

**ADMINISTRATION and MANAGEMENT**

POLICY

**RATIONALE:**

The **Bellevue School** **Board of Trustees** recognises its obligation to provide clear directions for the school’s administration and management relating to the relevant Ministry of Education *National Administration Guidelines*.

**PURPOSE:**

1. To comply with the *Statutory Obligations* for school Boards of Trustees and enable all management delegations to the Principal to be carried out in an efficient manner.
2. To comply with the *Statutory Obligations* for school Boards of Trustees and enable RTLB management delegations to the RTLB Cluster Manager (as per the current Board of Trustees Letter of Delegation) to be carried out in an efficient manner.

**GUIDELINES:**

1. The policy enables the Board to provide a framework and responsibility for the Principal to enact the day to day management of the school.
2. The Principal is responsible, in conjunction with the appropriate sub-committees and the school’s staff, for managing the school’s procedures for all areas of school administration, communication, management and compliances.
3. The policy enables the Board to provide a framework and responsibility for the RTLB Cluster Manager to enact the day to day management of the RTLB Cluster 28 – Ngā Hau e Whā.

**The Board ensures procedures for the following are developed and implemented:**

**2.01 Policy & Procedure Review**

**2.02 Reporting to Parents**

**2.03 Communication & Consultation**

**2.04 Internal Evaluation & School Self Review**

**2.05 Resolving Concerns & Complaints**

**2.06 Visitors to School**

**2.07 Promotional Materials & Activities**

**2.08 Trips & Transport Notification**

**2.09 Laptops for Teaching Staff**

**2.10 Animals at School**

**2.11 Pastoral Welfare & Safety for International Students**

**2.12 Annual Review of Compliance with Code of Practice for International Students**

**2.13 RTLB Cluster 28 - Ngā Hau e Whā Procedures (see RTLB procedure folder)**

*Please note:*

*This list of procedure documents is up-dated when this* ***Administration and Management Policy*** *document is reviewed in accordance with the Board of Trustees three-year Self-Review Plan, and at any time where the need arises.*

**CONCLUSION:**

Compliance with all relevant *National Administration Guidelines*, the Board’s operational functions and the school’s administration operations, enables theschool to achieve its functional goals effectively.

**Date Policy Confirmed………………………………………**

**Date Policy to be Reviewed……………………………...**

**Signed BOT Chairperson……………………………………**