



Geraldine High School / Carew Peel Forest School

Combined Board of Trustees



POLICY FOR IMPLEMENTATION OF NATIONAL ADMINISTRATION GUIDELINES (NAGs) AND THE LEGISLATION THEY SIT UNDER

RATIONALE /TE KAUPAPA :

The **Geraldine High School/Carew Peel Forest Board of Trustees** recognises its obligation to ensuring clear directions for each of the school's General Legislation relating to the relevant Ministry of Education *National Administration Guidelines* and *Statutory Obligations*.

It will comply with its statutory obligations for school Boards of Trustees and will ensure all management delegations to each of the Principals 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 the Principals to enact.

Each Principal will be responsible, in conjunction with the appropriate Board Sub -Committees and the school's staff, for managing their school's procedures for all areas relating to official legislative compliances for schools.

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

- 6.01 Protected Disclosures
- 6.02 Privacy
- 6.03 Student Attendance and Suspension
- 6.04 International Fee Paying Students
- 6.05 Board Meetings
- 6.06 Vetting of Non-Teachers and Contractors
- 6.07 Board and Staff Codes of Ethics
- 6.08 Strategic Plan International

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

- Board and Staff Code of Ethics
- Police vetting
- Protected disclosures
- Collection and storage of personal information

Compliance with all relevant *National Administration Guidelines* and *Statutory Obligations* through the Board's operational functions and each school's administration operations will ensure each school achieves its functional goals effectively.