

## FLEMINGTON SCHOOL POLICY – NAG 2 POLICY WRITING.

### **RATIONALE**

Policy writing is the process by which the Board of Trustees lays out the scaffold that will support good governance practice and provide the guidelines for action on issues regarded as significant by the School Community, in addition to those policies specifically required by the Charter and the Ministry of Education and in line with NZSTA guidelines.

Policies give guidance to the Board and community in implementing the requirements outlined in the National Education Guidelines (NEG's) and National Administration Guidelines (NAG's).

### **PURPOSES**

- To provide broad guidelines through which the Charter can be implemented including the Mission, Vision, Goals, Annual Plan, Strategic Goals, and Monitoring of Student Achievement
- To provide reference points for Staff, Board of Trustees and the School Community regarding expectations and legislation.

### **GUIDELINES**

1. The number and type of policies should be developed in consultation with agencies such as NZSTA and MoE, and kept to a minimum.
2. Policies should be underpinned by procedural documents that give clear direction to the intent and purpose of the policy.
3. Policy writing is a shared process developed within the School Community.
4. All policy is to be approved by the B.O.T.
5. Policy should be in clear language, in point form, of limited length and in uniform style.
6. Policy drafting committees should contain at least one B.O.T. member and other various persons (e.g. staff, parents, community members, specialists) where necessary.
7. Policies on controversial issues should be drafted only after wide discussion.
8. Policies should be reviewed as required.
9. Policies should be publicised when appropriate and be available for inspection.
10. The following check list should be referred to when drafting policy.
  - a. Why is the policy needed?
  - b. How will the Policy be implemented?
  - c. Who will be involved in the writing?
  - d. Is the intended Policy covered somewhere else or related to another policy area?
  - e. Is it within our mission statement?

### **SUMMARY**

Well written policies provide clear guidelines needed to achieve charter goals in broad areas.

Reviewed:

Next Review Date:

Amended:

Signed: