

# Staffing Management

*A policy of the Western Springs College Board of Trustees (01/11/2010)*

## **Purpose:**

To comply with National Administration Guidelines 3 i & ii by making arrangements for sound staffing management practices.

## **Policy:**

1. A Staffing Management committee is to be convened annually and to meet as regularly as required by the Principal.
2. The committee is to comprise the principal and two senior managers (including the tumuaki), two staff nominees and one PPTA branch nominee.
3. Its role is to assist the Principal in:
  - a) Consulting with staff on staffing protocols and practices; and
  - b) Reviewing and recommending any changes to those protocols and practices; and
  - c) Monitoring their implementation.
4. The staffing protocols and practices are expected to achieve the following requirements:
  - a) Best possible employment opportunities for staff; and
  - b) Best use of Ministry of Education entitlements; and
  - c) Implementation of the school's strategic plan; and
  - d) Ensuring all teaching staff have current registration; and
  - e) Meeting provisions of applicable collective employment agreements; and
  - f) Meeting the terms of the WSC Charter Treaty of Waitangi Partnership Statement and the WSC Treaty of Waitangi policy.
5. The Principal's staffing management decisions are to be reported to each regular meeting of the Board.
6. Staffing decisions are to be consistent with the EEO provisions of the Personnel Appointments and Leave Policy.
7. The Principal is to ensure an up-to-date teacher registration register is maintained.
8. The Staffing Management Committee in partnership with PPTA branch committee will ensure that workplace stress is monitored through a cycle of workload review and identification of workplace stressors.

Ratified by Board:                      01/11/2010                      signed for BOT \_\_\_\_\_ date

Reviewed by Board:                      01/11/0213                      signed for BOT \_\_\_\_\_ date