



GENERAL LEGISLATION POLICY

RATIONALE:

The Wellington Seventh Day Adventist School Board of Trustees recognises its obligation to ensuring clear directions for 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 the Principal are carried out in an efficient manner.

PROCEDURAL GUIDELINES:

- This policy will enable the Board to provide a framework for day to day management for the responsibility of the Principal to enact.
- The Principal will be responsible, in conjunction with the appropriate Board Sub Committees and the school's staff, for managing the school's procedures for all areas relating to official legislative compliances for schools.
- *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:


- 6.01 Trustees Code of Behaviour
- 6.02 Board Meeting Process
- 6.03 Board Review
- 6.04 Copyright & Privacy
- 6.05 Protected Disclosures
- 6.06 Vetting of Non- Teachers & Contractors
- 6.07 Staff Code of Ethics
- 6.08 Student Attendance, Withdrawal & Suspension
- 6.09 Board Governance
- 6.10 School Charter – **NAG 7**
- 6.11 Analysis of Variance – **NAG 8**
- 6.12 Legislative Provisions for Boards
- 6.13 Privacy

CONCLUSION:

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

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

Date Policy to be Reviewed.....March 2020.....

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