



# Board of Trustees Policy: Policy Making

5A

## Policy Statement

1. Policy making is one of the methods through which the Board of Trustees will fulfil its role in governing the School.
2. The Board of Trustees will ensure that effective operational policies are in place to support governance policies.
3. The Tumuaki•Principal will assure the Board that operational procedures are in place.

## Guidelines

4. All final policy decisions will be made by the Board of Trustees.
5. Policies will be approved only at formal Board of Trustees meetings, or electronic approval from all Trustees
6. Policy Statements will be succinct, clear and easily understood.
7. Policies will be based on the School's Vision, Mission and Goals and NAGs and NEGs.
8. The Policy making process is as follows:
  - a) The need for a new policy is signalled by the Board of Trustees or the Tumuaki•Principal
  - b) The Board of Trustees establishes a policy rationale and purpose and a policy writing group under the direction of a Board Member.
  - c) The draft guidelines are prepared by the policy writing group and presented to the full Board of Trustees.
  - d) The Board of Trustees approves or modifies the policy recommendations.
9. A file of approved policies will be maintained at the school office and available to the public online.
10. All policies are subject to regular review in accordance with Policy Review Schedule.
11. A Board policy may require the school to develop an appropriate procedure.

Chairperson \_\_\_\_\_

Date: September 2020

<b>Policy History</b>	
Date	Action
May 2019	Adopted by Board
Sept 2020	Reviewed and Amended
May 2021	Reformatted