

HOKOWHITU SCHOOL BOARD PROCEDURES FOR POLICY REVIEW (2025)

Policy Review

1. All policies must include the following elements:
 - a. Purpose statement summarising the aim of the policy.
 - b. Numbered guidelines that clearly identify the instruments (tools or actions) that will achieve the policy aims.
 - c. Identification of relevant legislation, guidelines, and related school policies and documents.
 - d. Approval date, indication of the regularity of review (no longer than every three years), and anticipated date of next review.
2. All proposed changes to Board policy must be presented clearly to the Board using tracked changes and an overall summary.
 - a. Approval of any policy will be deferred if Board discussion identifies areas needing further review.
 - b. Substantive changes to policy that are approved by the Board must be recorded in the minutes.
 - c. A copy of all approved policies must be signed by the Presiding Member and Principal and lodged in the policy folder, and a digital version be made available to the school website.
3. New policies may be approved by resolution of the Board in response to identified need.
 - a. New policies will usually be reviewed after one year before entering their normal review period.
 - b. New policies will be added to the schedule and timetable included in these procedures.
4. Existing policies may be retired by resolution of the Board if it is identified that they are no longer required.
 - a. Retired policies will be removed from the schedule and timetable included in these procedures.

Schedule of Board Policies

5. The following policies apply to school governance and assets:
 - a. Board Responsibilities and Code of Conduct (annual)
 - b. Delegations Policy
 - c. Governance Policy
 - d. Enrolment and Cohort Entry Policy
 - e. Financial Policy
 - f. Procedures for Board Roles and Portfolios
 - g. Procedures for Policy Review
 - h. Tiriti o Waitangi/Treaty of Waitangi Policy

6. The following policies apply to staff and employment:
 - a. Appointment Policy
 - b. Classroom Release Time Policy
 - c. Discretionary Leave Policy
 - d. Equal Employment Opportunities (EEO) Policy
 - e. Recognition of Service Policy
 - f. Principal Professional Growth Cycle (Principal PGC) Policy
 - g. Teaching Staff Professional Growth Cycle (Teaching Staff PGC) Policy

7. The following policies apply to health and safety:
 - a. Behaviour Management Policy (2 yearly)
 - b. Child Protection Policy (2 yearly)
 - c. Health and Safety Policy (2 yearly)
 - d. Healthy Eating Policy
 - e. Online Safety Policy
 - f. Sun Protection Policy

8. The following policies apply to curriculum and teaching:
 - a. Assessment Policy (2 yearly)
 - b. Curriculum Delivery Policy (2 yearly)
 - c. Education Outside the Classroom Policy (EOTC)

9. The following policies apply to school culture:
 - a. Anti-Discrimination Policy
 - b. Communication Policy
 - c. Complaints and Concerns Policy (2 yearly)
 - d. International Student Procedures
 - e. Privacy Policy

Triennial Policy Review Cycle

Year 1		
Term 3	August	Board election period
	September	
Term 4	October	<ul style="list-style-type: none"> • Board Responsibilities and Code of Conduct • Governance • Procedures for Board Roles and Portfolios • Procedures for Policy Review • Delegations • Tiriti o Waitangi
	December	

Year 2		
Term 1	February	<ul style="list-style-type: none"> Board Responsibilities and Code of Conduct Delegations Child Protection
	March	<ul style="list-style-type: none"> Assessment Health and Safety
Term 2	May	<ul style="list-style-type: none"> Discretionary Leave Principal Professional Growth Cycle
	June	<ul style="list-style-type: none"> Teaching Staff Professional Growth Cycle Equal Employment Opportunities
Term 3	August	<ul style="list-style-type: none"> Anti-Discrimination
	September	<ul style="list-style-type: none"> Self-Review
Term 4	October	<ul style="list-style-type: none"> Education Outside the Classroom Sun Protection
	December	

Year 3		
Term 1	February	<ul style="list-style-type: none"> Board Responsibilities and Code of Conduct Delegations Complaints and Concerns
	March	<ul style="list-style-type: none"> Curriculum Delivery Behaviour Management
Term 2	May	<ul style="list-style-type: none"> Classroom Release Time Enrolment and Cohort Entry
	June	<ul style="list-style-type: none"> Recognition of Service
Term 3	August	<ul style="list-style-type: none"> International Student
	September	<ul style="list-style-type: none"> Property
Term 4	October	<ul style="list-style-type: none"> Healthy Eating Online Safety
	December	

Year 4		
Term 1	February	<ul style="list-style-type: none"> Board Responsibilities and Code of Conduct Delegations Child Protection
	March	<ul style="list-style-type: none"> Assessment Health and Safety
Term 2	May	<ul style="list-style-type: none"> Financial

		<ul style="list-style-type: none"> • Appointment
	June	<ul style="list-style-type: none"> • Privacy • Communication
Term 3	August	Board election period
	September	

ASSOCIATED POLICIES/PROCEDURES/HANDBOOKSSchool Policies, Procedures, and Other Documents

- Governance Policy
- Procedures for Board Roles and Portfolios

APPROVAL DETAILS

Review frequency: Three yearly (first Board meeting after a triennial election)
 Ratification date: 13 May 2025
 Review date: Term 4 (October) 2025

 Presiding Member

 Principal