

# Queenstown Primary School Policies

Ratified May 2008

Curriculum Requirements (NAG 1)	Board Policy	Procedural and Administrative Guidelines	Review
<p><b>Rational:</b> The needs of individual students are at the centre of all teaching, learning and assessing. Students should be encouraged to acquire the knowledge, skills, attitudes, understandings and key competencies of the National Curriculum.</p>			
<p><b>Purpose:</b> <i>To put in place a comprehensive programme that ensures all students achieve to their potential, and have access to high quality, expert teaching and learning.</i></p>			
<p>Each board of trustees is required to foster student achievement by providing teaching and learning programmes which incorporate the New Zealand Curriculum (Vision, Values, Learning Areas, Key Competencies and Principles as expressed in national curriculum statements</p>	<p>The principal shall:</p> <p>(a) develop and implement teaching and learning programmes to ensure opportunities for success in all essential learning areas and skill areas of the New Zealand Curriculum;</p> <p>(b) give priority to student achievement in literacy and numeracy, especially in years 1 to 4;</p> <p>(c) 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 to:</p> <p>(I) Student achievement in literacy/numeracy in Years 1-4 and then,</p> <p>(II) Breadth and depth of learning related to the needs, abilities, and interests of students, and the nature of the school curriculum, and the scope of the NZ Curriculum.</p> <p>(d) On the basis of good quality</p>	<ul style="list-style-type: none"> <li>• Assessment and Evaluation</li> <li>• Curriculum Delivery</li> <li>• Curriculum Content</li> <li>• Homestudy</li> <li>• School Implementation Guides</li> <li>• Drug Education</li> <li>• Educational Trips, Visits and Education Outside the Classroom</li> <li>• Equity</li> <li>• Gifted and Talented Education (G.A.T.E.)</li> <li>• Guidance and Support</li> <li>• Information and Communication Technologies (ICT)</li> <li>• Internet Use and Cyber Safety</li> <li>• Planning and Preparation</li> <li>• Sexuality Education</li> </ul>	<p>Three year review by ERO</p> <p>Principal provides Annual Plan and Charter</p> <p>Principal presents monthly reports to the Board</p> <p>Each Policy will be reviewed on a three yearly basis</p>

	<p>assessment information, identify students and groups of students:</p> <p>(i) Who are under-achieving</p> <p>(II) Who are at risk of not achieving</p> <p>(III) Who have special needs (including Gifted and Talented students)</p> <p>(IV) Who require attention in respect to a particular part of the curriculum.</p> <p>(e) Develop and implement teaching and learning strategies to address the needs of students and aspects of the curriculum identified in (d) above.</p> <p>(f) consult with our school's Maori community about the policies / plans for improving the achievement of Maori students</p>	<ul style="list-style-type: none"> <li>• Sport and Recreation</li> <li>• Taha Maori</li> <li>• Additional procedures to be advised by Senior Management</li> </ul>	
<p><b>In order to fulfil the policy, the board and management have developed, and will regularly review, the above Procedural and Administrative Guidelines associated with "Curriculum":</b></p>			
<b>Documentation and Self Review (NAG 2)</b>	<b>Board Policy</b>	<b>Procedural and Administrative Guidelines</b>	<b>Review</b>
<p><b>Rationale</b> Maintaining effective documentation and self review processes promotes an effective school and enable continuous school improvement.</p> <p><b>Purpose</b></p> <ol style="list-style-type: none"> <li>1. To ensure that systems and procedures in the school are properly documented based on procedural and administrative guidelines.</li> <li>2. To provide a framework for reviewing all aspects of the school's operations.</li> </ol>			
<p>Each board of trustees, with the principal and teaching staff, is required to:</p> <p>(i) develop a strategic plan which</p>	<p>(a) Strategic plan</p> <p>In developing its strategic plan the board shall set goals specific to its</p>	<ul style="list-style-type: none"> <li>• Board of Trustees</li> <li>• Curriculum Review</li> </ul>	<p>Audit Committee reviews</p> <p>Three yearly cycle of review of Board Policies</p>

<p>documents how they are giving effect to national educational guidelines through their policies, plans and programmes, including those for curriculum, assessment and staff professional development;</p> <p>(ii) maintain an ongoing programme of self review in relation to effective policies, plans and programmes, including evaluation of information on student achievement;</p> <p>(iii) 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 in groups (identified through (i) above) including the achievement of Maori students against the plans and targets referred to under NAG 1.</p>	<p>school community.</p> <p>(b) The audit committee may appoint any independent reviewer if considered necessary.</p> <p>(c) At its first meeting each year the board shall set an annual agenda included in which shall be an annual plan.</p> <p>(d) The annual plan shall set out each year the goals for the year, what and when the board's goals shall be reviewed.</p>	<ul style="list-style-type: none"> <li>• Parent–School Communications and Consultation</li> <li>• Reporting to Parents/Caregivers</li> <li>• Self Review</li> <li>• Additional procedures to be advised by Senior Management</li> </ul>	
<p><b>In order to fulfil the policy, the board and management have developed, and will regularly review, the above Procedural and Administrative Guidelines associated with “Documentation and Self Review:</b></p>			
Personnel (NAG 3)	Board Policy	Procedural and Administrative Guidelines	Review
<p><b>Rationale</b> A Board of Trustees has a responsibility to be a good employer and such responsibilities require the development and implementation of Good Employer programmes and practices.</p> <p><b>Purpose</b></p> <ol style="list-style-type: none"> <li>1. 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.</li> <li>2. To promote high standards of staff performance.</li> </ol>			
<p>According to the legislation on employment and personnel matters, each board of trustees is required in particular to:</p> <p>(a) develop and implement personnel and</p>	<p>The board delegates full responsibility to the principal for all matters relating to the management of employees in the expectation that they will be managed in a sound, fair and respectful manner in accordance with the</p>	<ul style="list-style-type: none"> <li>• Appointments</li> <li>• Classroom Release Time</li> <li>• Equal Employment Opportunities</li> </ul>	<p>The Board appoints an Audit Committee to review policy and procedures for NAG 3. The audit committee may appoint any independent</p>

<p>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;</p> <p>(b) be a good employer as defined in the State Sector Act 1988 and comply with the conditions contained in employment agreements applying to teaching and non-teaching staff.</p>	<p>current terms of employment documents. Therefore the principal may not:</p> <ul style="list-style-type: none"> <li>• Discriminate among employees on other than clearly job-related, individual performance or qualifications;</li> <li>• Deny to any employees their rights to personal dignity, safety and access to an approved and fair internal grievance process.</li> </ul> <p>The principal shall:</p> <ul style="list-style-type: none"> <li>• Provide a smoke free environment;</li> <li>• Provide for all staff a contract, either individual or collective;</li> <li>• Carry out annual performance appraisal of all permanent staff;</li> <li>• Meet current employment legislation;</li> <li>• Take reasonable steps to protect staff from unsafe or unhealthy working conditions;</li> <li>• Provide Protective Disclosure protection.</li> </ul>	<ul style="list-style-type: none"> <li>• Exit Interviews</li> <li>• Leave</li> <li>• Parental Concerns/Complaints</li> <li>• Performance Appraisal</li> <li>• Principal Appraisal</li> <li>• Professional Conduct and Teaching Practices</li> <li>• Professional Development</li> <li>• Sexual harassment</li> <li>• Staffing Appointments</li> <li>• Staff Competency</li> <li>• Staff Induction</li> <li>• Unit Management</li> <li>• Additional procedures to be advised by Senior Management</li> </ul>	<p>review it considers necessary.</p>
<p><b>In order to fulfil the policy, the board and management have developed, and will regularly review, the above Procedural and Administrative Guidelines associated with “Personnel Management”:</b></p>			

Financial and property (NAG 4)	Board Policy	Procedural and Administrative Guidelines	Review
<p><b>Rationale</b> In order to maintain quality financial and physical resources a Board of Trustees needs to develop and implement sound resourcing procedures and administrative guidelines.</p> <p><b>Purpose</b> Ensure that there are quality reporting and resourcing procedures so that the Board of Trustees can allocate funds to reflect the school's priorities.</p>			
<p>According to legislation on financial and property matters, each board of trustees is required in particular to:</p> <p>(i) allocate funds to reflect the school's priorities as stated in the Charter;</p> <p>(ii) monitor and control school expenditure, and ensure that annual accounts are prepared and ordered by the Public Finance Act 1989 and the Education Act 1989;</p> <p>(iii) 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.</p>	<p>1 Financial planning</p> <p>In setting its budget the board shall reflect the strategic results, and exercise all due care and skill in setting its budget.</p> <p>2 Financial condition</p> <p>The board delegates to the principal responsibility for the financial viability of the school.</p> <p>2 Property</p> <ul style="list-style-type: none"> <li>The Board delegates to the Principal that the management of the school's buildings and property meets Ministry guidelines and other .....</li> </ul>	<ul style="list-style-type: none"> <li>Financial Management Procedures</li> <li>Fixed Assets</li> <li>International Students</li> <li>Property Management</li> <li>Additional procedures to be advised by Senior Management</li> </ul>	<p>Annual independent Financial Audit</p> <p>Audit Committee to review NAG 4</p>
<p><b>In order to fulfil the policy, the board and management have developed, and will regularly review, the above Procedural and Administrative Guidelines associated with "Finance and Property":</b></p>			

Health and safety (NAG 5)	Board Policy	Procedural and Administrative Guidelines	Review
<p><b>Rationale</b> Through the development of effective Health and Safety procedures, practices and guidelines, a safe physical and emotional environment can be achieved for all students, staff and visitors.</p> <p><b>Purpose</b> To provide a safe physical and emotional environment for all students, staff and visitors.</p>			
<p>The board of trustees shall:</p> <p>(i) provide a safe physical and emotional environment for students;</p> <p>(ii) comply in full with any legislation currently in force or that may be developed to ensure the safety of students and employees.</p>	<p>The board delegates full responsibility to the principal for all matters relating to the provision of a safe environment for students and compliance with legislation. Therefore the principal shall:</p> <p>(a) take reasonable steps to protect students from unsafe or unhealthy conditions;</p> <p>(b) provide a smoke free environment;</p> <p>(c) ensure a Risk Analysis Management System (RAMS) is carried out where and when appropriate;</p> <p>(d) consult with the community regarding the health programme being delivered to students;</p> <p>(e) provide privacy of personal documentation held at school.</p>	<ul style="list-style-type: none"> <li>• Animals in Schools</li> <li>• Attendance</li> <li>• Child Abuse</li> <li>• Chemical Spillage</li> <li>• Anti Bullying</li> <li>• Education Outside the Classroom</li> <li>• Emergency Management</li> <li>• Health and Safety</li> <li>• Healthy Food and Nutrition</li> <li>• Medical Issues</li> <li>• Pandemic Planning</li> <li>• Road Safety</li> <li>• Online Publication of Student Images and Work</li> <li>• Concerns and complaints policy</li> <li>• Vetting of non-teaching position applicants – query traumatic event procedure</li> </ul>	<p>Audit Committee to review NAG 5</p>

		<ul style="list-style-type: none"> <li>• Sentinal Events Register</li> <li>• Sun Safe</li> <li>• Hazard Identification Register</li> <li>• Swimmiiing Pool</li> <li>• Trauma Incident Response Plan</li> <li>• Workplace Harassment</li> <li>• Additional procedures to be advised by Senior Management</li> </ul>	
<b>Administration (NAG 6)</b>	<b>Board Policy</b>	<b>Procedural and Administrative Guidelines</b>	<b>Review</b>
<p><b>Rationale</b> A school needs sound administrative practices to ensure all legal administrative requirements are met.</p> <p><b>Purpose</b> To comply with all general legislation requirements.</p>			
<p>The Board of trustees shall comply with all general legislation concerning requirements such as attendance, length of school day and the length of the school year.</p>	<p>The Board delegates full responsibility to the principal for all matters relating to the compliance with any legislation and / or rules as to the days and hours during which the school is open.</p> <p>The Principal will ensure that there are procedural and administrative guidelines to cover general legislative requirements and compliance with these.</p> <p>The Principal shall ensure any new legislation requirements are addressed and that where necessary new guidelines are developed and implemented.</p>	<ul style="list-style-type: none"> <li>• Copyright and Licences</li> <li>• Documentation</li> <li>• Enrolment</li> <li>• Police Vet for Employees</li> <li>• Privacy</li> <li>• Protected Disclosure</li> <li>• Smoke Free Environment</li> <li>• Stand Down and Suspensions</li> <li>• Student Placement</li> </ul>	

		<ul style="list-style-type: none"> <li>Tiriti O Waitangi</li> <li>Additional procedures to be advised by Senior Management</li> </ul>	
<b>In order to fulfil the policy, the board and management have developed, and will regularly review, the above Procedural and Administrative Guidelines associated with "Legislation":</b>			
<b>Governance Policy</b>	<b>Board Policy</b>	<b>Procedures</b>	<b>Review</b>
The board is entrusted to work on behalf of it's stakeholders. The Board's emphasis is strategic leadership and ensuring compliance with legal and policy requirements. The Board's focus is "enhancing student achievement".	<p>The board will have governance and operational policies to ensure that it has in place processes for the purposes of meeting its obligations and to ensure that it is operating properly.</p> <p>The board will:</p> <p>(a) develop reporting processes</p> <p>(b) develop rules for how it will organise itself:</p> <p>(c) define the roles and responsibilities of the board and it's individual members</p>	<ul style="list-style-type: none"> <li>Board of Trustees</li> <li>Additional procedures to be advised by Senior Management</li> </ul>	
	The board is committed to ethical conduct in all areas of its responsibilities and authorities.	<ul style="list-style-type: none"> <li>Trustees' code of conduct</li> </ul>	<ul style="list-style-type: none"> <li>Code included in governance manual.</li> <li>Code reviewed.</li> </ul>
	The board shall conduct effective and efficient meetings.	<ul style="list-style-type: none"> <li></li> </ul>	
	The board shall adopt meeting procedures.	<ul style="list-style-type: none"> <li>Meeting procedures shall be defined and included in governance manual</li> </ul>	
	The board shall adopt form of agenda.	<ul style="list-style-type: none"> <li>The board shall adopt a form of agenda.</li> </ul>	

		<ul style="list-style-type: none"> <li>• Agenda prepared and included in the governance manual</li> </ul>	
	The board shall have a complaints process.	<ul style="list-style-type: none"> <li>• Complaints process</li> </ul>	
	The board shall have a documented and appropriate disciplinary process	<ul style="list-style-type: none"> <li>• Procedural and Administrative Guidelines</li> </ul>	
	The board shall review its policies and the management and operation of the school	<ul style="list-style-type: none"> <li>• Audit review report</li> <li>• Appoint audit review committee</li> </ul>	