



## SECTION 2 SELF REVIEW, PLANNING, REPORTING

Strategic Planning	S2-201
Self-review	S2-202
Community consultation	S2-203
Communication	S2-204
Reporting on student progress	S2-205
Philosophy	S2-206
Board of Trustees training	S2-207
BOT-Employee meeting procedures	S2-208
Employees eligibility as a Board Trustee	S2-209
School goals	S2-210
Charter amendment/review	S2-211
Codes of conduct	S2-212
School community library	S2-213
Information computer technology	S2-214
Community consultation	S2-215
School Bus Procedures	S2-216

Our school recognises the value of having in place a planning framework against which will be reported progress on targets aimed at improving the educational opportunities of its students and at meeting all the Board's statutory obligations.

The school will have in place a current long term strategic plan in accordance with regulatory requirements. It will establish learning goals for the coming five years and will also outline the means by which the school will meet these goals.

1. The school will have an up to date, dynamic plan for all areas of its operation which includes the school's mission statement, a series of approved goals, objectives and targets.
2. Targets set will form part of the rationale behind the school's annual operational plan.
3. The process of constructing the strategic plan will be approved by the Board and will be carried out by a delegated planning team. The Principal shall be a member of this team
4. The process will include a variety of data gathering surveys and exercises designed to obtain community input; this may include students
5. The Board will set terms of reference for the planning group, including membership and time scale
6. The Board must approve the goals and objectives prior to targets being set
7. The planning group will present a draft plan, with resourcing implications, to the full Board prior to approval
8. Targets will be evaluated at the end of each year with new targets set for the next year
9. The school's operational plan, constructed by the principal, will reflect set strategic targets will be approved by the Board, and will form part of the Principal's reports to the Board
10. The strategic plan will be available to the whole school community

**DATE CONFIRMED: 2018**

**SELF REVIEW****S2-202**

It is a requirement specified in National Administrative Guideline 2 (ii) that each school operates a programme of self-review.

- 1 The Board is committed to a policy and programme of self-review and development. The school has developed a strategic plan that will be reviewed and revised each year so that goals for the coming year can be set and resourced through the budget.
- 2 Part of the process of strategic planning and review will be curriculum review. In collaboration with the staff, the Principal and prepare a review of the school's curriculum with planned development to be presented to the Board for approval before the budget is prepared. This review will include a report on achievement in the essential learning areas and the essential skills.
- 3 All Board policy will be reviewed when necessary, mainly at three yearly intervals.
- 4 Pertinent and relevant staff members will be appointed as review leaders of specific NAGs they will consult with teachers, support staff and students to ensure policy is relevant.
- 5 Board of Trustees members will be appointed as governors of specific SECTIONS to ensure that all policies are up to date and relevant to the needs and aspirations of the members of the communities that have students attending this school.

ANNUALLY	2018 Feb-Mar	2018 Apr-Jun	2018 Sep-Dec
2018 SECTION 1 CURRICULUM	SECTION 5 Health & Safety  SECTION 3 Personnel	SECTION 2 Self-Review, Planning, reporting  SECTION 6 Legislation/Compliance	SECTION 4 Assets Finance

A Board of Trustees member will be responsible for one of the areas below. It is their responsibility to lead the review in each area. All areas should be reviewed annually. Reports will be discussed and recommendations made at Board meetings.

<u>SECTION</u>	<u>RESPONSIBLE</u>
1. Curriculum	BOT/Renee /Danelle
2. Self-Review /Planning/Reporting	BOT/ Veronica /Debra
3. Personnel	BOT/Danelle / Renee
4. Assets /Finance / Property	BOT/Debra/Men/Dion
5. Health & Safety	BOT/Denise-TeRina-Tia
6. Compliance	BOT/Denise/TeRina

**DATE CONFIRMED: 2018**

COMMUNITY CONSULTATION S2-203

The partnership between the school and its community is the strength of the school. It is important that the school is responsive to its community's needs and wishes.

This school will:

- maintain an ongoing link between the school and its community.
- ensure the school is responsive to the needs and wishes of the community.
- Enhance the strength of partnership.
- Communicate issues relating to curriculum support and delivery.
- Consultation and communication will be an ongoing reciprocal process.
- A range of appropriate methods will be used to encourage the development of a well-informed community.
- Meetings of the Board of Trustees will be open to the public.
- The Board will report annually to the community at a general meeting.
- The Principal and staff will report to parents and caregivers on a regular basis.
- Parents/caregivers will be consulted about and informed of school policies and programmes.
- The school community will be invited to participate in the strategic planning process.
- Every two years the school will conduct a satisfaction survey the results of which will be reported to the board.

**DATE CONFIRMED: 2018**

To fully participate in the life of the school, its parent community must be kept as fully informed as possible about programmes and events affecting the school

The community will be kept fully informed, to achieve this, the school will:

- Establish and maintain workable channels of communication between the school and the community.
- Ensure that all members of the school community have an opportunity to be informed about and to participate in school issues and events.
- The school community will be informed about the priorities and vision the Board has for governing the school.
- The school community will be informed about the manner in which grants are spent on equipment, materials, maintenance and development.
- The school community will be provided with prior information of agenda, venues, times and dates of Board meetings.
- Regular newsletters will be sent home informing parents/caregivers of events and issues relating to the school.
- The school will produce and make available a general information booklet which is updated annually.
- All interaction will take into account cultural awareness and sensitivity to language and cultural difference.
- The school will provide a welcoming and attractive environment.

**DATE CONFIRMED: 2018**

The statutory requirement to report to parents/caregivers on their child's progress is detailed in the Education Act and also required under NAG 1. We seek to ensure that all parents and caregivers have access to relevant information regarding achievement at school.

The school will:

- Ensure parents have access to their child's progress at school in each curriculum area.
- assist with developing links between the school and home
- fulfil statutory obligations
- Parents and caregivers will have reasonable access to their child's details of progress at school.
- Notice of access to information should be given by a parent or caregiver to the school allowing sufficient time to collate relevant information.
- Formal reporting, in written form, on a child's progress will be provided; normally these will be given in term one, mid-year and at the end of the year.
- Specific formal opportunities will be provided once a term for parents or caregivers to discuss with individual teachers their child's progress.
- Approaches to discuss a child's progress at a time other than those formal times must be made in the first instance through the school office.
- All information relating to students is subject to the Privacy Act provisions

**DATE CONFIRMED: 2018**

The humanity of each person needs to be recognized to produce a caring institution which fosters growth in all.

- All people involved in the school, should have ways of influencing the direction of the school.
- The joint target of people involved in the school is to produce the best learning environment for the students. Students are the focus of the school decision making.
- Group decision making is more informed, more appropriate and more effective than Autocratic decisions.
- Effective teaching is enthusiastic and based around the belief that what is being done is worthwhile. Learning should be enjoyable. Enthusiastic teaching and enjoyable learning occurs from persuasion, compassion and education.
- Parents and caregivers are interested in their children's growth and this interest should be fostered and supported.
- That no one, person is the source of all wisdom and people are much better off when they are prepared to genuinely share responsibility.
- That contribution will be maximized if participants have the feeling that they have access to first-hand knowledge and they are involved in real decision making rather than being simply consulted.
- That the when, where and who of decision making is public knowledge i.e. the system can be trusted.
- That what has been decided will be publicised and therefore be available for review and improved if necessary.
- That teams may be built into the organisational structure.
- That decisions are made by well-informed people who are able to accept the responsibility for those decisions.

**DATE CONFIRMED: 2018**

## **BOARD OF TRUSTEES TRAINING**

**S2-207**

- Each Board of Trustee member is charged with governance of its school.
- That all Board of Trustees members be encouraged to attend appropriate training courses. This is especially important for new Trustees.
- That all Board of Trustees members have access to the services provided by the School Trustee Association Liaison/Field Officer.
- Where possible, Board of Trustees members should join the principal and attend the Northland Area Schools Association meetings and at least one member attend the Area Schools Conference.
- Expenses incurred in training should be claimed in line with the Statement on Board of Trustees Expenses.

**DATE CONFIRMED: 2018**

## **BOARD OF TRUSTEES MEETING PROCEDURE**

**S2-208**

- To be read in conjunction with the following policies - Community Consultation, Local Body Standing orders - (to be used where not overridden by legislation or policy) Local Government Meeting and Official Information Act, Treaty of Waitangi.
- All meetings are to be as efficient and effective as possible.
- The Board of Trustees may delegate authority to sub-committees to bring recommendations to the Board of Trustees for final approval.
  
- The Chairperson, Secretary and the Principal will set the meeting agenda. Copies of the Meeting reports are sent to all Board of Trustees members on the Friday prior to the meeting.
- The general order of the monthly meeting will be -
  - Karakia
  - Apologies
  - Agenda approval
  - Previous minutes and matters arising
  - Correspondence (Inward/Outward) and submissions
  - Regular reports
  - General Business
  - Karakia
- Written or verbal submissions are welcome; verbal submissions will require the Chairperson's prior approval.
- Written correspondence must be received five working days ahead of a Board meeting.
- Reports to be in writing and circulated to all Board of Trustees members.
- The meeting may approve/adopt the reports with/without necessary alterations.
- 1:3:1 - Page 7 - Standing orders. The Chairperson shall decide all questions where Board of Trustees policy or Standing Orders make no provision or insufficient provision.

**DATE CONFIRMED: 2018**

## **EMPLOYEES ELIGIBILITY AS A BOARD OF TRUSTEE**

**S2-209**

- Legislation states that ***permanent employees*** of the Board of Trustee, other than the Principal and the Staff Representative, are ineligible to be School Trustees.
- The purpose of this policy is to clarify the meaning of the word permanent as it pertains to this situation in our school, to help any individual, who may possibly be affected, with their decision making.
- A permanent employee is defined as any person who is employed continuously (with breaks for term holidays), whether in the same position or in different positions within the school, for more than 12 months.
- A person who is employed on a term-by-term basis, or on an annual basis, would be affected by this definition, and would have to choose whether to resign from their position either as trustees or as an employee at the end of 12 months.
- The above guidelines refer only to an employee who has actually applied for a position in the school.
- If the school makes the approach to the potential employee in the form of a request for staffing assistance, the above guidelines are not applicable. Such circumstances could be day relief or in a staffing emergency. It is unlikely that such employment would last longer than one month.
- A person who is employed for an indefinite period i.e. a 'permanent' employee would not be eligible to be considered as a trustee, other than as Principal or Staff Representative.

**DATE CONFIRMED: 2018**

## **SCHOOL GOALS**

**S2-210**

### **1. To enhance children's learning.**

- At all times accept the obligation to meet New Zealand curriculum objectives prescribed by the Minister of Education and the requirements of all syllabuses prescribed under the Education Act or relevant regulations.
- Every year decide what optional subjects are to be offered in the school. (Note: This objective applies only to secondary syndicates)
- At all times accept the obligation to prepare every learner to make the transition to full membership of New Zealand society.
- Specify local curriculum goals and objectives that take into account the needs and interests of the students, the special skills and qualifications of the staff and the aspirations and resources of the community.
- Every year approve a report that details how the school will deliver the curriculum. This report will include time allocation, resources, staff preparation, and options and progressions available to students.

- Every year ensure that the curriculum is implemented through the learning and teaching programmes developed by the staff. They will include specific learning objectives and outcomes realistically stated in terms of a range of achievements.
- Each year review ways in which the school consults with individual students and their families on matters of personal, academic, sporting, Taha Wairua and cultural progress.

## **2. Community Partnership**

**GOAL:** To enhance learning by establishing a partnership with the school's communities and to be responsive to its educational needs and wishes.

## **3. Equity**

**GOAL:** To enhance learning by ensuring that the curriculum is non-sexist and non-racist and that any disadvantage experienced at the school by students, parents, or staff members because of gender or religious, ethnic, cultural, social or family background is acknowledged and addressed

## **4. Treaty of Waitangi**

**GOAL:** To fulfil the intent of the Treaty of Waitangi by valuing New Zealand's dual cultural heritage.

Every year prepare policies/statements which will:

- Ensure the curriculum reflects Maori perspectives;
- Make equitable provisions in the curriculum for the instructional needs of Maori children;
- Provide opportunities for students who wish to learn the Maori language and culture;
- Provide for students whose parents wish them to be educated through the Maori language.
- Recognise Maori values in the provision of resources and facilities within the school;
- Make staffing or financial provision to enable the school to meet the requirements above.

## **5. Personnel**

To enhance learning by staffing the school with teachers and ancillary/support staff to meet school objectives.

To approve and support a staff development programme to enhance the educational opportunities of students and improve the capabilities of all staff.

### **Financial**

To link the use of resources to the charter objectives by allocating funds to reflect the school's priorities.

## **6. Property**



**GOAL:** To maintain the school's buildings and facilities in order to ensure that students have a quality learning environment.

## **7. Reporting**

The Board of Trustees will report regularly to its community on how well it has achieved the following:

- a Curriculum objectives
- b Community partnership
- c Equity objectives
- d Staffing objectives
- e Financial objectives
- f Property objectives
- g Reporting on student progress

The Board of Trustees will ensure that the Principal reports regularly to parents/Caregivers on the progress of their sons and daughters.

### **Board of Trustees Meeting:**

- Meetings of Boards of Trustees will be open to the public, copies of the agenda to be made available. Times and places of board and committee meetings will be published with at least 10 working days' notice.
- Minutes of meetings are to be available at the schools office.
- Any member of the public may inspect the minutes of any meeting or part of any meeting of the Board of Trustees.
- Any member of the public who requests a copy of any part and tenders the prescribed amount shall be given a copy at a cost.

**DATE CONFIRMED: 2018**

## **REVIEW AND/OR AMENDMENT OF THE CHARTER**

**S2-211**

The Board of Trustees will consider all formal written requests to amend the Charter. The Board of Trustees will then decide either to begin the amendment process or decline to proceed. If the Board of Trustees decides to amend its charter, it will take the following steps:

1. Consult with its community on the proposed amendment.
2. Alter the proposed amendment as it considers necessary.
3. Inform its community of any alterations to the proposed amendment.
4. Submit the proposal to the Ministry for its consideration and approval on an annual basis.

**DATE CONFIRMED: 2018**

## **CODES OF CONDUCT**

**S2-212**

### **The Board of Trustees**

The Board of Trustees agrees to adhere to the following code of conduct. Each Board of Trustees is charged with governance of its school. Effective governance is a successful blend of professional expertise and community involvement. This co-operation should lead to effective and positive relationships between the trustees and staff and ensure that the educational well-being of students is maintained. This code of conduct shall be standard for all Boards of Trustees throughout New Zealand and apply to all members.

Trustees shall :

- Ensure that the needs of children and their learning are given full consideration when planning, developing and implementing learning and teaching programmes.
- Ensure that all students are provided with an education which respects their dignity, rights and individuality, and which challenges them to achieve personal standards of excellence and to reach their full potential.
- Serve their school and their community to the best of their ability and be honest, reliable and trustworthy in all matters relevant to their roles and responsibilities.
- Respect the integrity of staff, the principal, parents and students.
- Be loyal to the school and its charter
- Maintain the confidentiality and trust vested in them
- Ensure strict confidentiality of papers and information related to the Board's position as employer.

- Act as good employers.
- Ensure that individual trustees do not act independently of the board's decisions.
- Ensure that any disagreements with the Board's stance on matters relating to the employer position are to be resolved within the Board.
- Exercise their powers of governance in a way that fulfills the intent of the Treaty of Waitangi by valuing and reflecting New Zealand's dual cultural heritage.
- Use the Maori community's own processes to consult with the Maori community.

**The Board of Trustees accepts the following:**

The principal is the professional leader of the school and is responsible to the Board of Trustees. The responsibilities of the principal will be stated in another document held by the school and available for public inspection.

**The Principal's Code of Conduct.**

The principal in carrying out stated duties will:

- Ensure that the needs of children and their learning is given full consideration when planning, developing and implementing learning and teaching programmes.
- Demonstrate a commitment to the belief that each student is entitled to an education which challenges him/her to achieve personal standards of excellence and to reach full potential.
- Abide by any statutory obligations.
- Be loyal to the charter so that the school's activities will reflect the spirit and the objectives of the charter.
- Demonstrate a commitment to the belief that each student is of equal value and is entitled to an education which respects each student's dignity, rights, and individuality.
- Respect the integrity of staff, members of the Board of Trustees, parents and students.
- Demonstrate a commitment to the continuing personal and professional growth and development of staff.
- Work cooperatively with the school staff, but will have the final responsibility for making decisions within the principal's authority.
- Freely divulge all information on a student to any person with legal rights to the information who requests it.
- Respect confidentiality by keeping information on students from people who have no right to it.
- Not vote in Board of Trustees decisions in relation to the Principal's employment.

- Have an understanding and commitment to the elimination of sexism and racism both with respect to equal educational opportunities and equal employment opportunities.
- Exercise responsibility in a way that fulfills the intent of the Treaty of Waitangi by valuing and reflecting New Zealand's dual cultural heritage.

**DATE CONFIRMED: 2018**

**SCHOOL COMMUNITY LIBRARY**

**S2-213**

- 1 The mission of the School/Community Library is to provide a bicultural environment which:
  - (a) gives equitable support to the teaching and learning programmes in the school as outlined in the school charter.
  - (b) works to promote reading and access to books and information within the school and the community.
  - (c) provides support for the learning information needs of the local community.
- 2 This statement should be read in conjunction with the Statement for Use of the Library which will be filed in the office of the Library.
- 3 The resources of the library should
  - support and enhance the learning programmes of the school,
  - stimulate an interest in recreational reading,
  - support and enhance the recreational, social and cultural interests within the community.
- 4 The environment of the Library should promote effective use of the Library by the School and Community.
  1. The Library should be viewed as a valuable resource within the school and the community.
  1. The Librarian shall be run by a person appointed as School Librarian and accountable to the SMT (Senior Management Team) and who shall follow the job description as specified.
  2. The Librarian shall have delegated authority from the Board of Trustees, to administer the affairs of the Library. She / he should report to the principal.
  3. The Librarian, in consultation with the principal shall have financial delegation. All purchases for the Library shall be made through the Library Order book.
  4. The school will provide support for the Library in its annual budget, after careful consideration of the budget request.

5. The Librarian and Principal will work to ensure that the Far North District Council meets its obligations to provide funding support for this Library and shall seek other appropriate sources of funding as required.
6. The Library will be open and staffed for a minimum of three days per week during term. The Library will be opened to students during lunchtimes with supervision being the responsibility of the Librarian, supported by the teachers.
7. The Library will work to support the development of a Far North Library network which meets the needs of school community libraries.
8. Teachers with library responsibilities are responsible for promoting use of Library and outside resources and for ensuring students are provided with relevant library skills.
9. The Librarian / Principal / Teachers shall set goals for each year's programme and shall at the end of each year provide an evaluation to the Board of Trustees.
10. Provision should be made for Professional Development for the Librarian.

**DATE CONFIRMED: 2018**

## **INFORMATION TECHNOLOGY**

**S2-214**

Technology is an essential part of the learning and administrative goals of our school.

In order to have efficient use of computer technology in the school the resources need to be administered by an IT representative.

Computing is an integral part of all curriculum areas.

1. An IT representative will be appointed.
2. The IT representative will be responsive to computing needs from all sectors.
3. The Board will attempt to set aside each year adequate funding to maintain and upgrade equipment, in line with forward planning and recommendations from the computer committee.
4. The IT representative will be responsible for the administration of the computer budget. Purchase of all computers and related equipment from other budgets will require prior discussion with the Principal.
5. IT meetings will be advertised and open - all interested persons have the right to attend and participate.
6. The IT representative will work to support and encourage computer literacy for staff, community and students throughout the school.

**DATE CONFIRMED: 2018**

- The intention is to have open information to encourage the involvement of the community and parents from all contributing areas, in school activities and decisions.
- Learning will be enhanced by establishing a partnership to be responsive to its education needs and wishes.
- This statement should be read in conjunction with the policy on Public Complaints.
- All Board of Trustees meetings are open to the public with the agenda of the next meeting being published in the Newsletter prior to the Board of Trustees meeting. Copies of the Board of Trustees minutes are available to the public at the school office.
- A weekly newsletter will include a section of Board of Trustees notices and school notices and a section for community notices. The newsletter will be available from the school office, from the students in the school, and also to the public through Trusts and shops.
- At the Board of Trustees meeting speaking rights will be given to members of the public by arrangement with the Board of Trustees Chairperson prior to the meeting. This procedure could be altered at the discretion of the Board of Trustees. Cultural procedures need to be considered.
- The school has a policy on open information about all issues other than those personally affecting a student or employee.
- The School welcomes and encourages community involvement. The school is open to parents and members of the public to visit at any time, by arrangement with the teacher or principal.
- The Board and Principal are willing to hold meetings with parents or groups of parents in the community at a time and place as to be agreed upon by those intending to meet, if appropriate in the parents setting.
- A formal report of the Board's and school activities will be made at the Annual General Meeting.
- Regular parental meetings will be held and in particular after the issue of reports, when individual parents can talk to their children's and students' teachers. The school will seek to hold these meetings in a form suitable to the parents.
- During sports fixtures or any other school activity the Chairperson, Kaumatua, kuia and Principal welcomes any discussion with community members regarding school policy, action or direction.

**DATE CONFIRMED: 2018**

## **Whole School**

*3.10 pm*

Formal school lessons end. Books to be put away and classrooms tidied. Equipment and bags to take home gathered.

*3.15 pm*

All students to buses.

Teachers walk with students (this is to ensure students arrive safely) to buses and check roll lists on the buses - (this is to ensure that students are actually on the bus).

### **Teacher responsibilities**

1. Walk with students to the bus
2. Check lists on the bus.
3. Return checked lists to Foyer.

**DATE CONFIRMED: 2018**