

Sacred Heart Girls' College

New Plymouth



NAG 3 - PERSONNEL

Last reviewed at BOT Meeting on 3 / 05 / 17

Chairperson: Stephen Hill

Signature: 

CONTENTS PAGE

CHARTER

School Charter

POLICY

| | |
|--|--------|
| Personnel (good employer aspect) | page 1 |
| Performance Management (including Principal appraisal) | page 2 |
| EEO | page 5 |

PROCEDURES

| | |
|---------------------------------------|---------|
| 1. Staff Employment Contracts | page 6 |
| 2. Appointments and recruitment | page 7 |
| 3. Teacher Registration | page 9 |
| 4. Complaints | page 10 |
| 5. EEO | page 14 |
| 6. Induction | page 15 |
| 7. Performance management | page 16 |
| 8. Allocation of Units | page 19 |
| 9. Staff discipline | page 20 |
| 10. Staff Leave | page 21 |
| 11. Police Vetting of staff | page 23 |
| 12. Protective Disclosure | page 24 |
| 13. Delegations to Principal | page 28 |

SUPPORTING DOCUMENTS

| Documentation | Location |
|--|---------------------------------|
| Appraisal cycle/outline | Senior Management Offices |
| EEO programme with annual review | Senior Management Offices |
| Employment contracts | Staff files / electronic record |
| Job descriptions | Staff files / electronic record |
| Ministry Gazette notices and circulars | Staffroom |
| Performance Agreements | Senior Management Offices |
| Performance development plan | Senior Management Offices |
| Performance standards | Senior Management Offices |
| Staff Handbook | Principal's PA Office |
| Registration | Staff files / electronic record |

THIS WILL BE REPORTED AS FOLLOWS

- Issues that impact on the day to day staffing in the Boards role as a good employer
- Appointments
- Progress of strategic goals
- Results of self-review



Sacred Heart Girls' College

PERSONNEL POLICY

According to legislation on employment and personnel matters, the Sacred Heart Girls' College Board of Trustees will:

- (a) Develop and implement personnel and industrial policies, within policy and procedural frameworks set by the Government from time to time, which promote high levels of staff performance, use educational resources effectively and recognise the needs of students; and
- (b) Be a good employer as defined in the State Sector Act 1988 and the Health & Safety Act and comply with the conditions contained in employment contracts applying to teaching and non-teaching staff.

THIS POLICY WILL BE READ IN CONJUNCTION WITH THE SPECIAL CHARACTER POLICY AND THE SCHOOLS' MISSION STATEMENT.



Sacred Heart Girls' College

PERFORMANCE MANAGEMENT POLICY

The Sacred Heart Girls' College Board of Trustees recognises the inclusive nature of performance management in improving and developing teaching and learning outcomes in our school.

Performance management includes: recruitment, selection, induction, appraisal, professional development, discipline, competency, dismissal, retirement and resignation.

The Sacred Heart Girls' College Board of Trustees will be a good employer as per the State Sector Act 1988 and the Employment Relations Act 2000 and subsequent amendments.

In line with this policy there will be written procedures for the following:

- Appraising the Performance of the Principal
- Staff Appointments
- Performance management (appraisal, professional development, attestation)
- Professional Development
- Staff Induction and Leaving
- Police Vetting

Competency and discipline, dismissal, retirement and resignation will be dealt with in line with the current employment agreement.

At all times relevant employment legislation and current employment agreements will be adhered to.

THIS POLICY WILL BE READ IN CONJUNCTION WITH THE SPECIAL CHARACTER POLICY AND THE SCHOOLS' MISSION STATEMENT.



Sacred Heart Girls' College

PRINCIPAL'S APPRAISAL

- The Principal's performance will be formally appraised on an annual basis by the Board Chairperson.
- The appraisal process will begin by the end of Term 1 and will conclude by the end of Term 1 of the following year.
- The Chairperson, where necessary will engage (in consultation with the Principal) persons with appropriate skill and expertise to contribute to the appraisal process especially in regard to appraising the Special Character of Sacred Heart Girls' College.
- The appraisal process will result in a written assessment of the Principal's performance and identify any training/professional; development needs for the Principal to undertake.
- Engage with Endorsing Principal, who as a current Practising Teacher Certificate (EDUCANZ)

- The Principal's performance will be formally assessed against:
 - tasks responsibilities and expectations specified in the Principal's Job Description and Employment Agreement
 - knowledge, skills and attitudes expected of the position, including the Professional Standards for Secondary Principals prescribed from time to time by the Ministry of Education and PTC's (EDUCANZ)
 - the performance objectives relating to school initiatives contained in the college's Annual Plan for which the Principal is responsible;
 - expected outcomes for the professional development being undertaken by the Principal to improve personal performance;
 - performance objectives and related indicators or criteria identified during the last appraisal cycle;
 - Professional development objective(s) and related indicators or criteria identified during the last appraisal cycle.

- There will be at least two consultative meetings (CM) between the Principal and the Chairperson during each appraisal cycle. Other meetings may be arranged as necessary. The timing and purpose of the two required CM's are:
 - CM1: February current year. This meeting will confirm the job description and appraisal objectives for the year.
 - CM2: March subsequent year: This meeting will review performance, draft a report and consider issues and processes for the next cycle.

- It is expected that a cross-section of all staff will be interviewed and /or surveyed by the Chairperson/Independent Appraiser as part of the appraisal process bi-annually.
- It is expected that members of the Board of Trustees will be interviewed and /or surveyed by the Chairperson/ Independent Appraiser as part of the appraisal process bi-annually.
- The annual budget will set aside appropriate provision to enable the process to be satisfactorily conducted.
- Comprehensive minutes will be taken of each CM and will remain confidential to the Principal and the Board Chairperson. However, following each meeting, the Board Chairperson, in consultation with the Principal, will provide a written report summarising the pertinent issues of the CM. This report will be tabled and discussed in the 'in committee' section of the meeting.
- Upon completion of the appraisal cycle a written report stating the conclusions of the appraisal will be tabled and discussed in the 'in committee' section of the Board meeting.
- All documentation relating to the annual Performance Agreement and appraisal remains confidential to the Principal and the Board.
- In the event of a dispute related to the appraisal process or its results, the Employment Problem Resolution Procedures set out in the Principal's Employment Agreement and the Employment Resolution Services contained in schedule B of the Agreement shall be used.
- The Board of Trustees has the discretion to negotiate the Principal's remuneration package.



Sacred Heart Girls' College

EQUAL EMPLOYMENT OPPORTUNITIES POLICY

The Sacred Heart Girls' College Board of Trustees will ensure that equal employment opportunities are promoted and provided within the organisation by:

1. Developing, implementing and reviewing an appropriate Equal Employment Opportunity Programme.
2. Fostering a positive climate in the workplace, which appreciates a diversity of background and individual contribution, and encourages employees to develop their potential.
3. Selecting the best person for the job on the basis of the job requirements and the ability of that person to perform the job but where it is perceived that two applicants could perform the job equally well, and they are of different sex, the appointment will be made to redress any gender imbalance in the school, department and/or administration ranks.
4. Ensuring that all Personnel policies, procedures and activities reflect the fundamental principles of the Equal Employment Opportunity Policy, in the recruitment, employment, training and promotion of its employees.
5. Identifying and providing appropriate training programmes to enable employees to best meet the requirements of their current jobs and to develop additional skills with a view to future promotion opportunities.
6. Promoting employees on the basis of performance (past, present and potential), and the willingness of the employee to accept greater responsibility.
7. Maintain a workplace free of discrimination and harassment on the basis of race, colour, ethnic or national origin, gender, religion, marital status, family responsibilities, sexual orientation, people with disabilities or age.
8. At all times relevant employment legislation and current employment agreements will be adhered to.

THIS POLICY WILL BE READ IN CONJUNCTION WITH THE SPECIAL CHARACTER POLICY AND THE SCHOOLS' MISSION STATEMENT.

STAFF EMPLOYMENT CONTRACTS

The Board of Trustees of Sacred Heart Girls' College, as a good employer, is responsible for ensuring that staff have fair and equitable treatment in all aspects of their employment. The Special Character of the College is also important in assuring these responsibilities are met.

1. Ensure the Board of Trustees is a good employer.
2. Provide the basis for appropriate professional development of staff.
3. Ensure that the working relationship between the Board of Trustees and staff is in keeping with the Special Character of the College.
4. All employees of the Board of Trustees will have a current employment contract including a current job description.
5. The Board of Trustees will follow the remuneration guidelines as set out in the contracts agreed to between the Board of Trustees and each of its employees.
6. The Board of Trustees will have in place a Performance Management System, which will include a process by which all staff will be appraised on an annual basis.
7. The Board of Trustees will ensure that appropriate professional development opportunities are available for all staff.

APPOINTMENTS AND RECRUITMENT

Senior Management is defined as the Principal, Deputy Principals and Director of Religious Studies. All other staff is defined as all teaching and ancillary staff.

The Board of Trustees is committed to employing the most suitable applicant for Senior Management, teaching and ancillary staff. The College will provide equal opportunity, consideration and encouragement in areas of recruitment selection, promotion and conditions of employment for staff.

APPOINTMENTS

Principal

An outside advisor will be employed by the Board of Trustees. The Appointment Committee will consist of Board of Trustees Representatives, Mission College New Plymouth Trust Board and the outside advisor.

Director of Religious Studies

The Appointment Committee will consist of the Mission College New Plymouth Trust Board, the Board of Trustees and the Principal.

Senior Management

The Appointment Committee will consist of the Board of Trustees and the Principal.

Head of Faculty

The Principal appoints and the Board of Trustees ratifies the appointment.

1. All positions shall be appropriately advertised. In the case of teaching positions this would usually include advertisement in the New Zealand Education Gazette. The advertisement of positions, assembly of job descriptions and other relevant information is the responsibility of the Principal except where the position advertised is that of the Principal.
2. Whenever practical a range of suitable candidates shall be interviewed prior to an appointment being made. The interview panel should include at least the Principal and the relevant Head of Faculty.
3. All candidates for a position at the College must supply references and the names of at least two referees.
4. The College shall endeavour to appoint New Zealand Teachers' Council registered teachers to all academic positions. In cases where this is not possible, the Principal may (in cases of assistant teachers) appoint a person of good character with appropriate qualifications and experience who has obtained a Limited Authority to Teach from the New Zealand Teachers' Council.

5. All appointments are made subject to the receipt of a satisfactory safety check on the appointee (including police report and reports of two professional referees). Undisclosed criminal convictions shall be considered as grounds for dismissal.
6. The Board of Trustees will review all senior staff job descriptions before appointing senior staff.
7. The Board of Trustees reserves the right to restructure the senior management of the College prior to any senior position being advertised. In such case, the Board must first consult with the Principal.

TEACHER REGISTRATION

1. The Board of Trustees will pay Teacher registrations for all permanent full-time and part-time staff.
2. Where a part-time staff member also works as a teacher at another school, the registration payment will be reduced in proportion to the number of hours worked at the other school(s).
3. Teachers on fixed contracts or Limited Authorities to Teach (LATs) will not have their registrations paid for.
4. The school will keep a teacher registration list.

The above statements apply unless otherwise provided for in the respective collective agreement(s).

COMPLAINTS

Sacred Heart Girls' College believes that all members of the school community are entitled and encouraged to express their concerns and complaints to the school and that the school addresses those concerns in a fair and consistent manner.

A. Nature of the complaint

1. Complaints involving serious matters include amongst other things:
 - a. Gross negligence or incompetence
 - b. Theft of Board property
 - c. Fraud or other forms of dishonesty including misuse of Board funds
 - d. Assault or fighting
 - e. Refusing to obey lawful instructions
 - f. Possession of/being under the influence of/or consuming non-prescription drugs or alcohol during the course of duties
 - g. Intentionally providing false information
 - h. Undermining Board policy or otherwise seriously damaging the integrity of the Board
 - i. Conduct of an indecent or sexual nature, sexual abuse or sexual harassment
 - j. Conduct of a criminal nature
 - k. Bullying or intimidation
 - l. Any other conduct which deeply impairs the relationship of trust and confidence

B. Procedures for less serious complaints

1. The complainant should first speak to the person whose actions or conduct has given rise to the complaint.
2. If the complaint is not resolved, or if the complainant feels unable to speak to the person, or where it would be inappropriate to do so, or if the matter does not involve a particular person, then the complainant should speak to either:
 - a. The class teacher
 - b. The senior teacher or Head of Faculty
 - c. The Deputy Principal
 - d. The Principal
 - e. The Chairperson of the Board (where the complaint involves the Principal or a member of the Board)
 - f. The Deputy Principal (where the complaint is against the BOT Chairperson)
3. If the complainant considers that the complaint has not been resolved, then he/she may submit a written complaint to the Principal or Board Chairperson where the complaint involves the Principal or a Board Member.

4. The written complaint must be signed and should give specific details of the incident, the efforts made to resolve it, a contact name and phone number and should be posted or delivered to the Principal or Board Chairperson.
5. The Principal or Board Chairperson should seek legal/industrial advice from an approved source at the earliest possible time and notify the Board's insurer if that is considered appropriate.
6. The Principal or Board Chairperson will discuss the complaint with the complainant who may have a support person present at the interview.
7. The Principal or Board Chairperson will discuss the complaint with the person who is the subject of the complaint, give them a copy of the complaint and invite them to respond within a reasonable timeframe and advise them of their right to representation and /or support.
8. The Board of Trustees will be advised of the written complaint in In-Committee.
9. The Principal or Board Chairperson shall investigate the complaint as he/she considers appropriate.
10. The Principal or Board Chairperson will decide what the outcome of the investigation will be and advise the complainant and the Board of Trustees.
11. All complaints will be treated in confidence.

C. Procedures for serious complaints

1. Serious complaints may be made to either the Principal or the Board Chairperson.
2. The complaint must be fully detailed, in writing, and signed.
3. The Principal will immediately inform the Board of Trustees when a serious complaint is received.
4. The complaint will be tabled in the public-excluded section at a meeting of the full Board of Trustees.
5. All complaints will be acknowledged.
6. The Board will seek legal/industrial advice from a New Zealand School Trustees industrial relations adviser or other approved source at the earliest possible opportunity and advise its insurer of the complaint.
7. The Board will determine an appropriate course of action/investigation to be undertaken. This may include the formation of a committee with duly delegated authority to take

action up to and including dismissal or alternatively to report back to the Board with recommendations. The Board may also consider the use of an independent investigator.

D. When the complaint is against an employee (including the Principal)

1. The Principal and/or Board of Trustees will follow the provisions of the relevant Collective Agreement relating to complaints and discipline. This includes:
 - a. Advising the employee of the specific details of the complaint (provide a copy)
 - b. Giving the employee a reasonable opportunity to respond
 - c. Advising them of their right to representation and/or support

E. Suspension

1. After considering the provisions of the relevant Collective Agreement and the serious nature of the complaint, the employee may be suspended pending the outcome of an employment investigation. A suspension will not occur until the employee has been given a reasonable opportunity to make representations to the Board or its delegated representative/s about the alleged misconduct and the appropriateness of suspension. The Board will take any submissions into account before making its decision on suspension.
2. The Authority to decide whether or not suspension is appropriate if an employee other than the Principal is the subject of the complaint is delegated to the Principal and the Board Chairperson (or in his/her absence the Deputy Chairperson) provided industrial relations advice is received from NZSTA or a person approved by the Board's insurer.
3. The authority to decide whether or not suspension is appropriate if the Principal is the subject of the complaint is given to the Board Chairperson and Deputy Chairperson (or the personnel committee).

F. Where the complaint is against a Board Member

1. The Board has no power of discipline over any elected or co-opted trustee under any Act. The Board may appoint an independent person to review the complaint.
2. The independent person does not have the power to make a decision but is required to make recommendations to the Board which will then make a decision.

G. Where the complaint is against a student

1. Any decision on the action to be taken shall be made in accordance with the policies on student discipline and suspension.
2. Where a complaint against a student is upheld, the Board shall consider the appropriateness of offering assistance such as counselling.

H. General

1. All complaints will be dealt with in accordance with the relevant employment agreement/legislation, policies of the school and code of practice.
2. A full copy of the Board's complaints policy and procedures will be provided to the complainant and the subject of the complaint. It will also be readily available to the school community. When changes are made, the school community will be advised as soon as possible.
3. All investigations will be carried out in a procedurally fair manner. Explanations and information gathered will be given full consideration free of pre-determination or bias.
4. When an investigation is being carried out the person who is the subject of the complaint is required to answer questions and provide explanations either personally or through a representative. Where explanations or facts known to that person have not been offered, they cannot be used in later proceedings as evidence of a lack of substance to the complaint or justification for the decision taken.
5. All complaints and details of any conditions of employment that may arise from a resolution of the complaint will be treated in confidence by all parties except where there is a legal requirement to report.
6. Where complaints are formally investigated, Minutes of all meetings will be taken. Agreements and decisions made will be recorded in writing. These documents will be held by the Principal, Board or the employees files as deemed appropriate.

EEO

In accordance with the requirements of State Sector Amendment Act 1989 the Board of Trustees is responsible for upholding the principle of Equal Employment Opportunities in the College.

To ensure by active promotion that:

1. Equal Employment Opportunities are provided in the areas of:
 - a. Recruitment
 - b. Selection
 - c. Promotion
 - d. Career development
 - e. Conditions of service
 - f. Staff training

2. A fair and just climate is developed in the workplace.

3. The Board, through the Principal and/or Staffing and Appointments Sub-Committee is to ensure this policy is carried out and has responsibility for implementing the policy throughout the school.

4. No candidate for appointment will be debarred on the grounds of:
 - a. race
 - b. gender
 - c. marital status
 - d. family responsibilities
 - e. sexual orientation
 - f. intellectual and/or physical disabilities
 - g. age
 - h. any other conditions covered by the Human Rights Commission Act 1993 and subsequent amendments

5. The Board will subject this policy to regular review.

The Board of Trustees seeks to uphold and implement these procedures in accordance with the relevant legislation, awards and contracts and in terms of the Integration Agreement and the Special Character of the College.

INDUCTION

NEW STAFF

All new staff members (both teaching and non-teaching and ancillary) need to complete an induction process to assist them in their duties and to ensure that Health and Safety issues are addressed. The induction process is outlined on the Staff Induction Form.

A member of the Senior Management Team will ensure that new teaching staff complete their induction.

LEAVING STAFF

When a staff member leaves the school they will complete a Staff Leaving Checklist and hand it to the Principal. They will also have an exit interview.

This will ensure that keys and other school property is returned, and that other information and responsibilities are satisfactorily completed.

PERFORMANCE MANAGEMENT

STAFF PERFORMANCE APPRAISAL

The Board of Trustees recognises the need to have in place a system which annually appraises the performance of all staff members.

The appraisal process will be conducted in a manner that is on-going, open and fair in keeping with the school's Catholic Character and responsibilities as a good employer.

1. To develop and document a programme of appraisal for staff. This programme is to form part of the College's Performance Management System.
2. To help staff to develop professionally and to improve teaching techniques or working practices.
3. The appraisal of staff is the responsibility of the Board of Trustees.
4. The responsibility may reasonably be delegated to the Principal who may in turn delegate further.
5. Every member of the staff will have a job description which will form the basis for their performance appraisal.
6. Performance is appraised against an agreed set of performance indicators developed in consultation with each member of staff.
7. All staff are to be appraised in a professional, evidence-based and developmental manner, in accordance with the requisite legislation.
8. Every staff member is entitled to the professional development time required to meet the objectives of their personal development plan (as agreed to in consultation with the Principal) and within the limits set by the budget approved for staff training.
9. Staff needs are identified and recommendations for staff training are forwarded to the Professional Development Co-ordinator.
10. All results of performance appraisal are confidential to the person being appraised, their appraiser, and the Principal. Where appropriate, and with the permission of the person being appraised, the results may be presented and reviewed by relevant colleagues.
11. Staff will review the performance appraisal system as part of the review of Performance Management System each year.

PROFESSIONAL DEVELOPMENT

1. To provide equitable opportunities for the professional development of staff.
2. To encourage and support staff to enhance their professional development.
3. To enable staff to acquire Special Character accreditation.
4. To provide for the professional development of members of the Board of Trustees.
5. The Board of Trustees will provide funding for professional development within budget limitations.
6. Appropriate resources will be prioritised to professional development linked to the annual goals of the College.
7. A Professional Development Co-ordinator will be appointed to manage and promote professional development and training opportunities.
8. The Board of Trustees will be aware of courses available to further their professional development and, where finances permit, encouraged to attend such courses.
9. Professional development needs shall be identified through the self-review process and implemented in accordance with budget timelines and limitations.

Please fill in as much detail as possible and submit to AMU for approval.

Conferences should seek approval by March of the year of the conference.

Copies to:

File/Teacher:



SACRED HEART GIRLS' COLLEGE

Professional Development Request 2017

| | |
|---|--|
| Teacher(s) making request: | |
| Course title: (official title or provide a copy of the information with this form) | |
| Venue of course: | |
| Provider of course: | |
| Dates of course: | |
| Course fee: | |
| Head of Faculty Approval: (please seek advice from the relevant HOF regarding the appropriateness of the PD opportunity) | |
| Other costs of course: (approx) <ul style="list-style-type: none"> • Transportation • Accommodation • Relief | |
| Description of course: | |
| Reason(s) for wanting to attend the course | |
| How will you share the information gathered from the course? With what group? | |

Professional Development Coordinator to fill in:

| | |
|-------------------------|-------------|
| Course approved? | |
| Registration form sent? | |
| Relief organised? | |
| Order number: | Total cost: |
| Entered on database? | |

ALLOCATION OF UNITS

1. Any teacher, except for the Principal, may be allocated a unit or units for a fixed term.
2. Up to 40% of management units may be allocated on a fixed term basis.
3. The Principal, following consultation with teaching staff each year, will determine the allocation of units.
4. Appointments to positions, which have fixed term units allocated, shall be made according to the Board Appointments Procedure.
5. When allocating fixed term units, the Board will consider the equity balance of units and senior positions within the school (gender, ethnicity, and disability and Te Tiriti obligations).
6. When undergoing a Curriculum and Pastoral Needs Analysis to identify a unit for reduction as a result of a falling roll, a fixed term unit will carry the same status as a permanent unit, i.e. the need fulfilled by the fixed term unit will be considered on its merits against the needs fulfilled by all the other permanent and fixed term units within the school.

STAFF DISCIPLINE

1. The Board of Trustees is the legal employer of all staff but the Principal is responsible for the day-to-day management of staff issues.
2. Matters of discipline or competency shall be handled in accordance with the terms of the relevant Employment Agreement under which the staff member is employed.

STAFF LEAVE

1. To provide an efficient and effective mechanism by which applications for leave by staff, either with or without pay, may be considered.
 2. To ensure equitable treatment for all staff.
 3. To recognise the Board of Trustees' obligations as an Equal Employment Opportunities employer.
 4. To enable the Board of Trustees to comply with the relevant employment agreements (in some cases the Ministry of Education must give the final approval).
 5. To ensure the proper recording of any discretionary leave granted by the Board of Trustees.
- **Non-discretionary leave:** Leave that is covered by the relevant employment contract.
 - **Discretionary Leave:** Leave that does not fall within the relevant employment contract and is sometimes referred to as "special leave" or "other forms of leave". In these cases it is up to the discretion of the principal and the BOT to approve the leave.

GUIDELINES FOR ALL LEAVE

- Except in cases of sudden illness or accident, no staff member should be absent from duty without the authority of the Principal or the Board.
- Before applying for leave, staff should consult the relevant section on leave in their employment agreement before submitting an application.
- Leave applications should be made using the form "Staff Leave". Staff should feel free to attach any supporting documentation they feel would be important.
- Normally the absent teacher will be expected to set relief work for the classes that will be missed during the leave. This may be waived if a subject specific reliever is employed for the duration of the leave.
- The Principal, or a delegated representative, shall deal with any requirement for relief staff where leave is granted.

Non-Discretionary Leave

- The Board of Trustees will observe the provisions of the relevant employment agreements and Ministry of Education directives when considering an application for non-discretionary leave.

Discretionary Leave

- Discretionary leave will normally be granted as leave without pay. Priority for discretionary leave will be accorded to significant life events. Not all discretionary leave applications will be granted.

- All applications for discretionary leave for up to a total of five school days in any year may be granted by the Principal.
- Applications for discretionary leave for longer periods than five school days must be approved by the Board of Trustees (or the Ministry of Education where that is applicable).
- It is up to the discretion of the Principal to award leave with pay or leave without pay.
- All applications for discretionary leave must be submitted to the Principal, in writing, well in advance of the time requested, except in cases of emergency. Only in exceptional circumstances will leave be granted if the application is not lodged with sufficient notice.
- When considering discretionary leave, the Principal in his or her recommendation must consider such issues as:
 1. Purpose
 2. Benefit to school
 3. Ease of finding a suitable reliever
 4. Impact on classes (especially Term 4) and the school as a whole
 5. Length of service of employee
 6. Previous leave granted
 7. Number of staff on leave at any one time
 8. Number of other staff requesting leave

POLICE VETTING

All teachers are automatically vetted by NZ Teacher's Council as part of Teacher registration every three years.

All other staff, for example support staff and custodial staff are safety checked every three years by the College and is done online by the Principal's PA.

All contractors who are to work on the site for an extended period of time are also police vetted through the College. The site contractor provides the details of all contractors who will be working on the site.

The designated school receiver of vetting information from the police is the Principal's PA.

Refer: Child Protection Policy and Procedures Health & Safety Policy

PROTECTIVE DISCLOSURE

All members of the College have the right to lodge a complaint about serious wrongdoing and to know that they have the full protection of the law in such circumstances.

The purpose of this policy is to provide information and guidance to employees of the school who wish to report serious wrongdoing within the school.

This policy is issued in compliance with the Protected Disclosures Act 2000 and will apply from 1 January 2001.

These procedures consist of:

1. A definition of a protected disclosure
2. A definition of serious wrongdoing that can be the basis for a protected disclosure by an employee
3. Conditions for disclosure
4. Information on who can make a disclosure
5. Protections for employees making disclosures
6. A procedure by which an employee can make a disclosure

What is a Protected Disclosure

A protected disclosure is a declaration made by an employee where they believe serious wrongdoing has occurred. Employees making disclosures will be protected against retaliatory or disciplinary action and will not be liable for civil or criminal proceedings related to the disclosure.

Definition of Serious Wrongdoing

Serious wrongdoing for the purposes of this policy includes any of the following:

- Unlawful, corrupt, or irregular use of public funds or resources
- An act or omission or course of conduct:
 - which seriously risks public health or safety or the environment; or
 - that constitutes an offence; or
 - that is oppressive, improperly discriminatory, grossly negligent or constitutes gross mismanagement; or
 - constitutes serious risk to the maintenance of law.

Conditions for Disclosure

Before making a disclosure the employee should be sure the following conditions are met:

- the information is about serious wrongdoing in or by the school; and
- the employee believes on reasonable grounds the information to be true; and
- the employee wishes the wrongdoing to be investigated; and
- the employee wishes the disclosure to be protected.

Who can make a disclosure

Any employee of the school can make a disclosure. For the purposes of this policy an employee includes:

- Current employees and Principal
- Former employees and Principals
- Contractors supplying services to the school.

Protection of employees making disclosures

An employee who makes a disclosure and who has acted in accordance with the procedure outlined in this policy:

- May bring a personal grievance in respect of retaliatory action from their employer;
- May access the anti-discrimination provisions of the Human Rights Act in respect of retaliatory action from their employers;
- Are not liable for any civil or criminal proceedings, or to a disciplinary hearing by reason of having made or referred to a disclosure;
- Will, subject to Clause 5 of the Procedure, have their disclosure treated with the utmost confidentiality.

The protections provided in this section will not be available to employees making allegations they know to be false of where they have acted in bad faith.

Procedure

An employee of Sacred Heart Girls' College who wishes to make a protected disclosure should do so using the following procedure:

1. **How to submit the disclosure**

The employee should submit the disclosure in writing.

2. **Information to be contained**

The disclosure should contain detailed information including the following:

- The nature of the serious wrongdoing
- The name or names of the people involved
- Surrounding facts including details relating to the time and/or place of the wrongdoing if known or relevant.

3. **Where to send disclosures**

A disclosure must be sent in writing to the Principal who has been nominated by the Board of Trustees of Sacred Heart Girls' College under the provision of Section 11 of the Protected Disclosures Act 2000 for this purpose

OR

If you believe that the Principal is involved in the wrongdoing or has an association with the person committing the wrongdoing that would make it inappropriate to disclose to them, then you can make the disclosure to the Chairperson of the Board of Trustees

4. **Decision to investigate**

On receipt of a disclosure, the Principal and the Board must within 20 working days examine seriously the allegations of wrongdoing made and decide whether a full investigation is warranted. If warranted a full investigation will be undertaken by the Principal and the Board or by a delegated party as quickly as practically possible.

5. **Protection of disclosing employees**

All disclosures will be treated with the utmost confidence. When undertaking an investigation, and when writing the report, the investigator will make every endeavour possible not to reveal information that can identify the disclosing person, unless the person consents in writing or if the person receiving the protected disclosure reasonably believes that disclosure of identifying information is essential:

- To ensure an effective investigation
- To prevent serious risk to public health or public safety or the environment
- To have regard to the principles of natural justice.

6. **Report of investigation**

A disclosure may be made to an appropriate authority (including those listed below) if the employee making the disclosure has reasonable grounds to believe:

- The person responsible for handling the complaint is or may be involved in the wrongdoing; or
- Immediate reference to another authority is justified by urgency or exceptional circumstances; or
- There has been no action or recommended action within 20 working days of the date of disclosure.

Appropriate Authorities include (but are not limited to)

- Commissioner of Police
- Controller and Auditor General
- Director of the Serious Fraud Office
- Inspector General of Intelligence and Security
- Ombudsman
- Parliamentary Commissioner for the Environment
- Police Complaints Authority
- Solicitor General
- State Service Commissioner
- Health and Disability Commissioner
- The head of any public sector organisation

8. Disclosure to Ministers and Ombudsman

A disclosure may be made to Minister or an Ombudsman if the employee making the disclosure reasonably believes that the person or authority to who the disclosure was made;

- has decided not to investigate; or
- has decided to investigate but not made progress with the investigation within reasonable time; or
- has investigated but has not taken or recommended any action; and
- continues to believe on reasonable grounds that the information disclosed is true or is likely to be true.

DELEGATIONS TO PRINCIPAL

THIS POLICY WILL BE REVIEWED ANNUALLY AND WHENEVER THERE IS A CHANGE IN THE SENIOR MANAGEMENT PERSONNEL OR STRUCTURE WITHIN THE COLLEGE.

Delegations Retained By The Board Of Trustees:

The Board retains for itself and does not delegate to any executive management or staff position the following responsibilities:

1. Approval of all operating, capital, cash flow and property maintenance budgets and amendments to these budgets.
2. Commitment of unbudgeted operating expenditure for any future invoice value in excess of \$1,000.00. *(to check this one?)*
3. The commitment or purchase of capital expenditure.
4. The disposal of fixed assets in excess of a net depreciated value of \$500.00.
5. Approval of the delegations schedule of persons authorised to initiate certain transactions as detailed on the attached delegations schedule.
6. The appointment of any staff (in excess of positions funded by the Ministry of Education) and the salary and terms of conditions on which they are employed.
7. The termination of employment of any paid employee.
8. The signing of any contracts for service and the engagement of persons or firms who will provide services.
9. In conjunction with the MCNPTB, signing applications for special grants for additional buildings.
10. Formal communication and agreements with the Minister of Education and any other Minister of the Crown.
11. Responses to the Secretary of Education or any other permanent head of government department which was initiated by a report, written communication, request for information or required declaration received from such persons and addressed to the Board or Board Chairperson.
12. Interviews with the media and the distribution of media releases on any matter of policy which involves the school, i.e. it should not apply to the recognition of school activities, the release of which should be at the discretion of the Principal.
13. The initiation of any legal actions and any communications in relation to these actions.
14. Signature of any formal or legal agreement that is in the name of the school and must involve the Board.

NB: These responsibilities are in addition to those specified in Acts and regulations by which the Board is bound.

Board delegations to the Principal

The Board delegates to the Principal the responsibilities listed below:

1. The day to day curriculum and resource management of the school and the achievement of the Government's key achievement areas and requirements as specified in official educational policy documents.
2. The implementation of any other requirements specified by Act of Parliament, the Secretary of Education, any other permanent head of a Government department and for individual and collective employment agreements.
3. Approval of any orders for goods and services provided such an order will not exceed the Board approved budget allocation.
4. Authority to pay promptly invoices received for goods and services provided a schedule(s) of these payments is tabled at each Board meeting.
5. Ordering fixed assets, capital expenditure that has the prior approval of the Board.
6. The appointment of relieving and casual staff provided such appointment is within the budget allocation for this particular person and provided this delegation is not given to any other staff member.
7. Communication with parents, officials, representatives of educational organisations and other firms and organisations with whom the principal deals as part of their curriculum and resource management responsibilities.
8. Delegate in writing to specified staff positions responsibilities according to the format set out in the next appendix. *See Appendix A.*

NB: These responsibilities complement those responsibilities and achievements specified in the principal's annual performance agreements with the Board.

In the absence of the principal from the school for more than 5 days these delegations or any modification of them shall be exercised by a Deputy Principal with the separate and prior approval of the Board Chairperson.

Delegations Schedule:

| | Task | Responsibility |
|----|--|---|
| 1. | In the absence of the Principal authority to manage the day to day administration of the College shall be given to the Deputy Principal nominated by the BOT | 1. Deputy Principal (1) 2. Deputy Principal (2) 3. DRS 4. Heads of Faculty |
| 2. | Authorise payment of creditors by cheque or electronic banking. Transaction to be signed by no less than two of the authorised signatories. NB: Under no circumstances will cheques be pre-signed and all payments must be supported by a properly approved invoice or receipt. Bank account numbers, passwords and electronic authorising devices must only be held on school premises. | Principal |
| 3. | Authority to approve education outside the classroom involving overnight trips provided school procedural requirements are met. The Principal to report such trips to the Board on a monthly basis. | Principal |
| 4. | Authority to transfer money between any Board cheque or at call account. | Principal |

Schedule of Delegation

To be signed by the Principal annually.

Schedule of Delegation

Principal's Delegation to Specified Positions

With the Board's delegation to me as Principal and with the Board's approval for me to delegate to a specified staff position, I delegate the position of

PRINCIPAL, IN THE
PRINCIPAL'S ABSENCE to CATH LEGER.

with the following responsibilities:

- Approval of any goods and services provided such an order will not exceed the Board approved budget allocation
- The Board delegates to the Principal the responsibilities listed below
- To maintain the strategic direction of the school and any annual goals that may have already been set by the Board of Trustees
- The day to day curriculum and resource management of the school and the achievement of the Government's key achievement areas and requirements as specified in official educational policy documents.
- The implementation of any other requirements specified by Act of Parliament, the Secretary of Education, any other permanent head of a government department and for individual and collective employment agreements.
- Approval of any orders for goods and services provided such an order will not exceed the Board approved budget allocation.
- Authority to pay promptly invoices received for goods and services provided a schedule(s) of these payments is tabled at each Board meeting.
- Ordering fixed assets, capital expenditure that has the prior approval of the Board.
- The appointment of relieving and casual staff provided such appointment is within the budget allocation for this particular person and provided this delegation is not given to any other staff member.
- Communication with parents, officials, representatives of educational organisations and other firms and organisations with whom the principal deals as part of their curriculum and resource management responsibilities.

Full Name: PAULA MICHAELLE WINKS (Principal)

Signed by: [Signature]

Date: 1/5/17

I accept responsibility for the proper execution of the delegations assigned to me and will exercise these in terms of the requirements set out in the Board's Schedule of Delegations. I acknowledge that I cannot further delegate those powers delegated to me by the Principal.

Full Name: Catherine Leger (Delegated Authority)

Signed by: [Signature]

Date: 1/5/17