SchoolDocs
Policies and Procedures

2024 Review Schedule and Board Assurances

BOARD ASSURANCES

The principal assures the board through regular reporting that the school complies with legislative and regulatory requirements, that relevant policies and procedures are up to date, and that appropriate actions have been taken. Some assurances may not be relevant to all schools.

REVIEW SCHEDULE

Reviews are open to the whole school community. Boards are welcome to review all topics, but should focus on shaded rows with (board) beside the topic. Optional topics are indicated with an asterisk *.

TOPIC(S)	ACTIONS
Risk Management (every term)	• Assure the board that identified hazards are being monitored/controlled (including risks to student safety and wellbeing) and that measures are being re-evaluated to check their adequacy. This includes sun protection and EOTC activities.
Planning and Preparing for Emergencies, Disasters, and Crises (every term)	• Assure the board that there are emergency plans in place that provide emergency and evacuation procedures. Confirm that planning and procedures are up to date and in hard copy, and emergency supplies are checked and up to date. • Assure the board that trial evacuations have been completed every term.

TERM 1

- Te Tiriti o Waitangi (board)
- Board Responsibility (board)
- Parent Involvement
- Communicating with Parents
- Community Conduct Expectations
- School Character / Special Character * (board)
- **DOCUMENTATION AND SELF-REVIEW POLICY** (board)
  Review main board-level policy
- School Planning and Reporting
- Reporting to Parents on Student Progress and Achievement

TOPIC(S)	ACTIONS
School Planning and Reporting	• Assure the board that the strategic plan is submitted to the Ministry of Education by 1 March; that the annual implementation plan for the current school year is published by 31 March; that annual financial statements have been sent to the school auditor by 31 March; that the annual report (including audited financial statements) is submitted to the Ministry of Education by 31 May; and that the annual report is published as soon as practicable following this.
Learning Support	• Assure the board that teachers of students with learning support needs have a sound understanding of student needs, and systems are in place to support these students.
Health Education	• Assure the board that at least once every two years a consultation with the school community has occurred, and a statement on the delivery of the health curriculum has been adopted.
Safety Management System *and* Worker Engagement, Participation, and Representation	• Assure the board that the school safety management system aligns with board duties under the Health and Safety at Work Act 2015, including ensuring the safety of workers, providing a safe environment for workers and other people at the school, and minimising risks to health and safety. • Assure the board that workers have had the opportunity to participate in improving workplace health and safety.
Healthcare (also see subtopics)	• Assure the board that the policies and procedures relating to first aid, recording and notification of accidents, and managing, administering, and recording medication are up to date and implemented correctly.
Digital Technology and Online Safety	• Assure the board that Digital Technology and Online Safety policies to promote internet safety and prevent bullying are being implemented correctly. Report on any breaches in digital safety.
Boarding House/Hostel Policies *	• Assure the board that the boarding house/hostel provides a safe emotional and physical environment that supports the learning of boarders enrolled at the school.

TERM 2

- **EMPLOYER RESPONSIBILITY POLICY** (board)
  Review main board-level policy
- Appointment Procedure (board)
- Equal Employment Opportunities
- Teacher Relief Cover
- Safety Checking (board)
- Police Vetting
- Classroom Release Time (primary) Timetable (composite and secondary)

TOPIC(S)	ACTIONS
Safety Checking *and* Police Vetting for Non-Teachers	• Assure the board that all children's workers employed or engaged by the school have been safety checked before their appointment. Confirm that children's workers have been safety checked as required within 3 years of the previous check. • Assure the board that any non-teaching staff (who are not registered teachers or holders of a limited authority to teach) are police vetted, and any contractors and their employees have been police vetted if they may have unsupervised access to students during normal school hours. Confirm that police vets have been completed every 3 years.
Teacher Registration, Certification, and Police Vetting	• Assure the board that all teachers are registered and hold a current practising certificate, or have a limited authority to teach, and are therefore police vetted. Confirm that any provisionally certificated teachers have received appropriate induction and mentoring.
Performance Management	• Assure the board that the school annually assesses the principal against professional standards, and regularly assesses the performance of teachers.
Appointment Procedure, Staff Conduct *and* Professional Development	• Assure the board that procedures for staff selection and appointment are being implemented correctly, including identity and registration checks, and board delegation for appointment committees. Confirm that supporting policies for induction, staff conduct, and professional development are being implemented.
Equal Employment Opportunities	• Assure the board that the school complies with the Equal Employment Opportunities (EEO) policy and that a statement on EEO is included in the annual report (including any issues from the previous year).
Child Protection *and* Abuse Recognition and Reporting	• Assure the board that the Child Protection policy is in use, being implemented correctly, and is publicly available. • Assure the board that staff are engaged with the Abuse Recognition and Reporting policy, including indicators of abuse and procedures for reporting abuse.

TERM 3

- Concerns and Complaints (board)
- Media
- Performance Management (board)
- Professional Development
- Protected Disclosure (board)
- Staff Conduct
- Staff Leave

TOPIC(S)	ACTIONS
Student Attendance	• Assure the board that student absences are correctly recorded, monitored, and followed up.
Reporting to Parents on Student Progress and Achievement	• Assure the board that teachers have used good quality assessment information to report to each student and their parents/caregivers at least twice a year on student progress and achievement.
Searches, Surrender, and Retention of Property	• Assure the board that all procedures relating to search, surrender, and retention have been followed. Confirm that a written record has been kept of all surrenders and searches, and retention of any property held for more than 2 nights. • Assure the board that authorisation of non-teaching staff is specified in writing, and that staff members receive a copy and acknowledge the receipt in writing.
Minimising Physical Restraint	• Assure the board that all procedures relating to physical restraint have been followed, and that all requirements to notify, monitor, and report have been met. Confirm that any non-teaching staff have been authorised in writing. Assure the board that staff authorised to apply restraint receive appropriate training and support.
Stand-down, Suspension, and Exclusion	• Assure the board that the school complies with the correct procedures and reporting requirements relating to stand-down, suspension, and exclusion/expulsion.
School Records Retention and Disposal	• Assure the board that the school has complied with the Public Records Act 2005 in relation to the retention and disposal of school records.
Safety and Welfare for Students on Work Experience *	• Assure the board that work-based learning and work experience situations for students meet the required welfare and safety conditions.

TERM 4

- **FINANCE AND ASSET MANAGEMENT POLICY** (board)
  Review main board-level policy
- Managing Income and Expenditure (board)
- Financial Conflicts of Interest (board)
- School Donations and Student Activity Payments / Attendance Dues and Other Income
- Expenditure
- Asset Management and Protection (board)
- Property Planning and Maintenance
- Prevention of Bribery, Corruption, Fraud, and Theft

TOPIC(S)	ACTIONS
School Year, Terms, and Holidays	• Assure the board that the school has been open for the statutory number of half-days and hours per day in the current year. Inform the board of the dates and number of half-days for instruction for the next year.
Managing Income and Expenditure *and* Expenditure	• Assure the board that the school has complied with section 155 of the Education and Training Act, and appropriate provisions of the Crown Entities Act 2004 relating to borrowing. • A nominated board member assures the board that they have completed three random checks of the processes and authorisations used to make payments to staff members, particularly the payments made to the principal, anyone related to the principal, and others in the school with payroll responsibilities.
School Donations and Student Activity Payments (government scheme only)	• Assure the board that if the school has opted into the government donation scheme, this has been decided in consultation with the school community, and the community has been notified of this decision. If the school has opted in to the scheme, assure the board that the school has not asked for donations, except for overnight camps.
Gifts	• Assure the board that all financial gifts can be properly accounted for, and the nature of gifts given is reasonable and proportionate to the reason they are given.
School Swimming Pool *	• See **School Swimming Pool** on your SchoolDocs site for the board assurance relevant to your swimming pool.
Daily School Bus *	• See **Daily School Bus** on your SchoolDocs site for the board assurance relevant to your bus type.
International Learners Review *	• Assure the board that the school has completed a self-review of how it is meeting Code of Practice requirements and that the self-review attestation will be submitted by the due date (1 December) each year.