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# Macleans College - POLICIES & DIRECTIVES

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SECTION NO: **100**

POLICY NO: **101**

ISSUE DATE: 11/08/11

TITLE: **QUALITY SYSTEMS**

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## NOTES ON MACLEANS COLLEGE SCHOOL

### PLANNING STRUCTURES

#### A Overall Governance:

<b>The Board of Trustees</b>	
<b>1 Membership:</b>	The Principal 6 elected parents 1 elected staff member
<b>2 Committee Structure:</b>	Personnel/Appointments Committee Building and Grounds Committee Discipline Committee Finance Committee

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- a) All Board of Trustee members are on at least two committees.
- b) The full Board of Trustees will meet monthly or at other intervals i.e. two monthly by Board of Trustees agreement. So too will the Building and Grounds Committee and Finance Committee meet monthly.
- c) The Personnel/Appointments and Discipline Committees will meet as required.
- d) The Personnel/Appointments Committee will consist of the Principal, the staff representative and two Board of Trustee members.
- e) The Discipline Committee will consist of the Principal and at least two Board of Trustee members.
- g) All meetings will be minuted, with minutes available to interested parties.
- h) Each committee is responsible to the full Board of Trustees and final decisions on committee recommendations will be taken by the full Board of Trustees.

### **3 Board of Trustee Liaison with the Community:**

- a) The Board of Trustees will endeavour to provide opportunities for the community to liaise with the school and allow for an interchange of information by using the:

- Board of Trustees public meetings
- Community surveys
- Guidance network
- Newsletters
- Orientation meetings for parents
- Parent/staff reporting evenings
- Prizegiving ceremonies
- Welcoming whanau house environment.

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## **B Strategic Planning:** (See Appendix)

- a) All planning will take place under the authority and supervision of the Macleans College Board of Trustees (BOT).
- b) The Senior Management Team (SMT) will have the responsibility for recommending and ensuring the implementation of planning priorities for the school.
- c) The Board of Studies (BOS) is responsible for assisting the SMT with the formulation and implementation of policies and procedures particularly in curriculum matters.
- d) The House Leader group (HL) is responsible for assisting the SMT with the formulation and implementation of policies and procedures particularly in pastoral matters.
- e) The Board of Studies shall have a membership of not more than 14 in keeping with the school management plan.
- f) The Board of Studies consist of:
  - Director of Quality Systems
  - Principal and/or Associate Principal
  - Faculty Heads
- g) Membership of the Board of Studies will be reviewed at the beginning of each year.
- h) All planning must be in line with Macleans College Mission Statement and must meet the requirements of the National Curriculum and Qualifications Framework.
- i) The Scholarship Committee is responsible for integrating all decisions and policies pertaining to the organisation of the identified and selected scholarship candidates, their tutors, timetable, courses, entries etc.

## **OTHER RELEVANT DOCUMENTATION:**

School Charter Management Plan

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