

Takapuna Grammar School Board of Trustees Policy Manual



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POLICY INTRODUCTION

The policies of Takapuna Grammar School will comply with:

- All relevant Acts and regulations of New Zealand.
- The National Administration Guidelines (NAGs)
- The School's Charter
- The School's Accreditation Document
- The Collective and Individual Contracts of the employees of Takapuna Grammar School

The policies are used by the School's Administrators in the carrying out of the day-to-day running of the school and where appropriate they set out procedures that are to be followed and give the Board expectations in relation to appropriate behaviour of staff, students and visitors under its jurisdiction.

The procedures will comply with the school's policies.

The procedures will be regularly reviewed by Senior Management in conjunction with the Board of Trustees policy review cycle.

The policies have been divided into groups to indicate their area of relevance. There is however, overlap between policies and when dealing with a particular situation it may be necessary to refer to more than one policy.

SECTION A: STUDENT SUPPORT

A1 HEALTH AND SAFETY

- 1.0 The Board and Senior Management will take all practical steps to ensure that a safe and healthy learning and working environment is established and maintained in the School.

A2 ENROLMENT

- 1.0 The enrolment of students at Takapuna Grammar School will be in accordance with the current enrolment scheme.

A3 UNIFORM AND GROOMING

- 1.0 Students attending the school, travelling to and from school and attending school functions away from school must wear the uniform prescribed by the Board of Trustees in the Takapuna Grammar School uniform code.
- 1.1 Students are required to maintain a high standard of dress and grooming.

A4 ABUSE AND HARRASSMENT

The safety and welfare of students is paramount.

- .1 Verbal and physical abuse of others is forbidden.
- .2 No form of sexual harassment is accepted at Takapuna Grammar School.

A5 SUDDEN DEATH AND TRAUMATIC EVENTS

- 1.0 The school will manage any sudden death or traumatic incident in a comprehensive and sensitive manner.

A6 STUDENT SUBSTANCE ABUSE AND SMOKING

A Controlled Drugs

- 1.0 No person shall while under the jurisdiction of the school:
- a) be under the influence of;
 - b) have in their possession;
 - c) use;
 - d) sell or supply;
 - e) purchase or receive

any controlled drug as the term defined in section 2 of the Misuse of Drugs Act 1975 or any amendment thereto, or conspire to do any of (a) or (e) as listed above.

B Other Substances

2.0 No person shall while under the jurisdiction of the school:

- a) be under the influence of;
- b) have in their possession;
- c) use

otherwise than for the purpose intended by the manufacturer, any substance or thing which when inhaled, imbibed or taken in any other way has the effect or is capable of having the effect of modifying the taker's behaviour or to conspire to do any of (a) or (c) above.

C Alcohol

3.0 No student (including those students aged 18 years and over) or person shall while under the jurisdiction of the school:

- a) be under the influence of;
- b) have in their possession;
- c) use;
- d) sell or supply;
- e) purchase or receive

or conspire to do any of (a) or (e) above.

D Tobacco

4.0 No student shall while under the jurisdiction of the school:

- a) have in their possession;
- b) use

or conspire to do either (a) or (b) above.

For the purposes of this policy, the things with a person have in their possession includes anything subject to their control which is in the custody of another.

A7 SEARCH AND SEIZURE IN RESPECT OF A STUDENT

1.0 The school will protect the education needs, welfare and security of a student and search and seizure may be carried out to recover stolen property, to detect illegal substances or weapons or to uncover any matter reasonably believed to be a threat to the maintenance of an orderly educational environment in accordance with the law.

A8 ACCESS TO STUDENTS

1.0 The provision of information about a student is subject to the need to preserve the student's privacy in terms of the Privacy Act 1993.

A9 ATTENDANCE AND TRUANCY

1.0 All students are expected to attend school during normal school hours.

A10 INTERNATIONAL STUDENTS

1.0 The school values the contribution international students make to the learning community.

1.1 The school will abide by the conditions laid down in the Code of Practice for the Pastoral Care of International Students.

A11 COMMUNICATIONS AND COMPLAINTS

1.0 The school welcomes parents and caregivers to have contact with the school as it is recognised that successful education is a result of the school and the community working together.

1.1 The school will ensure that all concerns and complaints are dealt with appropriately and in accordance with the school's procedures.

SECTION B: RESOURCES

B1 FINANCE

1.0 Education Act 1989 – S82

1.1 The finance policies of the school are governed by the Education Act, and in the event of conflicting requirements the Act takes priority over local policies.

1.0 Funding

1.2 The Board will account for all funds received from any source as required by statute and regulation.

1.3 Approval for school-based fundraising is delegated to the Principal, except in the case of “major” fund raising activities.

2.0 Budgets

2.1 Annual budgets will be prepared for all known financial activities of the school, both curricular and non-curricular, reflecting sources of finance and planned expenditure. These budgets and any subsequent amendments require the approval of the full Board.

2.2 The Finance Manager will keep staff informed on a monthly basis of progress of expenditure under their control compared to budget.

3.0 Audit

3.1 The Board will meet the requirements of the school’s auditors as a minimum standard of financial control and reporting.

4.0 Financial Reporting

4.0 Monthly financial reports to the Board will be available to enable the Board adequately monitor the financial affairs of the school.

4.1 Regular liaison with the school’s PTA will be maintained to ensure financial planning is co-ordinated.

4.2 Annual accounts will comply with the minimum standards set by the appropriate authorities.

5.0 Bank Accounts

5.1 All bank accounts operated in the name of the school must be approved by the Board. School funds must be banked intact to these accounts, and all expenditure authorised in accordance with written procedures.

5.2 Two authorised signatures are required on all cheques or other bank payments. The signatories will be the Principal, Senior Deputy Principal, Finance Manager and Property Manager.

5.3 A register is to be kept of all school accounts, trusts, investments and overdraft facilities.

6.0 Cash Management

- 6.1 Cash surpluses or deficits will be managed to optimise the financial benefit to the school. Surplus funds will be invested in interest bearing bank deposit and / or in accordance with the Ministry of Education guidelines. Cash deficits may be funded from bank overdraft facilities, but it is the Board's policy to only use such finance as a last resort.
- 6.2 All approved accounts will be paid and receivables when due with a view to minimising outstanding accounts receivable.

7.0 Internal Control

- 7.0 Internal controls will be maintained to provide proper safeguards for school funds and assets. Responsibilities and functions of employees will be documented to provide a clear record for control purposes.

8.0 Levies and Donations

- 8.1 The school may levy students with fees or request donations to finance curricular and non-curricular activities to achieve the educational and other goals of the school. All student donations must be approved by the Board and annually reviewed.

9.0 Purchasing of Services and Supplies

- 9.1 All purchases of services and supplies must be authorised in accordance with written procedures. Board policy requires regular review of purchases by school management to ensure competitive pricing and value for money expended.
- 9.2 Three quotes should be sought for supplies / services in excess of \$5,000. Refer to Finance Committee.

10.0 Fixed Assets

- 10.0 The school will maintain an up to date asset register.
- 10.1 All purchases of fixed assets over the value of \$2,000 must be approved by the Board.

11.0 Finance Committee

- 11.1 The Finance Committee will advise the Board on financial policy and variance and will provide recommendations based on detailed reviews of Board financial matters.

12.0 Reimbursement of Authorised Expenditure

- 12.1 Authorised expenditure incurred by staff and other persons on behalf of the school will be reimbursed on presentation of appropriate supporting documentation.

13.0 Insurance

- 13.1 The school will keep in place current insurance as required to ensure insurable risks are covered in accordance with common practice. Replacement cover should be maintained where this is deemed financially justified.

14.0 Delegations

- 14.1 The Board will establish a Schedule of Delegations.

B2 SPONSORSHIP / FUNDRAISING

- 1.0 The Board is committed to ensuring that funds raised for or on behalf of the school are managed in an equitable manner for the benefit of students.
- 1.1 Sponsorship should be for the purpose of enhancing programmes at the school.
- 1.2 The purpose is to ensure the co-ordination of fundraising in our school so as to maximise the return from fundraising for the school and students.
- 1.3 All sponsorship and fundraising proposals will be aligned to the schools values and goals.

B3 CIVIL EMERGENCY

- 1.1 Takapuna Grammar School will respond to emergencies of local or national basis in order to maximise the safety of students, staff and other occupants and to limit damage to property.

SECTION C: PERSONNEL

C1 STAFF APPOINTMENTS

- 1.0 The Board is committed to employing the best person suited to the position.
- 1.1 All applicants are to be considered according to their skills, qualifications, abilities and aptitudes, without regard to any irrelevant conditions.
- 1.2 The Board will abide by “good employment principles” when making an appointment according to:
 - State Sector Amendment Act 1989 s77A 2(C) - 2 (h)
 - Human Rights Act 1993
 - Privacy Act 1993
 - The school’s EEO Policy
 - Employment Relations Act 2000
 - The current collective agreements covering staff at the school
- 1.3 The Board delegates its authority to appoint positions below Heads of Departments as well as support staff to the Principal.
- 1.4 The Board will be represented by up to 3 Trustees in addition to the Principal for the appointment of HOD’s and Senior Management positions.
- 1.5 The whole Board will be involved in the appointment of the Principal.

C2 EQUAL EMPLOYMENT OPPORTUNITY

- 1.0 The Board is committed to the equality of employment opportunities, as specified in S.77D of the State Sector Act 1988, the Human Rights Act 1993 and NAG3 and will ensure that all personnel activities are conducted in a manner whereby all people are treated fairly and have equal prospects for appointment, job satisfaction and success.

C3 DISCRETIONARY LEAVE OF ABSENCE

- 1.0 Leave will be granted subject to the conditions set out in the relevant employment contract(s) and the procedural criteria.
- 2.0 **Short Term Leave (leave for four working days or less)**
- 2.1 Leave for four working days or less may be granted at the discretion of the Principal.
- 2.2 The Principal shall report to the Board all short term leave granted.
- 3.0 **Long Term Leave (leave for more than four working days)**
- 3.1 Leave for more than four working days will only be granted by the Board.

C4 ABUSE AND HARRASMENT

- 1.0 All forms of abuse of others is forbidden.
- 1.1 The school is committed to ensuring that all staff and students are able to work and learn in a safe environment free from any form of harassment.

C5 STAFF DISCIPLINE

- 1.0 Disciplinary procedures should be carried out with regard to the relevant employment agreement.
- 1.1 The Board delegates to the Principal the authority to make initial enquiries to establish whether disciplinary processes should be initiated and to determine whether disciplinary processes should proceed.
- 1.2 The Principal will notify the Board Chairperson of any initiation of disciplinary processes.

C6 PERFORMANCE REVIEW

- 1.0 The Board of Trustees requires the performance of all staff to be subject to annual review. The process will ensure ongoing improvement in performance in order to provide the best possible opportunities for student success.
- 1.1 Competency procedures should be carried out with regard to the relevant employment agreement.
- 1.2 Disciplinary procedures should be carried out with regard to the relevant employment agreement.
- 2.0 **Principal's Performance Review**
- 2.1 The Principal will have a Performance Review on an annual basis to ensure;
 - a) accountability for effective leadership and management and the delivery of quality teaching and learning in the school.
 - b) the ongoing personal and professional growth and development of the Principal.
- 2.2 At least once every three years, the Principal's appraisal will be conducted by an external appraiser, mutually acceptable to the Principal and the Board.

C7 PROFESSIONAL DEVELOPMENT

- 1.0 The Board is committed to the concept that all staff are both teachers and learners.
- 1.1 All staff will have access to quality professional development and will maximise the benefits of this professional development in order to provide the best possible opportunities for student success.

SECTION D: TEACHING AND LEARNING

D1 TEACHING AND LEARNING

- 1.0 Takapuna Grammar School will foster student achievement by delivering programmes that enable students to “Aspire to Personal Excellence” through the learning strategies of knowing, connecting, relating and supporting.
- 1.1 Takapuna Grammar School will provide teaching and learning programmes that incorporate the NZ Curriculum.
- 1.2 Programmes will be challenging, will ensure breadth and depth of learning and will enable success in all the essential learning and skill areas. Priority will be given to literacy, numeracy and regular quality physical activity.
- 1.3 Programmes will meet the needs, abilities and interests of the whole school student population.
- 1.4 Students will be encouraged to be actively involved in a wide range of co-curricular activities.

D2 TREATY OF WAITANGI

- 1.0 Takapuna Grammar school will fulfil the aims of Te Tiriti o Waitangi through provision of a range of Te Reo and Maori cultural programmes.

D3 SPECIAL NEEDS

- 1.0 Takapuna Grammar School will offer support through a specialised unit to students with disabilities.
- 1.1 The school will provide a safe physical and emotional environment where these individual student’s needs are met.
- 1.2 Appropriate support will provide opportunities for the inclusion of special needs students in all aspects of school life.

D4 ADULT SUPERVISION OF STUDENTS

- 1.0 Adults act as important role models for students. Interaction between adults and students should be a valuable and positive experience.
- 1.1 All adults will be made aware of and will comply with the school’s expectations, policies and procedures in relation to the supervision of students and will act in a professional and socially responsible way when supervising and interacting with students.

D5 EDUCATION OUTSIDE THE CLASSROOM

- 1.0 The Board recognises the value to the intellectual, social, emotional and physical development of students of providing curriculum based learning experiences beyond the environments of the school. All EOTC will be planned so that the safety of the students remains paramount.

D6 COMMUNITY EDUCATION

- 1.0 The Board recognises the value of Community Education in its commitment to life long learning. All Community Education programmes will be delivered within the frameworks of the school's processes in relation to Teaching and Learning principles.

The school's commitment to professional development, programme design and student achievement will be replicated by Community Education.

D7 TIMETABLE POLICY

- 1.0 A school timetable is developed annually to reflect how the school offers the curriculum, the learning needs and academic pathways of students and available staffing resources. The Secondary Teachers Collective Agreement (STCA 2007-2010) sets out particular requirements for non-contact hours and average class sizes that are to be incorporated into the timetabling process.

On this basis the school will:

- a. ensure the needs of students is the first and key priority in the timetable development.
- b. ensure fairness and transparency in the timetabling process.
- c. comply with the conditions of the STCA (2007-2010).

The Principal will determine the allocation of staffing for the school annually using the GMFS and any Board of Trustee staffing contribution as a basis.