
Macleans College - POLICIES & DIRECTIVES

SECTION NO: 300	POLICY NO: 302	ISSUE DATE: 03/05/99
TITLE: FINANCIAL, ADMINISTRATIVE & PHYSICAL RESOURCES		ISSUE NO: 1
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Administrative Resource Management

RATIONALE:

The Macleans College Board of Trustees believes that for effective learning to take place, adequate administrative resources must be allocated for each course of study.

PURPOSES:

- 1 To facilitate the provision of classrooms, whanau houses and guidance spaces to support teaching and learning.
- 2 To provide links within the school and with outside agencies.
- 3 To enable adequate planning and evaluation to take place.

GUIDELINES:

- 1 Administration is the responsibility of the Principal.
- 2 Administrative staff will assist communication between teachers and parents.
- 3 Administrative staff time will not be charged out to each department.
- 4 Administrative staff will assist in the co-ordination and efficient operation of activities in the school.
- 5 Resources allocated to administration will be sufficient to enable the school to be administered effectively.
- 6 An annual system of staff appraisal will contribute to an evaluation of the effectiveness of administrative resources.

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COMMITMENT:

The Macleans College Board of Trustees will ensure that the school has an effective, efficient and co-operative system of administration to support student learning.