

**HOKOWHITU SCHOOL BOARD PROCEDURES FOR POLICY AND PROCEDURE
REVIEW (2025)**Policy and Procedure Review

1. All Board policies and procedures will include the following elements:
 - a. Purpose statement (for policies only) that summarises the aim of the policy.
 - b. Numbered guidelines that clearly identify the instruments (tools or actions) that will achieve the aims of the policy or procedure.
 - c. Identification of relevant legislation, guidelines, and related school policies, procedures, and other 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 policies and procedures (not including management procedures) must be presented clearly to the Board.
 - a. Approval of any policy or procedure will be deferred if Board discussion identifies areas needing further review.
 - b. Substantive changes to policy or procedure that are approved by the Board must be recorded in the minutes.
 - c. A copy of all approved policies and procedures 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 Board policies and procedures may be approved by resolution of the Board in response to identified need.
 - a. New policies and procedures will usually be reviewed after one year before entering their normal review period.
 - b. New policies and procedures will be added to the schedule and timetable included in these procedures.
4. Existing Board policies and procedures may be retired by resolution of the Board if it is identified that they are no longer required.
 - a. Retired policies and procedures will be removed from the schedule and timetable included in these procedures.

Schedule of Board Policies and Procedures

5. The following policies and procedures apply to governance structures:
 - a. Board Code of Conduct (annual review)
 - b. Delegations (annual review)
 - c. Governance
 - d. Procedures for Board Roles and Portfolios
 - e. Procedures for Policy Review
 - f. Self-Review
 - g. Tiriti o Waitangi/Treaty of Waitangi
6. The following policies apply to finances and assets:
 - a. Financial
 - b. Property

7. The following policies apply to employment:

- a. Appointments
- b. Classroom Release Time (CRT)
- c. Discretionary Leave
- d. Equal Employment Opportunities (EEO)
- e. Recognition of Service
- f. Principal Professional Growth Cycle (Teaching Staff PGC)
- g. Teaching Staff Professional Growth Cycle (Teacher PGC)

8. The following policies apply to health and safety:

- a. Child Protection (2 yearly review)
- b. Health and Safety (2 yearly review)
- c. Healthy Food and Drink
- d. Sun Protection

9. The following policies apply to enrolment, curriculum, and assessment:

- a. Assessment (2 yearly review)
- b. Curriculum Delivery (2 yearly review)
- c. Education Outside the Classroom (EOTC)
- d. Enrolment, Entry, and Attendance

10. The following policies apply to school culture:

- a. Anti-Discrimination
- b. Positive Behaviour (2 yearly)
- c. Communication
- d. Complaints and Concerns (2 yearly)
- e. Digital Citizenship
- f. International Student
- g. Privacy

ASSOCIATED POLICIES/PROCEDURES/HANDBOOKS

School Policies, Procedures, and Other Documents

- Governance Policy
- Procedures for Board Roles and Portfolios
- Self-Review Policy

APPROVAL DETAILS

Review frequency: Three yearly (Year 1, Term 4)

Ratification date: 13 May 2025

Review date: Term 4 (December) 2025

Presiding Member

Principal

TRIENNIAL REVIEW CYCLE FOR BOARD POLICIES AND PROCEDURES

		Year 1	Year 2	Year 3	Year 4
Term 1	February		Code of Conduct Delegations	Code of Conduct Delegations	Code of Conduct Delegations
	March		Child Protection Complaints & Concerns	Appointments EEO	Child Protection Complaints & Concerns
Term 2	May		Health and Safety Positive Behaviour	Classroom Release Time Enrolment & Attendance	Health and Safety Positive Behaviour
	June		Assessment Curriculum Delivery	Teaching Staff PGC Principal PGC	Assessment Curriculum Delivery
Term 3	August	<i>Board election period</i>	Financial Property	Discretionary Leave Recognition of Service	<i>Board election period</i>
	September		Anti-Discrimination Tiriti o Waitangi	Digital Citizenship Healthy Food and Drink Sun Protection	
Term 4	October	Code of Conduct Delegations Governance Roles and Portfolios	Communication Privacy	EOTC International Student	
	December	Self-Review Policy Review			