

# WAITAKERE COLLEGE

## Section B (NAG 2) DOCUMENTATION AND SELF REVIEW

**Policy:** Policy Development Process

**Date of Review:** August 2019

**Reviewers:** Principal, Curriculum Sub-Committee

### Goals

- To ensure that the school is a reflective community which keeps its policies and practice coherent and related to its current goals.

### Objectives

- To establish a process and cycle for the review of policies.

### Guidelines

- 1 Each group of existing policies will be reviewed once every three years. At that time it may become evident that new policies are required or that old policies need to be revised. In general each group of policies will be considered by the relevant Board sub-committee before going to the full Board of Trustees.
- 2 At any time it may become evident that there is a need for new policy or for a change to existing policy. Under these circumstances the matter should be drawn to the attention of the Principal for approval of initial policy drafting.
- 3 Initial policy drafting should be done if possible by staff most closely related to the implementation or the supervision of policy implementation. They should follow a standard format which can be obtained from the Board secretary.
- 4 They will then be considered by Senior Leadership Team member before publication for all interested parties to view and give feedback. It is expected that all policy making will allow for collaborative processes to occur.
- 5 Drafts will be presented to the relevant Board sub-committee where it exists and from there to the full Board of Trustees. In general they will be tabled at one meeting but not ratified until the following meeting to allow time for any necessary further consultation or redrafting.
- 6 School policies will be publicly accessible.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date