

National Administration Guideline 6 [NAG 6]

Legislation and Regulations

Revised 13 November 2013

Each board of trustees is expected to comply with all general legislation concerning requirements such as attendance, the length of the school day, and the length of the school year.

Contents

6.0 GENERAL POLICY ON LEGISLATION AND REGULATIONS	3
6.1 BOARD OF TRUSTEES OPERATIONS	4
6.1.1 DELEGATION OF AUTHORITY TO THE PRINCIPAL.....	5
6.2 BOARD MEETING FORMAT	6
6.3 COMMUNITY CONSULTATION	7
6.4 ENROLMENT	8
6.5 ATTENDANCE	9
6.6 COLLEGE UNIFORM.....	10
6.7 COPYRIGHT	11

N.A.G.6

6.0 GENERAL POLICY ON LEGISLATION AND REGULATIONS

RATIONALE

Kuranui College will comply with all general legislation and regulations concerning requirements for the operation of the college.

PURPOSE

- To ensure that the laws of New Zealand concerning college operations are fully met.

N.A.G. 6

6.1 BOARD OF TRUSTEES OPERATIONS

RATIONALE

This policy covers the operations and responsibilities of the Board of Trustees in respect of its composition, strategic activities and consultation with the community

PURPOSE

The role of the Board of Trustees is to:

- To provide proper governance of the college
- To ensure effective management of the college

In fulfilling these roles, the members of the Board will:

- Meet the requirements of the Code of Conduct for Trustees
- Comply with relevant sections of the Education Act and other key legislation.

GUIDELINES

1. The Board will consist of five parent representatives, one staff representative, one student representative, and the Principal. The Board of Trustees can also choose to co-opt members for a specified period of time or to fill a casual vacancy.
2. Board members will:
 - Work with the Principal and staff to provide resources and support to achieve curriculum goals and objectives set out in the college charter.
 - Ensure that, whether co-opted or elected, they shall not represent the interests of a particular group and must declare a conflict of pecuniary interest and a register compiled. They shall regard their role as a trustee on behalf of the whole college community.
 - Ensure that no matter shall be discussed in open meeting which may be sensitive, commercially or personally to any member of the college community.
 - Support the Principal in implementing Board policy.
 - Develop and implement strategies which will support the provision of excellent educational opportunities for the students of the college.
 - Develop and implement self-review processes
 - Develop and implement strategies for communication between the college and wider community.
 - Develop and implement strategies which will safeguard the college's high standing in the community.
 - Ensure that college disciplinary procedures are consistent, equitable and comply with principals of natural justice and the New Zealand Bill of Rights Act.

N.A.G. 6

6.1.1 DELEGATION OF AUTHORITY TO THE PRINCIPAL

PURPOSE

The purpose is to allow the Board of Trustees to delegate to the Principal the following duties / authorities and responsibilities:

Employment of the following staff within BOT approved staffing or budgetary confines:

- Non teaching staff
- Teaching staff up to the level of but not including Team Leader
- Staff required for long term relieving and fixed term positions

Performance Management, the Principal will ensure timely disciplinary action [including / excluding dismissal] of teaching and non teaching staff.

Competency procedures in relation to teaching staff shall be in accordance with the Secondary Teachers' Collective Agreement through to the completion of the evaluation report as set out in clause 3.3.2(d) of the STCA. The report and any recommendation will then be provided to the Board for any decision as set out in clause 3.3.2(e) of the STCA.

Breaches of discipline. In the event the issues under investigation are not resolved informally through discussion between the parties and the Principal then the Principal may initiate formal disciplinary procedures and forward the relevant documents to the Board for this purpose.

A staff member may be suspended during any inquiry for a breach of discipline or following receipt of a complaint if the Principal is satisfied that the welfare and interests of any student or other staff member attending the college so requires.

The Principal may grant Discretionary Leave not exceeding five days

The Principal may authorise expenditure within approved budgeted amounts and payments up to the delegated authority limits.

Legal documents, the Principal may sign declarations and contracts on behalf of the Board in relation to information requested by third parties within legal boundaries.

The Principal will provide mandatory reports to the Teachers Council.

Other delegations as directed by the BOT.

6.2 BOARD MEETING FORMAT

RATIONALE

The accepted practices and required procedures for the conduct of meetings of statutory bodies should guide the Board and be balanced with sufficient informality to ensure that matters are debated with frankness and understanding.

PURPOSE

- To ensure the effective conduct of meetings of the Board of Trustees.
- To provide an effective forum for discussion of policy with the Principal.
- To provide optimum access to information in decision-making through the efficient convening of a closely limited number of sub-committees.
- To ensure that the Board meets the duties expected of Board of Trustees under the relevant sections of Education Act 2000, and other legislation.

GUIDELINES

1. The Board shall elect a Chair at the first meeting in each calendar year, and the Chair will be responsible for the setting of the Agenda for Board meetings, and for the conduct of the Board meetings.
2. The Board will aim to meet once a month except for January. This should be reviewed annually to determine if the frequency of meetings is appropriate.
3. Board members shall receive an Agenda, Principal's Report, reports from committees and such other reports necessary for effective decision-making.
4. Board papers will be distributed to members of the Board as follows:
 - Papers / reports / recommendations required for decisions – one week prior to the meeting
 - All other papers and reports – as soon as possible prior to the meeting, but in any case, not less than one day before the meeting.
5. The conduct of the meeting will follow accepted practices as guided by the STA Trustees' Handbook and with these specific guidelines:
 - The agenda will prioritise items requiring decisions, followed by items monitoring progress and finally items for discussion
 - Agenda items should indicate what Board policy or strategic goal they are addressing
 - Meetings will be no longer than two hours unless agreed at the time by all attendees.
6. The secretary of the Board will normally be the Principal's personal assistant except on those occasions (suspension hearings, etc) where the Principal is excluded, at which times a minute secretary shall be appointed.
7. Members of the public may attend meetings except those from which the public has been specifically excluded.
8. Reports from various support groups, staff and students, etc will be received as necessary throughout the year.
9. Minutes shall be available in the college staffroom and for members of the public and students from the Board Secretary.

N.A.G. 6

6.3 COMMUNITY CONSULTATION

RATIONALE

The Board is required to and considers it important to consult with its community, parents, staff and students.

PURPOSE

- To ensure there is an efficient exchange of communication between the Board and members of the college community.

GUIDELINES

1. The Board will put in place a communications strategy to ensure that through college publications and other mechanisms [e.g. Korero, Kuranui College website] the members of the college community can be aware of major issues being considered by the Board.
2. The Board will put in place a strategy to ensure it has an effective mechanism for communication and liaison with the major groups and organisations representing members of the college community including the Iwi.
3. Community members will be encouraged to communicate directly with the Principal via formal letter or email if they have an issue to be raised with the Board.
4. The Board through the Principal will consult with its parent community each year regarding the content and teaching of its health and sexual education Year 9 and 10 Syllabus.

6.4 ENROLMENT

RATIONALE

The Board of Trustees is committed to being the preferred college for all secondary school students from the South Wairarapa.

PURPOSE

- To ensure that the enrolment process is fair, equitable and uncomplicated.

GUIDELINES

1. The Board of Trustees will accept enrolments from all secondary students up until their 19th birthday.
2. However the Board of Trustees, through the Principal, may refuse the enrolment of students who have been excluded from another school.
3. Enrolment information will be available from the college office, in the prospectus and on the college website.
4. Each year an enrolment evening, Open Night, will be held for all prospective students. It will be co-ordinated by the Senior Management team via the Principal. Representatives from key departments will be available to provide information on the course and facilities the college provides.
5. An Open Day will be held each year to allow Year 8 students to sample life at Kuranui College.
6. Parents / caregivers who wish to enrol students during the year will be asked to make an enrolment interview appointment with the relevant member of the senior leadership team. This allows that member to seek information about the student's from their previous school / college.

6.5 ATTENDANCE

RATIONALE

It is important that students attend all classes. Being absent without leave can have a serious effect on a student's academic and social progress. The Education Act 1989 (s25) requires that any student who is enrolled at the College must attend whenever it is open. Under s31 of the Act, the Board of Trustees is responsible for "taking all reasonable steps to ensure attendance of students enrolled at its college."

PURPOSE

- To ensure that college attendance is effectively monitored.
- To respond promptly and appropriately to attendance problems.

GUIDELINES

1. Parents and caregivers have the responsibility for advising the college of non-attendance by a student through sickness or unavoidable cause. Any absence from college must be explained by a phone call on each day of absence and followed up by a letter from a parent or guardian upon request.
2. An absence of a student which is planned by the family for family reasons must be advised in writing by letter to the Principal at least two weeks in advance.
3. Attendance at the college will be monitored on a daily period-by-period basis. Heads of colleges will monitor attendance closely. The parents of absent students (students without justification) will receive a text by 9.30am on the morning of the absence.
4. The teachers and college office staff record absences and unexplained absences are appropriately dealt with by form teachers. The Deputy Principal responsible for pastoral care will oversee the operation of attendance systems.
5. A summary of attendance patterns will be reported to the Board from time to time.
6. In cases of persistent truancy the action taken will be in accord with college truancy procedure. This will involve the district truancy service and may result in a referral to the ROCK ON truancy programme.
7. The college will maintain procedures which provide for parents to be made aware of any problems with attendance of their children, and that involve parents in resolving these problems.

6.6 COLLEGE UNIFORM

RATIONALE

The wearing of a uniform provides for clear identification and a sense of belonging among students; reduction of socioeconomic difference; and maintenance of a feeling of pride by association with the college. The Board of Trustees is committed to the retention of a college uniform and to students wearing it in a manner which reflects the standards of the college.

PURPOSE

- To ensure that parents enrolling their children understand, support and accept the uniform requirements.
- To maintain clear statements about the college uniform.
- To provide high quality uniform and maintain high standards in the wearing of the uniform.

GUIDELINES

1. The uniform requirements will be stated in the Prospectus, on the college web page and other documents published by the college from time to time.
2. Wearing of the uniform will be a condition of enrolment at this college. If for any reason a student is unable to wear the correct full uniform on any day then the college must be notified in writing as to the reason and actions being taken to correct the situation.
3. The Principal and staff will be required to monitor the wearing of the uniform and to ensure that it is correctly worn by all students.
4. The college will sell all uniform items from its uniform shop.
5. The uniform will be reviewed at the discretion of the Board of Trustees via a representative process.
6. Any changes to the uniform will require an agreed transition process.

N.A.G. 6

6.7 COPYRIGHT

RATIONALE

The college must ensure that it complies with legislation regarding copyrighted materials including print, film, internet video and music.

PURPOSE

- To clarify the laws governing the use of copyrighted material within the college.

GUIDELINES

The college will ensure that its staff and students are regularly reminded of the restrictions of copyright on the use of print, film, video, internet and music material.