

BOARD OF TRUSTEES POLICIES

NAG 1: STUDENT ACHIEVEMENT AND LEARNING

RATIONALE:

Each board of trustees is required to foster student achievement by providing teaching and learning programmes which incorporate The National Curriculum as expressed in *The New Zealand Curriculum 2007*.

Each board, through the principal and staff, is required to:

- a. Develop and implement teaching and learning programmes:
 - i. to provide all students in years 1-10 with opportunities to achieve for success in all areas of the National Curriculum;
 - ii. giving priority to student achievement in literacy and numeracy, especially in years 1-8;
 - iii. giving priority to regular quality physical activity that develops movement skills for all students, especially in years 1-6.
- b. Through a range of assessment practices, gather information that is sufficiently comprehensive to enable the progress and achievement of students to be evaluated; giving priority first to:
 - i. student achievement in literacy and numeracy, especially in years 1-8; and then to
 - ii. breadth and depth of learning related to the needs, abilities and interests of students, the nature of the school's curriculum, and the scope of The National Curriculum as expressed in *The New Zealand Curriculum* or *Te Marautanga o Aotearoa*;
- c. On the basis of good quality assessment information, identify students and groups of students:
 - i. who are not achieving;
 - ii. who are at risk of not achieving;
 - iii. who have special needs (including gifted and talented students); and
 - iv. aspects of the curriculum which require particular attention;
- d. Develop and implement teaching and learning strategies to address the needs of students and aspects of the curriculum identified in (c) above;
- e. In consultation with the school's Māori community, develop and make known to the school's community policies, plans and targets for improving the achievement of Māori students; and
- f. Provide appropriate career education and guidance for all students in year 7 and above, with a particular emphasis on specific career guidance for those students who have been identified by the school as being at risk of leaving school unprepared for the transition to the workplace or further education/training.

GOVERNANCE POLICIES AND GUIDELINES

Hauraki Plains College meets its obligations to NAG 1 and to current legislation by ensuring that the following documentation is developed, implemented and reviewed as part of the Board's self-review process.

- Assessment for Learning
- Career Education
- Cultural Arts
- Curriculum
- Developing New Teaching Programmes
- Education Outside the Classroom (EOTC)
- Health Education
- Homework
- Information Hub
- Learning Support

HAURAKI PLAINS COLLEGE

- NZQA Assessment
- Reporting
- Sports
- Secondary Tertiary Alignment Resource (STAR)

RELEVANT DOCUMENTS

- Hauraki Plains College Charter
- Curriculum Guide Senior
- Curriculum Guide Junior
- NCEA Assessment Good Practice Guide for Teachers
- NCEA Information for Students Guide
- Reporting Handbook

REVIEW:

Nag 1 policies, procedures, guidelines and documentation will be reviewed according to the Board of Trustees triennial programme of self-review (2020).

NOTE:

A copy of these policies and guidelines are available from the school office. Email studentservices@haurakiplains.school.nz or phone 078677029.

NAG 2: SELF REVIEW AND DOCUMENTATION:

RATIONALE:

Each board of trustees, with the principal and teaching staff, is required to:

- a. Develop a strategic plan which documents how they are giving effect to the National Education Guidelines through their policies, plans and programmes and/or assessment, and staff professional development;
- b. Maintain an on-going programme of self-review in relation to the above policies, plans and programmes, including evaluation of information on student achievement; and
- c. Report to students and their parents on the achievement of individual students, and to the school's community on the achievement of students as a whole and of groups (identified through NAG 1(c) above) including the achievement of Māori students against the plans and targets referred to in 1(e) above.

GOVERNANCE POLICIES AND GUIDELINES:

Hauraki Plains College meets its obligations to NAG 1 and to current legislation by ensuring that the following documentation is developed, implemented and reviewed as part of the Board's self-review process.

- Annual Reporting and Review to BOT
- Community Consultation and Review
- Policy Development and Review
- Treaty of Waitangi

RELEVANT DOCUMENTS:

- Hauraki Plains College Charter
- HPC Policies and Guidelines
- Annual Reports to the BOT (team)

REVIEW:

Nag 2 policies, procedures, guidelines and documentation will be reviewed according to the Board of Trustees triennial programme of self-review (2020).

NOTE:

A copy of these policies and guidelines are available from the school office. Email studentservices@haurakiplains.school.nz or phone 078677029.

NAG 3: PERSONNEL

RATIONALE:

Section 77A of the State Sector Act 1998 requires that Boards of Trustees must operate personnel policy that complies with the principle of being a good employer.

According to the legislation on employment and personnel matters, each board of trustees is required in particular to:

- a. Develop and implement personnel and industrial policies, within policy and procedural frameworks set by the Government from time to time, which promote high levels of staff performance, use educational resources effectively and recognise the needs of students; and
- b. Be a good employer as defined in the State Sector Act 1988 and comply with the conditions contained in employment contracts applying to teaching and non-teaching staff.

GOVERNANCE POLICIES AND GUIDELINES:

Hauraki Plains College meets its obligations to be a good employer through the following policies and guidelines.

- Board Delegations
- Board Meeting Protocols
- Code of Ethics for Boards of Trustees
- Complaints
- Delegations to Principal
- Equal Employment Opportunities
- Performance Appraisal of Staff
- Performance Appraisal of Principal
- Police Vetting
- Principal Remuneration
- Privacy
- Professional Development
- Protected Disclosures
- Staffing and Timetabling
- Staff Appointments
- Staff Induction
- Staff Leave
- Supervision of Provisionally Registered Teachers
- Theft and Fraud Prevention

RELEVANT DOCUMENTS:

- HPC Charter
- Performance Appraisal Portfolio
- Job Descriptions
- Staff Handbook *The Way We Do Things Around Here*

REVIEW:

Nag 3 policies, procedures, guidelines and documentation will be reviewed according to the Board of Trustees triennial programme of self-review (2018)

NOTE:

A copy of these policies and guidelines are available from the school office. Email studentservices@aurakiplains.school.nz or phone 078677029

NAG 4: FINANCE AND PROPERTY

RATIONALE:

According to legislation on financial and property matters, each board of trustees is also required in particular to:

- a. Allocate funds to reflect the school's priorities as stated in the charter;
- b. Monitor and control school expenditure, and ensure that annual accounts are prepared and audited as required by the Public Finance Act 1989 and the Education Act 1989; and
- c. Comply with the negotiated conditions of any current asset management agreement, and implement a maintenance programme to ensure that the school's buildings and facilities provide a safe, healthy learning environment for students.

GOVERNANCE POLICIES AND GUIDELINES:

Hauraki Plains College meets its obligations to NAG 4 through the following policies and guidelines:

- Automatic Payment Facility
- Budget Preparation
- Credit Card Management
- Finance
- Payments by Parents / Caregivers
- Payroll Accountability
- Property Care
- Property Management
- Refunds to International Students
- Sensitive Expenditure
- Sponsorship

RELEVANT DOCUMENTS:

- Annual Budget
- Audited Financial Accounts

REVIEW:

Nag 4 polices, procedures, guidelines and documentation will be reviewed according to the Board of Trustees triennial programme of self-review (2018)

NOTE:

A copy of these policies and guidelines are available from the school office. Email studentservices@haurakiplains.school.nz or phone 078677029

NAG 5: HEALTH AND SAFETY

RATIONALE:

Each board of trustees is also required to:

- a. Provide a safe physical and emotional environment for students;
- b. Promote healthy food and nutrition for all students; and
- c. Comply in full with any legislation currently in force or that may be developed to ensure the safety of students and employees.

GOVERNANCE POLICIES AND GUIDELINES:

Hauraki Plains College meets its obligations to NAG 5 and to current legislation by ensuring that the following documentation is developed, implemented and reviewed as part of the Board's self-review process.

- Behaviour Management
- Bullying Prevention and Management
- Child Protection
- Civil Defence
- Critical Incident
- Cybersafety
- Custodial and Non-Custodial Parents
- Communicable Diseases
- Departmental Health and Safety
- Drug, Alcohol and Smokefree
- Extra-territoriality
- Gateway Health and Safety
- Hauora and Wellbeing
- Lockdown Procedures
- Nutrition and Canteen
- Pandemic Management
- Prohibiting Use of Force
- School Bus Use
- School Vehicle Guidelines
- Sexual Harassment Protection
- Sickbay Procedures
- Staffroom Use
- Staff Safety
- Student Socials
- Student Vehicles
- Suicide Prevention
- Sun Safety
- Surrender and Retention of Student Property
- Visitor Safety

REVIEW

Nag 5 policies, procedures and guidelines will be reviewed according to the Board's triennial programme of self review (2019)

NOTE:

A copy of these policies and guidelines are available from the school office. Email studentservices@haurakiplains.school.nz or phone 078677029.

NAG 6: ADMINISTRATION AND COMPLIANCE

RATIONALE:

Each Board of Trustees is expected to comply with all general legislation and requirements by the Ministry of Education.

GOVERNANCE POLICIES AND GUIDELINES:

Hauraki Plains College meets its obligations to NAG 6 and to current legislation by ensuring that the following documentation is developed, implemented and reviewed as part of the board's self review process.

- Attendance
- Board Code of Ethics
- Board Delegations
- Board Meeting Protocols
- Board Meeting Public Attendance
- Copyright
- Enrolment
- EOTC (One Day)
- EOTC (Several Days)
- Work Experience
- Human Rights
- Legislation and Compliance
- Natural Justice
- School Records
- School Vehicle Administration

RELEVANT DOCUMENTS:

REVIEW:

NAG 6 policies, procedures and guidelines will be reviewed according to the Board of Trustees triennial programme of self review (2019).

NOTE:

A copy of these policies and guidelines are available from the school office. Email studentservices@haurakiplains.school.nz or phone 078677029.

NAG 7: ADMINISTRATION AND COMPLIANCE

RATIONALE:

Each board of trustees is required to complete an annual update of the school charter for each school it administers, and provide the Secretary for Education with a copy of the updated school charter before 1 March of the relevant year.

RELEVANT DOCUMENTATION:

- HPC River Charter with Strategic and Annual Plan and Annual Targets

NAG 8: ANALYSIS OF VARIANCE

RATIONALE:

Each board of trustees is required to provide a statement providing an analysis of any variance between the school's performance and the relevant aims, objectives, directions, priorities, or targets set out in the school charter at the same time as the updated school charter provided to the Secretary for Education under NAG 7.

RELEVANT DOCUMENTATION:

- Analysis of Variance 2016

NOTE:

A copy of these documents are available from the school office. Email studentservices@aurakiplains.school.nz or phone 078677029.