

Kaiapoi High School  
Board Policies and Procedures

**Governance Policies**

*Each of the Governance Policies are to be reviewed at the first Board meeting of the school year.*

Board Roles and Responsibilities 2021 1	Presiding Member Role 2021 2	Delegations 2021 3
Governance 2021 4	Meetings 2021 5	Overseas Trips 2021 6
Reporting to the Board 2021 7	Principal Appraisal and Expenses 2021 8	Trustee's Code of Ethics 2021 9
Self-Review 2021 10	Memorandum of Delegations 2021 11	

**Operational Policies**

Two-year cycle

Audit and Self-Review 2021 1	Complaints 2021 2	Credit Cards 2021 3
Self review of Board policies for effectiveness and appropriateness	Complaints expectation and link to complaints procedure and protected disclosure procedure	Procedures for issuing and holding a school credit card
Entertainment and Travel 2021 4	School Donations 2021 5	Child Protection 2021 6
Ensuring expenditure by the school is clearly linked to school business	Board to set donation level at the time of the school budget	Implications from the new protection
Curriculum 2021 7	Personnel 2021 8	Internet and BYOD 2021 9
Compliance and regulations	A fair, equitable and supportive environment for employees	Implications from the introduction of BYOD and the internet safety act.
International Students 2021 10	Health & Safety 2021 11	Group Student 2021 12
Protected Disclosures 2021 13	Including lockdown and COVID	International students over 10 years of age for less than 12 weeks of schooling

## Operational Procedures

3-year cycle

Self-Review 2019 (OP1)	Complaints 2019 (OP2)	Careers 2019 (OP3)
Curriculum beyond classroom 2019 (OP4)	Curriculum Planning 2019 (OP5)	Development New Programmes 2019 (OP6)
ESOL 2019 (OP7)	GATE 2019 (OP8)	Learning beyond classroom 2019 (OP9)
Monitoring Student Progress 2019 (OP10)	Removing Barriers to Learning 2019 (OP11)	School Curriculum 2019 (OP12)
Special Education 2019 (OP13)	Timetabling 2019 (OP14)	Personnel 2019 (OP15)
Workplace Behaviour 2019 (OP16)	Staff Laptops 2019 (OP17)	Group Students 2019 (OP18)
MOU – Short Term Groups 2019 (OP19)	Communicable Diseases 2019 (OP20)	Crisis 2019 (OP21)
Cyber safety 2019 (OP22)	Discipline Committee 2019 (OP23)	Drug & Alcohol 2019 (OP24)
EOTC 2019 (OP25)	Health & Safety 2019 (OP26)	Lockdown 2019 (OP27)
Privacy 2019 (OP28)	Student Safety Disclosure 2019 (OP29)	Attendance 2019 (OP30)
Copyright 2019 (OP31)	Spare 2000 (OP32)	Electronic Surveillance 2019 (OP33)
Fee Paying Students 2019 (OP34)	IT Strategy 2019 (OP35)	Library Development 2019 (OP36)
Mobile Phones & ICT 2019 (OP37)	Security 2019 (OP38)	Theft & Fraud Prevention 2019 (OP39)
Treaty of Waitangi 2019 (OP40)	Use of School Facilities 2019 (OP41)	Protected Disclosures 2019 (OP42)
Bullying 2019 (OP43)	Suspension/Stand 2019 (OP44)	