



National Administrative Guideline 1 - Curriculum Policy Statement

The Howick College Board of Trustees is responsible for the delivery of the New Zealand Curriculum, on behalf of the Ministry of Education. The Howick College Board of Trustees will foster equitable student achievement by teaching and learning programmes being provided which incorporate The National Curriculum, as expressed in The New Zealand Curriculum. These will align with targeted government learning focuses and objectives.

Related Procedures

Assessment
Literacy and Numeracy
BYOD
Academic achievement of Māori students
Haka / Powhiri process
Academic achievement of Pasifika students
Learning Support Service (Awhina Centre)
Gifted and Talented Education
Work experience and work-based learning
Secondary Tertiary Alignment Resource (STAR)
Student pathways
Sports Education (co-curricular)
Sports Council
Arts Council

Related Documents

The New Zealand Curriculum
National Qualifications Framework
The Treaty of Waitangi
Ka Hikitia – Accelerating Success (2013–2017)
The Pasifika Education Plan (2013-2017)
Gateway Handbook for Schools (2009)
Howick College Curriculum Manual
Howick College Assessment Manual
International Students Manual
EOTC Guidelines (2016)



National Administrative Guideline 2 - Governance Policy Statement

The Howick College Board of Trustees will meet its obligations on behalf of the Crown, to ensure that all decisions and actions support, enhance and achieve the Howick College Vision, Values and strategic goals. All the legal and moral responsibilities and requirements accompanying best practice governance will be met.

Related Procedures

Standing Orders
Cycle of Self Review
Charter
Board delegations
Privacy

Related Documents

Local Government Act (1987)
The Privacy Act (1993)
The Education Act (1989)



National Administrative Guideline 3 – Human Resources Policy Statement

The Howick College Board of Trustees is committed to being a good employer, who is compliant with all relevant legislation.

Related Procedures

Staff well-being
Staff code of conduct
Complaints (staff / counsellors)
Cyber safety
Police vetting
Appointments and induction
Teacher certification
Timetable
Privacy
Professional learning and development
Performance Management (Principal's appraisal / Support staff appraisal / Teaching staff appraisal)
Equal Employment Opportunities
Sexual Harassment
Staff leave

Related Documents

PPTA Secondary Teachers' Collective Agreement
Code of Professional Responsibilities (Our Code, Our Standards)
Staff manual / staff code of conduct
HR, curriculum & student welfare committee terms of reference
State Sector Act (1988)



National Administrative Guideline 4 – Finance and Property

The Howick College Board of Trustees will prudently manage the resources for which it is publically accountable.

Related Procedures

Legislation
Overseas marketing
Fee protection and refunds for foreign students
Asset capitalisation
Staff travel expenditure / reimbursement
Credit card usage
Theft and Fraud Prevention
Gifts
Conflict of Interest
Copyright
Entertainment expenditure
Property Management (5YA & 10YP)
Budget management

Related Documents

Terms of Reference – Finance & Property
Delegation of authority framework
Statement of financial performance



National Administrative Guideline 5 – Health and Safety / Child Protection Policy Statement

The Howick College Board of Trustees is committed to ensuring health and safety of all staff, students, visitors and contractors by complying with relevant legislation, regulations, New Zealand standards and approved codes of practice.

Related Procedures

Education Outside the Classroom (EOTC)
 Traumatic Incidents / Crisis Response Plan
 Health Centre
 Counselling
 International education (accommodation / group students / student welfare and safety)
 Student Behaviour Management (stand-downs / suspensions)
 Staff wellbeing
 EAP
 Sign in / out procedures
 Police Vetting
 First Aid
 Uniform and grooming
 Privacy
 Child and Young Person Protection

- Anti-harassment and anti-bullying
- At-risk student intervention
- Guidelines on student abuse

 Dealing with student use of illicit drugs, alcohol and tobacco
 Disciplinary interview procedures
 Sexual health guidelines
 Food and nutrition guidelines
 Protection from excessive UV radiation

Related documents

Guidelines for the surrender and retention of property and searches
 Health and safety committee - terms of reference
 Health and safety code of practice for State Schools – Ministry of Education
 Wellbeing for Young People’s success at Secondary School
 Code of practice for the pastoral care of International students
 Vulnerable Children’s Act 2014
 Oranga Tamariki Act 1989



National Administrative Guideline 6, 7 & 8 – General Legislation, School Charter & Analysis of Variance Policy Statement

The Howick College Board of Trustees will fulfil its obligations in regards to all relevant legislation, policies and procedures, as required by the Ministry of Education.

Related Procedures

Timetable
Enrolments
Attendance
Marketing and communications
Policy writing

Related Documents

Compliance