vetting Procedure
- Privacy Protection Procedure
- Protected Disclosures Procedure
- Reclassification of Students Procedure
- Te Tiriti o Waitangi
- Transition Procedure

Ratified by Board



Chairperson – signed for BOT

Date Jan 2021