



NAG 6

NAG 6 LEGISLATORY

- 6.1 BOT
- 6.2 Attendance
- 6.3 Smokefree
- 6.6 Hākinakina



BOARD OF TRUSTEES

Board of Trustees

Procedures:

1. The Board meet regularly at appropriate intervals to discuss issues pertaining to curriculum, employment, finance and property.
2. Where possible and/or necessary, there is whānau involvement in the decision making process.
3. The Board directs as many points for discussion as possible to the whānau via Pā Harakeke, presenting and recommendations as required
4. The Board can over-ride a whānau based decision, however this would not be done lightly, e.g. issues involving legality, under advisement of an appropriate authority, e.g. NZSTA. However, before this step is taken, there is further consultation with the whānau in an attempt to resolve the issue in-house.
5. The Board is to ensure that an annual review of all personnel policies and procedures occurs. The review and development process is to involve whānau.
6. The current Board will determine the most appropriate use of any funding generated by Board of Trustees positions.

Responsibilities

1. *Election:*
 - a. The whānau are responsible for the appointment of a Returning Officer, at the appropriate time.
 - b. The Returning Officer is then responsible for the correct running of the election for the Board of Trustees.
2. *Duties:*
 - a. The position of Kaihono, Secretary and Treasurer will each fulfil their responsibilities as required.
 - b. Remaining Board members must also fulfil any responsibilities assigned to them.
 - c. *The School Board has overall management responsibility for the school, including certain legal obligations covering responsibility for property, personnel, the proper management of school finances, reporting to the Ministry and school community, and the Charter undertakings.*

School Boards ensure effective delivery of the curriculum, employ and dismiss staff, establish goals, develop and review policies, monitor performance and employ, support and manage the Principal.

While the ultimate authority for the school system rests with the Ministry and School Boards, other stakeholders have key roles in the delivery of education. Parents and caregivers, students, principals and staff all contribute as members of the partnership.

(An introduction to Trusteeship/A Guide for School Trustees. NZ School Trustees Association.)



BOARD OF TRUSTEES

Documentation:

1. Education Act 1989.
2. Ministry of Education Board of Trustees information booklet.
3. NZSTA 'An Introduction to Trusteeship' guide.
4. National Education Guidelines (NEGs and NAGs)
5. Te Aho Matua
6. Pā Harakeke policy
7. Local Authorities (Members' Interests) Act 1968.
8. Privacy Act 1993.
9. Local Government Official Meetings and Information Act 1987.



Procedure

Attendance Procedure

Linkages: (documentation, legislation, link to policy)

1. Education Act 1989, sections 25 and 31 and sections 65A-65E.
2. Attendance registers.
3. NAG 6.
4. Ministry of Education circulars re: 'Non-enrolment'.
5. Ministry of Education circulars re: terms and prescribed half days per year.
6. Public Holidays Act.
7. www.minedu.govt.nz/attendance

Procedure (Actions to be taken)

1. Attendance:
 - a) Student attendance will be recorded daily, at the beginning of the school day by the Classroom teacher on the Assembly Student Management System using the approved attendance codes. This must be done by 9:30am.
 - b) Relief teachers will record attendance on a classroom list and send this list to the Tari by 9:30am. The Tari will then input attendance on the Assembly Student Management System.
 - c) If absence is unknown the Tari will then contact the parents. If unable to contact the parents the student's absence will be marked as unknown (?).
 - d) After 3 consecutive unknown absences the Tumuaki and/or SMT will then be notified and will try and contact the parents or visit the student's house. If there is still no contact with the parents the Truancy Officer will then be notified.
 - e) Taura whose attendance causes concern will be monitored and regular communication will be established with the mātua.
2. Attendance Definitions:
 - a) **Present** – are those students who are present in class, or at another location in or outside the school and participating in a school-led and controlled activity.
 - b) **Justified absence** – occurs when the reason for a student's absence fits within the school's policy as a justifiable reason for the student's absence.
 - c) **Unjustified absence** – are full-day absences which are either unexplained, or the reason for the absence is not within the school's policy as a justifiable reason for the student to miss school.
 - d) **Intermittent unjustified absence** – occurs when a student is absent for part of a morning (or afternoon) without justification.
 - e) **Overall absence** (or non-attendance) – the sum of justified absence, unjustified absence and intermittent unjustified absences.
 - f) **Truancy** – the sum of unjustified absence and intermittent unjustified absence.
 - g) **Non-enrolment** – after 20 consecutive days of continuous unjustified absence, a school removes a student from their roll (ENROL) and a referral is made to the Attendance Service.



Procedure

2. Terms:

- a) School terms will be set to comply with the minimum 'number of days open' (as determined by the Ministry of Education), and will take into consideration any teacher only days that may be scheduled.
- b) Kura hours are from 9.00am to 3.00pm, for four (4) terms per year.
- c) Taura should not arrive before 8.30am, and should be collected no later than 3.30pm.
- d) The Kura is to be informed of any tamaiti/tamariki that are to be late or absent.
- e) Mātua will be encouraged to ensure their tamaiti/tamariki is at Kura on time.

4. All public holidays will be observed.

5. Closures for any other reason will adhere to the relevant regulations.

Documentation

NEXT REVIEW DATE

➤ <<Term , Year>>

KAIHONO: *Materoa Mar*

SIGNATURE: _____

TUMUAKI: *Denise Marshall*

SIGNATURE: _____

DATE: _____



SMOKEFREE PROCEDURE

Smokefree Procedure

Rationale:

That Te Kura Kaupapa Māori o Manawatū provide a smoke free environment in the interests of taura, staff and whānau.

- To comply with legislation
- To prevent detrimental effects of smoking on the health of any non-smoking person whilst in the Kura environment.

Guidelines:

Smoking is prohibited, in support of the 'Auahi Kore' message, and in a bid to improve awareness within our Kura whānau of the damages caused by smoking and tobacco-related illnesses.

Procedures:

1. All areas within the boundary of Te Kura Kaupapa Māori o Manawatū, 88 Rhodes Drive, Palmerston North, are designated as smoke-free.
2. This procedure is enforceable at all times, inside and outside of school hours.

Outcome:

Students are well prepared for the transition into Kura Tuarua, and have an idea about what line of employment they would like to pursue, or study towards.



HAKINAKINA PROCEDURE

6.6 Hakinakina Procedure

Guidelines:

1. An Ohu Hākinakina and whānau representatives will be appointed and chaired by the Tumuaki.
2. The Ohu Hākinakina has the overall responsibility for the promotion and organisation of sports programmes.
3. The Ohu Hākinakina is responsible for implementing policy, organisation of awards and sports development in the Kura.
4. The Ohu Hākinakina is responsible for the development of all planning, goal setting, targets and strategies as they relate to sport.
5. A budget is allocated annually and administered by the Ohu Hākinakina.
6. Staff are encouraged and supported in their involvement in sport.
7. The Ohu Hākinakina reports regularly to the whānau on sporting matters through pānui, hui and other media as required.
8. The Fair Play charter is followed.
9. Sporting opportunities are available to all taura.