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# Macleans College - POLICIES & DIRECTIVES

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| SECTION NO: <b>1400</b>         | POLICY NO: <b>1407</b> | ISSUE DATE: 15/03/10 |
| TITLE: <b>BOARD OF TRUSTEES</b> |                        | ISSUE NO: 2          |
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## Role of the Board of Trustees and the Principal

The Board of Trustees' central function is to ensure that the National Education Guidelines (NEGs) are met. To ensure they are met the Board of Trustees and Principal respectively are also required to follow sound governance and management practice involving curriculum, financial and property matters related to the school.

### **CURRICULUM:**

The Board of Trustees fosters student achievement by providing a balanced curriculum in accordance with the national curriculum statements. The Board, through the Principal and staff, meet the requirements by:

- 1 The implementation of learning programmes based upon the underlying principles, stated essential learning areas and skills, and the National Achievement Objectives is delegated to the Principal, the Board of Studies (BOS) and subject Heads of Faculties (HOFs). Reports are regularly made to the Board.
- 2 Monitoring of student progress is achieved by an annual statistical analysis of national examination results, school expectations and other relevant tests i.e. PATs, E-ASTLE. The monitoring of students at all levels is achieved by monitoring reading and numeracy of all students through their schooling. The Senior Management Team (SMT) is responsible to the Board for monitoring and regularly reporting.
- 3 The analysis of barriers to learning and achievement and the development and implementation of strategies which address identified learning needs in order to overcome barriers to student learning are delegated by the Board to the Principal and the Board of Studies and subject HOFs.
- 4 The Board delegates the responsibility of assessing student achievement, maintaining individual records and reporting on student progress by having an assessing and reporting policy, and through the Principal, ensuring that assessment, distribution of reports and parent evenings occur.
- 5 The Board delegates the responsibility for the provision of appropriate careers information and guidance for all students to the Student Advisory Services Department (SAS). SAS reports to the Board when requested.

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## **EMPLOYMENT AND PERSONNEL MATTERS:**

- 1 The Board ensures the development and implementation of quality personnel and industrial policies by a comprehensive staff performance and appraisal programme linked to staff development.
- 2 The Board of Trustees is committed to being a good employer as defined in the State Sector Act 1998.

## **FINANCE AND PROPERTY:**

- 1 The Board of Trustees through the Principal and Business Manager and Finance subcommittee ensures that funds are allocated to reflect the school's priorities as stated in the charter.
- 2 The Board of Trustees has set up monitoring systems to oversee and control school expenditure, and ensure that annual accounts are prepared and audited as required by relevant legislation.
- 3 The Board has also set up a system of asset management and maintenance to meet the requirements of a safe, healthy learning environment and retain the physical integrity of assets.

## **NATIONAL EDUCATION GUIDELINES:**

The Principal is subject to an annual performance appraisal and the school's meeting the requirements of the NEGs is central to that appraisal. The process of self review is ongoing and continuous. The Board of Studies has initiated and is responsible for the self review each year by subject departments.

## **PHYSICAL AND EMOTIONAL ENVIRONMENT:**

The Board ensures that there is a safe physical and emotional environment for students through the Principal ensuring that the whanau houses deliver these requirements to the maximum; that the school guidance department, the Physical Education department, the nurse and the sick provide the appropriate level of teaching, delivery of support and professional skills.

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The Board ensures that it provides health and safety systems conforming to and satisfying health and safety legislation. It does this through a Health and Safety Committee who advises them.

## **GENERAL LEGISLATION:**

The Board ensures that general legislation is complied with by delegating to the Principal and staff the responsibility of maintaining a quality system of attendance checks. Other aspects of general legislation requirements such as the length of school day and meeting the requirements of being open for 360 half days are directly amended by the Board through the Principal.