



1.1

POLICY CURRICULUM DELIVERY

"To live, learn and love with Jesus, being the best we can be"

The Board and Principal of St. Theresa's Catholic School will ensure the delivery of a balanced and holistic curriculum based on the New Zealand Curriculum and the Religious Education Programme for Catholic Primary Schools in Aotearoa.

The curriculum will be implemented in accordance with the National Education Guidelines and tailored to the needs of the children of this school.

Updated March 2019



1.2

POLICY CATHOLIC CHARACTER

"To live, learn and love with Jesus, being the best we can be."

Rationale

The Private Schools' Conditional Integration Act 1975 provides for integrated schools to deliver education with a Special Character. For St Theresa's Catholic School, this is the **Catholic Character** and will be referred to as such in all documents and statements.

St Theresa's will provide a faith enriched education within a supportive Roman Catholic Environment.

The school will teach the children to:

- Grow in the knowledge of their faith, including Biblical knowledge, the traditions and rituals of the Church and school, and begin a developing prayer life.
- Have a clear understanding of the school Gospel values which they demonstrate through their social responses and actions.
- Have a sense of connectedness with their families to the school, parish and wider communities.

Guidelines

- The Catholic Character of the school will be reflected in its programmes, policies and practices.
- The school Gospel values will be reflected in the daily life of the school.
- Prayer will be integral to the life of the school.
- The parish and school partnership will be promoted as essential in sustaining the Catholic Character of the school.
- The national Religious Education programme will form the basic course of religious instruction at the school.
- Assessment is an integral part of the learning process in Religious Education.
- Professional development will support the school's Catholic Character.
- Through its catholic life and the practice of pastoral care based on the Gospel values, the school will foster in its children, a love of God, of one another and of the world around them.

Updated March 2019



2.1

POLICY REPORTING TO THE BOARD

"To live, learn and love with Jesus, being the best we can be"

The Principal reports to the Board as a whole and keeps it informed of the true and accurate position of the outcomes of:

- All programmes and services;
- Personnel movement;
- Financial position;
- All matters having real or potential legal considerations for our school,

As per the Operations Manual procedure 2.1.1 Reporting to the Board.

The Principal will adhere to the reporting schedule as outlined in the Board of Trustees Three Year Work Plan/Triennial Review Programme and from time to time, report on any additional matter requested by the Board within the specified timeframe.

Thus the Board is supported in its strategic decision-making and risk management.

Updated April 2019



2.2

POLICY SELF REVIEW

"To live, learn and love with Jesus, being the best we can be"

The Board and Principal of St. Theresa's Catholic School will implement processes of self-review that identify strategies for continuous improvement which ensure that quality learning and teaching take place and that St. Theresa's Catholic School is, in spirit and in practice, a Catholic School.

Two main programmes of self-review will be implemented on 3-year cycles:-

- Operational
- Governance

Details of these cycles will be clearly outlined in the Board of Trustees Three Year Work Plan/Triennial Review Programme.

The Board of Trustees' audit committee provides support to the Board and Principal in implementing the self-review cycles.

Updated April 2019



3.1

POLICY PERSONNEL

"To live, learn and love with Jesus, being the best we can be"

The Board delegates responsibility to the Principal on all matters relating to the management of staff in the expectation that they will be managed in a sound, fair and respectful manner in accordance with the current terms of employment documents.

Therefore, the Principal will:

1. Ensure that employees are not discriminated against on other than clearly job-related criteria, individual performance or qualifications
2. Ensure all employees their rights to personal dignity, safety and access to an approved and fair internal grievance process
3. Ensure that all required staff are registered or have a current Limited Authority to Teach.
4. Provide all staff an employment agreement
5. Provide a suitable professional development programme which takes into consideration the requirements of the strategic and annual plan
6. Carry out annual performance appraisals
7. Meet current employment legislation
8. Meet the current requirements of the Health & Safety in Employment Act 2015
9. Provide a smoke free environment
10. Provide Protective Disclosure protection.

Updated April 2019



3.2

POLICY

FINANCIAL SUPPORT FOR STAFF STUDY

"To live, learn and love with Jesus, being the best we can be"

Staff who wish to undertake tertiary-level study to further their own professional learning are welcome to apply for financial support to contribute towards their study costs.

Each case will be decided on its own merits with the following being taken into consideration:

1. The length of service of the staff member making the application;
2. The benefit to the school of the course of study the staff member is undertaking;
3. Scholarships or alternative funding support the staff member has applied for or is already receiving;
4. The number of papers the staff member is planning to undertake to complete the course of study;
5. The total spend, which will need to be in accordance with the annual budget.

Release time from teaching will not be part of the support provided.

Should funding be granted for study, the amount provided would be up to a maximum of 50% of the course costs and possibly subject to the following conditions should the Board wish to invoke either or both of these conditions:

- That in return for funding, the recipient would agree to continue at the school for a set amount of time following completion of the course. Should the recipient leave before that time, the Board has the right to request a full or partial reimbursement.
- The request for a full or partial reimbursement might also be applied in the case of failure to pass the course.

Should the Board wish to apply either or both of the conditions above, the recipient will be required to sign an agreement outlining these conditions as appropriate.

Updated April 2019



3.3

POLICY

RESPONSIBILITIES OF THE PRINCIPAL

"To live, learn and love with Jesus, being the best we can be"

The Principal is the professional leader of the school and works in partnership with the Board of Trustees. As the Board's chief executive the Principal shall lead from the front in ensuring that any and all practices, activities or decisions are ethical, lawful, prudent and which are consistent with the Board's Charter or expressed values or commonly held professional ethic.

The Principal is responsible for overseeing the implementation of board policy.
(Refer to Governance Policy 8 - The Relationship between the Board and the Principal Policy).

The responsibilities of the Principal will include:

1. Meet the requirements of the current job description
2. Meet the requirements of the Principal's Professional Standards
3. Act as the education leader of the school
4. Manage the school effectively on a day-to-day basis within the law and in line with board policies
5. Develop an Annual Plan in line with the board's Strategic Plan and seek approval from the board by 1 March each year
6. Implement the (annual) operational plans and give priority to the school's annual targets.
7. Use resources efficiently
8. Put good employer policies into effect
9. Approve staff attestation for salary increments
10. Allocate pay units for management positions
11. Oversee teacher appraisals and staff professional development
12. Hire, deploy and terminate relieving and auxiliary staff positions
13. Be a good steward of the assets (financial and property)
14. Communicate with the community on operational matters
15. Keep the Board informed of information important to their role
16. Report to the board on the compliance with their policies
17. Organise operations within the boundaries of prudence and ethics established in board policies on Operations
18. Act as Protected Disclosures Officer and ensure procedures are in place to meet the requirements of the Protected Disclosures Act 2000." [see STA Link 2001/01]
19. Appoint, on behalf of the Board, the Privacy Officer and EEO Officer.

Updated April 2019



3.4

POLICY

APPOINTMENTS

"To live, learn and love with Jesus, being the best we can be"

To assist in the appointment of quality staff to any vacancy which may arise, an appointment committee, with expertise relevant to the vacancy, will be selected to carry out the appropriate appointment procedures.

The Principal will:

1. Meet legal requirements
2. Act as a good employer
3. Appoint the best person for the job
4. Determine the composition of the various appointment committees taking into account the following:-
 - a) Appointment of the Principal is the responsibility of the Board which will determine the process
 - b) Appointment of the Deputy Principal, head of the departments /senior teachers will involve an appointment committee consisting of the Principal , the Board Chairperson and further trustees where deemed necessary (in particular refer notes (d) and (e))
 - c) Unless determined otherwise by the Board, appointment of all other teachers, long term relieving teachers and non-teaching staff will be responsibility of the Principal in consultation with the Board Chairperson or delegate where deemed necessary
 - d) A Proprietor's Appointee needs to be included on all appointment committees
 - e) Being wary of any conflict of interest as per Governance Policy 3

Updated 2019



3.5

POLICY

EQUAL EMPLOYMENT OPPORTUNITIES (EEO)

"To live, learn and love with Jesus, being the best we can be"

The St Theresa's Catholic School Board of Trustees will fully comply with the requirements of the State Sector Act 1988 relating to providing fair opportunities for all employees and potential employees to gain employment at the school.

Therefore;-

- An EEO coordinator will be appointed (this may be the Principal)
- An EEO programme will be developed and the implementation monitored by the Board
- All school policies, practices and procedures will be reviewed having due regard to EEO consideration.

Updated April 2019



3.6

POLICY DISCIPLINARY PROCESS IN RELATION TO THE PRINCIPAL

"To live, learn and love with Jesus, being the best we can be"

In the event the Board determines that a policy violation(s) has(have) occurred and the Board judges the degree and seriousness of the violation(s) to warrant initiating a disciplinary process, the Board shall seek free advice in the first instance from an NZSTA Industrial Advisor and follow due process.

Updated April 2019



4.1

POLICY

FINANCIAL PLANNING & CONDITIONS

"To live, learn and love with Jesus, being the best we can be"

Financial Planning

The Board of Trustees has the overall responsibility for the financial management of the school but delegates the day-to-day management of the school's finance and budget to the Principal. The Principal, in association with the Finance Committee, is responsible for recommending an annual operating and capital budget to the Board within the timelines specified in the Finance Committee terms of reference.

Budgeting should reflect the annual plan and show a generally acceptable level of foresight. It should not risk financial jeopardy. Thus the budget must:

1. Reflect the results sought by the Board
2. Reflect the priorities as established by the Board
3. Comply with the Board's requirement of a balanced budget
4. Ensure adequate working capital
5. Demonstrate an appropriate degree of conservatism in all estimates

Financial Condition

The financial viability of the school must be protected at all times. The Board understands that the possibility of theft or fraud cannot be entirely eliminated however the Principal is required to show there are in place safeguards and robust, clear procedures to minimise the risk of either event. Reference should be made to 5.4 of the Financial Information for Schools Handbook (FISH). Therefore the Principal shall:

1. Not incur unauthorised debt
2. Not violate generally accepted accounting practices or principles
3. Not use tagged funds for purposes other than those approved
4. Not spend more funds than have been allocated in the fiscal year without prior board approval
5. Ensure all money owed to the school is collected in a timely manner
6. Make timely payments to staff and other creditors
7. Not sell or purchase unauthorised property
8. Ensure that all relevant government returns are completed on time
9. Ensure that no one person has complete authority over the school's financial transactions
10. Not make any purchase:
 - a. Of over \$1000 without having obtained comparative prices and quality
 - b. Of over \$1000 without an adequate review of ongoing costs, value and reliability
 - c. Of over \$1000 on a single item without first seeking board approval

Updated April 2019



4.2

POLICY ASSET PROTECTION

"To live, learn and love with Jesus, being the best we can be"

Assets must be protected, adequately maintained and not subject to unnecessary risk. The Board of Trustees is responsible for over viewing the programming and funding of general maintenance of the school grounds, buildings, facilities and other assets to provide a clean, safe, tidy and hygienic work and learning environment for students and staff. Accordingly, the principal must:

1. Ensure all assets are insured
2. Only allow authorised personnel or groups to handle funds or school property
3. Ensure plant and equipment is not subject to improper wear and tear or insufficient maintenance or inappropriate use
4. Maintain an up to date asset register for all items of furnishing, plant machinery, equipment, text and library books costing more than \$500.00
5. Ensure the implementation of the 10 year property maintenance plan
6. Engage sufficient property maintenance staff for the school within budget limitations
7. Receive Board approval for maintenance contracts over \$1000 for any one contract
8. Conduct competitive tenders for all contracting
9. Protect intellectual property, information and files from loss or significant damage or unauthorised access or duplication.
10. Receive, process or disburse funds under controls that are sufficient to meet the board-appointed auditor's standards
11. Invest or hold operating capital in secure accounts, or in interest bearing accounts except where necessary to facilitate ease in operational transactions

Updated April 2019



4.3 POLICY – THEFT AND FRAUD PREVENTION

"To live, learn and love with Jesus, being the best we can be"

Introduction

1. The Board accepts that it has a responsibility to protect the physical and financial resources of the School. The Board has agreed that through its chief executive, the Principal, the School has a responsibility to prevent and detect theft and fraudulent actions by persons who are employed or contracted by the School or who are service recipients of the School. The Board accepts that any investigation into any theft or fraudulent actions will be conducted in a manner that conforms to the principles of natural justice and is procedurally just and fair.
2. The Board, therefore, requires the Principal to establish systems and procedures to guard against the actions of theft and fraud. The Principal is to report such actions to the Board Chairperson as prescribed in the procedures set out below.

General

3. As preventative measures against theft and fraud the Board requires the Principal to ensure that:
 - a. The School's physical resources are kept secure and accounted for.
 - b. The School's financial systems are designed to prevent and detect the occurrence of fraud. All such systems must meet the requirements and standards as set out in the Crown Entities Act 2004 and of generally accepted accounting practice promulgated and supported by the Institute of Chartered Accountants of New Zealand.
 - c. Staff members who are formally delegated responsibility for the custody of physical and financial resources by the Principal are proven competent to carry out such responsibilities and that such persons are held accountable for the proper execution of their responsibilities.
 - d. All staff members are aware of their responsibility to immediately inform the Principal should they suspect or become aware of any improper or fraudulent actions by staff, suppliers, contractors, students or other persons associated with the School.
4. In the event of an allegation of theft or fraud the Principal shall act in accordance with the following procedures:
 - a. Decide to either immediately report the matter to the New Zealand Police or proceed as outlined in this paragraph.
 - b. So far as it is possible and within 24 hours:
 - i. Record the details of the allegation, the person or persons allegedly involved, and the quantity and/or value of the theft or fraud.
 - ii. Request a *written statement* from the person who has informed the Principal, with details as to the nature of the theft or fraud, the time and circumstances in which this occurred, and the quantity and/or value of the theft.
 - iii. Decide on the initial actions to be taken including consulting with the person who provided the information and, if appropriate, confidentially consulting with other senior members of staff about the person who is the subject of the allegation.



- iv Inform the Board Chairperson of the information received and consult with them as appropriate.
 - c. On the basis of advice received and after consultation with the Board Chairperson, the Principal shall decide whether or not a prima facie case of theft or fraud exists, and if not, to document this decision and record that no further action is to be taken.
 - d. The Principal shall then carry out the following procedures:
 - i Investigate the matter further;
 - ii If a prima facie case is thought to exist to continue with their investigation;
 - iii Invoke any disciplinary procedures contained in the contract of employment should the person be a staff member;
 - iv Lay a complaint with the New Zealand Police;
 - v If necessary, commission an independent expert investigation;
 - vi In the case of fraud, require a search for written evidence of the possible fraudulent action to determine the likelihood or not of such evidence;
 - vii Seek legal advice; or
 - viii Inform the Manager, National Operations, Ministry of Education local office and/or the school's auditors.
 - e. Once all available evidence is obtained the Principal shall consult the Board Chairperson. The Board Chairperson may, if they consider it necessary, seek legal or other advice as to what further action should be taken.
 - f. If a case is considered to exist the Principal or a person designated by them shall, unless another course of action is more appropriate:
 - i Inform the person in writing of the allegation that has been received and request a meeting with them at which their representative or representatives are invited to be present.
 - ii Meet with the person who is the subject of the allegation of theft or fraud and their representatives to explain the complaint against them.
 - iii Obtain a verbal or preferably a written response (all verbal responses must be recorded as minutes of that meeting, and the accuracy of those minutes should be attested by all persons present).
 - iv Advise the person in writing of the processes to be involved from this point on.
5. The Board recognises that supposed or actual instances of theft or fraud can affect the rights and reputation of the person or persons implicated. All matters related to the case shall remain strictly confidential with all written information kept secure. Should any delegated staff member or any other staff member improperly disclose information the Principal shall consider if that person or persons are in breach of confidence and if further action is required. Any action the Principal considers must be in terms of the applicable conditions contained in their contract of employment and any code of ethics or code of responsibility by which the staff member is bound.
6. The Board affirms that any allegation of theft or fraud must be subject to due process, equity and fairness. Should a case be deemed to be answerable then the due process of the law shall apply to the person or persons implicated.
7. Any intimation or written statement made on behalf of the School and related to any instance of supposed or actual theft or fraud shall be made by the Board Chairperson who shall do so after consultation with the Principal and if considered appropriate after taking expert advice.

Allegations Concerning the Principal or a Trustee

8. Any allegation concerning the Principal should be made to the Board Chairperson. The Chairperson will then investigate in accordance with the requirements of paragraph 4 of this Procedure.



9. Any allegation concerning a member of the Board of Trustees should be made to the Principal. The Principal will then advise the manager of the local office of the Ministry of Education and commence an investigation in accordance with the requirements of paragraph 4 of this Procedure.

Approval:

10. When the Board approved the policy, it was agreed that no variations of this policy or amendments to it can be made except by the unanimous approval of the Board.
11. As part of its approval, the Board requires the Principal to circulate this policy to all staff and for a copy to be included in the St. Theresa's Catholic School manual, copies of which will be available to all staff. The school policy manual shall also be made available to students and parents at their request. The Board requires that the Principal arrange for all new staff to be made familiar with this policy and other policies approved by the Board.

Updated April 2019



5.1

POLICY HEALTH & SAFETY

"To live, learn and love with Jesus, being the best we can be"

St Theresa's Catholic School, operating as a Person Conducting a Business or Undertaking, under the Health & Safety Work Act 2015, will take all practicable steps to ensure the safety of staff, students, visitors and contractors by complying with relevant Health & Safety legislation, standards and codes of practice.

This is achieved by

- All staff having individual responsibility for health and safety and ensuring staff are consulted on and given the opportunity to participate in, health and safety management.
- All staff
 - Being informed of,
 - Understanding, and
 - Accepting their responsibility for Health & Safety, eliminating or minimising the potential for harm to people at their workplace, including contractors, other staff and visitors being informed of any results of our monitoring their work area, as well as being provided with appropriate orientation, training and supervision which will be recorded in the Health & Safety Staff training register.
- Ensuring union and other employee representatives are consulted regarding health and safety management.
- Ensuring the school has an effective method for identifying hazards and recorded in the Hazard Register. Significant hazards will then be controlled by:
 - Eliminating or isolating any hazard that arises out of the school or school environment likely to cause harm to staff, students or other people
 - Minimising the effects of hazards, if they cannot be practicably eliminated or isolated.
- Creating and maintaining a safe working and learning environment. This includes;
 - Providing facilities for staff health and safety at work
 - Supporting the rehabilitation and safe and early return to work for injured employees
 - Ensuring there is zero tolerance to bullying and effective procedures are in place for dealing with bullying
 - Developing and maintaining procedures around the safe and responsible use of the internet and related communication technologies for staff, students and visitors
 - Having effective procedures for the hiring and monitoring of contractors, ensuring they have comprehensive Health & Safety plans and procedures in place and being accountable for their safety and for that of other visitors.
- Having in place, plans and procedures for all foreseeable emergencies that may arise in the workplace (the Emergency Management Plan).
- Accurate recording, reporting and investigating of injuries.



- Board of Trustees commitment to:
 - As Health & Safety officers, our duties and responsibilities are to ensure compliance with all relevant health and safety legislation from Health & Safety Work Act 2015 and supporting regulations from 2016.
 - Continuous improvement in health and safety
 - Ongoing evaluation, review and updating of our compliance with our health and safety programme and this policy.

Ratified August 2017



5.2

POLICY: CHILD PROTECTION

"To live, learn and love with Jesus, being the best we can be"

This policy outlines the Board's commitment to child protection and recognises the important role and responsibility of all our staff in the protection of children. It includes the Board's expectations when child abuse is reported or suspected by us.

All staff members (including contractors and volunteers) are expected to be familiar with this policy, its associated procedures and protocols and abide by them.

The Board of Trustees has an obligation to ensure the wellbeing of children in our care so they thrive, belong and achieve. We are committed to the prevention of child abuse and neglect and to the protection of all children. The safety and wellbeing of the child is our top priority. Advice will be sought through appropriate agencies in all cases of suspected or alleged abuse.

In line with the Vulnerable Children Act (2014), any person in our school/kura who believes that any child or young person has been, or is likely to be, harmed (whether physically, emotionally, or sexually) ill-treated, abused, neglected, or deprived must follow school procedures and may also report the matter to a social worker or the local police.

Although ultimate accountability sits with the Board, the Board delegates responsibility to the principal to ensure that all child safety procedures are implemented and available to all staff, contractors, volunteers and parents. Therefore, the principal must:

1. Develop appropriate procedures to meet child safety requirements as required and appropriate to the school
2. Comply with relevant legislative requirements and responsibilities
3. Make this policy available on the school's internet site or available on request
4. Ensure that every contract or funding arrangement, that the school enters into includes child protection in reference to the Vulnerable Children Act 2014 in Contractor Management documentation where required.
 1. Ensure the interests and protection of the child are paramount in all circumstances
 2. Recognise the rights of family/whanau to participate in the decision-making about their children
 3. Ensure that all staff are able to identify the signs and symptoms of potential abuse and neglect, deal with disclosures by children and allegations against staff members and are able to take appropriate action in response
 4. Support all staff to work in accordance with this policy, to work with partner agencies and organisations to ensure child protection policies are understood and implemented
 5. Promote a culture where staff feel confident they can constructively challenge poor practice or raise issues of concern without fear of reprisal
 6. Consult, discuss and share relevant information, in line with our commitment to confidentiality and information sharing protocols, in a timely way regarding any concerns about an individual child with the board or designated person
 7. Seek advice as necessary from NZSTA advisors on employment matters and other relevant agencies where child safety issues arise
 8. Make available professional development, resources and/or advice to ensure all staff can carry out their roles in terms of this policy
 9. Ensure that this policy forms part of the initial staff induction programme for each staff member

This policy will be reviewed within 3 years.

Updated November 2017



6.1

POLICY LEGISLATIVE REQUIREMENTS

"To live, learn and love with Jesus, being the best we can be"

The Board and Principal of St Theresa's Catholic School will ensure that school procedures will meet the legislative statutes and regulations as set down in the appropriate Acts, Ministry of Education circulars and the Education Gazette.

GUIDELINES:

The School will have written management procedures that are actively practiced and regularly reviewed for compliance.

These will include:

- Length of the school year
- Structure of the school year
- Attendance
- Admission to and withdrawal from school (including Preference eligibility)
- Truancy
- Suspensions and Stand downs
- Privacy
- Consultation on Health Curriculum
- Child, Youth and Family (OT) in the school

Updated November 2018



6.2

POLICY ENROLMENT

"To live, learn and love with Jesus, being the best we can be"

RATIONALE:

Enrolments at St Theresa's Catholic School will comply with the Private Schools Conditional Integration Act 1975 and the Criteria for Preference of Enrolment in Integrated Schools as per the NZ Catholic Education Office Ltd Handbook.

PURPOSE:

To establish criteria for enrolment at St Theresa's Catholic School that maintains the Catholic Character of the school and that meets the requirement of relevant legislation.

The BOT has set the following enrolment criteria with processes delegated to the Principal.

1. Preference Certificates are issued by the Parish Priest or his designated nominee. A preference certificate defines eligibility, not enrolment.
2. The number of non preference students must not exceed 5% of the maximum role of the school. Siblings of current non preference students need to be planned for as they cannot legally take priority. If this situation was to arise, the Principal will contact the Vicar for Education.
3. The determination of priority of enrolment when the school is approaching its maximum roll will use the following guidelines;-
 - a) siblings of current preference students
 - b) five year old preference students whose families have an active* association with St Theresa's Parish
 - c) preference students who are children of staff members
 - d) preference students transferring from another Catholic school (out of the Porirua area)
 - e) all other preference students
 - f) siblings of current non-preference students
 - g) new non preference students
4. Waiting list criteria when maximum roll is exceeded. Priority will be given:
 - a) according to 3. above
 - b) according to the date of their enrolment

** Where required, what constitutes 'active association' will be determined by the Board of Trustees and could include criteria such as Parish enrolment, regular Mass attendance and community participation in Parish life through Church ministry.*

Updated June 2018