

ST JOSEPH'S SCHOOL ADMINISTRATION POLICY



The National Administration Guidelines for school administration set out statements of desirable principles of conduct or administration for specified personnel or bodies. St Joseph's School complies with all general administration requirements.

In order to meet these requirements –

The Board of Trustees will develop and implement:

- School Planning and Reporting (*refer to School Plan/Charter*)
- Procedures to ensure the Board of Trustees is properly elected and constituted (*refer Education Amendment Act No 4 1991*)
- Procedures to ensure Board meetings are run properly – (*Reference Model Standing Orders for Meetings of Public Bodies 1993*)
- An ongoing programme of BOT operational review (*refer to School Plan/Charter*)
- An ongoing programme of policy/procedure review
- Uniform

The Principal and Staff (*Management*) will develop and implement:

- Curriculum Delivery Plan
- Assessment and reporting procedures
- Classroom release time
- Student achievement Annual Planning (*Refer to Curriculum Delivery Plan*)
- Electronic Attendance Records
- General procedures for school administration (*Refer to procedures manual*)
- Procedures for stand-down and expulsion (*Refer to MOE guidelines*)
- Procedures for consultation and decision-making (*School Community Group*)
- Procedures to ensure Treaty of Waitangi considerations are implemented
- Length of school day (*Refer MOE guidelines*)
- Length of school year (*Refer MOE guidelines*)
- Student placement and promotion

Through the development and implementation of sound administrative practice, St Joseph's School ensures all legal administrative requirements are met.

Policy Adoption: 18 September 2021
Next Review Date: 2024

Resource Manager: Principal and BOT Chairperson