



GOVERNORS BAY SCHOOL

School Administration and Management Procedure

Governors Bay School complies with all general administration requirements.

In order to meet these requirements :-

The Board of Trustees will develop and implement:

- School Planning and Reporting (*refer P & R Master*)
- Procedures to ensure the Board of Trustees is properly elected and constituted (*refer Education Amendment Act No. 4 1991*)
- Procedures to ensure Board meetings are run properly – (*Reference Model Standing Orders for Meetings of Public Bodies 1993*)
- An ongoing programme of BOT operational review (*refer P & R Master*)
- An ongoing programme of policy/procedure review (*refer P & R Master*)

The Principal and Staff (*Management*) will develop and implement:

- Student achievement Annual Planning (*Refer P & R Master*)
- Attendance registers (*See general procedures*)
- General procedures for school administration
- Procedures for stand-down and expulsion – Leadspace
- Procedures for community partnership activity
- Procedures to ensure Treaty of Waitangi considerations are implemented
- Length of school day - Five hours teaching and learning time.
- Length of school year - 394 half days per year.

Through the development and implementation of sound administrative practice Governors Bay School ensures all legal administrative requirements are met.

Policy introduced: May 2005

REVIEW STATUS:

<i>Signed (BOT Chairperson)</i>	<i>DATE</i>	<i>REASON</i>	<i>REVIEW DATE</i>
	___ / ___ / ____	<i>BOT REVIEW</i>	<i>April 2010</i>
		<i>NEXT REVIEW</i>	<i>April 2012</i>