



Geraldine High School / Carew Peel Forest School

Combined Board of Trustees



ADMINISTRATION and MANAGEMENT POLICY

RATIONALE:/ TE KAUPAPA

The **Geraldine High School/Carew Peel Forest Board of Trustees** recognises its obligation to ensuring clear directions for the administration and management of both schools relating to the relevant *Ministry of Education National Administration Guidelines*. It will comply with its *Statutory Obligations* for school Boards of Trustees and will ensure all management delegations to the Principals of both schools are carried out in an efficient manner.

PROCEDURAL GUIDELINES: / NGĀARATOHU

The policy will enable the Board to provide a framework for day to day management for the responsibility of Principals of Geraldine High School and Carew Peel Forest School to enact.

The Principals will each be responsible, in conjunction with the appropriate sub Committees and their school staff, for managing their school's procedures for all areas of school administration, communication, management and compliances.

The Board will ensure procedures are developed and implemented for the following at Geraldine High School:

- 2.01 Policy and Procedure Writing
- 2.02 School and Community Communications
- 2.03 School Assemblies
- 2.04 School Self Review
- 2.05 General Complaints
- 2.06 Copyright Compliance
- 2.07 Laptop Usage
- 2.08 Presentations
- 2.09 Uniform
- 2.10 Surrender and Retention of Property

The Board will ensure that procedures are developed and implemented for the following at Carew Peel Forest School:

- School planning and reporting
- National priorities
- BoT operational structure
- Policy and procedure review
- Delegated responsibilities
- Student achievement annual planning
- Community partnership
- Treaty of Waitangi
- Electronic attendance registers
- Reporting absences
- Stand-downs, suspensions, exclusions
- Classroom release time
- Enrolments
- General school rules
- General school administration

CONCLUSION: / TE MUTUNGA:

Compliance with all relevant *National Administration Guidelines*, the Board's operational functions and the administration operations of each school, will ensure that both schools achieve their functional goals effectively.