

# **TIRIMOANA SCHOOL** **RATIONALE FOR POLICY MAKING**

## **RATIONALE:**

Policy making is the process by which the Board establishes its mandate to fulfil its governance role in the school. Policy statements provide effective guidelines for actions in all areas of the school's operations. A clear process for policy making will therefore be available to all personnel involved in the Board's policy making process.

## **GUIDELINES:**

1. All final policy decisions will be made by the Board.
2. Policies will be approved only at Board meetings.
3. All policies shall be written, clearly defined, based on the school's Mission Statement, the National Education Goals and the National Administrative Guidelines.
4. All policy making is channelled through the Boards policy making process which is as follows:
  - i. Policies, as required, may be written by any Board Member/s, including the Principal, or delegated to school staff, depending on the nature of the policy being developed.
  - ii. A copy will be circulated to all Board members and to any staff who would be affected by the proposed policy. The policy will remain a draft until the next month to allow for input through this consultative process.
  - iii. The draft policy will be tabled at a Board meeting.
  - iv. At the next Board meeting, the draft policy, with any suggested amendments will be discussed.
  - v. The Board, at its discretion, will ratify or reject the policy.
5. All policies are subject to an annual review process.
6. There shall always be a concern for the legality of all proposed policies. Where advisable, steps shall be taken to ensure that no statute or existing Board policies are contravened by the proposed policies.