

Macleans College - POLICIES & DIRECTIVES

SECTION NO: **100**

POLICY NO: **105**

ISSUE DATE: 11/08/11

TITLE: **QUALITY SYSTEMS**

ISSUE NO: 2

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QUALITY SYSTEM TASK ALLOCATION

QUALITY SYSTEM ELEMENT	TASK GROUP ALLOCATION
Planning and Decision Making	Senior Management Team and Board of Studies
Curriculum	SMT and Board of Studies
Resources	Property and Finance Committees
Self Review - Reflection – Appraisal The Edpotential System	Senior Management Team and Learning Team
Staff Development	Staff Development Committee and Teacher in Charge Appraisal
Student Entry to Learning	Board of Studies
Student Information and Support	Whanau House Leaders and Guidance Team
Off-site Components	Board of Studies and House Leader Committee
Assessment	Board of Studies
Reporting	Board of Studies and House Leader Committee
Student Routines	House Leader Committee and Guidance Team
Safe School	Guidance Team and House Leader Committee
Staff Employment	Board of Trustees and Senior Management Team
Co-curricular Activity	Appropriate Deputy Principal Sports Co-ordinator / Co-curricular Committee
Board of Trustees Management	Board of Trustees

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GUIDELINES:

- 1 Each task group/committee is responsible to the Executive Team usually through the Board of Studies, or the House Leader Committee.

- 2 Special sub-committees may be established and these, along with the Management Unit “Teams,” will have a mandate that defines:
 - Membership
 - Key tasks
 - Expected outcomes
 - Reporting expectations
 - Relevant policy guidelines
 - Other appropriate reference material.

- 3 Special sub-committees and/or “Teams” will report to:
 - Board of Studies
 - Staff
 - Board of Trustees through the Principal's Reportas applicable.

- 4 All meetings are to be minuted, with minutes being available to all interested parties.

- 5 Each task group, special sub-committee and Management Unit “Team” will carry out a annual self review.