

Policy development Policy (30/06/08)

A policy of the Western Springs College Board a/Trustees

Purpose:

This policy sets out how the Board is to develop and review its policies to achieve the strategic goals set in our school charter and to govern the school.

Policy:

1. The Board will develop, adopt and regularly review policies on the topics listed in **Schedule A: Board Policy** attached to this policy.
2. The Senior Management will develop, adopt and regularly review operational procedures and guidelines on the topics listed in **Schedule B: School Operational Procedures and Guidelines** attached to this policy.
3. An up-to-date and complete Manual of all policies (Schedule A) and all operational procedures and guidelines (Schedule B) shall be maintained in the school office for ready reference on request by trustees, senior managers, staff, students and parents. Each Board policy (Schedule A) once ratified is to be made available to the school community through on the school's website.
4. The Board shall set the topics on which it requires policies and operational procedures and guidelines by resolving to add to, delete or modify topics listed in Schedule A and Schedule B.
5. The Principal shall report to the Board on any significant new or revised operational procedures and guidelines and may recommend adding to, deleting or changing topics listed in Schedule B.
6. A Policy Committee is established as sub-committee of the Board. It is to comprise at least two trustees and be convened by a trustee. A Senior Manager is also to be co-opted a member of the Committee.
7. The Policy Committee's role is to:
 - (i) draft new policies as required by the Board; and
 - (ii) regularly review existing policies and recommend any necessary changes.
 - (iii) arrange for any necessary consultation of staff, students and the parents and caregivers of students on proposed new or revised policies.
 - (iv) recommend to the Board draft policies for ratification.
8. The Committee will usually develop and review policy through the following steps:

- (i) Members will meet to agree wording of a new or revised draft policy; and
- (ii) Members will consider who among the school staff, students and wider community should be consulted on a draft policy and arrange for their comments and suggestions to be provided to the Committee.
- (iii) Members will consider any suggestions for amendment before agreeing a final draft for recommendation to the Board.
- (iv) Where the Committee cannot agree on wording, the draft policy and wording options will be referred to the Board.

9. Board policies are to be concisely written in plain words.

10. All policy is to be developed and applied consistently with legislative requirements and the Board's obligations under the Treaty of Waitangi.

11. Each policy is to be reviewed at least every three years.

Ratified by Board: _____ signed for BOT

30/06/08 date

30/06/11 review date