



ADMINISTRATION and MANAGEMENT POLICY

RATIONALE:

The **Wellington Seventh Day Adventist School Board of Trustees** recognises its obligation to ensuring clear directions for the school's administration and management 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 Principal are carried out in an efficient manner.

This policy provides a structure to enable effective management of the school

PROCEDURAL GUIDELINES:

- This policy will enable the Board to provide a framework for day to day management under the responsibility of the Principal.
- The Principal will be responsible, in conjunction with the appropriate Sub Committees and the school's staff, for managing the school's procedures for all areas of school administration, communication, management and compliances.
- **The operational/management role of the Principal is set out in the *Handbook for Boards of Trustees of New Zealand Seventh-Day Adventist Schools*.**
- The Principal shall manage the school within the appropriate *National Administration Guidelines* and *National Education Goals*
- ***Responsibility for reviewing procedures will take place by the specifically designated review group. Reviews will take place on an "as of need" basis and all changes reported, confirmed and dated by the Board.***

The Board will ensure procedures for the following are developed and implemented:

- 2.01 Policy & Procedure Writing**
- 2.02 Reporting to Parents**
- 2.03 School & Community Communications**
- 2.04 School Self-Review**
- 2.05 Complaints**
- 2.06 Visitors to School**
- 2.07 Copyright Compliance**
- 2.08 Extra-Curricular Activities**
- 2.09 School Trip & Transport Notification**
- 2.10 Absence – Attendance Notification**
- 2.11 New Student Enrolment**
- 2.12 Laptop Usage**
- 2.13 Care & Use of Animals at School**

CONCLUSION:

- Compliance with all relevant *National Administration Guidelines*, the Board's operational functions, the school's administration operations and ***Handbook for Boards of Trustees of New Zealand Seventh-Day Adventist Schools***, will ensure that the school achieves its functional goals effectively.

Date Policy Confirmed.....4.4.2017.....

Date Policy to be Reviewed.....October 2019.....

Signed BOT Chairperson..........