

## FORMULATION/AMENDMENT OF POLICIES POLICY

### **Rationale:**

The purpose of this policy is to provide information and guidance to ensure the appropriate processes are followed when policies are formed and/or amended.

When it is required that a school policy is formulated/amended the following procedures will be adhered to:

1. The Principal, under delegation from the Board, will name a co-ordinator for each policy and give him/her a brief and a deadline to work to.
2. Where relevant, staff will be given the opportunity to air views on the draft policy via a meeting or in writing.
3. The co-ordinator and/or Principal will determine whether, and by what means parents and students will be consulted.
4. A draft of the policy will then be drawn up and presented to the Board of Trustees for amendment and discussion.
5. A final draft of the policy will be presented to the Board of Trustees for approval.
6. All Board Policies will be available to staff, students and whānau.

Approved: 30 August 2021

Signed: \_\_\_\_\_



Adrian Paterson  
BOT Chair

Signed: \_\_\_\_\_



Kathy Paterson  
Principal