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Paeroa College

Policy Framework
2026

The following documentation outlines the board's governance framework and is aligned with the school's Charter values

Contents:

Introduction

The Board of Trustees of Paeroa College is focused on the ongoing improvement of student progress and achievement within an environment that provides inclusive education.

Refer *to the New Zealand Curriculum, the New Zealand Disability Strategy, and the United Nations Convention on the Rights of Disabled People.*

To ensure effective school performance, the Board is committed to maintaining a strong and effective governance framework that incorporates legislative requirements and good practice.

Governance and Management

The following are the Board's agreed governance and management definitions which form the basis upon which both the working relationships and the Board's policies are developed.

Governance	Management
The ongoing improvement of student progress and achievement is the Board's focus. The Board acts in a stewardship role and is entrusted to work on behalf of all stakeholders. It is accountable for the school's performance, emphasises strategic leadership, sets the vision for the school and ensures compliance with legal and policy requirements. Board policies are at a governance level and outline clear delegations to the Principal. The Board and Principal form the leadership, with the role of each documented and understood. The Principal reports to the Board as a whole with committees used sparingly and only when a need is identified in order to contribute to Board work. The Board is proactive rather than reactive in its operations and decision making and does not involve itself in the administrative details of the day-to-day running of the school.	The Board delegates all authority and accountability for the day-to-day operational organisation of the school to the Principal who must ensure compliance with both the Board's policy framework and the law of New Zealand. [For detail see Operational Policies]

In developing the above definitions for Paeroa College the Board is mindful of the following excerpts from the Education Act 1989:

Education Act 1989, (Section 75, 72, 76, 65 and 66)

The Education Act 1989 was revised on 13th June 2013 to better reflect the Board's primary focus of student achievement. The legal and prime responsibility of Boards of Trustees is determined by Section 75 of the Education Act 1989:

s.75 Functions and powers of boards

(1) A school's Board must perform its functions and exercise its powers in such a way as to ensure that every student at the school is able to attain his or her highest possible standard in educational achievement.

(2) Except to the extent that any enactment or the general law of New Zealand provides otherwise, a school's Board has complete discretion to control the management of the school as it thinks fit.

s.72 Bylaws –

Subject to any enactment, the general law of New Zealand, and the school's charter, a school's Board may make for the school any bylaws the Board thinks necessary or desirable for the control and management of the school.

s.76 Principals –

(1) A school's Principal is the Board's chief executive in relation to the school's control and management.

(2) Except to the extent that any enactment or the general law of New Zealand provides otherwise, the Principal

(a) Shall comply with the Board's general policy directions; and

(b) Subject to paragraph (a), has complete discretion to manage as the Principal thinks fit the school's day to day administration.

s.65 Staff

....A Board may from time to time, in accordance with the State Sector Act 1988, appoint, suspend, or dismiss staff.

s.66 Delegations

(1) The governing Board of a Board may delegate any of the functions or powers of the Board or the governing Board, either generally or specifically, to any of the following persons by resolution and written notice to the person or persons:

(a) a trustee or trustees:

(b) the Principal or any other employee or employees, or office holder or holders, of the Board:

(c) a committee consisting of at least 2 persons, at least 1 of whom is a trustee:

(d) any other person or persons approved by the Board's responsible Minister:

(e) any class of persons comprised of any of the persons listed in paragraphs (a) to (d).

In order to carry out effective governance of the school the Board has developed the following policy framework.

Part 1 Governance Policies

These governance policies outline how the Board will operate and set standards and performance expectations that create the basis for the Board to monitor and evaluate performance as part of its ongoing monitoring and review cycle. *(See 3 year review programme).*

1.1. Board Roles and Responsibilities Policy

The Board of Trustees' key areas of contribution are focused on four outcome areas:

Representation
Leadership
Accountability
Employer Role

The Board	The Standards
1. Sets the strategic direction and long-term plans and monitors the board's progress against them	1.1 The Board leads the annual charter review process 1.2 The Board sets/reviews the strategic aims by February meeting 1.3 The Board approves the annual plan and targets and ensures the Charter is submitted to the Ministry of Education (MoE) by 1 March each year 1.4 Regular Board meetings include a report on progress towards achieving strategic aims 1.5 The Charter is the basis for all Board decision making
2. Monitors and evaluates student progress and achievement	2.1 The Board approves an annual review schedule covering curriculum and student progress and achievement reports 2.2 Reports at each regular Board meeting, from Principal, on progress against annual plan, highlight risk/success 2.3 Targets in the annual plan are met, the curriculum policy is implemented and there is satisfactory performance of curriculum priorities
3. Appoints, assesses the performance of and supports the Principal	3.1 Principal's performance management system in place and implemented
4. Approves the budget and monitors financial management of the school	4.1 Draft budget approved by the first meeting each year 4.2 Satisfactory performance of school against budget
5. Effectively manages risk	5.1 The Board has an effective governance model in place 5.2 The Board remains briefed on internal/external risk environments and takes action where necessary 5.3 The Board identifies 'trouble spots' in statements of audit and takes action if necessary 5.4 The Board ensures the Principal reports on all potential and real risks when appropriate and takes appropriate action
6. Ensures compliance with legal requirements	6.1 New members have read and understood the governance framework including policies, the school charter, Board induction pack and requirements and expectations of Board members 6.2 New and continuing members have been kept aware of any changes in legal and reporting requirements for the

The Board	The Standards
	school. Board has sought appropriate advice when necessary 6.3 Accurate minutes of all Board meetings, approved by Board and signed by the Presiding Member 6.4 Individual staff/student matters are always discussed in public excluded session 6.5 Board meetings have a quorum
7. Ensures trustees attend Board meetings and take an active role	7.1 Board meetings are effectively run 7.2 Trustees attend Board meetings having read Board papers and reports and are ready to discuss them 7.3 Attendance at 80% of meetings (min.) 7.4 No unexplained absences at Board meetings (3 consecutive absences without prior leave result in immediate step down) Refer Education Act 1989, s104 (1) (c)
8. Approves major policies and programme initiatives	8.1 Approve programme initiatives as per policies 8.2 The Board monitors implementation of programme initiatives
9. Fulfils the intent of the Treaty of Waitangi by valuing and reflecting New Zealand's dual cultural heritage	9.1 The Treaty of Waitangi is obviously considered in Board decisions 9.2 The Board, Principal and staff are culturally responsive and inclusive
10. Approves and monitors human resource policy/procedures which ensures effective practice and contribute to its responsibilities as a good employer	10.1 Becomes and remains familiar with the Board employment conditions which cover employees (i.e. Staff employment agreements and arrangements) 10.2 Ensures there are personnel policies in place and that they are adhered to e.g. Code of Conduct 10.3 Ensures there is ongoing monitoring and review of all personnel policies
11. Deals with disputes and conflicts referred to the Board as per the school's concerns and complaints procedures	11.1 Successful resolution of any disputes and conflicts referred
12. Represents the school in a positive, professional manner	12.1 Code of behaviour adhered to
13. Oversees, conserves and enhances the resource base	13.1 Property/resources meet the needs of the student achievement aims
14. Effectively hands over governance to new Board/trustees at election time	14.1 New trustees provided with governance manual and induction 14.2 New trustees fully briefed and able to participate following attendance at an orientation programme 14.3 Appropriate delegations are in place as per s66 Education Act 14.3 Board and trustees participate in appropriate professional development

Review Schedule: Annually

Review Date 23/02/2026 Next Review Date 2027 Presiding Member ____________________________________

1.2. Responsibilities of the Principal Policy

The Principal is the professional leader of the school and the Board's chief executive working in partnership with the Board of Trustees. The Principal shall not cause or allow any practice, activity or decision that is unethical, unlawful, and imprudent or which violates the Board's Strategic Plan or expressed values or commonly held professional ethic. Alongside their professional role, the Principal's key contribution to **day-to-day management** of the school is as per the management definition in the introduction to this governance manual.

The Principal is responsible for overseeing the implementation of board policy including the strategic plan. Reference in documentation to the school, management and staff is to be read as "Principal" for responsibility for implementation. From time to time the Presiding Member acting within delegated authority may issue discretions in policies of the school, in minutes of the board, or by written delegation.

The responsibilities of the Principal are to:

1. Demonstrate a recognition that the people who work, learn and interact with the College and the relationships between them are of the highest importance in the College's success.
2. Meet the requirements of their employment agreement including the 4 areas of practice from the Principals' Professional Standards.
3. Act as the educational leader and day-to-day manager of the school within the law and in line with all Board policies.
4. Participate in the development and implementation of their professional growth cycle.
5. Develop, seek Board approval of, and implement an annual plan that is aligned with the Board's strategic plan, meets legislative requirements and gives priority to improved student progress and achievement.
6. Use resources efficiently and effectively and preserve assets (financial and property) including engagement of contractors within budget plus unbudgeted contractors to a value of $5000 and authorising other unbudgeted payments to a value of $5000.
7. Put good employer policies into effect and ensure there are effective procedures/guidelines in place.
8. Allocate management units for appropriate positions and management allowances.
9. Ensure effective and robust performance management systems are in place for all staff which include performance management reviews, attestations for salary increases and staff professional development.
10. Undertake inquiry into potential breaches of discipline. In the event the issues under investigation are not resolved informally or the Principal is of the view that the matter should proceed to the Board, then the Principal may initiate formal disciplinary procedures by forwarding relevant documents to the Board. If during any such inquiry the Principal believes that the welfare of any student or employee at the school so requires, discretionary leave may be arranged.
11. Employ, deploy and terminate relieving and non-teaching staff positions.
12. Employ teaching staff as per the appointments policy.
13. Communicate with the community on operational matters where appropriate.
14. Refrain from unauthorised public statements about the official position of the Board on controversial social, political, and/or educational issues.
15. Keep the Board informed of information important to its role.
16. Report to the Board as per the Board's reporting policy requirements.
17. Act as Protected Disclosures Officer and ensure procedures are in place to meet the requirements of the Protected Disclosures Act 2000.
18. Appoint, on behalf of the Board, the Privacy Officer and Equal Employment Opportunity Officer.
19. The Principal will develop a calendar of key events for the following year in Term 4, for circulation before the start of the year.

Only decisions made by the Board acting as a Board are binding on the Principal unless specific delegations are in place. Decisions or instructions by individual Board members, committee chairs, or committees are not binding on the Principal except in rare circumstances when the board has specifically authorised it.
The relationship is one of trust and support with expectations documented in the relationship policy. All parties work to ensure "no surprises".
The Principal is not restricted from using the expert knowledge of individual Board members acting as community experts.

Review schedule: Annually
Review Date 23/03/2026 Next Review Date 2027 Presiding Member ___________________________________

1.3. Disciplinary Process in Relation to the Principal Policy

In the event the Board receives a complaint regarding the Principal or determines that policy violation(s) may have occurred, in the first instance the Board will consider whether this may be dealt with in an informal manner (as per the employment agreement provisions that apply to the Principal). Where the Board considers the degree and seriousness of the concern or violation(s) sufficient to warrant initiating a disciplinary or competency process, the Board shall seek the support and advice in the first instance from an NZSTA adviser to ensure due process is followed.

Review schedule: Triennially

Review Date 30/04/2026 Next Review Date 2029 Presiding Member ______________________

1.4. Principal Professional Expenses Policy

A budget for professional expenses and for professional development will be established annually in accordance with the Principal's professional development plan contained in their performance agreement and be included in the budget. Spending within budget is with the approval of the Board. Any overseas trips for professional development must be approved by the Board of Trustees at least one term in advance of the event.

Professional development expenses may include but are not confined to: continuing education, books and periodicals, mentoring, and attendance at professional conferences.

Review schedule: Triennially

Review Date 22/06/2026   Next Review Date 2029   Presiding Member ________________________

1.5. Reporting to the Board Policy

The Principal reports to the Board as a whole and keeps it informed of the true and accurate position of the outcomes of curriculum; teaching and learning; financial position; and all matters having real or potential legal considerations and risk for the school. Thus, the Board is supported in its strategic decision-making and risk management by also requiring the Principal to submit any monitoring data required in a timely, accurate and understandable fashion. Therefore, the Principal must ensure that they:

1. Inform the Board of significant trends, implications of Board decisions, issues arising from policy matters or changes in the basic assumptions upon which the Board's strategic aims are based.
2. Submit reports reflecting the current work plan and anything else specifically required
3. Inform the Board in a timely manner of any significant changes in staffing, programmes, plans or processes that are under consideration.
4. Submit any monitoring data required in a timely, accurate and understandable fashion.
5. Report and explain financial variance against budget in line with the Board's expectations.
6. Report on the number of stand-downs, suspensions, exclusions and expulsions on a per meeting basis.
7. Report and explain roll variance against year levels and reasons on a per meeting basis.
8. Present information in a suitable form – not too complex or lengthy.
9. Inform the Board when, for any reason, there is non-compliance of a Board policy.
10. Recommend changes in Board policies when the need for them becomes known.
11. Highlight areas of possible bad publicity or community dis-satisfaction.
12. Coordinate management/staff reports to the Board and present to the Board under the Principal's authority.
13. Regularly report on the implementation of the annual plan and progress towards meeting student. achievement targets
14. Report on any matter requested by the Board and within the specified timeframe.

Review schedule: Triennially

Review Date 23/03/2026 Next Review Date 2029 Presiding Member _______________________

1.6. Trustees' Code of Behaviour Policy

The Board is committed to ethical conduct in all areas of its responsibilities and authority. Trustees shall:

1. Maintain and understand the values and goals of the school.
2. Ensure the needs of all students and their achievement is paramount.
3. Be loyal to the school .
4. Publicly represent the school in a positive manner.
5. Respect the integrity of the Principal and staff.
6. Observe the confidentiality of non-public information acquired in their role as a trustee and not disclose to any other persons.
7. Be diligent and attend Board meetings prepared for full and appropriate participation in decision making.
8. Ensure that individual trustees do not act independently of the Board's decisions.
9. Speak with one voice through its adopted policies and ensure that any disagreements with the Board's stance are resolved within the Board.
10. Avoid any conflicts of interest with respect to their fiduciary responsibility. Conflicts of interest must be declared by the Board members as they arise.
11. Individual trustees committees without delegation have no authority in any interaction with Principal or staff.
12. Recognise that only the Presiding Member (working within the Board's agreed Presiding Member role description or delegation) or a delegate working under written delegation, can speak for the Board.
13. Continually self-monitor their individual performance as trustees against policies and any other current Board evaluation tools.
14. Be available to undertake appropriate professional development.
15. Abide by the 'Code of Conduct for State Schools Board Members'. https://paeroa.sharepoint.com/:b:/s/admin/EbQ-ZVc4nKBLmKqXOuRLX-4BxOsrBVuNJIfInhy7h1fZkw?e=Vze4rd

I, ____ have read and understood this Code of Behaviour Policy and agree to follow and abide by it to the best of my ability.

Signature:

Date:

Review schedule: Triennially

Review Date 23/03/2026 Next Review Date 2029 Presiding Member ________________________

1.7. Trustee Remuneration and Expenses Policy

The Board has the right to set the amount that the Presiding Member and other Board members are reimbursed for attendance at Board meetings in recognition that these fees cover the expense of attending Board meetings. The Principal, as a member of the Board is entitled to the same payment as all other trustees except the Presiding Member. Currently at Paeroa College:

1. The chair receives $75.00 per Board meeting.
2. Elected Board members receive $55.00 per board meeting.
3. There is no payment for working group/committee meeting.
4. Attendance fees are non-taxable within the agreed non-taxable amounts of $605 annually for trustees and $825 for the Presiding Member.
5. Attendance costs for professional development sessions will be met by the Board of Trustees. Prior approval must first be sought.
6. All other reimbursements are at the discretion of the Board and must be approved prior to any spending occurring.

Review schedule: Triennially

Review Date 29/05/2025 Next Review Date 2028 Presiding Member ________________________

1.8 Conflict of Interest Policy

The standard of behaviour expected at Paeroa College is that all staff and Board members effectively manage conflicts of interest between the interests of the school on one hand, and personal, professional, and business interests on the other. This includes managing potential and actual conflicts of interest, as well as perceptions of conflicts of interest.

The purposes of this policy are to protect the integrity of the school decision-making process, to ensure confidence in the school's ability to protect the integrity and reputations of Board members and meet legislative requirements. Upon or before election or appointment, each person will make a full, written disclosure of interests, relationships, and holdings that could potentially result in a conflict of interest. This written disclosure will be kept on file and will be updated as appropriate.

In the course of Board meetings, Board members will disclose any interests in a transaction or decision where their family, and/or partner, employer, or close associates will receive a benefit or gain. After disclosure, the person making the disclosure will be asked to leave the meeting for the discussion and will not be permitted to vote on the question.

Review schedule: Triennially

Review Date 29/05/2025 Next Review Date 2028 Presiding Member _________________________

1.9. Presiding Member's Role Description Policy

The Presiding Member of Paeroa College safeguards the integrity of the Board's processes and represents the Board of Trustees to the broader community. The Presiding Member ensures that each trustee has a full and fair opportunity to be heard and understood by the other members of the Board in order that collective opinion can be developed and a Board decision reached. The Board's ability to meet its obligations and the plans and targets it has set are enhanced by the leadership and guidance provided by the chair.

The Presiding Member:

1. Is elected at the first board meeting of the year except in a triennial trustee election year where it shall be at the first meeting of the board*.
2. Welcomes new members, ensures that the conflict of interest disclosure is made and the code of behaviour is understood and signed, and leads new trustee induction.
3. Assists Board members' understanding of their role, responsibilities and accountability including the need to comply with the Trustees' Code of Behaviour policy.
4. Leads the Board members and develops them as a cohesive and effective team.
5. Ensures the work of the Board is completed.
6. Ensures they act within Board policy and delegations at all times and do not act independently of the Board.
7. Sets the Board's agenda and ensures that all Board members have the required information for informed discussion of the agenda items.
8. Ensures the meeting agenda content is only about those issues which according to Board policy clearly belong to the Board to decide.
9. Effectively organises and presides over Board meetings ensuring that such meetings are conducted in accordance with the Education Training Act 2020, the relevant sections of the Local Government Official Information and Meetings Act 1987 and any relevant board policies*.
10. Ensures interactive participation by all Board members.
11. Represents the Board to external parties as an official spokesperson for the school except for those matters where this has been delegated to another person/s and is the official signatory for the annual accounts*.
12. Is responsible for promoting effective communication between the Board and wider community including communicating appropriate Board decisions.
13. Establishes and maintains a productive working relationship with the Principal.
14. Ensures the Principal's performance agreement and review are completed on an annual basis.
15. Ensures concerns and complaints are dealt with according to the school's concerns and complaints procedures.
16. Ensures any potential or real risk to the school or its name is communicated to the Board. This includes any concern or complaint.

* *Legislative Requirement*

Review Schedule: Annually

Review Date 23/02/2026 Next Review Date 2027 Presiding Member ________________________

1.10 Staff/Student Trustee Role Description Policy

The staff/student trustee fulfils legislative requirements relating to Board composition. The role of the staff/student trustee is to bring a staff/student perspective to Board decision making and discussion.

As a trustee the staff/student trustee has an obligation to serve the broader interests of the school and its students and has equal voice, vote, standing and accountabilities as all other trustees.

Staff/Student Trustee accountability measure		Standard	
1.	To work within the Board's Charter	1.1	The Charter is obviously considered in board decisions
2.	To abide by the Board's governance and operational policies	2.1	The staff/student trustee has a copy of the Governance Manual and is familiar with all Board policies
3.	The staff/student trustee is first and foremost a trustee and must act in the best interests of the students at the school at all times.	3.1 3.2	The staff/student trustee is not a staff/student advocate The staff/student trustee does not bring staff/student concerns to the Board
4.	The staff/student trustee is bound by the Trustee Code of Behaviour	4.1	The staff/student trustee acts within the code of behaviour
5.	It is not necessary for the staff/student trustee to prepare a verbal or written report for the Board unless specifically requested to from the Board	5.1	No regular reports received unless a request has been made by the board on a specific topic.

Review schedule: Triennially

Review Date 29/05/2025 Next Review Date 2028 Presiding Member ________________________

1.11. The Relationship between the Board and the Principal Policy

The performance of the school depends significantly on the effectiveness of this relationship and as such a positive, productive working relationship must be developed and maintained. The Board and the Principal form the leadership team and as such clear role definitions have been developed. The Responsibilities of the Principal and Responsibilities of the Board policies along with the Board's agreed Code of Behaviour should be read alongside this policy.

1. This relationship is based on mutual respect, trust, integrity and ability.
2. The relationship must be professional.
3. The Principal reports to the Board as a whole rather than to individual trustees.
4. Day to day relationships between the Board and the Principal are delegated to the Presiding Member.
5. All reports presented to the Board by the staff (unless specifically requested by the Board) arrive there with the Principal's approval and the Principal is accountable for the contents.
6. There are clear delegations and accountabilities by the Board to the Principal through policy.
7. The two must work as a team and there should be no surprises.
8. Neither party will deliberately hold back important information.
9. Neither party will knowingly misinform the other.
10. The Board must maintain a healthy independence from the Principal in order to fulfil its role. The Board is there to critique and challenge the information that comes to it, acting in the best interests of students at the school.
11. The Principal should be able to share their biggest concerns with the Board.

Review schedule: Annually

Review Date 23/03/2026 Next Review Date 2027 Presiding Member ________________________

1.12. Principal's Performance Management Policy

It is the policy of the Paeroa College Board of Trustees to establish a performance agreement with the Principal each year* and review the Principal's performance on an annual basis with the objective of ensuring that every student at the school is able to attain his or her highest possible standard in educational achievement.

1. The review process will occur annually, providing a written record of how the Principal has performed as per the terms of the performance agreement and identifying professional development needs.
2. The Principal's performance will be formally reviewed on an annual basis by duly delegated member(s) of the Board and optionally, at the Board's choice, an independent consultant who specialises in education.
3. Those delegated or contracted to perform the review process shall have written formalised instructions specifying the responsibilities of the role.
4. There will be three interim reviews, one per each term preceding the annual formal review, between the Principal and Presiding Member or delegate(s) to discuss progress.
5. The Principal will be reviewed on the criteria set forth in the performance agreement: performance objectives, professional standards, learning and development objectives and fulfilment of additional duties which require concurrence payment.
6. If the Principal and the Board disagree on the performance objectives, the Board, after considering the Principal's input, will amend the disputed objectives or confirm the unchanged objectives. The Board's decision will be final.
7. The Board chair, delegate(s) and consultant may gather information from staff, parents, or any other relevant members of the larger school community who can provide feedback on how the Principal has performed. Evidence may include surveys, self-review, teaching observation (if relevant), interviews, focus groups or documentary evidence.
8. The Principal and delegate(s) will meet for a formal interview to discuss whether the performance agreement has been satisfied with the Principal given the opportunity to discuss and comment on each criterion before a rating is given. The results will then be drafted into a report by the delegate(s) and sent to the Principal. The Principal can accept the report or dispute the report. If the report is disputed, the delegate(s) will consider the Principal's views before deciding to either amend the report, in accordance with the Principal's views, or let the report stand, with the Principal's comments attached.
9. The Presiding Member/delegate(s)/consultant will present the final report/summary back to the Board as the result of the review. The Principal may/may not be present at the presentation and/but will have the opportunity to address the Board. The Principal will then exit and further discussion may continue among the Board.
10. The Principal will be informed personally and in writing of the final outcome following the report discussion.
11. The performance agreement and results of the review are confidential to the Principal, the Board and their agents unless both parties agree to wider distribution.

* Legal requirement

Signature

I, ___________________________________, have been informed of the performance review policy and procedures of Paeroa College Board.

Signature____________________________________Date____________________________

Review schedule: Triennially

Review Date 24/03/2025 Next Review Date 2028 Presiding Member ________________________

1.13. The Relationship between the Presiding Member and the Principal Policy

The Presiding Member is the leader of the Board and works on behalf of the Board on a day to day basis with the Principal.
The relationship principles are to be read in line with the following:

1. The Board's agreed governance and management definitions.
2. The Board's Roles and Responsibilities Policy.
3. The Responsibilities of the Principal Policy.
4. The Presiding Member's Role Description Policy.
5. The Trustees' Code of Behaviour Policy.

Relationship principles:

1. A positive, productive working relationship between the Principal and the Presiding Member is both central and vital to the school.
2. This relationship is based on mutual trust and respect.
3. The two must work as a team and there should be no surprises.
4. The relationship must be professional.
5. Each must be able to counsel the other on performance concerns.
6. The Presiding Member supports the Principal and vice versa when required and appropriate.
7. There is understanding/acceptance of each other's strengths and weaknesses.
8. Each agree not to undermine the other's authority.
9. There is agreement to be honest with each other.
10. Each agree and accept the need to follow policy and procedures.
11. Agree not to hold back relevant information.
12. Agree and understand the Presiding Member has no authority except that granted by the Board.
13. Understand that the Presiding Member and Principal should act as sounding boards, both supporting and challenging in order to hold the school to account for achieving the goals and targets that have been set.

Review schedule: Annually

Review Date 21/05/2026 Next Review Date 2027 Presiding Member ______________________

1.14. Meeting Process Policy

The Board is committed to effective and efficient meetings that are focused at a governance level and provide the information the Board needs to be assured that all policies, plans and processes are being implemented and progressing as planned. Meetings:

1. Are based on a prepared annual agenda. The agenda preparation is the responsibility of the Presiding Member. Sufficient copies of the agenda of the open (public) session will be posted on the Board of Trustees' website and available at the meeting place for the public.
2. Are held with the expectation that trustees have prepared for them and will participate in all discussions at all times within the principles of acceptable behaviour.
3. Have the right, by resolution, to exclude the public and news media from the whole or part of the proceedings in accordance with the Local Government Official Information and Meetings Act. Decisions by the Board are fully recorded but remain confidential. The Board needs to:
   - make the reasons for excluding the public clear
   - reserve the right to include any non-board member it chooses
4. Can be held via audio, audio and visual, or electronic communication providing:
   - all trustees who wish to participate in the meeting have access to the technology needed to participate, and
   - a quorum of members can simultaneously communicate with each other throughout the meeting.

Review schedule: Triennially

Review Date 25/05/2025 Next Review Date 2028 Presiding Member ________________________

1.15. Meeting Procedure Policy

(an * denotes legislative requirement)

Members of the school community are encouraged to take an active interest in the school and its performance and are welcome to attend all Board meetings within the *Public Attending Board Meetings Procedure* (See p. 26).

General:

- Meetings are held as per the dates confirmed each November for the following year.
- Board minutes will be taken by a non trustee paid on a commercial basis on contract.
- The quorum shall be more than half the members of the Board currently holding office.*
- Only apologies received from those who cannot be present must be recorded. Trustees who miss three consecutive meetings without the prior leave of the Board cease to be members. An apology does not meet the requirement of prior leave. To obtain prior leave a trustee must request leave from the Board at a Board meeting and the Board must make a decision.*
- The Presiding Member shall be elected at the first meeting of the year except in the general election year where it will be at the first meeting of the newly elected Board.*
- The Presiding Member may exercise a casting vote in the case of equality of votes, in addition to his/her deliberative vote.*
- Any trustees with a conflict or pecuniary interest in any issue shall not take part in any debate on such issues and may be asked to leave the meeting for the duration of the debate.* A pecuniary interest arises when a trustee may be financially advantaged or disadvantaged as a result of decisions made by the board. E.g. Contracts, pay and conditions etc. A conflict of interest is when an individual trustee could have, or could be thought to have, a personal stake in matters to be considered by the board.
- Only trustees have automatic speaking rights.
- The Board delegates [and minutes] powers under Sections 15 and 17 of Education Act to the Disciplinary Committee.
- The Board delegates [and minutes] authority to the nominated Deputy Principal in the times of absence of the Principal.
- The amount the Presiding Member and other Board members are paid for attendance at Board meetings is set by the Board. Currently the Presiding receives $75 per Board meeting and Board members receive $55 per Board meeting. There is no payment for committee or working party meetings.
- Attendance fees are non-taxable within the agreed non-taxable amounts of $605 annually for trustees and $825 for the Presiding.

Time of meetings:

- Regular meetings at dated and times as agreed.
- Any business remaining on the agenda at the conclusion of the meeting is transferred to the following meeting.
- Meetings are to be up to three hours and can be extended when motioned.

Special meetings:

- A special meeting may be called by delivery of notice to the Presiding signed by at least one third of trustees currently holding office.

Exclusion of the public:

- The meeting may, by resolution, exclude the public (going into committee) and news media from the whole or part of the proceedings in accordance with the Local Government Official Information and Meetings Act unless specifically asked to stay. The wording to be used in the motion to exclude the public is found in Schedule 2A of that Act. Excluding the public is most often used to ensure privacy of individuals or financially sensitive issues.*

Public participation:

- The Board meeting is a meeting held in public rather than a public meeting.
- Public participation is at the discretion of the Board.
- Public attending the meeting are given a notice about their rights regarding attendance at the meeting.

Motions/amendments:

- A motion is a formal proposal for consideration. All motions and amendments moved in debate must be seconded unless moved by the Presiding Member and are then open for discussion.
- Motions and amendments once proposed and accepted may not be withdrawn without the consent of the meeting.
- No further amendments may be accepted until the first one is disposed of.
- The mover of a motion has right of reply.
- A matter already discussed may not be reintroduced at the same meeting in any guise or by way of an amendment.

Tabling documents

- When written information is used in support of a discussion, it should be tabled so that it can be examined by those present. It then forms part of the official record.

Correspondence

- The Board should have access to all correspondence. Correspondence that requires the Board to take some action should be photocopied/scanned and distributed prior to the meeting. Other correspondence can be listed and tabled so that trustees can read it if required.

Termination of debate:

- All decisions are to be taken by open voting by all trustees present.

Lying on the table

- When a matter cannot be resolved, or when further information is necessary before a decision can be made, the matter can be left unresolved for future discussion.

Points of order

- Points of order are questions directed to the Presiding Member which require an answer or a ruling. They are not open to debate and usually relate to the rules for the running of a meeting.

Suspension of meeting procedures:

- The Board's normal meeting procedures may be suspended by resolution of the meeting.

Agenda:

- Agenda items are to be notified to the Presiding Member 4 working days prior to the meeting.
- Late items will only be accepted with the approval of the Board and in rare circumstances where a decision is urgent.
- The order of the agenda may be varied by resolution at the meeting.
- All matters requiring a decision of the Board are to be agended as separate meeting items.
- All items in the agenda are to carry a recommended course of action and where appropriate be supplemented by supporting material in the agended documentation.
- The agenda is to be collated with the agenda items placed in the agenda order.
- Papers requiring reading and consideration will not normally be accepted if tabled at the meeting.
- Papers and reports are to be sent to the Board 2 working days before the meeting

Minutes

- The Principal is to ensure that secretarial services are provided to the Board.
- The minutes are to clearly show resolutions and action points and who is to complete the action.
- A draft set of minutes is to be completed and sent to the Presiding Member for approval within 5 working days of the Board meeting before being distributed to trustees within 9 working days of the meeting.

Review schedule: Annually

Review Date 30/04/2026 Next Review Date 2027 Presiding Member ____________________________________

1.15.1 Public Attending Board Meetings Procedure

The Board of Trustees welcomes public presence at Board meetings and hopes that members of the public enjoy their time observing Board meetings.

In order that members of the public understand the rules that apply to then attending Board meetings these procedures will be provided and followed unless otherwise authorised by the Board.

1. Board meetings are not public meetings, but meetings held in public.
2. If the meeting moves to exclude the public (usually this is to protect the privacy of individuals) then you will be asked to leave the meeting until this aspect of business has been concluded.
3. Members of the public may request speaking rights on a particular subject that is on the agenda. Preferably this request has been made in advance. Public participation is at the discretion of the Board.
4. Speakers shall be restricted to a maximum of 3 minutes each per subject, with a time limit of fifteen minutes per interest group.
5. No more than 3 speakers on any one topic.
6. Speakers are not to question the Board and must speak to the topic.
7. Board members will not address questions or statements to speakers.
8. Speakers shall not be disrespectful, offensive, or make malicious statements or claims.
9. If the Presiding Member believes that any of these have occurred or the speaker has gone over time they will be asked to finish.

Please note: Members of the public include staff, students and parents of the school who are not trustees on the Board.

Review schedule: Triennially

Review Date 29/05/2025 Next Review Date 2028 Board Chair ____________________________

1.15.2 Meeting Agenda

The agenda is set by the Board Presiding member. A sample agenda follows and can be adapted depending on the needs and priorities of the meeting.

Paeroa College Board of Trustees Meeting Agenda
5.30pm Monday XX[th] Xxxx 20XX.   Location = B1

Karakia

4.45 Welcome, apologies and introduction of guests
Declaration of Interests
Minutes of previous meeting. Matter arising (not covered in Agenda)
Presiding Members' comment (if required)
Health and Safety events/issues identified

Key Strategic Matters

X.xx Curriculum Matters, updates, analysis, progress reporting
Principals' report
RTLB Report
Staff Board member report
Student Board member report
Any other aspects of Student activity or learning.

X.xx Strategic monitoring, Plans, Policies and Review
Progress to date re Annual plan.
Charter/Strategic plan(s) (if required)
Principal and staff development (if required)
BOT performance/development (if required)

X.xx Policies for review

X.xx Finance

X.xx Property

X.xx Sport

X.xx General Legislation & Administration
(Attendance, school day/year, non-teaching days, bus routes, uniform etc.)
Conflict of interest

X.xx In Committee Time

X.xx Correspondence
Inwards
Outwards

X.xx General Business
Items of general business for next meeting.

X.xx Karakia & Meeting close

Review schedule: Triennially
Review Date 30/04/2026 Next Review Date 2029 Presiding Member ___________________________________

1.16. Board Induction Policy

The Board is committed to ensuring continuity of business and a smooth transition when trustees join the Board. Therefore,

1. New trustees will receive a welcome letter on their joining the Board which includes:
    - The suggested date of the induction
    - The date of the next Board meeting
    - Presiding Member and Principal contact details

2. New trustees will be given access to the below information:
    - Charter – including the strategic and annual/operational plans (website)
    - Policies (website & can be printed or emailed)
    - The current budget (emailed)
    - The last ERO report (website)
    - The last annual report (website)
    - The triennial review programme (emailed -found in the policy framework)
    - Any other relevant material

3. The Presiding Member or delegate will meet with new Board members to explain Board policy and other material in the governance manual.
4. The Principal and Presiding Member or delegate, will brief all new members on the organisational structure of the school.
5. The Principal will conduct a site visit of the school.
6. New Board members are to be advised of the professional development that is available from NZSTA and other relevant providers.
7. After three months on the Board, the effectiveness of the induction process is to be reviewed by the Presiding Member with the new members. The review will include the following aspects:

- **Did you feel welcomed onto the Board?**

Very welcome Welcome Not very welcome
Comment:

- **Did you receive all necessary information in a timely manner?**

Very timely Timely Not very timely
Comment:

- **Did you find the induction with Principal and Presiding Member to be effective?**

Very effective Effective Not very effective
Comment:

Please comment on how we could improve this induction process:

Review Schedule: Triennially

Review Date 25/08/2025 Next Review Date 2028 Presiding Member __________________________

1.17. Committee Policy

The Board may set up committees/working parties to assist the Board carry out its responsibilities and due process (e.g., staff appointments, finance, property, disciplinary).

Education and Training Act 2020 section 66

Section 66 gives the Board the authority to delegate any of its powers to a special committee, except the power to borrow money. Refer to Section 66 for further information.

Board committees:

1. Are to be used sparingly to preserve the Board functioning as a whole when other methods have been deemed inadequate.
2. Can consist of non-trustees. Committees must have a minimum number of 2 persons, at least one of whom must be a trustee.
3. May not speak or act for the Board except when formally given such authority for specific and time-limited purposes. Such authority will be carefully stated in order not to conflict with authority delegated to the Principal or the Presiding Member.
4. Help the Board (not the staff) do it's work.
5. Other than the Board discipline committee, must act through the Board and therefore can only recommend courses of action to the Board and have no authority to act without the delegated authority of the Board.
6. Assist the Board chiefly by preparing policy alternatives and implications for Board deliberation. Board committees are not to be created by the Board to advise staff.
7. Are to have terms of reference drawn up as required. It is suggested that these contain information about the following:
   - purpose
   - committee members
   - delegated authority

The following committees are currently established:

- Finance & Property
- HR
- Discipline

Review schedule: Triennially

Review Date 30/04/2026 Next Review Date 2027 Presiding Member ______________________

1.17.1 Review Committee Terms of Reference

Purpose:
To monitor, on the Board's behalf, compliance with Board policies and external legislation. This includes:

1. Supporting the Board to review the effectiveness of the Board's governance processes.
2. Reviewing the effectiveness of systems for the assessment and management of areas of risk.
3. Verifying that mechanisms are in place to ensure compliance with statutory requirements, financial and other.
4. Commissioning reviews of specific controls and procedures (financial or non-financial) where so requested by the Board.
5. Reporting any problems or reservations arising from the external auditors/reviewers work and any other matters that the external auditors/reviewers note to the attention of the Board.
6. Ensuring implementation of the triennial review programme.

Committee Members:
[at least 2 trustees; excludes the Presiding Member and excludes the Principal]

Meets:
As required. The Chairperson of this committee will report to the board as appropriate on the areas covered by the terms of reference and the triennial review programme.

Delegated Authority:
The review committee is formally constituted as a committee of the Board within these approved terms of reference and the delegated authority re the delegations list.

The committee shall be appointed by the Board. The Board may co-opt additional trustees to the committee as and when required.

Members of the management team shall attend meetings when requested. A representative of the external auditors may be requested to attend meetings when appropriate.

The committee is authorised by the Board to investigate any activity within its terms of reference. It is authorised to seek any information it requires from any trustee or employee and all trustees and employees are requested to co-operate with any request made by the committee. The Principal will be informed in advance of any such requests.

The committee may recommend that external and independent advice is sought. If the advice is likely to incur costs prior approval must be sought from the Board.

[**Note**: NZSTA provides free and confidential advisory services via its helpdesk, human resource and industrial advisors free to trustees and Boards.]

No individual member of the review committee can act without the directive of the committee as a whole.

** NOTE This committee is not constituted as at 26 June 2023.

Review schedule: Triennially

Review Date 30/04/2026 Next Review Date 2029 Presiding Member ________________________

1.17.2 Student Disciplinary Committee Terms of Reference

Purpose:

To ensure that all processes relating to the suspensions of students adhere to the requirements of Education Act 1989, Education Rules 1999 and Ministry of Education Guidelines.

Committee members:

All members of the Board excluding the Principal. The chair of the committee is to be assigned via the Board delegation'sprocess. The quorum for the committee shall be two trustees.

Delegated Authority:

That the powers conferred on the Board under Sections 15 and 17 of The Education Act 1989 be delegated to the discipline committee of the Board of trustees. The committee will:

- act in fairness, without bias or prejudice and with confidentiality
- act within legislation and the MoE guidelines
- act only on written and agreed information, not verbal hearsay
- use processes of natural justice in discipline hearing procedures
- make recommendations on discipline matters to the board as necessary.

The Board will be kept informed of the number of stand-downs, suspensions, exclusions and expulsions at each Board meeting by the Principal.

Review schedule: Triennially

Review Date 30/04/2026 Next Review Date 2029 Presiding Member ________________________

1.17.3 Finance Committee Terms of Reference

Responsibility of the Board

The Board of trustees has overall responsibility for the financial management of the school but delegates the day-to-day management of the school's finance and budget to the Principal.
The finance committee as a committee of the Board is responsible for providing guidance to the Principal on financial matters.

Purpose of the Finance Committee

The finance committee is formed to provide guidance to the Principal in the financial management of the school.

Delegated Authority

The finance committee is responsible to the Board for:

1. Recommending, in association with the Principal, an annual operating and capital budget, including professional development budget allocation for the Principal and the staff.
2. Determining the level of budgetary discretion available to the Principal.
3. Monitoring and reporting on the annual budget via the Principal.
4. Reviewing on behalf of the Board accounts passed for payment by the school. Advising on additional funding sources.
5. Assisting the Principal to prepare a financial results report, where appropriate, which is to be provided to the Board by the Principal at every Board meeting.
6. Recommending changes to financial policy.
7. Overseeing the preparation of the annual accounts for Board approval.
8. Assisting the Principal in reporting financial performance to parents and the community.
9. Providing input into the school's strategic plan.
10. Preparing special reports for consideration by the Board.
11. Annually reviewing the school's risk management needs and insurance cover
12. Assessing and making recommendations to the Board on requests for spending on individual items outside of budget.
13. Finance Committee minutes

Compliance Reporting

The Principal is responsible for financial reporting and demonstrating budget compliance. Where there is non-compliance, variances are to be reported to the board, with recommendations on the actions required to meet compliance.

Finance Committee Annual Calendar

Date	Action Required
February	Finance committee self-review and plan for the year. Final Budget Approval.
March	Annual accounts prepared and forwarded to the auditors.
April	Annual review of 10-year property plan completed by the property committee and available as an input document for budgeting purposes. Note: this should also encompass normal cyclical maintenance and capital works
May	Community reporting on financial performance. Confirm option re Government Donation Scheme.
June	Ensure any issues raised by the auditor have been addressed
July	Annual review of risk management needs and insurances
August	Annual plan available as an input document for preparation of the budget
September	
October	Initial annual budget recommendations submitted to the board
November	Draft annual budget (if required) submitted to the board for approval

Review schedule: Triennially

Review Date 30/04/2026 Next Review Date 2029 Presiding Member ______________________________________

1.18 Paeroa College Delegations List

Date of Minuted Delegation	Personnel Delegations can be to a person or a committee. Committees must have a minimum of 2 persons, at least one of whom must be a trustee	Delegated Authority See Individual Committee Terms of Reference in the Board's Governance Manual	Term of Delegation **Note:** Delegation ceases at the date below, by earlier resolution of the board or, if no date, is ongoing
23/02/2026	**Disciplinary** John Dustow (Chair) Jo Tilsley Larn Wilkinson	That all current trustees bar the Principal are delegated authority to be members of the Board's Disciplinary Committee acting under the Terms of Reference for this committee.	Delegated authority is given to the committee to deal with all HR / Employment relations issues, in conjunction with the Principal, within this school.
23/02/2026	**Finance & Property Committee** Aimee Dunn (Chair) Jo Tilsley Melissa Tonkin	That the Finance Committee members are delegated authority to be members of the Board's Finance Committee acting under the Terms of Reference for this committee.	
23/02/2026	**Deputy Principal** Ilana Weston Miah Williams Tina Youngman	That the Board directs that, except where the Board, at its discretion, otherwise determines, the deputy Principal shall, in the absence of the Principal from duty for periods not exceeding 2 weeks and for the full period or periods of such absence, perform all the duties and powers of the Principal.	
23/02/2026	**HR Committee** Aimee Dunn Jo Tilsley John Dustow	This has been reabsorbed into the operational structure.	

Notes:
[T] – trustee
Review Schedule: Annually
Review Date 07/05/2026 Next Review Date 2027 Presiding Member ________________________

1.18.1 Paeroa College Principal Delegations List

Principal – Andrew Cameron

Delegations:

- Implement the Annual Operational Plan and give priority to the School's annual targets.
- Day to day curriculum and resource management of the school.
- Approving of leave of absence (unpaid) requests within the terms and conditions of the relevant staff member's employment agreement.
- Approval of staff discretionary leave (paid), up to 2 days consecutive and /or any other entitled leave under the collective agreement (unpaid and paid) accordance with the school policy.
- Suspending and stand-down of students
- Authority to spend up to the limits of the approved by the Board through the annual budget.
- Employment and suspension of all school teaching and support staff, according to Board policy.
- Appoint, on behalf of the Board, the allocation of salary units.
- Authority to manage banked staffing provisions.
- Staff performance management appraisal and professional growth cycle.
- Initial investigations relating to a complaint against a staff member.
- Day-today administration of school property.
- On behalf of the Board, act as Protected Disclosures Officer, Privacy Officer and Equal Employment Opportunities Officer (may delegate these tasks to another staff member).
- Responsibility for Emergency Plan Co-ordination (may delegate this task to another staff member).
- Preservation of assets (financial and property).
- Authority to close the school if necessary due to exceptional circumstances, e.g. on advice of the police, Ministry of Health or in the event of significant safety concerns.

The Board delegates the Principal's authority to any one of the three listed deputy principals, as the discretion of the Principal at the time to undertake their duties in his absence.

Review schedule: Annually

Review Date 23/02/2026 Next Review Date 2027 Presiding Member ______________________

1.19. Complaint Form

Any formal complaint made to the school, either in writing or verbally, will be followed up by the Principal or delegated person using the following form as a front sheet with the self-explanatory process detailed on it documented and retained.

COMPLAINT FOLLOW UP FORM

Complaint:
- ❑ Community Concern
- ❑ Curriculum and Teaching
- ❑ Personnel
- ❑ Property

Date Received: ____

Received via: ❑ Email ❑ Letter ❑ In-person

Action:
- ❑ Acknowledged [in writing]
- ❑ Investigated
- ❑ Outcome [in writing]
- ❑ Mediation [if required]

Chronological Events/Investigation:

Date	Action	Who	Evidence

Review Schedule: Triennially

Review Date 23/06/2025 Next Review Date 2028 Presiding Member ____________________

1.20 Trustee Register – this register will be updated when any trustee joins or leaves the Board or the Board opts into or out of mid- term election cycle.

Approved Number of Elected Parent Representatives = 5

Mid-term election cycle Yes/**No** Date of Board meeting where change was made 31 October 2022

Name	Phone/email	Position on board [Presiding Member PM, Trustee T, Commissioner CMR, Member ME]	Type of member [Note 1]	Start date	Left the board date	Current Term expires
Jo Tilsley	027 330 3170 enquiries@paeroa.org.nz	PM	EL	10/06/2016		Election 2028
Andrew Cameron	021 0222 8193 andrewc@paeroacollege.school.nz	ME	Principal	28/01/2025		
Seth Seerup	sseer23133@paeroacollege.school.nz	ME	Student Trustee	29/09/2023		Election 2026
John Dustow	027 855 9989 johnd@tech5.co.nz	ME	EL	29/09/2022		Election 2028
Melissa Tonkin	021 022 45276 melissat@paeroacollege.school.nz	ME	EL	29/09/2022		Election 2028
Aimee Dunn	027 573 2439 aimee@buildlinkpaeroa.co.nz	ME	CO	19/09/2026		Election 2028
Samantha Lee	021 466 251 samriverhead.lee@gmail.com	ME	CO	19/09/2026		Election 2028
Larn Wilkinson	027 543 8879 larn.wilkinson@hauraki-dc.govt.nz	ME	EL	19/09/2026		Election 2028
Chrissy Te Teira	021 148 1549 chrissyteteira@gmail.com	ME	EL	29/09/2022	19/09/2025	Election 2025
Conall Buchanan	027 688 9984 c.r.buchanan@xtra.co.nz	PM	EL	14/08/2018	19/09/2025	Election 2025
Kieran Udy	kerianu@paeroacollege.school.nz	ME	Acting Principal	27/01/2024	Term finished 12/12/2024	
Amy Hacker	021 0838 3011 amyh@paeroacollege.school.nz	ME	Principal	28/01/2019	Leave 27/01/2024	Resigned 2024
Larn Wilkinson	027 543 8879 larn.wilkinson@hauraki-dc.govt.nz	ME	EL	20/08/2019	13/10/2023	Election 2025
Hayden Lance	hlanc17079@paeroacollege.school.nz	ME	Student Trustee	29/09/2022	29/09/2023	Election 2023
Hamish Buchanan	hbuch1806@paeroacollege.school.nz	ME	Student Trustee	29/10/2021		Election 2022
Steven Hill	027 280 6302 stevenh@leachltd.co.nz	ME	EL	27/11/2018	29/09/2022	
Ursula Johnson	021 122 1874 ursulaj&paeroacollege.school.nz	ME	EL	07/03/2020	29/09/2022	
William Tissingh	021 862 871 Bill.tissingh@gmail.com	CH	EL	10/06/2016	30/11/2021	

Jana Smith	Jsmit15081@paeroacollege.school.nz	ME	Student Trustee	22/09/2020	29/10/2021	
Amia Tissingh	Atiss14025@paeroacollege.school.nz	ME	Student Trustee	15/10/2019	21/09/2020	
Dave Porter	027 248 3591 dave@neatmeat.com	ME	EL	10/06/2010	21/05/2019	
Letitia Voss	021 072 7929 letitiav@paeroacollege.school.nz	ME	EL	05/07/2019	01/10/2019	
Tracey Adams	021 902 739 tracey.adams@ohinemuricol.school.nz	ME	EL	10/06/2016	21/05/2019	
Winara Levi	021 026 98249 winara@ymail.com	ME	Co-opted	11/09/2018	21/05/2019	
Corrie Anderson	021 939 387 corriea@paeroacollege.school.nz	ME	EL	10/06/2016	21/05/2019	
Skye Budge	Sbudg13019@paeroacollege.school.nz	ME	Student Trustee	19/10/2018	01/10/2019	

Note 1: Elected, selected, co-opted, staff trustee, student trustee, proprietor's appointee, Principal
Note 2: If the Board opts into or out of mid-term election cycle, please ensure it is noted here and the MoE are advised
Note 3: Complete form (Appendix F) for informing MoE and NZSTA

Review Schedule: Triennially

Review Date 23/02/2026 Next Review Date 2029 Presiding Member ____

1.21 Triennial Review Programme/Board Annual Work Plan

Paeroa College BOT Annual Work and Reporting Plan: 2026

Area for Review	February	March	April	May	June
Board Processes and Planning	• Delegations • Election of Officers, Sub-Committee and Authorisations	• Confirm 2026 dates meet open for instruction requirements	• Review donations scheme funding		• Principal PGC • Set enrolment numbers for 2027
Policy Review	1.1 Board Roles and Responsibilities 1.9 Presiding Member Role Description 1.19 Paeroa college delegations list 1.19.1 Principal's delegation 1.21 Trustee Register 1.22 Board Annual Work Plan	1.2 Responsibilities of the Principal 1.5 Reporting to the Board Policy 1.6 Trustees' Code of Behaviour Policy 1.11 The relationship between the Board and the Principal 2.31 Inclusivity Policy 2.34 The Use of School Facilities Policy	1.3 Disciplinary Process in Relation to the Principal Policy 1.15 Meeting Procedure Policy 1.15.2 Meeting Agenda 1.15.3 Evaluation of Meeting 1.18 Committee Policy 1.18.1 Review Committee Terms of Reference 1.18.2 Student Disciplinary Committee Terms of Reference 1.18.3 Finance Committee Terms of Reference	1.13 The Relationship between the Presiding Member and the Principal 2.1 Curriculum Delivery Policy 2.10 Foreign Fee Paying Students Policy 2.11 Fundraising Policy 2.12 Behaviour Management	1.4 Principal Professional Expenses Policy 2.4 Financial Planning Policy 2.14 Sensitive Expenditure 2.33 Responsible Motor Use Policy – School Vehicle 2.41 RTLB Cluster Owned Vehicle Policy
Learners at the Centre (NELP 1)	• Health and Safety Report • 2025 Final Attendance report • Stand-down and Suspension Report	• Health and Safety Report • Stand-down and Suspension Report	• Health and Safety Report • Stand-down and Suspension Report	• Health and Safety Report • Term 1 Attendance Report • Stand-down and Suspension Report	• Health and Safety Report • Stand-down and Suspension Report • Update Te ao Māori strategic plan
Barrier Free Access (NELP 2)	• Summative Jr. Literacy and Numeracy 2025	• Final NCEA Results & Report 2025	• Confirm Specialised and Inclusive Education and ESOL programmes in place	• Yr 9 Literacy and Numeracy baseline	

	• Junior AMPs Summary 2025		• SENCO report		
Quality Teaching and Leadership (NELP 3)	• Update on all staffing matters at start of year • Approve 2025 SAR report • External moderation report	• Final 2025 Head of Learning Area reports • Confirm all teaching and support staff appraisals /attestations aligned to strategic priorities and underway	• Confirm all teacher registrations and 6-month renewals • Confirm all Police vetting • Confirm 2026 beginning teacher PLD and induction programmes	• Confirm allocation of MUs and MMAs	• Mid-year report on 2026 PGC and Professional Learning for all teachers.
Future of Learning and Work (NELP 4)			• Careers/Gateway/Trades numbers	• Confirm legislation for students working 'off-site' being met	
World Class Inclusive Public Education (NELP 5)	• Finance Committee Minutes • Nov and Dec Accounts approved • 2026 Draft Budget Approved • Approve cyclical maintenance done 2025 touch-up and wash	• Final 2026 Budget Approved • Finance Committee Minutes Jan and Feb Accounts approved	• Finance Committee Minutes • Monitoring • March Accounts approved	• Finance Committee Minutes • Monitoring • April Accounts approved • Approve 2025 Audited accounts	• Finance Committee Minutes • Monitoring May Accounts approved
Monitoring	• Unconfirmed Roll and Year/Class sizes • Confirm 2026 Strategic Plan and Targets • 2025 Analysis of Variance Tabled and approved	• Confirm Roll and Year/Class sizes • Strategic Aim progress update • Payroll list of authorised users approved #1 (twice annually)	• Roll and Year/Class sizes	• Strategic Aim progress update • Roll and Year/Class sizes	• Roll and Year/Class sizes • NCEA External Moderation Report

	July	August	September	October	November
Board Processes and Planning	• Evaluate need for BOT governance training for new and existing trustees • Review Board Annual Work/Reporting plan • Appoint returning officer (BoT student rep)	• Review school lunch provisioning	• BOT internal review of own processes • **BOT 2027 Work and Reporting Plan tabled for discussion** • **BOT 2027 Hui Calendar**	• **BOT 2027 Work and Reporting Plan confirmed** • **BOT 2027 Hui Calendar confirmed**	• Confirm any appropriate holiday delegations of authority • Annual Board Report to Community
Policy Review	2.3 Appointments Policy 2.23 Pandemic Policy 2.24 Traumatic Incident Response 2.30 Attendance Policy	2.2 Personnel Policy 2.15 Media Policy 2.38 International Student Fee Protection Policy	1.22 Work plan for 2027 2.21 Managing Challenging Behaviour and Physical Restraint Policy	2.26 Education Outside the Classroom EOTC Overseas 2.32 Uniform Policy	2.35 Cell Phone Policy 2.39 International Student Refund Policy 2.40 Internation Students Pastoral Care Policy
Learners at the Centre (NELP 1)	• Health and Safety Report • Term 2 Attendance Report • Stand-down and Suspension Report	• Health and Safety Report – including 1st Aid Certificates and Records, Emergency evacuation trials • IT strategy and cyber safety report • Stand-down and Suspension Report	• Health and Safety Report • Stand-down and Suspension Report	• Health and Safety Report • Student and Staff Wellbeing Report • Term 3 Attendance Report • Stand-down and Suspension Report	• Health and Safety Report • Final 2026 Injury and Incident report • Health and safety meeting minutes included in Board papers • Final 2026 Attendance and Stand-down report
Barrier Free Access (NELP 2)	• TVAL update and report	• AMPs progress report • Senior NCEA progress report		• **Sport Report**	• Senior NCEA progress report • TVAL update

Quality Teaching and Leadership (NELP 3)	• SCT report • Confirm PRT support and progress • Confirm any mid-year salary increments applied	• Confirm progress on all staff appraisals, including for MUs	• Confirm all teacher registrations and 6-month renewals		• Confirm completion of all support staff annual appraisals • Confirm completion of all teaching staff Professional growth Cycle requirements
Future of Learning and Work (NELP 4)			• Check on legislation for students working 'off-site' being met	• Careers/Gateway/Trades report	• Interim 'Leavers' Report
World Class Inclusive Public Education (NELP 5)	• Finance Committee Minutes • Monitoring • June Accounts approved	• Finance Committee Minutes • Monitoring • July Accounts approved	• Finance Committee Minutes • Monitoring • August Accounts approved	• Finance Committee Minutes • Monitoring • September Accounts Approved • Progress on Financial and Property plans	• Finance Committee Minutes • Monitoring • October Accounts Approved • 2027 Draft Budget tabled
Monitoring	• Interim Report on Progress towards Targets • **2027 Strategic Plan working group established** • Roll and Year/Class sizes • Payroll list of authorised users approved #2 (twice annually)	• Strategic Aim progress update • Roll and Year/Class sizes	• Roll and Year/Class sizes	• Strategic Aim progress update • **2027 Strategic Plan and Targets tabled for discussion** • Roll and Year/Class sizes	• Analysis of Variance 2026 (draft) • **Projected 2027 Roll and Year/Class sizes**

Review Schedule: Annually

Reviewed 23/02/2026 Next Review Date 2027 Presiding Member ____

Part 2 Operational Policies

2.1. Curriculum Delivery Policy

Delivery of the curriculum shall foster student progress and achievement and meet all board expectations and legislative requirements. Therefore, the Principal must ensure:

1. Achievement of the Strategic Plan aims and targets .
2. Compliance with the National Administration Guidelines.
3. There is a focus on the national priority groups of Māori, Pasifika and students with special learning needs in school planning and reporting.
4. That Board approval is sought before changes to the school curriculum requiring increased expenditure or significant changes to programmes or staffing are made

Review schedule: Triennially

Review Date 21/05/2026 Next Review Date 2029 Presiding Member ________________________

2.2. Personnel Policy

The Board delegates responsibility to the Principal on all matters relating to the management of staff in the expectation that they will be managed in a sound, fair, and respectful manner in accordance with the current terms of employment documents and identified good practice. Therefore, the Principal must ensure:

1. That all employment related legislative requirements are applied.
2. All employees their rights to personal dignity and safety and ensure that matters are resolved in an appropriate and fair manner.
3. A smoke and vape free environment is provided.
4. That employment records are maintained and that all employees have written employment agreements.
5. That performance agreements are established for all staff and that reviews are undertaken annually.
6. A suitable professional development programme, which takes into consideration the requirements of the College strategic plans.
7. Board approval is sought for any requests for discretionary staff leave with or without pay of longer than 5 days.
8. Board approval is sought for any requests for staff travelling overseas on school business.
9. The requirements of the Health and Safety in Employment Act 2015 are met.
10. Advice is sought as necessary from NZSTA advisors where employment issues arise.

Review schedule: Triennially

Review Date 27/03/2023 Next Review Date 2026 Presiding Member ________________________

2.3. Appointments Policy

Outcome statement:
The best quality applicants are appointed through a fair, rigorous appointments process.

Scoping:
To assist in the appointment of quality staff to any vacancy which may arise, appointment committees with expertise relevant to the vacancy, may be selected to carry out the appropriate appointment procedures. In accordance with the regulatory requirements for safety checking under the Vulnerable Children Act 2014, we demonstrate our commitment to the safety of children by adopting appropriate safety checking practices when employing school staff, whether core workers, volunteers or other. This policy is used in conjunction with Paeroa College procedures on safety checking, police vetting and screening.

Delegations:
The Board delegates authority to the Principal to determine the composition of the various appointment committees according to the schedule outlined below. Appointment of the Principal is the responsibility of the Board, which will determine the process and seek NZSTA advice.

Expectations:
Therefore, the principal must ensure that they:

1. Determine the composition of the various appointment committees according to the schedule outlined below:
    a. Appointment of members of the Senior Leadership Team will involve an appointment committee of a minimum of three (3) persons consisting of the Principal, the Presiding and whoever else the Principal deems appropriate.
    b. Unless determined otherwise by the Board, appointment of all other teachers, part time teachers, long term relieving teachers, and non-teaching staff will be the responsibility of the Principal in consultation with the Presiding Member / Delegate where deemed necessary.

2. Have school procedures in place and fully implemented that meet all legislative requirements regarding safety checking, police vetting and screening of all staff as outlined below:
    a. Recruitment related information including reference checks and candidate information should be stored permanently on file for those who have been successful in their application for a position. This includes the candidate’s CV and reference checks.
    b. Teachers with a Limited Authority to Teach (LAT) are only employed on a temporary basis and not in a position where a registered teacher can be found to fill the position.
    c. Robust policies are in place to ensure that the person attending an interview for a teaching position is the same as the one who claims to have been registered by the Council.
    d. Safety checks are conducted by the most appropriate person in relation to the role being filled. Information gained is kept in an appropriate secure place.
    e. Comprehensive employee induction processes are in place.

Review schedule: Annually

Review Date 27/07/2026 Next Review 2027 Presiding Member ______________________________

2.4. Financial Planning Policy

The Board of Trustees has overall responsibility for the financial management of the school but delegates the day-to-day management of the school's finances and budget to the Principal. The Principal, in association with the Finance Committee, is responsible for recommending an annual operating and capital budget to the board within the timelines specified in the Finance Committee terms of reference.

Budgeting will reflect the annual plan, risk financial jeopardy nor fail to show a generally acceptable level of foresight.

Thus, the budget should:

1. Reflect the strategic intentions defined by the Board.
2. Reflect the priorities as established by the Board.
3. Comply where the Board's requirement is for a balanced budget.
4. Demonstrate an appropriate degree of conservatism in all estimates.

Review schedule: Triennially

Review Date 22/06/2026 Next Review Date 2029 Presiding Member ________________________

2.5. Financial Condition Policy

The financial viability of the school must be protected at all times. The Board understands that the possibility of theft or fraud cannot be entirely eliminated. However, the Principal is required to show there are in place safeguards and robust, clear procedures to minimise the risk of either event.

Resource: Reference should be made to 5.4 of the Financial Information for Schools Handbook (FISH). Therefore, the Principal must ensure that:

1. Unauthorised debt or liability is not incurred.
2. Generally accepted accounting practices or principles are not violated.
3. Tagged/committed funds are not used for purposes other than those approved.
4. More funds than have been allocated in the fiscal year are not spent without prior Board approval.
5. All money owed to the school is collected in a timely manner.
6. Timely payment to staff and other creditors is made.
7. Unauthorised property is not sold or purchased.
8. All relevant government returns are completed on time.
9. No one person has complete authority over the school's financial transactions.
10. When making any purchase:
    - of over $10,000.00, comparative prices are sought.
    - of over $10,000.00 an adequate review on ongoing costs, value and reliability is undertaken.
    - of over $10,000.00 on a single item board approval is first sought.
11. Effective systems are in place to meet the requirements of the payroll system.

Review schedule: Triennially

Review Date 23/06/2025 Next Review Date 2028 Presiding Member ________________________

2.6. Asset Protection Policy

Assets may not be unprotected, inadequately maintained or unnecessarily risked. The Principal is delegated day-to-day responsibility for ensuring that the programming and funding of general maintenance of the school grounds, buildings, facilities and other assets occurs in order to provide a clean, safe, tidy and hygienic work and learning environment for students and staff. Accordingly, the Principal must:

1. Ensure all Board assets are insured.
2. Not allow unauthorised personnel or groups to handle funds or school property.
3. Not subject plant and equipment to improper wear and tear or insufficient maintenance or inappropriate use.
4. Maintain an up to date asset register for all items of furnishing, plant machinery, equipment, text and library books costing more than $500.00.
5. Ensure the implementation of the 10 year property maintenance plan.
6. Engage sufficient property maintenance staff for the school within budget limitations.
7. Receive Board approval for maintenance contracts over $5000 for any one contract.
8. Conduct competitive tenders for all contracting.
9. Protect intellectual property, information and files from loss or significant damage or unauthorised access or duplication.
10. Not receive, process or disburse funds under controls that are insufficient to meet the Board-appointed auditor’s standards
11. Not invest or hold operating capital in insecure accounts, or in non-interest bearing accounts except where necessary to facilitate ease in operational transactions

Review schedule: Triennially

Review Date 23/06/2025 Next Review Date 2028 Presiding Member ________________________

2.7 Health and Safety Policy

As a PCBU, the Board is committed to providing and maintaining a safe and healthy workplace and to providing the information, training and supervision needed to achieve this to ensure the health and safety of all students, staff and other people in the workplace. The Board is responsible for ensuring health and safety procedures are developed and implemented, however, employees need to be aware of their responsibilities and comply with the Board's health and safety policy and school procedures.

The Board will, as far as is reasonably practicable;[1] comply with the provisions of legislation dealing with health and safety in the workplace, by:

- Providing a safe physical and emotional learning environment.
- Ensuring a health and safety strategy/plan is in place and engagement and consultation with workers and the school community on the strategy occurs.
- Providing adequate facilities, including ensuring access and ensuring property and equipment is safe to use and students and workers are not exposed to hazards.
- Ensuring there is an effective method in place for identifying, assessing and controlling hazards. This includes recording and investigating injuries and reporting serious harm incidents.
- Having a commitment to a culture of continuous improvement.

The Principal, as Officer has responsibility for implementing this policy and therefore must:

- Exercise due diligence in accordance with the provisions of the health and safety legislation, and in particular the six due diligence obligations[2] .
- Take all reasonable steps to protect students, staff and visitors to the school from unsafe or unhealthy conditions or practices.
- Ensure that the staff code of conduct is implemented effectively.
- Ensure there is zero tolerance to unacceptable behaviour, such as bullying, and that there are effective processes in place.
- Provide a smoke free, vape free environment.
- Ensure a risk analysis management system (RAMS) is in place and carried out.
- Seek approval for overnight stays/camps/visits attesting first to their compliance with above.
- Consult with the community every two years regarding the health programme being delivered to students.
- Provide information and training opportunities to employees.
- Advise the Presiding Member of any emergency situations as soon as possible.
- Ensure all employees and other workers at the school will take reasonable care to:
  - Cooperate with school health and safety procedures.
  - Comply with the health and safety legislation, duties of workers .
  - Ensure their own safety at work.
  - Promote and contribute to a safety conscious culture at the school.

Review schedule: Triennially

Review Date 26/07/2025 Next Review Date 2028 Presiding Member ________________________

[1] **Reasonably practicable** means what is or was reasonably able to be done at a particular time to ensure health and safety, taking into account and weighing up all relevant matters.

[2] know about work health and safety matters and keep up-to-date, gain an understanding of the operations of the organisation and the hazards and risks generally associated with those operations, ensure the PCBU has appropriate resources and processes to eliminate or minimise those risks, ensure the PCBU has appropriate processes for receiving information about incidents, hazards and risks, and for responding to that information, ensure there are processes for complying with any duty, and that these are implemented, verify that these resources and processes are in place and being used.

2.8 Child Protection Policy

This policy outlines the Board's commitment to child protection in accordance with the Children's Act of 2014 and recognises the important role and responsibility of all our staff in the protection of children. It includes the Board's expectations when child abuse is reported or suspected by us.

All staff members (including contractors and volunteers) are expected to be familiar with this policy, its associated procedures and protocols and abide by them.

The Board of Trustees has an obligation to ensure the wellbeing of children in our care so they thrive, belong and achieve. We are committed to the prevention of child abuse and neglect and to the protection of all children. The safety and wellbeing of the child is our top priority. Advice will be sought through appropriate agencies in all cases of suspected or alleged abuse.

In line with section 15 of the Children, Young Person and Their Families Act 1989, any person in our school/kura who believes that any child or young person has been, or is likely to be, harmed (whether physically, emotionally, or sexually) ill-treated, abused, neglected, or deprived must follow school procedures and may also report the matter to a social worker or the local police.

Although ultimate accountability sits with the Board, the Board delegates responsibility to the Principal to ensure that all child safety procedures are implemented and available to all staff, contractors, volunteers and parents. Therefore, the Principal must:

1. Develop appropriate procedures to meet child safety requirements as required and appropriate to the school.
2. Comply with relevant legislative requirements and responsibilities.
3. Make this policy available on the school's internet site or available on request.
4. Ensure that every contract, or funding arrangement, that the school enters into requires the adoption of child protection policies where required.
5. Ensure the interests and protection of the child are paramount in all circumstances.
6. Recognise the rights of family/whānau to participate in the decision-making about their children.
7. Ensure that all staff are able to identify the signs and symptoms of potential abuse and neglect, deal with disclosures by children and allegations against staff members and are able to take appropriate action in response.
8. Support all staff to work in accordance with this policy, to work with partner agencies and organisations to ensure child protection policies are understood and implemented.
9. Promote a culture where staff feel confident they can constructively challenge poor practice or raise issues of concern without fear of reprisal.
10. Consult, discuss and share relevant information, in line with our commitment to confidentiality and information sharing protocols, in a timely way regarding any concerns about an individual child with the Board or designated person.
11. Seek advice as necessary from NZSTA advisors on employment matters and other relevant agencies where child safety issues arise.
12. Make available professional development, resources and/or advice to ensure all staff can carry out their roles in terms of this policy.
13. Ensure that this policy forms part of the initial staff induction programme for each staff member.

Review schedule: Triennially

Review Date 26/07/2025 Next Review Date 2028 Presiding Member ________________________

2.9. Legal Responsibilities Policy

School procedures will meet the legislative statutes and regulations as set down in the appropriate Acts, Ministry of Education circulars and the Education Gazette.

Review schedule: Triennially

Review Date 26/07/2025 Next Review Date 2028 Presiding Member ________________________

2.10 Foreign Fee Paying Students Policy

Paeroa College will be approached to accommodate foreign / fee paying students by various Agents and organisations. The majority of these students will not hold New Zealand residency and the College faces considerable responsibilities in these instances as outlined in the Code of Practice signed between Paeroa College and the Ministry of Education.

1. Paeroa College will meet the requirements of and be a full signatory to the Code of Practice for Foreign Fee Paying students.
2. The inclusion of foreign / fee paying students will in no way deter from the education of students from the local contributing areas.
3. The recruitment of foreign / fee paying students will be carried out in a controlled and moderated manner.
4. There is a desire to further the understanding and tolerance of Paeroa College students through the school's involvement with foreign students.
5. The Paeroa College BoT sets an enrolment maximum of five (5) students from any one nationality on the school roll at any one time, and a maximum of 5% of the roll in total.
6. Paeroa College will not accept foreign / fee paying students without a homestay organised by, or approved by the College. Homestay providers will be signatories to the Homestay Providers Agreement.

Review Schedule Triennially

Reviewed Date 21/05/2026 Next Review Date 2029 Presiding Member ______________________

2.11 Fundraising Policy

(This policy should be read in conjunction with sponsorship policy)

1. Any fundraising of cash or kind on behalf of Paeroa College or associated clubs must have prior approval from the BoT or the Principal through the use of the fundraising applications.
2. All fundraising monies must be receipted through the College's banking system or club specific audited accounts.
3. Any fundraising activity is voluntary.
4. All fundraising must comply with the law and not bring the school into disrepute.
5. No student may participate in a fundraising activity where they are directly involved in the sale or distribution of R18 items including alcohol.
6. Fundraising for individual students is only acceptable in exceptional circumstances, as directed by the BoT or Principal.

Review schedule: Triennially

Review Date 21/05/2026 Next Review Date 2029 Presiding Member________________________

2.12 Behaviour Management Policy

Paeroa College believes in a relational and restorative positive approach to school discipline. We have rules to protect staff and students to ensure that all behaviour is of an acceptable standard enabling the school environment to be a pleasant, secure place for all.

- Expectations of behaviour in school will be consistent with policy by staff, students & whānau.
- Parents/Caregivers will be contacted if a student's behaviour at school is unacceptable and/or causing concern enlisting their support and advice.
- Continued and/or serious unacceptable behaviour may lead to a stand-down or suspension from school in accordance with the Education Act 2020.
- Any student activity connected to any illegal activity, not confined to the following: marijuana, illegal drugs, alcohol, vaping or weapons whenever the school has jurisdiction, is likely to lead to disciplinary action.
- Staff are to update and or use the pastoral notes for a student in the appropriate way. Accurate notes and information will be kept by teachers and or parents. These notes should be held in a manner that concurs with the school privacy policy.

Review schedule: Annually

Review Date 21/05/2026 Next Review Date 2027 Presiding Member ___________________________

2.13 Assessment Policy

The Principal will ensure that quality assessment will inform good teaching and develop student learning.

The purpose of assessment is to enable the school to:

1 Monitor the progress of individual students and groups of students.
2 Review and improve teaching and learning experiences.
3 Be appropriately informed at key transition points in our students' education.
4 Analyse achievement information for Māori students and other identified groups.
5 Collect, collate and disburse baseline data on Year 9 students.
6 Ensure students are achieving appropriately in literacy and numeracy.
7 Use data as a diagnostic tool in the identification of learning needs.
8 Inform individual students and their parents about progress and standards achieved.
9 Better inform curriculum review and policy decisions.
10 Report to the Board, the community, including the Māori community, and to the Government.
11 Evaluate and report on specific strategies.

The Assessment processes must ensure that:

1 Assessment is specific to achievement objectives, is descriptive of what students can do and informs the next steps in learning.
2 Assessment information is valid, reliable and consistent.
3 Assessment processes are fair and transparent.
4 Information on student achievement is considered alongside Paeroa College's contextual information.
5 We have coordinated records to track and analyse student progress.
6 Our analysis considers the gains in achievement for all students, over time (value added).

Review schedule: Triennially

Review Date 23/06/2025 Next Review Date 2028 Presiding Member ______________________________

2.14 Discretionary Expenditure Policy (Sensitive Expenditure Policy)

Introduction

1. The Board agrees that it has a responsibility to ensure that all expenditure of Board funds is clearly linked to the business of the school and does not at any time provide unreasonable and personal benefit from those funds to any individual or group of individuals (staff or students).

2. The Board acknowledges that at times there are expenses which may be considered to be beneficial only to individuals or small groups of individuals. These may include expenses in relation to travel (especially international travel), or to koha, gifts and other payments to individuals.

3. The Board has determined that any expenditure which may be considered to be beneficial to individuals or groups of individuals will be carefully scrutinised before approval and will be supported by appropriate fund raising specific to that expenditure.

4. Particular reference should also be made to the Board's travel policy in considering expenditure which may benefit individuals or groups of individuals.

5. The Board has agreed on the fundamental principles of this policy and has delegated responsibility for the implementation and monitoring of this policy to the Principal (as the chief executive and the Board's most senior employee).

Principles

6. The Board requires the Principal, where expenditure may be beneficial to an individual or group of individuals, to take account of the following prior to authorising this expenditure:

   i) Does the expenditure benefit student outcomes?

   ii) Does the expenditure represent the best value for money?

   iii) Is it in the budget?

   iv) Could the Board justify this expenditure to a taxpayer, parent or other interested party?

   v) How would the public react if this expenditure was reported by the media?

   vi) Would there be perceived to be any personal gain from this expenditure?

   vii) Does this expenditure occur frequently?

7. Any proposed expenditure which may benefit individuals or groups of individuals will be backed by funds which have been raised for the purpose. The funds will be raised with a full understanding of their purpose known to those contributing the funds – such as parents or other funding sources (e.g. Charities). The funds raised will cover all costs (including travel and accommodation costs for teachers who may be involved).

Review Schedule: Annually

Review Date: 22/06/2026 Next review date 2027 Presiding Member ________________________

2.15 Media Policy

Rationale
From time to time the Principal, members of staff, or members of the Board of Trustees may be approached or contacted by various sectors of the news media to comment on school related or other community issues from the school's perspective.
On occasion, these issues may be controversial or related to confidential matters associated with individual staff members, Board members, students or other community members.
Procedures are required to ensure that individual privacy is maintained, and that a fair, factual and balanced response is provided to genuine inquiries.

Aims
- To maintain a measure of control and accountability over the matter being reported.
- To protect confidential information in accordance with the principle of The Privacy Act 1993 – 2020.
- To ensure that a reasoned, factually correct and balanced response is provided on behalf of the school.

Guidelines

1. All media inquiries should be asked to be submitted in writing and be directed to the Presiding Member of Trustees or a nominated representative should the Presiding Member be unavailable.
2. No individual member of staff or the Board of Trustees will verbally respond to media inquiries.
3. All media inquiries will be formally acknowledged, and should the particular situation require it, professional advice, and assistance will be sought before preparing and providing a response.
4. If the inquiry is a curriculum related matter the Presiding Member or nominated representative may consult the Principal to assist in preparing a response.
5. The Presiding member or nominated representative will consult the Board of Trustees including the Principal before releasing any media statement.
6. All responses to media inquiries or prepared media statements shall be in writing, unless the Presiding Member or nominated representative, after consultation with the Board of Trustees, decides otherwise.
7. The Principal may approach the media in order to promote the school and its activities without requiring Presiding Member's approval.

Conclusion
All members of the Board of Trustees and members of Board staff are expected to adhere to the guidelines described above. If these guidelines are followed media reports of school activities, or possible incidents occurring at school or the school's perspective of other community issues should be reported in a fair, balanced and accurate manner.

Review schedule: Annually

Review Date 26/06/2023 Next Review Date 2026 Presiding Member ________________________

2.16 Education for Sustainability Policy

Paeroa College is committed to ensuring that sustainability and long-term viability is a consideration in all decisions.
Sustainability is broadly defined to include the following:

- Environmental sustainability which incorporates the importance of biodiversity, ecology and the management of resources.
- Cultural sustainability which ensures equity within and between generations, and within and between ethnic and social groups.
- Economic sustainability which ensures resources are used to provide necessary and desirable products and services for the present without compromising future options.

1 The Curriculum

Paeroa College is an enviroschool and committed to the integration of education for sustainability. The Board of Trustees will provide an annual budget for enviroschools programming.

2 Policies and Practices

Board of Trustees policies will support a sustainable future. Sustainability factors will be considered in governance and management decisions.

3 Physical Sustainability

The school will seek to reduce its impact on the environment through practices such as recycling, reducing energy usage, promoting biodiversity and making environmentally positive purchases.

4 Social Sustainability

The school will foster an environment that promotes equitable and sustainable outcomes, for all members of the school community, with a particular focus on Māori and Pasifika.

5 Economic Sustainability

The Board and management will work to ensure the school is in a financially sustainable position.

Review schedule: Triennially

Review Date 03/11/2025 Next Review Date 2028 Presiding Member____________________________

2.17 Employment Opportunity Policy

The State Sector Amendment 1989 Act defines an Equal opportunity programme as “A programme that is aimed at the identification and elimination of all aspects of policies, procedures and other barriers that cause or perpetuate inequality in respect of the employment of any person or group of persons”.

Merit is the primary consideration for recruitment and selection, promotion and career development, training and staff development and conditions of service. Four target groups are specifically identified in the State Sector Act as they are under-represented in senior positions in proportion to their part in the community: women, māori people, Pacific Island and other ethnic minorities, persons with disabilities.

EEO does not involve reverse discrimination. EEO quite clearly recognizes membership of a target group in addition to, not rather than, competency or merit.

Accordingly, the Principal in consultation with the Board must:

1. Ensure a senior staff person has responsibility for the EEO Programme.
2. Consult employees, union representatives and local Māori community on EEO issues when appropriate.
3. Establish a data base of material relevant to EEO.
4. Ensure personnel policies and practices meet EEO requirements.
5. Ensure job vacancies are open to all applicants regardless of gender, ethnicity or disability.
6. Ensure all applicants are viewed impartially by the Appointments Committee, on the basis of merit and EEO.
7. Provide staff development opportunities to enable all staff to move towards leadership and promotion.
8. Report on EEO objectives annually to the Board.

Review schedule: Triennially

Review Date 03/11/2025 Next Review Date 2028 Presiding Member___________________________

2.18 Serious Wrongdoing / Protected Disclosures Policy

POLICY STATEMENT

The Board of Trustees will follow the procedures of the Protected Disclosures Act 2000.

PURPOSE

The purpose of this policy is to provide information and guidance to employees of Paeroa College who wish to report serious wrong-doing within the school. This policy is issued in compliance with of the Protected Disclosures Act 2000.

Guidelines

1. What is a Protected Disclosure?

   A protected disclosure is a declaration made verbally or in writing where possible to the Principal or Presiding Member by an employee where they believe serious wrong-doing has occurred. Employees making disclosures will be protected against retaliatory or disciplinary action and will not be liable for civil or criminal proceedings related to the disclosure.

2. Definition of Serious Wrong-Doing
   - Serious wrongdoing for the purposes of this policy includes any of the following:
   - An unlawful, corrupt, or irregular use of public funds or resources that constitutes a serious risk to public health or public safety or the environment; or
   - an act or omission or course of conduct that constitutes a serious risk to public health or public safety or the environment; or
   - an act, omission or course of conduct that constitutes a serious risk to the maintenance of law, including the prevention, investigation, and detection of offences and the right to fair trial; or
   - an act, omission or course of conduct that constitutes an offence; or
   - an act, omission, or course of conduct that is oppressive, improperly discriminatory or grossly negligent, or that constitutes gross mismanagement.

3. Conditions for Disclosure

   An employee making a disclosure should be sure the following conditions are met:
   - the information is about serious wrong-doing in or by the school.
   - the employee believes on reasonable grounds the information to be true or is likely to be true.
   - the employee wishes the wrong-doing to be investigated.
   - the employee wishes the disclosure to be protected.

4. Who can make a disclosure?

   Any employee of the school can make a disclosure. For the purpose of this policy an employee is:
   - current employees and Principal.
   - former employees and Principals
   - contractors supplying services to the school.

5. Protection of Employees Making Disclosures

   An employee who makes a disclosure and who has acted in accordance with the procedure outlined in this policy:
   - may bring a personal grievance in respect of retaliatory action from their employers.
   - may access the anti-discrimination provisions of Human Rights Act in respect of retaliatory action from their employers.
   - are not liable for any civil or criminal proceedings, or to a disciplinary hearing by reason of having made or referred to a disclosure.

- will, subject to Clause 5 of the Procedure, have their disclosure treated with the utmost confidentiality.

The protections provided in this section will not be available to employees making allegations they know to be false or where they have acted in bad faith.

As per legislative requirements in the Education Amendment Act 2015 – Mandatory Reporting.

Any matters involving: dismissals, conduct, competency or serious misconduct will be reported to the Education Council.

Review schedule: Triennially

Review Date 03/11/2025 Next Review Date 2028

Presiding Member___________________________ Principal ____________________________

2.19 Cybersafety Policy

Rationale

Paeroa College has a statutory obligation to maintain a safe physical and emotional environment, and a responsibility to consult with the community. In addition, Paeroa College Board of Trustees has a responsibility to be a good employer.

These three responsibilities are increasingly being linked to the use of the Internet and Information Communication Technologies (ICT), and a number of related cybersafety issues. The Internet and ICT devices/equipment bring great benefits to the teaching and learning programmes, and to the effective operation of the school.

The Board places a high priority on providing the school with Internet facilities and ICT devices / equipment which will benefit student learning outcomes, and the effective operation of the school.

However, the Board recognises that the presence in the learning environment of these technologies (some provided partly or wholly by the school and some privately owned by staff, students and other members of the school community), could potentially facilitate anti-social, inappropriate, and even illegal, material and activities. The school has the dual responsibility to maximise the benefits of these technologies, while at the same time to minimise and manage the risks.

The Board thus acknowledges the need to have in place rigorous and effective school cybersafety practices which are directed and guided by this cybersafety policy.

Policy

Paeroa College will develop and maintain rigorous and effective cybersafety practices which aim to maximise the benefits of the Internet and ICT devices/equipment to student learning and to the effective operation of the school, while minimising and managing any risks.

Policy guidelines

Associated issues the school will address include: the need for on-going funding for cybersafety practices through inclusion in the annual budget, the review of the school's annual and strategic plan, the deployment of staff, professional development and training, implications for the design and delivery of the curriculum, the need for relevant education about cybersafety for the school community, disciplinary responses appropriate to breaches of cybersafety, the availability of appropriate pastoral support, and potential employment issues.

To develop a cybersafe school environment, the Board will delegate to the Principal the responsibility to achieve this goal by developing and implementing the appropriate management procedures, practices, electronic systems, and educational programmes. These will be based on the latest version of the NetSafe® programme for schools, endorsed by the New Zealand Ministry of Education. *The NetSafe® Kete for Schools,* including its templates for policies and use agreements, will play a central role in this process.
A process for reporting back to the Board by the Principal will be agreed upon and established. Frequency and content of reporting will be included.

In recognition of its guardianship and governance role in the cybersafety of the school, the Board will also develop a policy relating to Board trustee use of ICT devices / equipment. This will cover all use of school-owned/leased and privately owned/leased ICT devices/equipment containing school data/information on or off the school site.

Guidelines for Paeroa College cybersafety practices

1. The school's cybersafety practices are to be based on the New Zealand Ministry of Education as best practice for New Zealand schools.
2. No individual may use the school Internet facilities and school-owned/leased ICT devices/equipment in any circumstances unless the appropriate use agreement has been signed and returned to the school. Use agreements also apply to the use of privately-owned/leased ICT devices/equipment on the school site, or at/for any school-related activity, regardless of its location. This includes off-site access to the school network from school or privately-owned/leased equipment.
3. Paeroa College use agreements will cover all Board employees, all students (including adult and community), and any other individuals authorised to make use of the school Internet facilities and ICT devices/equipment, such as teacher trainees, external tutors and providers, contractors, and other special visitors to the school.
4. The use agreements are also an educative tool and should be used as a resource for the professional development of staff.
5. Use of the Internet and the ICT devices/equipment by staff, students and other approved users at Paeroa College is to be limited to educational, professional development, and personal usage appropriate in the school environment, as defined in individual use agreements.
6. Signed use agreements will be filed in a secure place, and an appropriate system devised which facilitates confirmation that particular individuals are authorised to make use of the Internet and ICT devices/equipment.
7. The school has the right to monitor, access and review all use. This includes personal emails sent and received on the school's computer/s and/or network facilities at all times.
8. The school has the right to audit at any time any material on equipment that is owned or leased by the school. The school may also request permission to audit privately owned ICT devices/equipment used on the school site or at any school related activity.
9. Issues relating to confidentiality, such as sighting student or staff information, reasons for collecting data and the secure storage of personal details and information (including images) will be subject to the provisions of the Privacy Act 1993.
10. The safety of children is of paramount concern. Any apparent breach of cybersafety will be taken seriously. The response to individual incidents will follow the procedures developed as part of the school's cybersafety practices. In serious incidents, advice will be sought from an appropriate source, such as NetSafe, the New Zealand School Trustees Association and/or a lawyer with specialist knowledge in this area. There will be special attention paid to the need for specific procedures regarding the gathering of evidence in potentially serious cases. If illegal material or activities are suspected, the matter may need to be reported to the relevant law enforcement agency.

Review Schedule: Triennially

Review Date: 25/08/2025 Next Review Date: 2028 Presiding Member ____________________

2.20 Concerns and Complaints Policy

Purpose

- To enable concerns to be addressed quickly and efficiently so they don't escalate to complaints
- To ensure complaints are dealt with respectfully and with due consideration of all parties rights
- To ensure complaints are dealt with consistently in accordance with procedures established by the BOT
- To put in place appropriate corrective action, and/or disciplinary action, as required

Policy Statement

- Paeroa College respects any complaints that may be raised by parents or caregivers, staff, students and community members. The school believes in high standards and in the pursuit of excellence in everything. The Board is keen to listen to and learn from any valid concerns raised about the school. The Board expects all complaints to be taken seriously and handled courteously.
- If unresolved, contact the appropriate Head of Department, Dean or Deputy Principal.

A concern is:

• A minor issue that may be resolved informally directly between the parties involved, or with support. Concerns are not expected to have disciplinary, legal or industrial consequences.

A complaint is:

• Any verbal or written statement about a school practice or policy that in the opinion of the complainant is deemed to be of a serious nature that disadvantages them or the school community.
• Any verbal or written statement of a serious nature that indicates a member of the school community has acted illegally, unprofessionally, or in any manner which is harmful to another member of the school community.

Making a complaint

The Board expects the following steps to be taken by a complainant.
1. Contact the person whom the concern or complaint involves.
2. If unresolved, contact the appropriate Head of Department or Dean and Deputy Principal
3. If still unresolved, contact the Principal.
4. If there is no satisfactory resolution from the previous steps, make a complaint in writing to the Board. Any complaint in writing must be received before the Friday preceding the monthly Board meeting or it will be held over to the next Board meeting. Any letter of complaint will be tabled at the full Board meeting unless natural justice prevents this.

There may be occasions when the steps under procedure 1 (as above) are inappropriate to follow. In these cases, it is expected the complainant will contact the Principal or Board in writing. If the complaint is in respect of the Principal, then it should be addressed in writing to the Board.

Written complaints received by the Board of Trustees

On receiving a written complaint, the Board will decide on what further action is required on a case-by-case basis. Before the Board decides to deal with a complaint it must check that the procedures outlined above have been followed. If not, it will normally return any letter of complaint to the writer and ask that they follow these first. All letters addressed to the Presiding Member of the Board are for the whole Board. The Presiding Member cannot act independently as to what action will be taken.
1. The Presiding Member acknowledges letter of complaint within 7 days of receipt and the complainant is advised of the next steps in the Board process. The latter becomes part of the correspondence that will be dealt with at the next Board meeting while the public is excluded.

2. The letter of complaint is tabled at the Board meeting and considered during public excluded time and referred to relevant parties for reporting back to the Board. The Board may decide whether to deal with the matter or to appoint a committee to investigate and recommend to the Board.
3. At public excluded meetings of the Board/committee, the reports are received, and the parties may be invited to speak to their complaint or answer questions. The Board/committee considers the evidence and/or information and comes to a decision or recommendation.
4. Depending on the delegated powers of the committee, either they or the Board come to a resolution as to how the Board will respond and/or what action will be taken.
5. The Board's response and the resolution of the complaint is communicated to the parties to the complaint in writing. This constitutes the closure of the complaints process.
6. Any of the parties may request the Board to reconsider their decision. However, for such a reconsideration to take place, there must be new relevant information.

Guidelines

1. The person about whom a complaint is made will be informed as soon as practicable and given reasonable time to respond.
2. Requests for confidentiality as to the identity of the complainant will be respected unless natural justice demands otherwise.
3. Issues that demand immediate attention e.g. allegations of serious wrongdoing, may require a special meeting of the Board to be called.
4. Resolution or dismissal of the complaint must not be discussed before all the information is available.
5. The Board will determine if there is any conflict of interest and act appropriately if there is one.
6. The Board must exercise caution when dealing with complaints regarding staff, particularly in relation to confidentiality and processes to ensure the principles of natural justice are met. It is advisable to seek independent advice in such cases. The Board will need to consider the relevant staff disciplinary policies, employment contracts and expert advice.
7. Once the complaint process is closed, the Board will not enter into any further discussion/ correspondence on the matter.
8. A complaint regarding lack of compliance in relation to the procedure will be actioned with urgency as a new complaint rather than a reconsideration of the previous issue.
9. All complaints made by the community, parents or students will be documented and reported where appropriate. All employment relations issues will be documented and reported where appropriate.
10. Insurance documents will be kept in an easily accessible location in the event the Board needs to contact them regarding indemnity.
10. All documentation relating to the complaint will be kept in a confidential manner and the complaints form will be completed.

Review schedule: Triennially

Review Date: 23/06/2025 Next Review Date: 2028

Presiding Member______________________________ Principal _______________________________________

2.21 Managing challenging behaviour and physical restraint policy

Outcome statement

To minimise the effect of challenging behaviour, the Board of Trustees shall ensure that effective procedures are in place around the management of student behaviour and the use of physical restraint.

Scoping

This policy applies throughout the school.
All staff are required to familiarise themselves with Ministry of Education guidelines for registered schools in New Zealand on the use of physical restraint and to undertake appropriate professional development.
The Board will ensure that any incident of physical restraint is notified to parents or caregivers and reported to the Ministry of Education. The board will ensure that parents or caregivers are notified if physical restraint is an element in a student's individual behaviour plan.
Complainants with concerns regarding use of physical restraint must follow the school's prescribed concerns and complaints procedure.

Delegations

The Board delegates to the Principal:

- Responsibility for ensuring that adequate staff training, and support is in place.
- The reporting of incidents of physical restraint to parents, caregivers and the Ministry of Education.
- Notification to parents and caregivers if an element of physical restraint is in a student's individual behaviour plan.

Limitations and expectations

- Physical restraint is defined as using force to prevent, restrict or subdue the movement of a student's body or part of the student's body and is a serious intervention.
- Where practicable, teachers and staff members shall be well versed in prevention and de-escalation strategies used to limit the need to physically restrain a student.
- Where practicable, use of physical restraint is limited to teachers or authorised staff members and only where:
  - there are reasonable grounds to believe that there is a serious and imminent risk to the safety of a student or of any other person
  - the restraint used is reasonable and proportionate in the circumstances.
- Authorised staff are employees authorised by their employer (the Board of Trustees) to use physical restraint.
- Teachers and staff members who are authorised to physically restrain students shall receive suitable training and support.
- Seclusion of students is prohibited. Seclusion of students is defined as placing a child or student in a room involuntarily, alone and from which they cannot (or believe they cannot) freely exit.

Monitoring

Any instances, matters or risks related to this policy shall form part of the Principal's report at every Board meeting, taking care that individual students cannot be identified.
The Board shall monitor the use of physical restraint, looking for trends and any action that could be taken at governance level to support reducing such incidents.

Review Schedule: Triennially

Review Date: 01/06/2023 Next Review Date: 2026 Presiding Member ____________________

2.22 Bullying prevention and response policy

Rationale or Purpose

The Paeroa College Board of Trustees will take all reasonable steps to develop high standards of behaviour in order to fulfil the requirements of NAG 5. The Board of Trustees seeks to foster and develop a safe, positive physical and emotional school environment that creates a climate of trust. Students, staff, parents and whānau share the responsibility for making Paeroa College a respectful and inclusive environment.

Policy Statement

We are committed to ensuring that our school provides an environment free from bullying behaviours. All members of our school community – Board of Trustees, school leaders, teachers, staff, students and parents and whānau should have an understanding of what bullying is; and know what to do if/when bullying does occur.

Definition

Bullying behaviour is not an individual action. Our school community agrees that:

- Bullying is deliberate.
- Bullying involves a power imbalance.
- Bullying has an element of repetition.
- Bullying is harmful.

Bullying behaviours can be physical, verbal, or social, and can take place in the physical world or digitally. Bullying is not an individual action. It involves up to three parties; initiators (those doing the bullying), targets (those being bullied) and often bystanders (those who witness the bullying).

Bullying Prevention

We recognise that real change happens when students, staff, parents, whānau and other members of the community share responsibility for making our school a respectful and inclusive environment. We will:

- Regularly (at least annually) survey our school community through Wellbeing@School and or our own survey (e.g. by using Survey Monkey).
- Identify areas for improvement through the survey findings and refine our bullying prevention action plan.
- Regularly promote our expectations and successes in preventing bullying (e.g., in assemblies, newsletters and Facebook, reports to the Board of Trustees).
- Hold regular professional learning and development to support our understanding of bullying prevention and response (staff meetings, parent meetings, student council).
- Establish a student Wellbeing advisory group who will support bullying prevention.
- Use a range of activities including curriculum-based programmes to develop the ability for students to relate to each other (peer mediation, social problem-solving solutions, role playing).
- Promote digital citizenship throughout ICT and promoting safe use of technology (through our ICT Use Agreements).

Bullying Response, for when bullying occurs

We recognise the importance of consistently responding to all incidents of bullying that have been reported in our school and ensuring that planned interventions are used to respond to these incidents and support all involved. We will support anyone who has been affected by, engaged in or has witnessed bullying behaviour.

- All reported incidents of bullying will be taken seriously and followed up as appropriate.
- An appropriate adult will support the affected students by:
  - recording a description of what happened and assessing the level of severity.
  - responding to bullying incidents to activate the response and action needed.
- We will involve parents and whānau as early as possible and as appropriate.
- All more serious incidents will be escalated to senior leadership and we will seek advice and involvement from outside agencies where appropriate.
- We will provide appropriate support for targets, bystanders and initiators of bullying behaviour.
- We will regularly monitor all incidents of bullying and identify patterns of behaviour.

Raising Awareness

We recognise the importance of good communication between home and school to promote consistent messages and to ensure that any reported bullying can be recognised and responded to effectively. We will regularly raise the awareness of our school community's approach to bullying and celebrate our positive school culture.

Review Schedule: Triennially

Review Date: 30/05/2024 Next Review Date: 2027 Presiding Member ____________________

2.23 Pandemic Policy

The Ministry of Health leads the Government's response to a pandemic. It is the responsibility of organisations to plan for and respond to a pandemic in their respective sectors and settings, based on the direction set out by the Ministry of Health. Our school has responded by developing a plan and policy that sits alongside the Six-phase strategy of New Zealand Pandemic Planning.

Purpose:
The objective of this policy is to ensure that Paeroa College has a plan to respond appropriately in the event of a pandemic outbreak that ensures the school can both meet its obligations under Health & Safety legislation and to continue to serve the school community.

1. Appointment of a Pandemic Manager

The Principal, or delegate appointed by the Board will take the role of Pandemic Manager and will be responsible for identifying other staff to assist (normally the Senior Leadership team and Health Service professionals employed through the school) and delegating tasks accordingly to ensure the pandemic plan is implemented and the risk of infection for students and staff is minimized.
The Pandemic Manager will be responsible for ensuring that an effective system for maintaining the contact database for staff and students is kept current and electronically accessible.
The Pandemic Manager is responsible for ensuring the school has adequate supplies of tissues, hand hygiene products, cleaning supplies and masks particularly during the 'stamp it out' phase (see phases of pandemic on www.minedu.govt.nz) when the school is required to be open but remain 'vigilant'.
In the event of an outbreak, the Pandemic Manager will be responsible for ensuring the communication strategies (section 3) are implemented in a timely manner and utilizing as many modes of communication dissemination as necessary.

2. School Closure

2.1 In the event of an active pandemic, the Ministry of Education, Te Whatu Ora or New Zealand Ministry of Health may direct the school as to whether to remain open, to close or reopen.
2.2 Notwithstanding 2.1 (above), the Pandemic Manager and Board of Trustees retain authority to close the school, in consultation with the Ministry of Education, at their discretion during an active pandemic.
2.3 If the school is directed to close, an emergency response will be activated and the community will be advised via radio, school website, Social Media and MOE website. Notices will be placed at each entrance to the school. The phone message at reception will also advise parents of the closure and where to go to access updated information. The message will advise callers that the phone will be cleared of messages twice a day. The phone message will be able to be accessed off site so that messages received can be collected by the designated staff member and responded to appropriately.
2.4 In the event of school closure, all reasonable steps will be taken to advise parents of the situation.
2.5 The Education & Training Act (2020) gives Principals and Boards powers to exclude students or staff in certain circumstances; including those that have been identified as having an infectious disease. Anyone who has been excluded due to infectious disease must obtain medical clearance before returning to the school.

3. Communication Plan

3.1 The school will provide clear, timely and proactive communications to the board, staff, students, parents/caregivers, contractors and suppliers explaining how we are managing the situation at all stages of the pandemic.
3.2 Multiple forms of communication will be employed. These include but are not limited to; school website, MOE website, e-mail, notices at entrances to the school, phone, local media.
3.3 The school will maintain regular communications with the MOE and Ministry of Health and with local authorities at each stage of the pandemic. The school will follow the advice given by the Ministry of Health at every stage of the pandemic.

4. **Resources**

Additional resources and templates are available on the following websites:
www.education.govt.nz
www.health.govt.nz
www.civildefence.govt.nz

5. **Essential Activities Continuity Planning**

In the event the school is closed for an extended period of time, the Principal in consultation with the Board of Trustees and the school Leadership Team will establish ongoing learning objectives for students. The goal will be to continue to support student learning in complex circumstances. Teaching and administrative staff will continue their employment as per usual.

5.1 General Assumptions:

- Paeroa College will remain open for as long as possible during a pandemic emergency.
- During a pandemic, the school will provide off site learning for the pupils if the school is closed.
- On advice or direction from the Ministry of Health, the BoT and Principal may close the school to students to help prevent the spread of pandemic illness.
- Closure does not necessarily mean that the school facilities would be closed for quarantine. Staff should attend and prepare work for children, unless a risk of cross infection to their own dependents prevents them from so doing. This will be directed by the Principal and BOT .
- Staff of Paeroa College will be paid normal salaries and wages during a pandemic. Where appropriate, they will come to school (with rigorous personal hygiene, social distancing and cleaning regimes in place) to carry out additional or alternative duties at school, including working from home at the discretion of the Principal and BOT and in consultation with MOE.
- Staff will be expected to use their sick leave entitlements if they are sick or are required to look after sick dependents during a pandemic emergency. If and when sick leave entitlement has run out, the school will approach the Ministry of Education to approve additional sick leave.
- The school would be expected to be supported with direct advice, guidance and material from the Te Whatu Ora or Ministry of Health, in the events of a pandemic emergency affecting the school community.

See relevant policy: Media Policy pg 55

Review Schedule: Annually

Review Date: 27/07/2026 Next Review Date: 2027 Presiding Member ____________________

2.24 Traumatic Incident Response Policy

Rationale:
To provide a framework for the Board, Principal and staff for preparing for and coping with the aftermath of a traumatic incident. This policy is designed to quickly restore the day-to-day functioning of the school while meeting the physical and psychological needs of students, staff members and whānau. A traumatic incident may occur inside of or outside of school premises.

Definitions:
A traumatic incident is defined as a death, serious accident, serious near miss or natural disaster (e.g. fire, earthquake or flood/tsunami)

Purpose:

- To ensure that Paeroa College responds promptly, sensitively and effectively in the event of a traumatic incident.
- To have in-place easy to follow steps for all staff and students in a crisis situation
- To provide appropriate support for those affected by a crisis situation
- To make sure relevant authorities are contacted

Guidelines:
1) The Principal, or a delegate appointed by the Board will act immediately to inform appropriate authorities and/or obtain support to manage the traumatic incident (e.g. medical, police, Ministry of Education).
2) In the event that a traumatic incident involves a particular child/children, the Principal will communicate with parents or legal guardians.
3) In the event of a natural disaster, the Principal will act swiftly and thoughtfully to ensure the wellbeing of all students, staff and visitors.
4) The Principal will inform the Presiding Member.
5) The Principal will convene a traumatic incident team comprising the Principal, Deputy Principals and Pastoral Deans when the incident involves a particular child/children. Team members will be assigned areas of responsibility and timeframes as identified in the crisis management procedures.
6) Full records of the traumatic event and the actions taken will be completed by the Principal.
7) The traumatic incident team will respect the wishes, feelings and cultural considerations of the family involved in the traumatic incident. The family will be consulted on any decisions that might affect them in terms of the college's response to the incident.
8) The Principal will ensure that all staff members are aware of the traumatic incident, procedures to be followed and have the skills required for the implementation of the plan.
9) Provision and support will be made for staff and students, as appropriate, to acknowledge and grieve in relation to the traumatic event.
10) The Principal and the Presiding Member will determine the way in which the college community and parents will be advised of the traumatic incident.
11) Any media communication will be made only by the Principal and/or Presiding Member in accordance with Paeroa College policy.

Review Schedule: Annually

Review Date: 27/07/2026 Next Review Date: 2027 Presiding Member ______________________

2.25 Education Outside the Classroom (EOTC)

1 Purpose and Scope

The purpose pf the Education Outside of the Classroom Policy (the EOTC) is to provide students with a programme that enriches the curriculum and offers further opportunities for learning, personal growth and social development. Enrichment experiences can be gained by students participating in a range of activities outside the classroom.

2 Guidelines

2.1 The Principal needs to approve all EOTC activities.
2.2 The Principal shall ensure EOTC activities are consistent with the curricular and extra-curricular programmes of Paeroa College.
2.3 Paeroa College students will follow school rules at all times (as they would be on school grounds).
2.4 Foster sporting, cultural and other exchanges.
2.5 Ensure activities reflect the ages and stages of development of students.
2.6 Ensure financial hardship does not impede any student from involvement in curriculum-based activity.
2.7 Ensure staff receive appropriate training and that all teachers and adults accompanying students have sighted safety procedures related to the trip and are aware of their responsibilities.
2.8 Ensure safety regulations, Risk Analysis Management Systems (RAMS) and the Ministry of Education Guidelines are adhered to, including all procedures identified in the Staff EOTC handbook and procedures.
2.9 For all trips, sight and sign all appropriate safety procedures are in place prior to the trip and all EOTC procedures and activities are implemented appropriately and reviewed after the activity.
2.10 Ensure parents/caregivers of all such trips are given appropriate information and obtain their written consent.
2.11 All overnight trips require the approval of the Board of Trustees.
2.12 Ensure no illegal drugs or alcohol will be consumed by supervisory adults or students on all EOTC activities for the overall safety and security of all students.
2.13 No smoking or vaping in the presence of students.
2.14 No cell phones are to be used on any EOTC trips.

Review Schedule: Annually

Review Date: 21/10/2025 Next Review Date: 2026 Presiding Member ___________________

2.26 Education Outside the Classroom EOTC Overseas

Guidelines

1 To provide students with the benefits of overseas trips for sporting, educational or cultural reasons. The Board of Trustees recognises that students are presented valuable opportunities for learning, personal growth and social development to both the benefit of participants and the reputation of the school. Enrichment experiences can be gained by students participating in a range of activities outside the classroom – overseas.

1 The Principal must ensure transparency, approve and support all overseas trips and:

1.1 Gain permission and make submissions to the Board of Trustees in the previous academic year where possible

1.2 Submissions must include:

- The purpose of the trip
- Benefits for the students and the school
- Dates, itinerary and type of accommodation
- Quoted cost per person for the trip (possibly two quotes using certified, experienced providers).
- The staff involved and effects on the curriculum delivery

1.3 Once approval is obtained from the Board of Trustees notify any changes in the detail of the trip, as required.

1.4 Meet with parents, caregivers and students prior to the trip.

1.5 Provide detailed costing, time schedule of progress payments and implications of withdrawal.

1.6 Ensure all overseas trips are self-funded.

1.7 Ensure all fundraising, trust applications and or sponsorship is approved by the Board of Trustees.

1.8 Ensure all trip finances go through the school financial accounts.

1.9 Ensure all EOTC procedures are followed and RAMS forms are completed.

1.10 Ensure that prior to the departure date parents and caregivers are formally advised of all travel procedures and potential risks.

1.11 Ensure adult to student ratios and supervision structures follow Ministry of Education (MOE) guidelines.

1.12 Ensure supervisory staff has full authority to deal with any issue in the best interests of any individual student and the tour party as a whole. In the event of any crisis students shall follow the specific instructions of any available supervisory staff / tour leaders of the appropriate level authorities.

1.13 Ensure supervisory staff has full authority to adjudicate on any disciplinary issue that may arise and determine the appropriate consequence (including sending the student home, at own cost), taking into account its severity, local customs and practices and school policies.

1.14 Paeroa College students will follow school rules at all times (as they would be on school grounds)

Review Schedule: Triennially

Review Date: 18/09/2023 Next Review Date: 2026 Presiding Member ___________________

2.27 Theft and Fraud Policy

Purpose

1. The Board accepts that it has a responsibility to protect the physical and financial resources of the School. The Board has agreed that through it's chief executive, the Principal, the School has a responsibility to prevent and detect theft and fraudulent actions by persons who are employed or contracted by the School or who are service recipients of the school. The Board accepts that any investigation into any theft or fraudulent actions will be conducted in a manner that conforms to the principles of natural justice and is procedurally just and fair.
2. The Board, therefore, requires the Principal to establish systems and procedures to guard against the actions of theft and fraud. The Principal is to report such actions to the Presiding Member as prescribed in the procedures set out below.
3. As preventative measures against theft and fraud the Board requires the Principal to ensure that:

Guidelines

- a The School's physical resources are kept secure and accounted for.
- b The School's financial systems are designed to prevent and detect the occurrence of fraud. All such systems must meet the requirements and standards as set out in the Crown Entities Act 2004 and of generally accepted accounting practice promulgated and supported by the Institute of Chartered Accountants of New Zealand.
- c Staff members who are formally delegated responsibility for the custody of physical and financial resources by the Principal are competent to carry out such responsibilities and that such persons are held accountable for the proper execution of their responsibilities.
- d All staff members are aware of the responsibility to immediately inform the Principal should they suspect or become aware of any theft or fraudulent actions by staff, suppliers, contractors, students or other persons associated with the School.

4. The Board recognises that supposed or actual instances of theft or fraud can affect the rights and reputation of the person or persons implicated. All matters related to the case shall remain strictly confidential with all written information kept secure. Should any delegated staff member or any other staff member improperly disclose information the Principal shall consider if that person or persons are in breach of confidence and if further action is required. Any action the Principal considers must be in terms of the applicable conditions contained in their contract of employment and any code of ethics or code of responsibility by which the staff member is bound.
5. The Board affirms that any allegation of theft or fraud must be subject to due process, equity and fairness. Should a case be deemed to be answerable then the due process of the law shall apply to the person or persons implicated. If this person is an employee of the school, this may involve robust employment process.
6. Any intimation or written statement made on behalf of Paeroa College and related to any instance of supposed or actual theft or fraud shall be made by the Presiding Member who shall do so after consultation with the Principal and if considered appropriate after taking expert advice.

Allegations Concerning the Principal or a Trustee

7. Any allegation concerning the Principal should be made to the Presiding Member. The Presiding Member will then investigate in accordance with the Theft & Fraud procedures.
8. Any allegation concerning a member of the Board of Trustees should be made to the Principal. The Principal will then advise the manager of the local office of the Ministry of Education and commence an investigation in accordance with the requirements of the Theft & Fraud Procedures.

Review Schedule: Triennially

Review Date: 26/08/2024 Next Review Date: 2027 Presiding Member____________________________

2.28 Timetabling of Teaching Staff

Purpose

In the interest of fairness and legislative requirements, Paeroa College is committed to meeting all timetabling provisions in the Secondary Teachers' Collective Agreement (STCA).

Application of Collective Agreement Provisions

- The Secondary Teachers' Collective Agreement states that a full-time teacher is to be timetabled for 25 hours per week– including both teaching time (contact) and timetabled non-teaching time (non-contact).
- As the Paeroa College timetable is designed around a weekly cycle, each full-time teacher shall have a minimum of five hours non-contact time within each weekly timetable cycle.
- Trained, full-time beginning teachers in their first year are to have a timetable of no more than 15 hours of allocated teaching duties per weekly timetable cycle (0.8 of 20 hours).
- Trained, full-time beginning teachers in their second year are to have a timetable of no more than 17.5 hours of allocated teaching duties per weekly timetable cycle (0.9 of 20 hours).
- Teachers responsible for providing curriculum-specific advice, guidance and support to a beginning teacher are entitled to 0.04 FTTE (the equivalent of 1 hour per week) of non-teaching time for mentoring and support. How this time is allocated across weeks will be negotiated with the teacher on an individual basis.
- The school will provide additional non-contact time for unit holders (MU) wherein they are required to carry out specific management and/or additional responsibilities (including guidance and pastoral duties) and will in all cases attempt to provide the following as a minimum:
    1. One hour per weekly cycle for holders of one permanent or fixed-term unit (MU)
    2. Two hours per weekly cycle for holders of two permanent or fixed-term units (MU)
    3. Three hours per weekly cycle for holders of three or more permanent or fixed term units (MU)
- Where possible, the placement of each teacher's timetabled non-contact hours within the timetable shall be in discussion with the individual teacher and recognise the distribution of the individual's timetabled class contact hours.
- Timetabled non-contact time is generally used for preparation, evaluation, assessment and tending to the pastoral needs of students. Teachers are therefore typically expected to be at the school during their timetabled non-contact time; however, by negotiation an agreement may be reached to perform their duties elsewhere.
- Paeroa College will endeavour to achieve, for each individual teacher with more than one class, an average class size of no more than 26 students. This will be calculated in accordance with the STCA. When this cannot occur, the process for circumstances when class size cannot be fully implemented shall apply.
- When allocating teaching duties, Paeroa College will refer to other matters such as class sizes, hours of duty outside of normal school hours, or other factors which make for abnormal workload and will attempt to reflect these in the total contact time allocated.
- The factors mentioned above shall be recognised when allocating non-teaching duties to teachers such as House Group teacher, Student mentors, school grounds duties, and other forms of duty and/or supervision.

- The timetabled non-contact hours of part-time teachers shall be established in accordance with the STCA.

- Where possible, Paeroa College will endeavour to provide non-contact time for part time teachers who are employed between 0.48 FTTE and 0.72 FTTE to allow such teachers non-contact time that is proportionate to that provided to full-time teachers. The timetabled non-contact time outlined in the table below shall operate as a minimum entitlement.

FTTE	Minimum timetabled non-contact hours per week
0.89	3.0
0.87 - 0.88	2.5
0.85 – 0.86	2.0
0.83 – 0.84	1.5
0.75 – 0.82	1.0
0.72 – 0.74	0.5
Below 0.72	None

- Part-time staff have non-teaching duties allocated proportional to their FTTE and will be expected to participate in staff meetings and PLD in a similarly proportionate manner.
- Part-time teachers who undertake voluntary PLD will not be remunerated for the additional hours afforded them

"Genuine Reason" for non-compliance with the Secondary Teachers' Collective Agreement

- Teachers may only be asked to **temporarily** (short-term) forego their minimum entitlement to non-contact hours when:

i. All reasonable options have been investigated and no alternative to a reduction in entitlement can be found.

ii. The request is made on an individual basis, as a blanket request for all staff to agree to a reduction in non-contact entitlements indicates a need to review the timetable structures and operation.

iii. There is a sudden unforeseen event.

iv. No casual reliever can be found after timely and appropriate efforts have been made.

v. Teachers holding more than the minimum non-contact hours have first been asked to forego one or more of those additional non-contact hours.

vi. The person in charge of relief maintains a record of how many hours each teacher has done in day relief and monitors that the relief cover (where it does occur) is shared as evenly as possible.

vii. The person responsible for the relief management has delegated authority to agree to one/some of the compensatory mechanisms listed in the school timetable policy.

viii. The person designated keeping a record of the compensations and when they will be taken (e.g. if it is time in lieu of relief cover, how many hours are accrued and when they are used).

- If a teacher, due to a genuine reason, must forego their minimum allotment of non-contact hours on a temporary basis, then the Principal or Principal's delegate and the teacher will mutually agree to compensate the teacher with:
  i. An equivalent reduction in non-teaching or supervisory duties outside the school's timetabled teaching periods; or
  ii. Compensatory relief cover for the teacher during that school year at a mutually agreed time.
- Where non-contact hours for any individual teacher cannot be implemented on a **longer-term basis,** and
  - after all reasonable endeavours have been exhausted,
  - the timetable can only be made to operate if a teacher teaches for a specified period at a higher level of contact than their minimum non-contact entitlement allows,

the teacher will be offered the opportunity to review the timetable and suggest changes that would allow the allocation of their non-contact entitlement. If it is subsequently agreed that there is a genuine reason for it being impossible to provide the non-contact entitlement within the timetable, then the Principal or Principal's delegate and the teacher may mutually agree to compensate the teacher with:
  i. An equivalent increase in the allocation of time for non-contact teaching duties at another point in the school year; or
  ii. An equivalent increase in the allocation of time for non-contact teaching duties in the following school year; or
  iii. An equivalent reduction in non-teaching or supervisory duties outside the school's timetabled teaching periods; or
  iv. Compensatory relief cover for the teacher during that school year; or
  v. Some combination of the above

- When a teacher requests to forgo their minimum entitlement to non-contact time, their attention will be drawn to the provisions for timetabling and the considerations of this policy will be applied.
- The principal shall provide a record of relief cover, both internal and external as part of the report to the board each year.

Review Schedule: Typically Triennially

Review Date: 26/02/2024 Next Review Date: 2025 Presiding Member ______________

2.29 Privacy Policy

1. The Principal will act as the Privacy Officer. They should be familiar with the thirteen principles of the 2020 Privacy Act and ensure they are met. These are:
    1. The school will only collect information that it needs to have to conduct school business.
    2. The school will get the information from the individual concerned. (NB - likely to be through parent/caregiver)
    3. The school will inform the individual concerning what information it is collecting, why it is being collecting and what it is going to be used for.
    4. The school will use lawful, fair and not unreasonably intrusive methods to collect information.
    5. The school will store and transmit information securely.
    6. The school will give people access to their information unless doing so endangers someone's safety, may cause harassment, prevents the investigation of a crime or causes a breach to another person's privacy.
    7. Any person has the right to ask the school to correct any information held about him/her.
    8. The school will take reasonable steps to make sure the information is current, relevant, complete, accurate and not misleading.
    9. The school will only retain information for as long as necessary.
    10. The school will only use information for the purpose intended.
    11. The school will apply the statutory limits on the disclosure of personal information.
    12. The school will only send personal information overseas if the information will be adequately protected.
    13. The school will have strict rules around use of personal identification numbers. It will not use these unless it is necessary for the efficiency of the school.
2. Staff personnel records will be kept in locked storage. Employees are entitled to access the information contained in their file.
3. Student records are confidential to the student, teacher, authorised staff, authorised family members and other agencies with legal rights to access these records.
4. No information regarding a staff member or student will be passed on to any other person, agency or organisation without the approval of the Principal or staff member concerned.
5. The school is not "collecting" personal information when it receives unsolicited information. However, once the school holds unsolicited information, it must apply good information handling policies to that information – including proper storage and checking accuracy before use.
6. The advent of the internet, the role of computers and mobile technology in teaching, does not alter the privacy rights of students. The school will have clear internet, computer and cell phone procedures that reflect the right to privacy.
7. Anyone who believes that the school has interfered with their privacy or their child's privacy may follow the school's complaints policy and notify the Privacy Commissioner.
8. The school will report notifiable privacy breaches to the Privacy Commissioner and affected individuals.

Review Schedule: Triennially

Review Date: 02/05/2024 Next Review Date: 2027 Presiding Member________________________

2.30 Attendance Policy

Rationale:
Student attendance along with teacher effectiveness has the greatest influence on student engagement and achievement. All enrolled pupils aged 6 and over are expected to attend school every day that the school is open. In terms of the Education Act 2020 the Board of Trustees will take all reasonable steps to ensure students attend school when it is open.

Guidelines:

1. The Board of Trustees will take all reasonable steps to ensure the attendance of students at Paeroa College via termly reports from the Principal.
2. The Principal will provide a report to the Board, at minimum once per term.
3. The school will advertise term dates in the newsletter / website and ensure days open for instruction meet legislative requirements.
4. The school will have a consistent electronic system for monitoring class attendance, punctuality and daily attendance. The school procedures for using this will be clearly and fully explained in the Staff Handbook. Students should be at school by 8.55am Monday – Friday when the attendance is marked. If they are not there at this time they are considered late / absent.
5. School staff will work in partnership with parents / caregivers / whānau to ensure regular attendance. Parents / caregivers must contact the school to advise absences on the morning prior to 9.15am.
6. Classroom teachers have a responsibility to keep accurate records of punctuality, attendance and non-attendance. These should be marked electronically while the students are in class.
7. Parents must sign out their children at the student centre if they are going to leave the school environs during school hours. The school discourages parents from making appointments in school time.
8. Action for consistent non-attendance will include contacting the parents directly, and where necessary the Attendance Service Provider.
    I. If a student is away for three consecutive days and their attendance is already less than 85%, then the school can request a medical certificate for that student.
    II. Where there is a consistent and or intermittent illness the school can request a medical certificate.
9. The school will keep the Ministry of Education ENROL national database up to date.
10. Approval for planned absences must be in writing to the Principal at least 7 days in advance. Applications must include a planned return date.
11. Participation in sport and other extra-curricular activities is a privilege, not a right. All students must be present in school on the day in order to participate in sport/extra-curricular activities that occur in the evening. In the event of weekend activities, students must be present on Friday to take part. Exceptions are at the Principal's discretion.
12. Any student present less than 90% of the time will have their ability to participate in sport / extra-curricular activities reviewed.

Review Schedule: Annually

Review Date: 27/07/2026 Next Review Date: 2027 Presiding Member ____________________

2.31 Inclusivity Policy

Aim:
Paeroa College aims to:

Provide a safe and inclusive learning environment for LGBTQIA students.

Policy:
As a school, Paeroa College recognises its responsibility:

1. To promote a culture of inclusivity.
2. To provide pastoral care to LGBTQIA students, recognising their specific needs.
3. To provide a regular dedicated time and space for LGBTQIA students to gather for support and socialising.
4. To offer staff best practice professional development on supporting LGBTQIA students, including the opportunity to reflect on how their teaching practices might affect LGBTQIA student's achievement and engagement.
5. To educate all students about challenges faced by LGBTQIA students throughout the school-wide wellbeing and health programme.
6. We will not accept language and behaviour that is threatening, discriminatory, or demeaning towards LGBTQIA students.
7. To provide non-gendered toilet and changing facilities accessible to all students.
8. To allow students to select and wear any uniform items designated for their year level.

Review Schedule: Annually

Review Date: 24/03/2025 Next Review Date: 2026 Presiding Member_________________

2.32 Uniform Policy

Purpose
Having a uniformed school helps to identify us as Paeroa College and fosters a sense of belonging and pride.

Scoping
The Board of Trustees has approved a compulsory school uniform. The Board believes that a school uniform gives a sense of identity. It also wishes to enable students who attend Paeroa College to be easily identifiable.

Delegations
The principal and staff are delegated with the day-to-day responsibility for ensuring that the expectations of this policy are delivered.

Expectations and Limitations
● Students are expected to wear correct school uniform at school, when travelling to and from school, at official school events and on official school trips as appropriate. All uniform items should be always clean and tidy and worn correctly. All uniform items must be clearly named so they can be returned to their owner if misplaced.

● If, for a valid reason, a student is unable to wear correct uniform they need a note from home. They will then be issued with a uniform pass.

● The uniform is worn all year round; there is no summer or winter uniform. Students wear the parts of the uniform they need depending on the weather.

● Parents will be informed of our uniform policy on enrolment with a copy of the uniform expectations listed in the enrolment pack.

● Consistent non-compliance with the uniform policy will be resolved on a case-by-case basis by the senior leadership

● Staff have discretion to ask students to remove items that are not part of the uniform if they interfere with learning or are potentially dangerous (including jewellery)

● There are no restrictions on hair colour, hair length, piercings, or tattoo art

Uniform Conventions
● The school uniform shall consist of the following items and any combination may be worn by any gender:

<u>Years 9-10</u>

- Striped button-down shirt with school logo (NOTE – Short sleeve white thermal tops are encouraged under the uniform shirt during the colder months. These must be short sleeve and white).
- Green woollen V-neck jumper with school logo
- Grey shorts or long pants with school logo
- Green skort or skirt with school logo
- Completely black shoes or black sandals with a back strap appropriate for school Black Birkenstock style shoes are approved with the two straps.
- Completely black socks or tights (under skirts). This does not include footless leggings.
- Black school beanie or sunhat with school logo
- Black woollen scarf
- Black school jacket with logo
- School branded PE shirt in House Colour

Years 11-13
● White button-down shirt with school logo (NOTE – Short sleeve white thermal tops are encouraged under the uniform shirt during the colder months. These must be short sleeve and white).
● Green woollen V-neck jumper with school logo
● Black shorts, long pants, or skirt with school logo
● Completely black shoes or black sandals with a back strap appropriate for school Black Birkenstock style shoes are approved with the two straps.
● Completely black socks or tights (under skirts). This does not include footless leggings.
● Black school beanie or sunhat with school logo
● Black scarf
● Black school jacket with logo

Formal Dress Uniform (student leaders and when representing the school)
● White button-down shirt with school logo
● Green woollen V-neck jumper with school logo (optional)
● Black long pants or skirt with school logo
● Completely black shoes or black sandals with a back strap appropriate for school Black Birkenstock style shoes are approved with the two straps.
● Completely black socks or tights (under skirts). This does not include footless leggings.
● Paeroa College tie (own or borrowed from school)
● Paeroa College blazer (borrowed from school)

Sport Uniforms (when playing inter-school sport)
● Shorts/shirt/dress designed for the code (borrowed from school)
● School track suit for traveling (borrowed from school-selected codes)
● Team warm-up clothes (uniform) may be worn prior to the match. These may have commercial branding. All such items must be approved by the principal.
● Students to provide own footwear appropriate for the code

Amendments

All changes/additions to the Paeroa College Uniform must be approved by the Board of Trustees as uniform comprises an aspect of the Paeroa College branding.

Review Schedule: Triennially

Review Date: 24/11/2025 Next Review Date: 2028 Presiding Member ______________________

2.33 Responsible Motor Use Policy – School Owned Vehicles

Purposes:

- The College vehicles are owned and operated by Paeroa College primarily for the purpose of school transport for:
  - Students and supervising staff to attend school programme / EOTC
  - Extra-curricular and sports
  - School camps / noho

Guidelines:

To ensure the College vehicles are well maintained and their use meets all administrative requirements.

Storage:

The College vehicles will be stored on site at Paeroa College behind a locked gate.

Maintenance:

Minor maintenance and upkeep of the school van will be the responsibility of the Caretaker.

Bookings:

All bookings are to be made through the EOTC processes or the Sports Coordinator.
The Board must approve any use of the school vans by other schools or organisations although approval will be unlikely.
<u>School programmes and outings take first priority on use of the school vans.</u>

Drivers:

- Be at least 25 years of age.
- Be prepared to complete the Driver form (available from the school office).
- Provide an appropriate copy of their current Full Class 1 drivers' licence.
- Obey all Road rules
- Have no level of alcohol, medications or substances that may impair judgement while driving.

Log Book:

This is to be left in the vehicles and must be filled in at the start and completion of each trip.

Additional Rules:

- Maximum seating capacity is at no time to be exceeded
- School rules apply at any time while travelling in the van
- Wearing of seatbelts is compulsory
- Any speeding fines or traffic infringements and insurance claim excess incurred while driving the van will be the responsibility of the driver.

General Guidelines for Use:

- The Principal, or their delegate will approve all use of the vehicles.
- The vehicles will at all times be used in accordance with any and all road rules that are applicable for this type of vehicle.
- The driver and/or passengers will use the vehicle for the sole purpose for which it was required. Any evidence that it is being used for other purposes will result in restrictions being placed on the person/s concerned.
- It is the responsibility of the Caretaker to verify that the vehicles have a current WOF, registration and appropriate insurance.
- Where possible the College vehicles will be used in preference to outside transport (ie private cars).

Driver Responsibilities:

Before you start –

- Satisfy the school that you have the appropriate vehicle licence.
- Have permission to use the vehicle from the school.
- Check the petrol tank is full.
- Check that the vehicle has current WOF and registration and check tyres and for any visual damage on the vehicle.
- Check the external panels for visual damage and report any damage.
- Check the internal of the vehicle (ie seats for damage) and report any damage.
- Instruct the passengers regarding appropriate behaviour.
- Fill in the driver's logbook.

When you finish –

- Check the external panels for any visual damage and report these.
- Check the internal of the van (ie seats etc) and report any damage.
- Ensure the van is cleaned.
- Ensure the fuel tank is full. Use Paeroa Caltex and sign purchase on the account with a team / trip as a reference.
- Fill in the driver's logbook.

Comprehensive Insurance

Paeroa College will have a comprehensive Insurance plan for the College vehicles including roadside assistance

Review Schedule: Annually

Review Date: 27/07/2026 Next Review Date: 2027 Presiding Member ___________________

2.34 The Use of School Facilities Policy

Paeroa College (The school) is seen as a community hub for the Paeroa Community. As such, where the school can accommodate, there are occasions where permission is granted to use the school facilities for a number of reasons including community events, sporting teams/games and afterschool activities. This Policy is intended to be a general guide/policy on the use and granting of the use of the school facilities which include, but not limited to:

- School Gymnasium
- School Hall
- Classrooms
- Sports Fields
- All Purpose Courts
- Pavilion
- Kitchen

This policy applies to all persons, groups or teams that wish to use the facilities.

Principles

- The school will look to allow the use of its facilities to those groups that wish to use the facilities in accordance with this policy.
- The school reserves the right to make a decision on the use of our facility and that decision will be final. No explanation for any denial of a request to use the facility will be required.
- Preference will be given to School related activities including school sports teams, organisations and student led activities.
- The school is politically neutral. This means, it is unlikely that any activity that promotes or endorses a single candidate or political party will be approved.
- The school will not allow the use of its facilities where the activity the user intends, may damage the reputation of the school, its students and or staff.

Rules for use

It is the organiser’s responsibility to ensure that the following rules are adhered to:

- Smoking or vaping on school grounds is strictly prohibited.
- Alcohol cannot be brought onto or consumed on school grounds (including the facilities) without the expressed permission of the school.
- The facility must only be used for what the facility was intended for.
- Health and Safety provisions must always be followed whilst using the facility.
- If damage is caused to any of the school facilities, this must be reported ASAP. Any damage caused will be the responsibility of the user/organiser.
- Antisocial or negative behaviour is also strictly prohibited.

Cost

The cost associated with the use of a facility or facilities will be dependent on the activity. Any cost charged will only serve to recoup costs associated with the maintenance of the facility.

The school reserves the right to charge a “bond” prior to the use of the facility which will be fully refundable in the event that the facility is left in the condition it was at the commencement of the use. If there is any damage found, or cleaning required subsequent to the use, this cost will be deducted from the bond. In the event a bond wasn’t charged, or the bond doesn’t cover the losses suffered by the school as a result of the use of the facility, an invoice for the losses will be sent to the organiser.

The school reserves the right to cancel and or withdraw permission to use the facilities in the event these rules are broken, or information comes to hand that was not presented as part of the application, that may have had an impact on that decision.

PAEROA COLLEGE FACILITY USE AGREEMENT

I ___________________________________ on behalf of _______________________________
have read and understand the “Use of School Facilities Policy” and on behalf of the organisation I represent, agree to abide by the rules and the policies contained in it.

I also understand that I am fully responsible for the conduct of the participants and or any persons attending, and any damage caused by the use will be met by me or the organisation I represent.
I agree to ensure all people in attendance will follow and abide by the rules contained in the previous mentioned policy and that we have adequate processes in place to deal with any person/s not following the rules.

I also understand that if I/we are found to be in breach of the rules or information comes to hand that would/could have impacted the decision to allow the use, the permission to use the facility may be terminated/withdrawn at any time at the sole discretion of the school.

__________________________________ Date / /20
Signature

Review Schedule: Annually

Review Date: 23/03/2026 Next Review Date: 2027 Presiding Member _________________

2.35 Cell Phone Policy

Students are not allowed to bring their phones to school and will need to leave these at home. Parents wishing to contact their child can do so via the school office or student centre.

If a student is caught with their cell phone out during the school day and does not have an approved exemption then the phone will be placed into a Yondr pouch and locked. If they have a smartwatch this will also be placed into a Yondr pouch and locked. These are to remain locked and in the possession of the student for the duration of the school day. Students can unlock these on their way out of school at the end of the day using the Yondr unlocking stations that are located in the student centre and DP office. If a student is caught with their phone out three times, then a parent or guardian will need to collect the phone from the school and this will be collected from the DP's office.

If a student repeatedly breaches this policy this will be deemed non-compliance and further disciplinary action may occur.

Students who wish to apply for an exemption can do if they meet the following criteria:

- a phone is needed for health reasons (for example, to monitor insulin levels); or
- a phone is needed to help a student with a disability or learning support need (for example, to assist with impaired communication); or
- the Principal decides that they are needed for special circumstances (for example, the student is a teenage parent).

Students at Paeroa College will not require phones for educational purposes as they are already issued with a Chromebook. Applications for exemption can be made using the "Cell phone exemption" form which is available from the student centre.

Review Schedule: Annually

Review Date: 24/11/2025 Next Review Date: 2026 Presiding Member ___________________

2.36 Learning Support Policy

Purpose
To ensure that all students who have additional needs are supported to attain their highest possible standard in educational achievement and that the school is inclusive of, and caters for, students with differing needs (Education and Training Act 2020 s 127.1.a, c).

Policy Statement
We take a collaborative approach and involve the student, their whānau, staff and others as needed, to best support the student. This includes the use of outside agencies such as RTLB, Ministry of Education and Health Professionals.

When providing learning support, we are guided by our health and safety policies, curriculum delivery policy and various legislation. This includes but is not limited to the Human Rights Act 1993 and the United Nations Convention on the Rights of Persons with Disabilites.

Learning Support Responsibilities
The SENCO along with the HOD Leaning Support are responsible for coordinating and monitoring support for any students with additional learning support needs. This includes students with English as an additional language. The SENCO will maintain an accurate and up to date register of students with additional learning needs at Paeroa College.

Learning Support coordination may include:

- Making referrals for additional support such as to RTLB or MOE
- Working with parents/caregivers to support learning needs
- Liaising with the Ministry of Education, RTLB, occupational therapists, speech language therapists and educational psychologists
- Monitoring schoolwide learning support needs, programmes and outcomes
- Supporting staff to deliver appropriate learning outcomes for students who are on the learning support register
- Writing and reviewing IEP's for students who are on the Learning Support register

Recording and Sharing of Information
For the efficient provision of Learning Support it is necessary to keep accurate records and a register of students with learning needs. Learning support updates are provided to the Board of Trustees annually and where appropriate more frequently. In such circumstances privacy is respected and student details are redacted.

Information is only shared with outside agencies such as RTLB with the consent of a parent/caregiver. This is done in a written format.

Individual Education Plans
All students who have an identified additional learning support need and are on the SENCO register will have an Individual Educational Plan (IEP). These are created in collaboration between the student, whānau and SENCO. Sometimes the Dean or other staff might be involved in this process. Outside agencies who are already engaged with the student may also be involved.

The IEP is to be reviewed at least annually with the student, whānau and SENCO for as long as the student is enrolled at Paeroa College. The IEP will contain goals specific to the particular student and will follow a set school format. These will be shared with the students teachers, the dean, whānau and the student themselves.

Learning Support Programmes

Annually all learning support programmes will be reviewed by the HOD Learning Support, SENCO and Principal. This is to ensure that appropriate programmes are in place and that these are providing desirable outcomes.

Additional Equipment and Teacher Aide allocation

Students who have additional equipment that is MOE funded and approved shall have access to these during school hours. This can include but is not limited to assistive technology and physical aids. These remain the property of either Paeroa College or the Ministry of Education. The HOD Learning Support will manage these and ensure they are appropriately used.

Students who are funded for teacher aide hours such as ORS, ICS and HCN will receive the hours that they are entitled to. Teacher aides can assist other students during these lessons, but primarily are there to support the student who has funding.

Inclusion into Mainstream classes

All students enrolled at Paeroa College are integrated into mainstream classes. We do not operate a separate unit for students who have additional learning needs.

Professional Development

We may offer professional development to our staff around Learning Support from time to time. This is to ensure that staff can appropriately plan for students with learning needs and respond to situations when students may need de-escalation etc.

Review schedule: Triennially

Review Date: 30/05/2024 Next Review Date: 2027

Presiding Member: .... **Principal:** ....

2.37 Banking Policy

Purpose
To ensure that good cash handling and financial processes are adhered to, in order to protect the assets of Paeroa College.

Policy Statement
We ensure that all appropriate measures are put in place to ensure the efficient and safe handling of all school financial assets. This includes banking, credit cards and cash handling.

Cash Handling
Only approved office staff can handle cash (Student Support office staff and Principals PA). All cash received by the school is receipted and a copy of the receipt provided to the student/parent. These are batched in Kamar and signed off by two support staff.
The reconciling of payments and cash etc is done by the Business Manager.
The cash is banked at the next possible opportunity and is stored in a locked safe until this is possible.
Cash received must be banked and not used for other purposes. The school does not operate a petty cash system. The school will carry a float of $80.00 and no more.

EFTPOS
Payments can be made to the school via EFTPOS which is available in the student centre. EFTPOS receipts and transaction reports are kept with the school financial records. These are batched in Kamar and reconciled in our accounting system by the Business Manager.

Internet Banking
Only authorised staff can access online banking facilities.
Our accounting system is operated through our accounting system. Only designated staff can access this.
Authorisation for payment of invoices is made by the Principal or other delegated staff members. These payments are loaded by the Business Manager.
Payments must be loaded into our accounting system and approved there before being paid via our banking provider online. This requires a two-step authentication.
Our online banking is conducted with our banking provider online. Only designated staff can access this.
Online banking transactions are approved in our banking provider by two authorised signatories with a two-step authentication process.
Passwords are kept securely and we advise all relevant staff and board members of the expected practices around these.

Credit Cards
The College has two credit cards that can be used to make purchases. One is held by the RTLB Cluster Manager and the other is held by the Principal.
Use of the credit card to make purchases online must have the prior approval of the Principal and a copy of the receipt given to the Business Manager for reconciliation against monthly statements.
School credit cards can never be used for any personal purchases.
Cash advances are strictly prohibited unless permitted by the Principal.
Any benefits such as rewards points accrue to the school and cannot be used for personal purposes.
The card limit is not to be exceeded.
The pin for the credit card cannot be shared with other staff members.
Statements are certified by the Principal and Presiding Member each month.
Should a credit card be lost then this it to be reported to the bank immediately and the card cancelled.

Appropriate use of a Debit Card

Should a card holder cease employment at the school the card is to be returned to the school immediately.

Term Deposits
These shall be managed in liaison between the Principal, BOT Presiding Member and the School Business Manager.

Review schedule: Triennially

Review Date: 24/06/2024 Next Review Date: 2027

Presiding Member: .... **Principal:** ....

2.38 International Student Fee Protection Policy

Purpose: This policy makes clear how Paeroa College will ensure that the fees paid by International students in advance are protected and available in accordance with the schools refund policy. This policy should be read along with the Education Pastoral Care of International Students Code of Practice 2021.

Fees Protection: Paeroa College will use the following measures to ensure that the funds received in advance for International fee paying students are protected:

1. The College will ensure that all International student fees received in advance will be accounted for within the current liabilities.
2. The College will ensure that generally accepted accounting procedures are applied to the funds received for International students.
3. The College will ensure that only those staff who have responsibility for International students and the Principal will have access to these funds.
4. The College will only accept payment of International student fees into the schools operating bank accounts. No cash payments will be accepted.
5. The College will ensure that it has sufficient funds within its operating bank accounts to be able to refund in full any International students should they end their exchange early.
6. The College will include this policy and the operation of this within its annual auditing procedures.

Review Schedule: Annually

Review Date: 25/08/2025 Next Review Date: 2026 Presiding Member ________________________

2.39 International Student Refund Policy

Paeroa College will consider all requests for a refund of International fees if a student decides to end their exchange early. Requests need to be made in writing to the Principal as soon as possible and include the circumstances that have led to the ending of the exchange.

The request must be in letter format and include the following information:

- Name of the student making the request
- The reason for the request
- The amount that is being requested to be refunded
- The name of the person making the request for a refund i.e. agent, student or parent
- The name of the person who paid the fees originally
- The bank account details where any refund is to be paid into (Refunds will only be made by bank transfer)
- Any supporting documents that relate to the request such as medical certificates, death notices etc

Some of the fees that are paid as part of an exchange are non-refundable as these cannot be recuperated by the school. The following fees will not be considered for refund under any circumstances:

- Administration Fee
- Insurance
- Used Homestay Fees
- Portion of Tuition Fees that equate to the length of stay that the student has already been at the college.

In the case of failing to obtain a study visa all fees will be refunded other than the administration fee.

In the case of a voluntary withdrawal prior to enrolment all fees will be refunded other than the non refundable fees stated in this policy.

In the case of withdrawing after enrolment the student will be refunded the tuition fees less the portion of fees divided by the number of weeks that the student has been present at the school. A minimum 10 weeks will be applied to this calculation.

If the school ceases to offer an International Student programme then all fees will be refunded including Administration fees.

Where the students enrolment is ended by the school for a breach of the school regulations or as a result of disciplinary action then the student will be refunded the tuition fees less the portion of fees divided by the number of weeks that the student has been present at the school. A minimum 10 weeks will be applied to this calculation.

If the student requests to change schools then the student will be refunded the tuition fees less the portion of fees divided by the number of weeks that the student has been present at the school. A minimum 10 weeks will be applied to this calculation.

Requests for a refund of homestay fees will be granted in full less any homestay fees that have been paid for the duration of the students stay.

The decision of any application for a refund of fees will be made by the Principal of Paeroa College and the outcome will be communicated in writing to the parents of the student and any agent that is involved. This will include the details of any refunds, the rationale behind the decision and the total amount that will be refunded.

The student and their family have the right to take a grievance to the Code Administrator or Disputes Resolution Scheme in the event they are not satisfied with a refund decision made by the school.

Review Schedule: Annually

Review Date: 24/11/2025 Next Review Date: 2026 Presiding Member ______________________

2.40 International Students Pastoral Care Policy

Paeroa College is a signatory to the Code of Practice for the Pastoral Care of International Students. As a signatory we must ensure that we provide our International students with a positive experience that supports their overall wellbeing. We ensure this by providing:

- a supporting cultural environment
- identifying and addressing the various needs of students, including their safety and wellbeing
- providing opportunities for International students to participate in New Zealand culture and make connections
- support students in achieving their personal goals
- providing students, families, agents and host families with up to date and relevant information
- provide students, families and agents with all relevant information before they enrol
- conduct all interactions in an ethical manner, adhering to the schools policies
- ensure students are in safe and comfortable homestays
- have fair processes for dealing with concerns and complaints

Supports provided to students:

International Director - this person has the overall responsibility for International students and ensures that they are provided with the appropriate support when in school. They also have oversight of the Homestay Coordinator. The International Director is the point of contact for the students if they have any issues and will periodically check in how each International student is going both at school and their homestay.

Homestay Coordinator - this person can be contact 24/7 and facilitates all homestays. This includes making a visit to the homes and checking in periodically with the student as well as the host family that everything is going fine. With the approval of the International Director, the Homestay Coordinator can uplift students for any reason they deem valid from a homestay.

Counsellor/Nurse/Doctor - these services are all provided within the school and are made available to International students should they need them. All three are confidential services.

Dean - each student will have both a pastoral and an academic dean. For any issues to do with student behaviour and relationships etc they can see their year level pastoral dean. For any concerns around timetables and courses they can see their academic dean.

Health & Safety

The Paeroa College policies pertaining to health, safety and wellbeing all apply to International Students. All students are made aware of the supports available to them and where to raise concerns as part of their orientation into the College.

Monitoring concerns

We encourage all students to raise any concerns they may have with the school. For our International students this is primarily done through the International Director and the Homestay Coordinator. We aim to resolve any concerns quickly and appropriately so that all parties concerned are comfortable. Should a student, family, agent or host family not be satisfied with the outcome of raising their concern and wish to raise a formal complaint this can be done following the schools Complaints and Concerns policy.

Emergencies

In the case of an Emergency the College will follow its only policies and procedures around this. Should an International student be involved in this then we will firstly notify the host family, followed by the agent, who will in turn contact the students' family.

As part of our orientation, we brief students on the various possible emergencies and how we respond to these. International students will also join other students and participate in the various school wide practices such as for fire and lockdowns.

Review Schedule: Biennial

Review Date: 29/10/2024 Next Review Date: 2026 Presiding Member ________________________

2.41 RTLB Cluster Owned Vehicle Policy – Cluster 15

RTLB Cluster 15 staff may have access to a Cluster owned vehicles for their sole use (to be negotiated with the Lead Principal) for carrying out cluster business and travel from professional use to home.

Any private use of the vehicle must be kept to a minimum with a maximum travel radius of 50km or 100km return trip.
The Cluster owned vehicles must have adequate off street parking.

Staff who are using the cluster owned vehicles will be required to sign the RTLB Cluster Vehicle Agreement (see attached).

The vehicles can be used for carrying other cluster staff or visitors to the cluster. RTLB may not transport students in a cluster vehicle (other than their own children) without written consent from the child's parents and permission from that child's school Principal.

Drivers of the vehicle will enter their name, destination, start and finish kms into the hard copy logbook located in the vehicle. Failure to comply with this will result in these vehicles no longer being available to that particular RTLB staff member.

The Cluster Manager will ensure the vehicles are maintained in safe working order with current warrant of fitness, registration, and insurance.

Cleaning is the responsibility of the driver. They must ensure that the vehicle interior is clean and tidy at a minimum after use.

All cluster owned vehicles will be smoke free. The Cluster Manager's Admin Support person will assist with notifications and arranging service checks and registration. All users of the cluster vehicles will undertake their own safety check before driving the vehicle.

The Travel Procedures and any relevant guidelines will be displayed in the cluster vehicles and stored electronically.

All servicing and repairs need to be by an approved supplier who will invoice the Lead School.

Any damage to the vehicle will be reported immediately to the Cluster Manager and then communicated onto the Lead School Principal.

Any traffic infringement e.g. parking, speeding or other infringement will be the responsibility of the user but must be notified to the Cluster Manager.

The free breakdown service for the car will be utilized when required. This information will be kept in the glove compartment.

Private vehicle use will be invoiced out on a monthly basis and these invoices must be settled within 10 working days. Failure to settle these within the time frame may result in that staff member no longer having access to the vehicles.
Review Schedule: Biennial

Review Date: 22/06/2026 Next Review Date: 2028 Presiding Member ________________________

(Date)

(Name and Address)

Cluster Vehicle Agreement

You have been given permission to store and use the cluster vehicle registration number (rego number) for carrying out cluster business, including travel to and from your home when working and minimal private use as per the RTLB Cluster 15 vehicle policy.

Please read the Hauraki RTLB Cluster Travel Procedure to understand your full responsibilities for the cluster vehicle.

Failure to comply with the policy and accurately filling out the logbook will result in you no longer being able to use the Cluster vehicles. This decision will be made by the Cluster Manager in conjunction with the Lead Principal. Should this be the Cluster Manager then the decision will be made by the Lead Principal and the Lead School Board of Trustees.

Please sign and return the declaration below and keep one copy for yourself.

(Vehicle Make/Model)

Registration

Name:

I have read the Hauraki RTLB Cluster Travel Procedures and will adhere to these requirements.

Signature ________________________________ Date ____________________

2.42 Sports Sponsorship / Grant Policy

1.BACKGROUND

Every year, Paeroa College receives interest from parents, whanau and community businesses, to provide funding to our sports teams in order to purchase uniforms and or assist with costs associated with the team. Paeroa College, as a central hub of our community, welcomes community engagement in this way. However, it is important for the school to have a transparent and meaningful policy that clearly outlines this process.

2.Purpose

The purpose of this policy is to provide clear guidelines for the acceptance, management, and display of sponsorship and grant arrangements within the school. The policy ensures that sponsorships and grants support the school's objectives, maintain integrity and independence, and comply with legislative and ethical standards.

3. Scope

This policy applies to all sponsorship/grant arrangements entered into by the school, including those negotiated by staff, parent associations, sports teams, and student groups.

4. Definition

Sponsorship refers to the provision of money, goods, or services by an external organisation, business, or individual in return for acknowledgment, publicity, or other commercial benefits. It is distinct from donations or grants, which are given without expectation of return. There are a number of different forms of sponsorship. This may include, but not limited to

a) The providing of funding for a specific purpose with no expectation of a return or acknowledgement. This could be a grant or sponsorship.
b) The providing of funding for a specific purpose with the expectation of a return or acknowledgement. This may include branding being placed on clothing/products. This is likely to only apply to sponsorship.

5. Principles

- Sponsorship/grant arrangements must align with the school's vision, values, and educational purposes.
- Sponsorships/grants must not compromise the school's integrity, autonomy, or impartiality.
- The school must not endorse or appear to endorse commercial products or services which may cause conflict or bring the school into disrepute.
- All agreements must be transparent, documented, and approved in line with this policy.
- Sponsorships/grants must comply with the Education and Training Act 2020, the Advertising Standards Code, and any Ministry of Education guidance.
- The school maintains control of who supplies any clothing which is part of a sponsorship/grant agreement.

6. Acceptable Sponsorships/Grants

The school may accept sponsorship and or grants from organisations/individuals that:
- Promote products, services, or values consistent with the school's ethos.
- Contribute to enhancing outcomes, extracurricular activities, or facilities.
- Demonstrate ethical business or personal practices and social responsibility.

7. Unacceptable Sponsorships

Sponsorship/grants will not be accepted from organisations/individuals that:

- Promote alcohol, tobacco, vaping or anything else that would not align with the school's principles and community standards.
- Are involved in activities or industries contrary to the wellbeing of children or community values.
- Seek to influence curriculum content, teaching methods, school governance, or team selection processes.
- Require the school to endorse a product or service publicly.

8. Approval Process

1. Any proposed sponsorship/grant must be submitted in writing to the Principal. The proposal must indicate the sponsor's/donator's expectations and contain what specifically they are sponsoring.

2. The application should contain the following:
   - The nature and value of the sponsorship/grant.
   - Duration
   - Obligations of both parties including acknowledgment arrangements (e.g., branding, signage, website mention)

3. The Principal will review the proposal for compliance with this policy. If the proposal is for a specific purpose and the sponsor/donor has no ongoing expectations or needs as per 4(a) above, then the Principal has the delegation to approve or decline the offer in accordance with this policy.

4. If the Sponsor's/donor's expectations are in line with 4(b), but the arrangement is limited to non playing garments and there is no expectation for continued use after the end of the season (and the garment is to be given to the players/coaches to keep), then the Principal has the delegation to approve or decline the offer in accordance with this policy. As an example, this may be a warmup shirt, or a team tracksuit etc.

5. However, if sponsorship/grants relates to playing uniform, and or there is an expectation that the arrangement will be extended for multiple seasons, then the Principal will refer the application to the Board of Trustees for consideration and decision in accordance with this policy.

6. All approved sponsorships/grants must be formalised in a written agreement (email is fine) outlining:
   - The nature and value of the sponsorship
   - Duration and renewal terms
   - Obligations of both parties
   - Acknowledgment arrangements (e.g., signage, website mention)
   - Termination provisions

9. Financial and Ethical Considerations

- Sponsorship/grant funds or goods must be used for the agreed purpose only.
- All sponsorship/grant income must be recorded in the school's financial system and reported in annual accounts.
- All monies received mut be made out to and deposited/kept in the school's bank account.

- Conflicts of interest must be declared and managed according to the school's Conflict of Interest Policy.

10. Acknowledgment

Acknowledgment of sponsors/donors must be modest, factual, and appropriate for an educational environment.
Examples may include:
• Acknowledgment in newsletters, event programs, or signage at sponsored events.
• No direct product advertising or student-targeted marketing will be permitted.

11. Review and Termination

- The Board reserves the right to terminate any sponsorship arrangement if it becomes inconsistent with school values or this policy.
- This policy will be reviewed every three years or earlier if required.

Review Schedule: Tri annually

Review Date: 23/02/2026 Next Review Date: 2029 Presiding Member ________________________