Operational Policies Westshore School

1. Curriculum Delivery Policy

Delivery of the curriculum shall foster student progress and achievement and meet all board expectations and legislative requirements. Therefore the principal must ensure:

1. achievement of the Charter aims and targets
2. compliance with the National Administration Guidelines
3. there is a focus on the national priority groups of Maori, Pasifika and students with special learning needs in school planning and reporting
4. that board approval is sought before changes to the school curriculum requiring increased expenditure or significant changes to programmes or staffing are made

Review schedule: Triennially – Last Review 2014

2. Personnel Policy

The board delegates responsibility to the principal on all matters relating to the management of staff in the expectation that they will be managed in a sound, fair, and respectful manner in accordance with the current terms of employment documents and identified good practice. Therefore, the principal must ensure:

1. that all employment related legislative requirements are applied
2. all employees their rights to personal dignity and safety and ensure that matters are resolved in an appropriate and fair manner
3. a smoke free environment is provided
4. that employment records are maintained and that all employees have written employment agreements
5. that performance agreements are established for all staff and that reviews are undertaken annually
6. a suitable professional development programme, which takes into consideration the requirements of the strategic and annual plans, is provided as part of each employee’s performance agreement
7. board approval is sought for any requests for discretionary staff leave with pay
8. board approval is sought for any requests for discretionary staff leave without pay of longer than 4 days
9. board approval is sought for any requests for staff travelling overseas on school business
10. the board is advised of any staff absences longer than 20 school days
11. the requirements of the Health and Safety in Employment Act 1992 are met
12. Advice is sought as necessary from NZSTA advisors where employment issues arise

Review schedule: Triennially – Last Review 2014

3. Appointments Policy

To assist in the appointment of quality staff to any vacancy which may arise, appointment committees with expertise relevant to the vacancy, will be selected to carry out the appropriate appointment procedures. Therefore, the principal must ensure that they:

1. determine the composition of the various appointment committees according to the schedule outlined below:

a. Appointment of the deputy-principal, head of departments/senior teachers will involve an appointment committee consisting of the principal, the board chair and a further trustee (should the board feel the need to include one).

b. Unless determined otherwise by the board, appointment of all other teachers, part time teachers, long term relieving teachers, and non teaching staff will be the responsibility of the principal in consultation with the board chair or delegate where deemed necessary.

Appointment of the principal is the responsibility of the board which will determine the process

Review schedule: Triennially – Last Review 2014

4. Financial Planning Policy

The board of trustees has overall responsibility for the financial management of the school but delegates the day-to-day management of the school’s finance’s and budget to the principal. The principal, in association with the Finance Committee, is responsible for recommending an annual operating and capital budget to the board within the timelines specified in the Finance Committee terms of reference.

Budgeting shall not fail to reflect the annual plan, risk financial jeopardy nor fail to show a generally acceptable level of foresight.

Thus the budget should:

1. reflect the results sought by the board
2. reflect the priorities as established by the board
3. comply where the board’s requirement is for a balanced budget
4. demonstrate an appropriate degree of conservatism in all estimates

Review schedule: Triennially – Last Review 2014

5. Financial Condition Policy

The financial viability of the school must be protected at all times. The board understands that the possibility of theft or fraud can not be entirely eliminated however the principal is required to show there are in place safeguards and robust, clear procedures to minimise the risk of either event.

**Resource**: Reference should be made to 5.4 of the Financial Information for Schools Handbook (FISH). Therefore, the principal must ensure that:

1. unauthorised debt or liability is not incurred
2. generally accepted accounting practices or principles are not violated
3. tagged/committed funds are not used for purposes other than those approved
4. more funds than have been allocated in the fiscal year are not spent without prior board approval
5. all money owed to the school is collected in a timely manner
6. timely payment to staff and other creditors is made
7. unauthorised property is not sold or purchased
8. all relevant government returns are completed on time
9. no one person has complete authority over the school’s financial transactions
10. when making any purchase:

* of over $2,000, comparative prices are sought
* of over $2,000 an adequate review on ongoing costs, value and reliability is undertaken
* of over $2,000 on a single item board approval is first sought

1. effective systems are in place to meet the requirements of the payroll system

Review schedule: Triennially – Last Review 2014

6. Asset Protection Policy

Assets may not be unprotected, inadequately maintained or unnecessarily risked. The principal is delegated day to day responsibility for ensuring that the programming and funding of general maintenance of the school grounds, buildings, facilities and other assets occurs in order to provide a clean, safe, tidy and hygienic work and learning environment for students and staff. Accordingly, the principal must:

1. all board assets are insured
2. not allow unauthorised personnel or groups to handle funds or school property
3. not subject plant and equipment to improper wear and tear or insufficient maintenance or inappropriate use
4. maintain an up to date asset register for all items of furnishing, plant machinery, equipment, text and library books costing more than $500.00
5. ensure the implementation of the 10 year property maintenance plan
6. engage sufficient property maintenance staff for the school within budget limitations
7. receive board approval for maintenance contracts over $5000 for any one contract
8. conduct competitive tenders for all contracting
9. protect intellectual property, information and files from loss or significant damage or unauthorised access or duplication
10. not receive, process or disburse funds under controls that are insufficient to meet the board-appointed auditor’s standards
11. not invest or hold operating capital in insecure accounts, or in non-interest bearing accounts except where necessary to facilitate ease in operational transactions

Review schedule: Triennially – Last Review 2014

7. Health and Safety Policy

The Board of Trustees is committed to ensuring the health and safety of all workers, students, visitors and contractors by complying with relevant health and safety legislation, regulations, New Zealand standards, and approved codes of practice.

**We will achieve this through:**

* making health and safety a key part of our role
* working with our workers to improve the health and safety system at our school
* doing everything reasonably possible to remove or reduce the risk of injury or illness
* making sure all incidents, injuries and near misses are recorded in the appropriate place
* investigating incidents, near misses and reducing the likelihood of them happening again
* having emergency plans and procedures in place
* training everyone about hazards and risks so everyone can work safely
* providing appropriate induction, training and supervision for all new and existing workers
* helping workers who were injured or ill return to work safely
* making sure contractors and sub-contractors working at the school operate in a safe manner

**All workers are encouraged to play a vital and responsible role in maintaining a safe and healthy workplace through:**

* being involved in improving health and safety systems at work
* following all instructions, rules, procedures and safe ways of working
* reporting any pain or discomfort as soon as possible
* reporting all injuries, incidents and near misses
* helping new workers, staff members, trainees and visitors to the workplace understand the safety
* procedures and why they exist
* reporting any health and safety concerns or issues through the reporting system
* keeping the work place tidy to minimise the risk of any trips and falls
* wearing protective clothing and equipment as and when required to minimise your exposure to
* work place hazards.

**Others in the workplace**

All others in the workplace including students and visitors are encouraged to:

* follow all instructions, rules and procedures while in the school grounds
* report all injuries, incidents and near misses to their teacher or other staff members
* wear protective clothing and equipment as and when required to minimise your exposure to hazards while learning
* Students are provided with basic health and safety rules, information and training and are encouraged to engage in positive health and safety practices.

**This policy works alongside:**

Health and Safety Act 2015

Regulations made under the Health and Safety Act 2015

Vulnerable Children’s Act 2014

State Sector Act 1988 s77A

National Administration Guidelines (NAG 5)

Collective Agreements

**Health and safety is everyone’s responsibility.**

Review schedule: Triennially – Last Review 2016

8. Legal Responsibilities Policy

School procedures will meet the legislative statutes and regulations as set down in the appropriate Acts, Ministry of Education circulars and the Education Gazette.

Review schedule: Triennially – Last Review 2014

9. Child Protection Policy

This policy outlines the Board’s commitment to child protection and recognises the important role and responsibility of all our staff in the protection of children. It includes the board’s expectations when child abuse is reported or suspected by us.

All staff members (including contractors and volunteers) are expected to be familiar with this policy, its associated procedures and protocols and abide by them.

The Board of Trustees has an obligation to ensure the wellbeing of children in our care so they thrive, belong and achieve. We are committed to the prevention of child abuse and neglect and to the protection of all children. The safety and wellbeing of the child is our top priority. Advice will be sought through appropriate agencies in all cases of suspected or alleged abuse.

In line with section 15 of the Children, Young Person and Their Families Act, any person in our school/kura who believes that any child or young person has been, or is likely to be, harmed (whether physically, emotionally, or sexually) ill-treated, abused, neglected, or deprived must follow school procedures and may also report the matter to a social worker or the local police.

Although ultimate accountability sits with the board, the boarddelegates responsibility to the principal to ensure that all child safety procedures are implemented and available to all staff, contractors, volunteers and parents. Therefore, the principal must:

1. Develop appropriate procedures to meet child safety requirements as required and appropriate to the school
2. Comply with relevant legislative requirements and responsibilities
3. Make this policy available on the school’s internet site or available on request
4. Ensure that every contract, or funding arrangement, that the school enters into requires the adoption of child protection policies where required
5. Ensure the interests and protection of the child are paramount in all circumstances
6. Recognise the rights of family/whanau to participate in the decision-making about their children
7. Ensure that all staff are able to identify the signs and symptoms of potential abuse and neglect, deal with disclosures by children and allegations against staff members and are able to take appropriate action in response
8. Support all staff to work in accordance with this policy, to work with partner agencies and organisations to ensure child protection policies are understood and implemented
9. Promote a culture where staff feel confident they can constructively challenge poor practice or raise issues of concern without fear of reprisal
10. Consult, discuss and share relevant information, in line with our commitment to confidentiality and information sharing protocols, in a timely way regarding any concerns about an individual child with the board or designated person
11. Seek advice as necessary from NZSTA advisors on employment matters and other relevant agencies where child safety issues arise
12. Make available professional development, resources and/or advice to ensure all staff can carry out their roles in terms of this policy
13. Ensure that this policy forms part of the initial staff induction programme for each staff member

This Policy works along side

* Health and Safety Act 2015
* Vunerable Children Act 2014
* State Sector Act 1988 s77A
* National Administration Guidelines 5 & 6

Further information including frequently asked questions (FAQ’s) are available on the:

* NZSTA website [www.nzsta.org.nz](http://www.nzsta.org.nz/)
* Ministry of Education website [www.education.govt.nz](http://www.education.govt.nz/)

Further information and sample child protection templates are available in the Children’s Action Plan guideline Safer Organisations, Safer Children: [http://www.childrensactionplan.govt.nz/assets/CAP-Uploads/childrens-workforce/Safer-Orga](http://www.childrensactionplan.govt.nz/assets/CAP-Uploads/childrens-workforce/Safer-Organisations-safer-children.pdf)

Review schedule: Triennially – Last Review 2016