

ADMINISTRATION POLICY

Purpose

Christchurch Boys' High School has comprehensive policies and procedures to ensure its compliance with all the general administration requirements set out by the Ministry of Education, legislative statutes and regulations as set down in the appropriate Acts, Ministry of Education circulars and the Education Gazette.

Policy statement

The Board of Trustees' Governance Manual details the procedures used by the Board to ensure excellent governance practice. This is reviewed annually to monitor compliance.

The School's Charter, which is updated and submitted to the Ministry of Education annually, includes the strategic and annual intent of the School and the processes followed to monitor and report on student achievement.

Regulations

Education Act (School Attendance) Regulations 1951
Education Act 1989
Health (Immunization) Regulations 1995
Human Rights Act 1993
Local Government Official Information and Meetings Act 1987 (part 7)
Official Information Act 1982
Privacy Act 1993
State Sector Act 1988
National Administration Guideline (no2)

Procedures

The Headmaster, in conjunction with the Executive Officer, monitors day-to-day School administration. Along with the Board's policies and procedures, the following procedures ensure the School is administered efficiently and in compliance with legislative requirements.

- Delegations to the Headmaster
- Reporting to the Board
- Enrolment and leaving procedure
- School absence – school activity
- Pupil attendance
- Staff absences
- Staff non-contact periods procedures
- Refer also to the School diary, issued to all students, for brief explanations of the School rules

Adopted by: Board of Trustees December 2008

Next review: October 2011