

Quality Learning for all in a Caring Community

TOKO SCHOOL National Administration Guidelines 6

LEGISLATION POLICY

NAG 6

Toko School Board of Trustees will comply with all general legislation concerning requirements such as attendance, the length of the school day, and the length of the school year.

Toko School Board of Trustees meets its obligations to NAG 6, by ensuring that the following documentation is developed, implemented and reviewed as part of the Board's self review process, with reference to compliance with the appropriate regulations.

Policy

Legislation

Procedures

Board of Trustees meetings	Enrolment	Length of school year
Police Interviews	School hours	Student placement
Transition to school	Withdrawal of children from class	
Student Attendance	Religious Instruction	School Closure

Key Supporting Documents

Admission Register	Attendance Registers and Procedures
BOT Minutes	Board Code of Conduct
Board Meeting Procedures	Daily Absences Book
Education Act 1989	Ministry Gazette notices and circulars
Newsletters	School Trustees Publications
Self Review Plan 2013 to 2016	
Record of School Attendance	Assembly and ENROL
Stand downs, suspensions and Expulsions	Ministry Publication June 2003
Toko School Charter, including Strategic and Annual Plans	

This policy is reviewed on a 3 year cycle in line with the Board's document self review plan.

Reviewed: 2016

APPROVED: _____

SIGNED: _____

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NAG 6 PROCEDURES

BOARD OF TRUSTEES MEETINGS

Toko Schools definition of Governance is **Governance** is a “hands off” process whereby the board ensures that the school is well managed and led without doing the managing or leading.

Governance is primarily concerned with **ends** or **outcomes**.

Management and School leadership is the “hands on” day to day process of carrying out the school’s policies and plans in order to achieve the planned for outcomes.

Management and school leadership, while also concerned with ends, is primarily concerned with **the operational means**.

1. The TOKO SCHOOL Board of Trustees is made up of dually elected, appointed or co-opted parent representatives of the TOKO SCHOOL community. They are elected to **govern** the school. The Principal is employed to **manage** the school.
2. Upon election, appointment or co-option and **after** an appropriate period of time of induction, each Board member will be given a Board portfolio to look after as part of their role on the Board.
3. At least eight full Board meetings are held between the months of February and December generally on the third Tuesday evening of the month. Special meetings may be called if necessary. **Meeting dates are set at the first meeting of the calendar year.**
4. Half of all elected Board of Trustees members must attend the meeting for there to be a ‘quorum’.
5. Meetings are usually held in Toko School staffroom.
6. Board members are paid a yearly payment in December.
7. Board of Trustees minutes are shared via google docs and available immediately after the meeting. Usually within the first week. The Principal’s Report and other written reports from Board members and the Agenda should be available for BOT members the Friday before the meeting. All documentation is stored and shared via google docs.
8. Adding items to the agenda at the meeting is to be avoided. Items for the agenda should be added one week prior to the BOT meeting. If it is an urgent matter it **may be added**, however, **NO SURPRISES** is a general rule of the Toko School BOT. The Chairman can order a new agenda item not admissible, and be transferred to the next meeting.
9. Postponement of the meeting should only take place if it is unavoidable, e.g. the quorum is not met, medical emergency, weather circumstances warrant it, etc. If the meeting is postponed then all Board members are to be notified of the change of date. All apologies should be communicated to the Board as soon as possible.
10. If a Board member is absent without applying to the Board of Trustees for leave for 3 meetings in a row their position becomes vacant and can be filled by appointment or co-option (refer to NZSTA Trustee Handbook on how correctly to do this).
11. If an employee, wages or matters of privacy are to be discussed, they are to be discussed ‘in committee’ and therefore any member of the public attending the meeting will be asked to leave until the Board comes out of ‘in committee’. Discussion, outcomes and minutes from ‘in committee’ meetings are **CONFIDENTIAL** to Board members. The Minutes are to be filed separately from regular meetings. These will be filed in the filing cabinet in the office.
12. **The meeting will proceed as follows;**

Any items for General Business **may be** prioritised by the Board of Trustees at the beginning of the meeting.

All matters to be decided by the board will be done by way of a vote. This is usually done on “the voices”. However, if that is challenged, the chair will call for a show of hands. Under some circumstances, for instance, a decision involving contentious issues where strong personalities are involved, it may be appropriate to hold a secret ballot in order that trustees may vote freely. On all matters dealing with the decision making process the board have these rules of order;

 - A board’s primary means of decision making is through motions, which are recommended, debated, moved, seconded and put to the vote. The Chair or members may ask the mover to write down the motion before it is acted upon. The Chair may assist the mover with wording for clarity.

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- Individual board members may ask that their formal objection to a passed motion be noted in the minutes.
 - Each motion deals with only one matter or issue.
 - Debate must be limited to the issue at hand. Speakers who stray from the issue or attempt to introduce new matters should be reminded of the point of the discussion by the Chair.
 - If an item on the agenda is difficult or contentious:
Each speaker should be allowed to speak once on a subject under debate. The chair may refuse to allow a trustee to speak *again* until everyone else has had a chance to speak.
 - A member may raise a point of order at any time. After the point has been stated, the Chair issues a ruling. **The Chair's ruling is final.**
 - Only one motion at a time will be considered by the Board. That motion may be amended. **Votes on amendments** must be taken before the motion is further considered.
 - **If the amendment is agreed to** it becomes part of the motion.
Further amendments may be made to the motion but only one at a time can be proposed, discussed, and decided upon.
 - After motions have been passed or rejected, no further discussion on the same issue should be allowed at the same meeting, other than a motion to reconsider.
13. TOKO SCHOOL Board of Trustees must ensure that decisions made are bias free from either pecuniary or conflicting personal interest that any member may have.
Every member present when any matter is raised where they directly or indirectly have a pecuniary or conflict of interest in, apart from an interest in common with the public, shall be under a duty to fully declare any such interest to the meeting. A member/s who has declared a conflict of interest in matters to be discussed shall take no part in the discussion or voting after declaring that interest in the matter under consideration. They should consider leaving the room for the full duration of discussion of such matters. The Board Chairperson reserves the right to insist upon any member (having declared a conflict of interest) leaving the room if the presence of the said member appears to be adversely affecting the discussion or voting on that issue. The disclosure and the subsequent abstention of such member from both the discussion and voting on the item shall be recorded in the minutes.
14. The minutes are to be signed as a true record at the subsequent meeting by the Chairperson
15. The Minutes Secretary is responsible for the filing/care of the Board's signed minutes.
16. At the first meeting of the calendar year the position of Chairperson is up for re-election and is for a twelve-month term. Election of Chairperson is to be decided by Board members only. The Chairperson should also be re-elected at the first meeting after the triennial elections
17. No person who is a permanent employee of the school is eligible to hold the position of Chairperson.
18. Election of officers is held annually. Positions up for election are: Treasurer, Secretary and Property Officer. The Staff elects the Staff representative and the Principal is on by right.
19. If the Chairperson is unable to attend a meeting, the meeting may be chaired by any elected member. A quick vote should be able to achieve this. The Principals may not Chair the meeting.
20. The Board Chair and Principal are to liaise regularly regarding school and Board business.
21. All Board of Trustees members should feel fully involved in meetings. If there is any debate, terminology or historical discussion causing confusion board members should ask for clarification from the speaker or chair.
22. The entire Board is responsible for all decisions made by the Board. Therefore the use of subcommittees with decision making power should be limited. Examples of sub committees may be appointments, or significant issues that require additional BOT time to come to grips with.
23. Any Board of Trustees member has the right to withdraw from the meeting if they feel they are not able to give the matters before the Board of Trustees their full attention. Members should direct their request to the Board of Trustees Chair. Leave will be given for a short period or for the remainder of the meeting. The Chair may choose to call a break to the meeting for all members.
24. If in doubt regarding any matter concerning the Board, school or employee matters contact NZSTA Help Desk or NZSTA Industrial Advisor on 0800 STAHELP
25. If a Board member is approached by a member of the school community regarding a school "issue", their first and primary role is to be that of a good listener.
This is a fundamental role of a BOT member. A Board member may be "inquiring" but also non judgemental. Board members "taking sides" in an issue, outside of a Board meeting, is clearly not good governance. A good tact to take after active listening to a concerned parent is to suggest a meeting with the teacher/principal so that the concern may be fully discussed in the open, at a place where a difference can be made. Complaints or concerns are best dealt with at school, not in the community.

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The Toko School **Complaints policy**, not procedure, is very clear about the steps involved if a satisfactory outcome is not readily available.

26. When a vacancy appears on the school Board the board should make haste slowly. In other words it is best if the Board is well aware of an upcoming vacancy so that it can plan for smooth succession. A potential BOT member may well attend **many** meetings prior to the decision being made to appoint to the Board.

ENROLMENT

1. On enrolment the Principal will ascertain, from the parent/caregiver, such information as:
 - a) required by law
 - b) needed by the school
 - c) considered necessary by the parent/caregiver.If the Principal is unavailable then the Office secretary will do the enrolment and class placement. It is subject to confirmation by the Principal.
2. NZPF Enrolment form will be used for all enrolments with the relevant sections to be filled in. If new entrant, a birth certificate and immunisation certificate needs to be sighted. The Parent/caregiver is to sign and date the form.
3. The School Information book, and/or other relevant information e.g. bus timetables, cybersafety policy, medical agreements, transport agreement, will be given to each new family and discussed.
4. Office procedures;
 - i) Enrolment form is given to the Office Secretary
 - ii) Relevant enrolment details are entered onto ENROL
 - iii) Administration number and immunisation status to be entered and then entered in the Immunisation register.
 - iv) Top copy of enrolment form goes to school file.
Second copy to the teacher.
 - v) Relevant information will be entered on computer files. Class and medical lists are updated.
 - vi) Enrolment Record to be requested from previous school within 7 days. On arrival of Record, date to be entered in Admission and Withdrawal Register and on Enrolment Record.
 - vii) Teacher is given all relevant records.
5. Children enrolling who have never attended a NZ school will have an Enrolment Record created.
6. No child under the age of five will be enrolled at the school.

Withdrawal of children:

1. When notification is received the teacher is informed and asked for the child's records.
2. All records to be checked and signed by the Principal before mailing.
3. Records then given to Office Secretary for withdrawal procedures eg ENROL and then post other records
4. Delete child off computer and class lists
6. If records have not been requested within 12 school days the Principal must take reasonable steps to find out where the child has gone in order to send the child's Enrolment Record.
7. If the Principal cannot locate the child, the Principal must inform the Ministry of Education using the form NETS-1 and retain the child's records.
8. If a child has been absent for 20 consecutive days without the Principal being informed the absence is only temporary. The Principal must take the child off the school roll and inform the Ministry.

Children requiring 'on-going resourcing':

1. The enrolment of such children will not be conducted until due consultation with Group Services Education has been completed.
2. The school must ensure that it has the necessary physical resources, financial resource and appropriate staff before enrolment of such children can be finalised.
3. The interests and well being of the child is paramount.

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LENGTH OF SCHOOL YEAR

1. The school will conform to the requirements of legislation in this area.
2. The school operating year will be 394 half days unless there has been reason for emergency closure.

POLICE INTERVIEWS

1. In the event of a Police Officer wanting to interview a child at school every effort will be made to contact the child's parents/caregivers at the earliest opportunity.
2. If the child's parents/caregivers are unable to be contacted no interview is to take place unless the Principal is present.

SCHOOL HOURS

1. Teaching staff is required to be at school for the length of time, prior to the arrival of their children that it takes them to prepare their programme, their environment and themselves adequately.
2. All teachers are expected to be in their classrooms from 8.30 - 9.00 am unless they are on duty.
3. Teachers will be required to remain after school until all necessary duties have been completed. (3.30 pm is considered to be the minimum requirement).
4. Sessions of school - bell times;
9.00 am Classes begin
10.40 am Interval
11.00 am Classes resume
12.30 pm Lunch
12.40 pm Dismissed from supervised lunch
1.30 pm Classes begin
3.00 pm Classes dismissed
5. Teachers will also be responsible for playground duty and supervision as prescribed by the Principal.
6. Support Staff, caretaker and cleaners will negotiate their hours of work on acceptance of their position. All hours can be and should be reviewed.
7. The school will be open for instruction on each half day for at least two hours.
8. The school must be open for instruction on every weekday during the school term, the dates for which are prescribed by the Minister of Education. The number of half days prescribed is 394.

STUDENT PLACEMENT

1. School classifies children in 'year' groups; Year 1, Year 2 etc. The second step to Year 2 does not occur on the child's birthday but at the commencement of the school year. This will mean some children will remain classified as Year 1 for more than one calendar year, and some children will spend less than a year under this classification.
2. The classification for some children may be reviewed, initiated either by parents/caregivers or the school.

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TRANSITION TO SCHOOL

1. The operation of any transition policies will occur within the guidelines of the Privacy Act.
2. Visits to school by pre schoolers are welcomed. A parent must be present for the duration of these visits, and is responsible for them and their behaviour at all times.
3. Parents/caregivers are encouraged to bring their child for pre visits before their fifth birthday for orientation.

WITHDRAWAL OF CHILDREN FROM CLASS

1. All requests for release from school to attend out-of-school tuition will be directed to the Principal.
2. The Principal will advise parents/caregivers of possible consequences for a child's progress of such exemption from normal class lessons.
3. Children may be released from class programmes to instructional programmes provided by paid persons outside the school. However, this tuition will be limited to a maximum of 90 minutes per week.
4. The school will consider each case on its merits and how it will affect the child's programme within the school.

STUDENT ATTENDANCE

RATIONALE:

It is a legal requirement that children over the age of six receive an education. Any absences need to be explained to the satisfaction of the school.

PURPOSES:

1. To develop a positive school climate, to encourage attendance.
2. To develop programmes to cater for each child's special needs.
3. To develop personal skills necessary in later life, particularly regular attendance.
4. To reflect the law of the country.

GUIDELINES:

1. All school programmes and policies should encourage children to attend school as identified in the School Charter.
2. The Principal will report to the Board of Trustees about attendance patterns.
3. The community at large should have an obligation and a responsibility to discourage truancy.
4. Caregivers of students not attending school for any reason should notify the school. Each day the school will endeavour to contact the caregivers of children absent from school to establish their whereabouts.
5. Board of Trustees should adopt a flexible approach to consider parents requests when an application is made to take his or her child out of school. **All requests must go through the Principal.**
6. The school has the rights to make the decision when determining when a child is sick or is putting the health of others at risk and determining whether that child should be sent home.
7. Support is to be available to caregivers with reluctant school attenders.
8. If truancy is obvious:
 - [a] Caregivers should be contacted.
 - [b] If necessary agencies should be called in to assist. The first contact should be with the Central Taranaki District Truancy Service.
 - [c] Attendance records should be kept.
 - [d] Prosecution will be undertaken if necessary.
9. Where decisions of the Board of Trustees are likely to affect school attendance or withdrawal, due consultation shall take place with all affected parties.

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RELIGIOUS INSTRUCTION

RATIONALE:

To acknowledge the Christian heritage of our society by providing a school based religious education programme as desired by our community.

PURPOSES:

1. To cater for the spiritual needs of the children.
2. To invoke the values of humility, aroha and tolerance.

GUIDELINES:

1. Religious instruction will take place once a fortnight on Tuesday morning or alternative, between 9:00 a.m. and 9:30 a.m.
2. All teachers will greet their classes at 9:00 a.m., issue any immediate notices and settle the class in readiness for religious instruction.
3. The syllabus and tutors to be approved by the Board of Trustees.
4. Children, whose parents have informed the Board in writing that they do not wish their child to receive religious instruction, will not attend. Facilities will be made available for these children.
5. Religious instruction tutors must have the class settled by 9:30 a.m. in readiness for normal instruction.

SCHOOL CLOSURE POLICY

RATIONALE:

School closure is a last resort and will only be implemented when children's health or safety is at risk.

PURPOSES:

1. In the case of power or water failure to provide a safe and healthy environment at all times
2. In the case of natural disaster/fire to ensure that the children's safety is paramount

GUIDELINES:

1. The Principal will make the final decision regarding the school's closure.
2. In the event of natural disaster/fire if the school is to close, staff will be responsible for notifying parents/caregivers or nominated guardians and for organising transport when necessary to get the pupils home.
3. In the event of power or water failure parents/caregivers or nominated guardians will be notified and expected to collect their children as soon as possible.

ELECTRONIC ATTENDANCE REGISTERS

1. Toko School uses eAR to register attendance.
2. Classroom teachers assess who is at school at 9.00 and 1.30 each day.
3. The office Secretary records who is absent in the diary, with an explanation. This is then transferred to the eAR.
4. If there is no explanation the Office Secretary will call home to find out where the child is and why they are absent.
5. In the afternoon teachers are responsible for writing in the diary if a child leaves or returns to school.
6. Requirements carried out by the Office Secretary follow guidelines set out in the Ministry Circular December 2010.