

Avondale College Policies

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AVONDALE COLLEGE

Board Delegations and Board Operations Policy

Background

Sections 75 of the Education Act 1989, confirms that the Board has the power, subject to any limitations imposed by law, to manage the College as it thinks fit. Section 76 of the Act states that the Principal, as the Board's Chief Executive, has complete discretion, subject to the policy directions of the Board, to manage the day to day operations of the College.

Section 66 of the Education Act 1989 allows the Board of Trustees to delegate any of the functions or powers of the Board, (except the power to borrow, and the general power of delegation), either generally or specifically, to any of the following persons by resolution and written notice to the person or persons listed in section 66. They include:

- a) A trustee or trustees:
- b) The Principal or any other employee or employees, or office holder or holders, of the board:
- c) A committee consisting of at least 2 persons, at least 1 of whom is a trustee:
- d) any other person or persons approved by the board's responsible Minister:

Board Delegations

1. Currency

- 1.1.** Until revoked, a delegation to a subcommittee or individual continues in force even if the membership of the Board or subcommittee changes.

2. Delegations to the Chairperson of the Board

- 2.1.** The Chairperson shall be the joint spokesperson, with the Principal, for the Board on all matters relating to the College and Board;
- 2.2.** The Chairperson shall have the authority to make decisions, in consultation with the Principal and Deputy Chairperson, that bind the Board when urgent matters require a decision (such as an emergency) and the convening of a Board meeting is not practicable under the circumstances of the emergency;

- 2.3. The Chairperson shall represent the Board on all other day to day matters, including corresponding on the Board's behalf;
- 2.4. The Board Chair is delegated the responsibility for undertaking the Principal's annual appraisal. The Board Chair may employ an external consultant and may include a second Board member.

3. Delegations to the Principal

- 3.1. The Principal shall be the joint spokesperson, with the Board Chair, for the Board on all matters relating to the College and Board;
- 3.2. **Appointments**
The Principal is delegated authority to appoint all staff, except the Business Manager, the Accountant, and members of the Executive. The Principal may delegate these powers to other senior staff.
- 3.3. **Discretionary Leave**
The Principal has authority to grant discretionary leave up to a maximum of five days for Teaching staff and authority to grant discretionary leave for support staff. The Principal may delegate this task to other senior staff.
- 3.4. **Teacher Performance and Appraisal**
The Board delegates to the Principal the attestation of teacher performance, and appraisals of all staff. In turn the Principal may delegate this task to senior members of staff.
- 3.5. **Police Vetting and Teacher Registration**
The Board delegates to the Principal the task of undertaking police vetting and teacher registration. In turn, the Principal may delegate this task to senior members of staff.
- 3.6. **Associate staff**
The Principal is delegated authority to deal with all employment issues relating to support/ancillary staff. This includes undertaking disciplinary investigations, performance management, convening disciplinary hearings, and issuing sanctions, including warnings and dismissal. The Principal may delegate some of these functions to senior staff. Any matters pertaining to the performance management of the Business Manager and Accountant will involve the Board of Trustees.
- 3.7. **Teaching Staff**
The Principal is delegated authority to commence preliminary inquiries under clause 3.4.1 of the Secondary Teachers Collective, and resolve matters informally, and issue verbal and written warnings as appropriate. Should a matter be regarded as serious, then the Principal shall refer the matter to the Personnel Subcommittee pursuant to clause 3.4.3 of the Collective.

3.8. Suspension

The Principal may suspend any employee, at any time, including during an inquiry or following receipt of a complaint, if satisfied that the welfare and/or interests of any student attending the school or of any employee at the school so requires.

3.9. Competency

The Principal shall be responsible for administering the competency procedures against teaching staff on behalf of the Board. This in turn may be delegated by the Principal to senior staff.

3.10. Budget

3.10.1. The Principal has authority to spend up to the limits of the approved annual budget within respective categories.

3.10.2 The Principal has authority to replace capital items not approved in the budgeting process on an 'urgent' basis up to a limit of \$5,000. Power exercised under this authority will be reported to the next meeting of the Board.

3.11. Privacy Officer

The Principal is delegated authority to act as the Board's Privacy Officer. The Principal may delegate this task to a senior member of staff.

3.12. Official Information

The Principal is delegated authority to act as for the Board when receiving, auctioning and responding to any Official Information Act requests. The Principal may delegate this task to a senior member of staff.

3.12. Overnight Trips

The Principal is delegated authority to approve domestic overnight student trips. The Board has authority to approve international student trips.

3.14. School Closure

The Principal has authority to close the school if necessary due to exceptional circumstances, e.g. on advice of the Ministry of Health around pandemic issues or in an emergency.

3.15. Signing Declarations

The Principal can sign declarations on behalf of the Board in relation to information required by the Ministry of Education.

3.16. Mandatory Reporting

The Principal is delegated authority to complete any mandatory reports to the New Zealand Teachers' Council.

3.17. Delegation to the Acting Principal

The Principal may delegate any or all of these powers, in writing, to the Acting Principal appointed during a period of absence.

4. Delegations to the Personnel Subcommittee

- 4.1. The Personnel subcommittee will be chaired by the Chairperson or Deputy Chairperson of the Board.
- 4.2. At least three Board members will be on the subcommittee and the quorum will be a minimum of three Board members.
- 4.3. The Principal will be an ex-officio member of the committee.
- 4.4. The student representative and staff representative are ineligible to be members of this subcommittee.
- 4.5. The Personnel subcommittee shall have the power to meet and consider any teaching staff complaints that are referred to it by the Principal under clause 3.4.3 of the STCA.
- 4.6. The Personnel subcommittee may also review any penalties imposed on a staff member, at the request of that staff member or their representative.
- 4.7. The Personnel subcommittee may commence disciplinary procedures, including an investigation, convene a disciplinary hearing, and issue sanctions including warnings or the termination of employment, without further recourse to the Board.
- 4.8. The Subcommittee may also suspend staff during an investigation or disciplinary process, or review the suspensions of staff by the Principal, and decide to confirm, revoke or otherwise deal with the suspension.
- 4.9. The Personnel subcommittee will report to the Board.

5. Delegations to the Finance and Property Subcommittee

- 5.1. The Finance and Property subcommittee will be chaired by a designated parent member of the Board.
- 5.2. The Principal will be a member of this subcommittee.
- 5.3. At least two Board members will be on the subcommittee with the Principal and the quorum will be a minimum of two members.

- 5.4. The Board delegates to the subcommittee the authority to make decisions on matters of finance and property only when urgency is required and this will be reported to the Board at the next meeting.
- 5.5. The sub-committee is responsible for reviewing the reports provided and monitoring financial performance. The sub-committee should query items as deemed necessary and should approve the monthly financial report.
- 5.6. The subcommittee will also review reports provided and actions taken by the Business Manager on:
 - 5.6.1. Property and maintenance;
 - 5.6.2. Minutes from the Health and Safety committee meetings which will be held twice a term and which will include a review of the accident and hazard registers
 - 5.6.3. Emergency Evacuations
- 5.7. The Finance and Property subcommittee will report to the Board.

6. Delegations to the Student Discipline Subcommittee

- 6.1. The Student Discipline subcommittee will be chaired by a designated member of the Board. The Chair has authority delegate that function to any other eligible Board member.
- 6.2. The Principal, student representative and staff representative are ineligible to be members of this subcommittee when convened for disciplinary hearings.
- 6.3. All other Board members will be members of this subcommittee and the quorum at any meeting or hearing will be a minimum of two Board members.
- 6.4. The Board delegates to the Student Discipline subcommittee the authority to:
 - 6.4.1. Carry out the role of the Board of Trustees;
 - 6.4.2. Make any decisions under the Education Act 1989 in relation to students that are suspended. This includes the power to lift or extend a suspension, with or without conditions, or exclude or expel a student, without further recourse to the Board;
 - 6.4.3. Consider any requests for review or reconsideration and make any decision as necessary.
- 6.5. Decisions of the subcommittee may be appealed to the full Board.
- 6.6. The Student Discipline subcommittee will report to the Board.

Board Operations Code of Conduct

Trustees on the Avondale College Board of Trustees agree to adhere to the following Code of Conduct.

7. Trustees shall:

- 7.1. Ensure that Board of Trustee decisions support the delivery of the Charter, as defined by the Mission Statement and Vision, for all students. Decisions will reflect the MoE's NAGs, NEG's, and any other relevant legislation.
- 7.2. Ensure that the Values and Guiding Principles are foremost when making decisions.
- 7.3. Respect the integrity of all involved in the College i.e. students, parents, staff, trustees and the Principal as the professional leader of the College.
- 7.4. Maintain the confidentiality and trust vested in them, including never disclosing to non-Board members the contents of in-committee discussions, or confidential Board discussions and communications.
- 7.5. Support Board decisions and not act independently of any decisions made or speak out against Board decisions, or otherwise undermine a decision, once the Board has taken a position or made a decision even if the Board member voted against the decision or does not agree with the decision.
- 7.6. Defer to the Chair and Principal as the public spokespersons for the Board.
- 7.7. Declare any potential conflicts of interests to the Board as and when they arise. Failure to disclose a conflict of interest could result in disciplinary action.
- 7.8. Act as good employers. This includes supporting the work and decisions of the Principal and Executive to staff, students and members of the community.
- 7.9. Serve the College and community to the best of their ability and be honest, reliable and trustworthy in all Board matters.
- 7.10. Positively promote the College in the community.
- 7.11. Keep the Board informed about community perspective as relevant through the Chair.

8. Role of Chair

- 8.1. The Chairperson is the leader of the Board and carries overall responsibility for the integrity of the Board processes
- 8.2. To ensure that all trustees understand and adhere to the Code of Conduct.
- 8.3. To chair Board meetings and ensure they run smoothly and democratically.
- 8.4. To encourage full participation of all trustees in Board meetings.
- 8.5. To ensure an agenda is prepared for meetings in consultation with the Principal.
- 8.6. To develop a good working relationship with the Principal through regular contact.
- 8.7. To share all relevant information with the full Board, as appropriate, in a timely manner.
- 8.8. To ensure that the Principal's performance agreement and appraisal are completed on an annual basis.

9. Board Meetings

- 9.1. The College is obliged to comply with the Local Government Official Information and Meetings Act 1987.

Conflict of Interest

10. Definition

- 10.1. A conflict of interest can arise when a member of the Board, or any employee of the Board, is related to or has a close relationship to a student, staff member, or other person that is the subject of a complaint or is a complainant or material witness in a complaint or process. A conflict of interest might also arise where a member of the Board, or employee of the Board, is related to or has a close relationship to a person that has some commercial relationship with the College or is proposing a relationship with the College. A conflict of interest might even arise when the trustee or employee has a financial interest in a business or company that has a commercial or vested interest in a relationship with the College, or seeks to advance such a relationship.
- 10.2. If in any doubt, Board members must declare the conflict of interest.

11. General Procedure

A trustee who has a conflict of interest or a potential conflict of interest must:

- 11.1. Publicly declare a conflict of interest or potential conflict of interest and state the

general nature of the interest and have the declaration recorded in the minutes;

11.2. Withdraw from the meeting while the matter is discussed;

11.3. Not vote on the matter; and

11.4. Not discuss the matter with the Board or attempt to influence any decision or vote.

12. Student Discipline Procedure

A trustee who has a conflict of interest or a potential conflict of interest when sitting as a member of the Student Discipline subcommittee in a disciplinary hearing must:

12.1. Publicly declare a conflict of interest or potential conflict of interest and state the general nature of the interest;

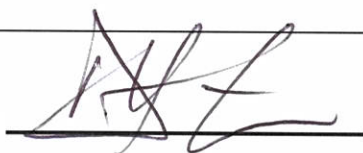
12.2. Where appropriate, seek the consent of all parties to remain on the subcommittee for the hearing;

12.3. Where not appropriate or where consent is not forthcoming, withdraw from the hearing and have no part in the deliberations; and

12.4. The declaration, the request for consent and the outcome will be recorded in the minutes of the hearing.

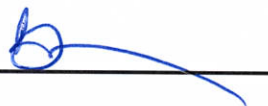
Adopted at the Board meeting held on 7 December 2016
Reviewed on:

Signed: _____



Dave Erson
Chairperson

Signed: _____



Brent Lewis
Principal

AVONDALE COLLEGE

Curriculum and Assessment Policy

Background

National Administration Guideline 1 – Curriculum

NAG 1 states that each Board of Trustees ('Board') is required to foster student achievement by providing teaching and learning programmes which incorporate The National Curriculum as expressed in The New Zealand Curriculum 2007 or Te Marautanga o Aotearoa. NAG 1 also requires the Board to develop and implement teaching and learning programmes, undertake comprehensive assessment practices, use the assessment data to promote better teaching and learning, especially of students that require further support, consult with Maori and Pasifika, and provide career guidance.

Avondale College meets its obligations under NAG 1 through the implementation of the following policy statements:

Policy Statements

1. Curriculum

- 1.1. All departments will design and deliver the College curriculum based on the principles of the New Zealand Curriculum 2007 or The Cambridge International Education. All courses will have a Learning Overview detailing how the appropriate achievement objectives, principles, values and key competencies are to be covered.
- 1.2. Programmes should cater for student diversity and be built around individual students' prior knowledge, strengths, interests and needs. Student voice needs to be considered in the delivery of programmes. Each student should be learning at his/her appropriate level to achieve their full potential.
- 1.3. The College will provide an integrated careers programme designed to ensure that all students receive subject choice advice and quality career information. This will include specific career guidance for students identified by the college as being at risk of leaving unprepared for the transition to the workplace or further training.

2. Assessment

- 2.1 Assessment of students' learning in Years 9 and 10 must allow for tracking of individuals and groups in terms of progress against defined achievement objectives as expressed in the National Curriculum statements. Achievement

information will be reported in the Departmental Reviews. The achievement information should include breakdowns for each main ethnic group, gender and any targeted groups.

- 2.2 NZQA and CIE achievement data will be tracked for individual students and groups of students. Heads of departments will be responsible for ensuring students have the opportunity to meet Scholarship, CIE and NCEA levels, literacy and numeracy requirements, merit and excellence endorsement, and course endorsements. The achievement information should include breakdowns for each main ethnic group, gender and any targeted groups.
- 2.3 All assessment must be fair, valid, consistent and reliable, and at the appropriate national standard. Assessments will be moderated against specified achievement criteria.
- 2.4 There will be College-wide consistency in internal assessment procedures.

3. Reporting and Communication

- 3.1 Regular feedback should be provided for students as part of the learning process. Feedback should acknowledge progress and guide students' future learning. Students and parents will receive regular updates on progress and access to achievement data.

4. College Curriculum Response

- 4.1 Teachers and heads of department will be expected to demonstrate how the information referred to above is used to develop and improve teaching programmes to maximise student learning. This will include identifying students and groups of students who are not achieving, who are at risk of not achieving or who have special needs.
- 4.2 The Learning Development Department will support students and staff to address the needs of students. This will include students identified as in need of assistance and students identified as gifted and talented.

5. Education Outside The Classroom (EOTC)

- 5.1 Avondale College will provide opportunities for curricular and co-curricular activities beyond the classroom. These opportunities enrich the college programme and enhance learning by providing first hand experiences. The educational objectives relating to the curriculum must be established and show clearly the relationship with the curriculum being delivered in the college before a trip can be considered.

- 5.2 The safety of students, teachers and volunteers is paramount and, as such, any trip which involves taking students out of the College during the normal college day, after college, overnight or during weekends and holidays must follow the college's EOTC procedures for approval.

6. Special Education

- 6.1 Avondale College aims to provide targeted learning opportunities for students with identified special learning needs, including gifted and talented students. Programmes will provide students with a rigorous and challenging curriculum which reflects their abilities, interests, experience and aspirations as well as enhancing learning.
- 6.2 Criteria for admission and procedures to provide special education support will be developed by the Principal and relevant staff.

7. Co-curricular activities

- 7.1 Avondale College acknowledges that the principles, values and key competencies in the New Zealand Curriculum can effectively be delivered in a co-curricular setting. The college will provide a holistic education that provides students with opportunities to be involved and to excel in a range of sporting, cultural and leadership activities.
- 7.2 Co-curricular activities will form part of the college's planning cycle and will be budgeted for accordingly.

Monitoring of Compliance

The Board monitors the implementation and effectiveness of these policies through the Principal's reports on:

- Curriculum
- Student progress and achievement
- The analysis of achievement data
- Analysis of variance
- The college curriculum response
- The departmental review process
- Professional learning and development
- Co-curricular activities
- Consultation with the Maori and Pasifika communities
- Career guidance for students

Adopted at the Board meeting held on 7 December 2016

Reviewed on:

Signed: _____

Dave Erson
Chairperson

Signed: _____

Brent Lewis
Principal

AVONDALE COLLEGE

Planning and Reporting Policy

Background

National Administration Guideline 2 – Planning and Reporting

NAG 2 requires the Board to develop a strategic plan which documents how the College is giving effect to the National Educational Guidelines, especially in relation to curriculum, assessment and staff professional development. NAG 2 also requires the Board to regularly review these programmes especially in relation to student achievement.

The Board will ensure that there is regular reporting on achievement, including Maori, Pasifika and special needs students.

Avondale College meets its obligations under NAG 2 through the implementation of the following policy statements:

Policy Statements

1. Strategic Planning

- 1.1. The College will have in place a current long term strategic plan in accordance with regulatory requirements. It will establish goals for the coming 3 – 5 years and will also outline how the College will meet these goals.
- 1.2. The Strategic plan will assist the Board to plan for better student outcomes. The College will have an up-to-date plan for all areas of its operation which includes the College's charter, strategic plan, annual plan and targets.
- 1.3. Targets will be evaluated as part of the Ministry of Education annual planning and reporting requirements.
- 1.4. The College's annual plan, constructed by the Principal, will reflect set strategic objectives approved by the Board, will form part of the Principal's reports to the Board and will form a part of his annual performance agreement.

2. Self-Review

- 2.1. The College will have in place a documented cyclical self-review programme.

Through self-review the College will ensure that each area of operation meets both the quantitative and qualitative requirements.

- 2.2. The programme will demonstrate to the Board that all facets of College operation are carried out effectively and efficiently. It will provide a vehicle to acknowledge those areas well provided and those areas needing improvement or development.
- 2.3. Policies will be reviewed on a 3 year cycle and confirmed at the start of each year by the Board in its Annual Work Plan.
- 2.4. All reviews will also be confirmed at the start of each year by the Principal and documented in the Board Annual Work Plan. The Principal will report to the Board on the review process and any significant finding. The Board may also develop further policies as a result of the review, or any other consultation or reviews undertaken by the Board.
- 2.5. Student achievement data will be reviewed annually and reported to the Board as appropriate.
- 2.6. The Analysis of Variance will be presented to the Board as an integral part of the College's annual report. The annual report is available to the community.

3. Community Consultation

- 3.1. The College will consult with the community as appropriate through community meetings, formal surveys and parent consultation.
- 3.2. The College will welcome community input and feedback on relevant issues.
- 3.3. The community will be kept well informed through a range of media.
- 3.4. The Maori and Pasifika communities will be consulted in the development of plans to promote student achievement.

4. Reporting Student Progress

- 4.1. The College will ensure that parents/caregivers are kept informed about their child's progress through a range of media including online Family Connection, formal written reports, report evenings and contact through the pastoral network.

Monitoring Compliance with NAG 2

The Board monitors the implementation and effectiveness of these policies through the Principal's reports on:

- Annual plan progress reports
- Analysis of variance
- Annual plan review
- Internal reviews
- The College's compliance with the NEG's
- The reporting on student achievement, including Maori, Pasifika and special needs
- Staff professional development

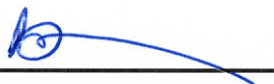
Adopted at the Board meeting held on 7 December 2016
Reviewed on:

Signed: _____



Dave Erson
Chairperson

Signed: _____



Brent Lewis
Principal

AVONDALE COLLEGE

Personnel Policy

Background

National Administration Guideline 3 – Personnel

NAG 3 requires the Board to develop and implement policies that promote high levels of staff performance, use educational resources effectively and recognise the needs of students. The Board is also required to be a good employer and ensure it complies with the provisions of contracts of employment for teaching and non-teaching staff.

Avondale College meets its obligations under NAG 3 through the implementation of the following policies statements:

Policy Statements

1. Personnel

The Board will act as a good employer as defined in the State Sector Act 1988. The Board will:

- 1.1. Comply with all relevant collective and individual employment contracts;
- 1.2. Ensure that the best, appropriately qualified applicant for any position is appointed to the College;
- 1.3. Have performance management systems in place which promote continued improvement and which meet all contractual requirements;
- 1.4. Ensure that all employees and all applicants for employment are treated equitably and all EEO requirements are met;
- 1.5. Ensure that all complaints relating to, or from, personnel are dealt with fairly and expeditiously; and
- 1.6. Ensure that, as far as is practicable, good and safe working conditions are provided for all staff.

2. Appointment of Staff

- 2.1. In its appointment of new staff to the College the Board aims to ensure that the

most suitably qualified and experienced people are recruited and that its procedures are consistent with all statutory and contractual obligations. Through appointing the highest quality staff the College seeks to provide excellent learning opportunities to its students.

3. Discretionary Leave

- 3.1. The Board may grant discretionary leave in addition to any other leave provided for under the relevant employment agreement. Any requests for discretionary leave must be made in writing to the Principal (refer 3.3 Board Delegation policy).
- 3.2. Staff with less than 5 years of service would need exceptional circumstances for a discretionary leave request to be considered.

4. Complaints

- 4.1. The College will respond to complaints in a fair and consistent manner and in accordance with the relevant collective agreements, employment contracts and legislation.
- 4.2. Avondale College will treat all instances of complaints responsibly and these will be addressed promptly, confidentially and impartially. The principles of natural justice will apply in all cases. The complaints procedure will be made available on the College website.
- 4.3. This policy relates to any complaints received (see also Health and Safety Policy).

5. Protected Disclosure

- 5.1. In compliance with the Protected Disclosures Act 2000, the Board will ensure that procedures are in place for an employee to make a disclosure where he or she believes serious wrongdoing has occurred. These procedures must be of an order which provides protection for the employee against retaliatory action for the disclosure.
- 5.2. Disclosures are to be addressed to the Principal, or to the Board Chair if the disclosure concerns the Principal. The Principal is required to notify the Board Chair of any such disclosures.

6. Performance Management

- 6.1. In accordance with its legal obligations under Section 77C of the State Sector Act 1988 the Board will implement a performance management system including a system of staff appraisal and attestation.

- 6.2. The Principal has the responsibility for instituting the performance management

system for teachers with authority to delegate to a Senior Manager if appropriate.

- 6.3. The Principal is also responsible for ensuring that an appropriate performance management system is in place for all other employees and may delegate its operation to the Business Manager who will report annually to the Principal on the outcomes.

Monitoring Compliance with NAG 3

The Board monitors the implementation and effectiveness of these policies through the Principal's reports on:

- Appointments
- Performance Management
- EEO
- Travel Awards, Sabbatical leave, and other ways that promote teacher excellence.

Adopted at the Board meeting held on 7 December 2016
Reviewed on:

Signed: _____

Dave Erson
Chairperson

Signed: _____

Brent Lewis
Principal

- (a) Credit and debit cards;
- (b) Entertainment;
- (c) Gifts;
- (d) Depreciation;
- (e) Theft and fraud;
- (f) Signing authorities;
- (g) Debtors; and
- (h) Donations.


Monitoring Compliance with NAG 4

The Board will monitor the implementation and effectiveness of these policies through the Finance and Property subcommittee which will:

- Develop the annual budget
- Review monthly financial reports
- Review monthly property reports
- Monitor compliance with the negotiated current asset agreement
- Monitor compliance with the maintenance programme for buildings and facilities
- Focus on the provision of safe, healthy learning environments for students and staff

Adopted at the Board meeting held on 7 December 2016
Reviewed on:

Signed: _____



Dave Erson
Chairperson

Signed: _____



Brent Lewis
Principal

AVONDALE COLLEGE

Finance and Property Policy

Background

National Administration Guideline 4 – Finance and Property

NAG 4 states that the Board is required to allocate funds to reflect the school's charter priorities, monitor and control school expenditure, prepare annual accounts, comply with any current asset management agreement and implement a maintenance programme for the school's buildings and facilities so that they provide a safe, healthy learning environment for students.

The Board meets the requirements of NAG 4 and other relevant legislation and financial obligations through the implementation of following policy statements and the financial procedures of the College.

Policy Statements

1. Financial Management

- 1.1. The Board will operate its fiscal activities in accordance with its responsibilities under the Public Finance Act.
- 1.2. The Board will each year prepare a budget based on the aims of the development plan.
- 1.3. The Finance and Property subcommittee will oversee the College's financial management.
- 1.4. The College will establish clear guidelines, including delegations and accountabilities, for the efficient management of each section of the budget.
- 1.5. Appropriate financial management procedures and practices are followed in line with Public Sector Finance requirements and guidelines set out by the Ministry of Education.
- 1.6. The Board will set a prudent annual 'reserve' figure to respond to unforeseen risk.
- 1.7. Authorised spending limits and bank signatories will be in accordance with the

delegated authorities.

2. Fixed Assets

- 2.1. The value of fixed assets recorded in the Statement of Financial Position is to be materially correct and the annual depreciation charges are to fairly represent the use of the assets over their lives.
- 2.2. Items of property, plant and equipment with an individual value in excess of \$1,000 are capitalised on purchase.
- 2.3. Items with an individual value of less than \$500 that are purchased in quantity will be capitalised where the total value of the purchase exceeds \$1,000.
- 2.4. Other items with an individual value below \$1,000 are expensed.

3. Depreciation

- 3.1. Depreciation will be deducted over the lifetime of the asset.
- 3.2. Depreciation rates for asset groups are set out in the financial procedures.

4. Property Management

The Board in meeting its statutory obligations will:

- 4.1. Provide a safe working and learning environment and comply with the health and safety requirements as described in NAG 5
- 4.2. Facilitate and appropriate long term maintenance of all property, plant and equipment in accordance with the College 5-year property plan and 10-year maintenance plan
- 4.3. Ensure that the College provides a safe, clean, hygienic facility that is attractive and conducive to good teaching and learning, in accordance with NAG 5

5. Financial Procedures

- 5.1. The College will develop financial procedures approved by the Board that will assist and support the financial management obligations of the Board. These procedures will manage risk relating to:

AVONDALE COLLEGE

Health and Safety Policy

Background

National Administration Guideline 5 – Health and Safety

NAG 5 requires the Board to provide a safe physical and emotional environment for students; promote healthy food and nutrition for students; and comply in full with any legislative requirements relating to the safety of staff and students.

Avondale College meets its obligations under NAG 5 through the implementation of the following policy statements:

Policy Statement

1. Health and Safety

- 1.1. The Board will strive always to provide a safe and healthy working and learning environment.
- 1.2. The Board will promote and maintain high behavioural standards for staff, students, contractors of, and visitors to, the College. These are based on the principles of respect for self, for others and for property.
- 1.3. The Board will comply with all legislative requirements as they relate to Health and Safety.
- 1.4. The College shall maintain a Health & Safety Plan. A Health and Safety committee will be established to meet regularly to review Health and Safety issues and provide ongoing reports to the Board through the Finance and Property subcommittee.
- 1.5. The College will undertake risk assessment of new equipment and any changes in College environment or procedures.
- 1.6. The College will ensure that all contractors will comply with the College Health and Safety Plan.
- 1.7. The College will ensure, as far as practicable, that visitors to the College comply with the College Health and Safety Plan.
- 1.8. The Board recognises that health and safety has a strong component of personal responsibility. Individuals are expected to take all care, where practical, to mitigate any risk and report any hazards or incidents.

Avondale College - Health and Safety Policy October 2016

2. Behaviour or conduct that is not permitted from staff or students

Behaviour not permitted at the College, at any College related event, or on any College property or facility includes:

- 2.1. Bullying or harassment of any sort including verbal, physical, text, cyber, sexual, racial, or any other form of unwanted and inappropriate behaviour;
- 2.2. Violence of any sort including fighting, assault, and threats of violence;
- 2.3. Statements or communication that is racially offensive, sexually offensive, or otherwise incites violence;
- 2.4. Theft, fraud, destruction of property and gross negligence;
- 2.5. Refusal to comply with a lawful and reasonable instruction from the Board, Principal or senior manager, including a Deputy Principal or the Business Manager;
- 2.6. The bringing of any illegal substances on site or to any College function, being under the influence of illegal substances, or selling or distributing such items on site or to any College staff or students.
- 2.7. In the case of a student - bringing alcohol or cigarettes to College, or to any College function, or consuming or distributing them.
- 2.8. Misuse of the College's computer systems, including accessing or viewing objectionable or pornographic material, or bringing such objectionable material on site or to a College function;
- 2.9. Behaving in a way that is offensive, demeaning, or which brings the College into disrepute; or
- 2.10. Conduct unbecoming a member of staff, a student, or a member of the teaching profession.

3. Extra territoriality

- 3.1. When outside College premises, any student of the College, identifiable as a student by the wearing of uniform or engagement in College activities, must comply with the normal expectations of College behaviour.
- 3.2. The Board may also consider behaviour that occurs outside of College hours or away from College, including behaviour that occurs on weekends or during holidays, as behaviour warranting disciplinary action if the behaviour brings the College into disrepute; or is unbecoming a student or staff member of the College; or is behaviour that undermines the trust and confidence of the Board in the staff member or student and is otherwise a dangerous or harmful example to other staff or students.

4. Communicable Diseases

- 4.1. The College will establish sound practices to manage and ameliorate risk, including protection from, and for, those carrying communicable diseases.
- 4.2. The Education Act gives the Principal the authority to remove from the College any student who may have a communicable disease.
- 4.3. The Principal also has the authority to take the necessary steps (within employment laws) to ensure that a staff member does not put other staff or students at risk.

5. Dress and Hygiene

- 5.1. Staff and students are required to maintain a high standard of dress, personal grooming and hygiene and not act in a way that unreasonably impacts on the health and safety, study conditions or work conditions of other members of our College community.

6. Uniform

- 6.1. The Board will determine College uniform.

7. Search and Seizure

- 7.1. The College will protect the educational needs, welfare and security of students. In cases where search and seizure is appropriate, this will be carried out in accordance with legal requirements. The Principal has the authority to conduct searches in appropriate situations. This authority may be delegated to other senior staff.

8. Crisis and Emergency Management

- 8.1. The College will maintain crisis and emergency plans and will deal appropriately and responsibly with full regard to the well-being and safety of students and staff. The best interests of those concerned, the students' families, caregivers and the community will be taken into account. The College will work with appropriate agencies for the best outcomes for students. This also covers emergency evacuations, lock downs and pandemic planning.

9. Reporting Child Abuse

- 9.1. To safeguard the physical and emotional safety of children all reasonable steps will be taken by staff of the College to appropriately handle cases of suspected abuse and to alert relevant agencies in accordance with College procedures and legislation outlined in the Children, Young Persons and their Families Act 1989.

10. Healthy Foods

- 10.1. The College will promote good nutrition as part of its commitment to promote healthy lifestyles.

11. Administering Medication

- 11.1. From time to time College staff may be required to administer medication to students. The College will only administer medication during normal College hours when it is either not possible, or impractical, for a parent or caregiver to do so. Any medication must be administered by the College nurse following the College procedure and medical practice. On EOTC excursions an identified staff member will be delegated the responsibility for administering medication.

12. Behaviour Management

- 12.1. The College will establish clear expectations of student behaviour and apply practices that reinforce these expectations in a positive and supportive manner to maximize all students' learning.
- 12.2. All students at the College will be treated fairly, equitably and with dignity which respects the rights of the individual.
- 12.3. Restorative approaches will be used wherever possible and practicable to deal with behavioural issues.
- 12.4. The College may use stand-downs and suspensions as part of the process for dealing with serious misconduct or risk in accordance with current Ministry of Education guidelines.

13. Complaints

- 13.1. Refer to Personnel Policy clause 4

14. Internet and Acceptable ICT Use

- 14.1. The College will maintain procedures to ensure that students and staff use the College ICT network to maximise the educational benefits of communication technologies while minimising the risks.
- 14.2. The College will make internet access available to the Board, staff and students provided they each individually sign their Computer and Internet Acceptable Use Agreement.

Monitoring Compliance with NAG 5

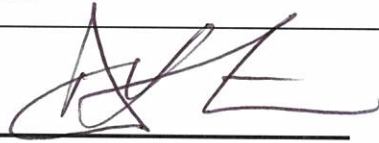
The Board monitors the implementation and effectiveness of these policies through the Principal's and sub-committee reports on:

- The provision of a safe physical and emotional environment for students and staff
- The College's compliance with health and safety legislation

Adopted at the Board meeting held on 7 December 2016


Reviewed on:

Signed:



Dave Erson
Chairperson

Signed:



Brent Lewis
Principal

AVONDALE COLLEGE

Legislative Requirements Policy

Background

National Administration Guideline 6 – Legislative Requirements

NAG 6 requires the Board to comply with all legislation concerning requirements such as attendance, the length of the school day and the length of the school year.

Avondale College meets its obligations under the NAG 6 through the implementation of the following policies statements.

Policy Statements

1. Attendance

- 1.1. All students will be full-time students and are expected to attend College during normal College hours. Students who fail to attend regularly will be identified by the College and their non-attendance will be addressed in an effort to promote improved attendance.

2. Enrolment

- 2.1. The enrolment of students will be in accordance with the current Enrolment Scheme and in accordance with national legislative requirements.

3. Length of School day and school year

- 3.1. The Principal shall ensure that the College complies with all general legislation or Ministry requirements regarding the length of the school day, and the length of the school year.

Other Requirements

4. Timetable

The College will ensure that:

- 4.1. It complies with the non-contact entitlements of staff, as provided for in the Avondale College – Legislative Requirements Policy October 2016

Collective or as negotiated;

- 4.2. It endeavours to meet the class size guidelines of clause 5.9 of the Collective as required;
- 4.3. Staff are consulted over other matters, including hours of duty outside of timetabled hours, which impact on timetabling practices;
- 4.4. A process is created, in consultation with staff, providing for circumstances where, for genuine reason during timetabling or at short notice, it is not possible to provide the non-contact time entitlements described in 5.2.3(a), 5.2.4(a), 5.2.5(a) and 5.2.6(b) in the Collective and where the employer has used reasonable endeavour and is unable to achieve the class size provision in 5.9.2 of the Collective.

5. Non contacts

- 5.1. The College will also endeavour to provide additional non-contact where appropriate.

6. Privacy and Official Information

- 6.1. The College will act in accordance with the Privacy Act 1993 and the Privacy Principles, and will create procedures to give effect to the Privacy Principles.
- 6.2. Personal information of students and staff will be safeguarded and information received by the College for a specific purpose shall not be used for another purpose.
- 6.3. In accordance with the Privacy Principles, staff will not access or divulge any staff, student or family's personal information that is not authorised. If in doubt, staff must consult with the Privacy Officer before release.
- 6.4. The Privacy Officer will handle concerns regarding confidentiality and complaints about alleged breaches to the Privacy Act 1993.
- 6.5. The Principal will handle any Official Information Act 1982 requests or complaints on behalf of the Board.

7. Copyright

- 7.1. The College will comply with the Copyright Act 1994, including with respect to the use of musical scores, videos, books, digital media and other material protected by copyright. The Principal shall ensure that staff and students are made aware of the College's obligations under copyright law.
- 7.2. Individual staff or students will be personally liable for any breaches of the Copyright Act 1994

Monitoring Compliance with NAG 6

The Board monitors the implementation and effectiveness of these policies through exception reporting in the Principal's monthly report.

Adopted at the Board meeting held on 7 December 2016

Reviewed on:

Signed: _____

Dave Erson
Chairperson

Signed: _____

Brent Lewis
Principal