

POLICY 7

Compliance

The Board of Trustees through the principal shall:

Comply with all general legislation concerning requirements such as attendance, the length of the school day and the length of the school year.

Policy 7 shall be supported by the following guidelines:

Policy 7 Guidelines

1. Meeting Management
2. Privacy
3. Animal Ethics
4. Uniform

Chairperson

Date

GUIDELINE 7.1 – MEETING MANAGEMENT

Guidelines

1. Meetings of the Board of Trustees are open to the public, with copies of the agendas available on request, from the school office. Times and places of Board meetings are published in the College calendar and College newsletter.
2. A resolution or motion may be passed to exclude the public from the whole or part of the proceedings of any meeting.
3. Minutes of meetings are to be available at the school office for public scrutiny.
4. Any member of the public inspecting any such Minutes, who requests a copy of any part and tenders the described amount (if any), shall be given such a copy.
5. The Secretary of the Board of Trustees should take such precautions as may be necessary to ensure that no person inspecting any such Minutes shall inspect or see the Minutes of part of the meeting where the public was excluded.
6. Full Board meetings are held regularly. Sub-committees will meet as required.
7. Board Members with a conflict of interest will declare this conflict and have the right to withdraw from the meeting in relation to such matters.
8. Reports are delivered by the most suitable means prior to the meeting.
NOTE: Confidential addendum to reports are distributed in writing to Board members.

Where practicable, all matters that require further investigation that arise between Board of Trustees meetings will be passed directly to the relevant sub-committee. The sub-committee report will reflect this, noting any recommendations/action needed by the Board of Trustees.

GUIDELINE 7.2 - PRIVACY

Guidelines

1. The Principal is the privacy officer for the school.
2. Personal information is collected only when it is necessary for specific school purposes.
3. The purpose for collecting information is to be made known
4. Reasonable safeguards are in place to protect information from loss, unauthorized access, use or disclosure. Information about a person can be given to a third party with the person's knowledge or with the discretion of the privacy officer relation to guidance or pastoral issues.
5. The school will keep information up to date, correct and relevant.
6. Individuals have access to any information held about themselves, notwithstanding matters that my breach guidance or student confidentiality.
7. Information is only used for the purposes for which it was obtained.
8. Information of a personal nature which is no longer needed is destroyed.

GUIDELINE 7.3 – ANIMAL WELFARE

Guidelines

1. Cromwell College follows the guidelines laid down in the Education Review Office, Handbook for Schools (1994), Section A12.
2. Cromwell College expressly forbids the use of any living invertebrates or vertebrates in such a manner that would cause stress and/or suffering to the animal.
3. All use of animals at Cromwell College must be approved by the Head of Faculty Science.
4. Under NO circumstances should the dissection of a living organism be undertaken at Cromwell College.
5. Any animal, eg possums, that may be a carrier of tuberculosis (TB) will not be dissected at school.
6. All carcasses will be disposed of appropriately.
7. Any work involving organisms, except plants, will have NZASE Animal Ethics Committee approval sought by the teacher or student wishing to carry out the work.

Guideline audited and reviewed by Self Review Committee

Date.....

GUIDELINE 7.4 – UNIFORM

Guidelines

1. Students attending Cromwell College wear the uniform prescribed by the Board of Trustees and will maintain a high standard of dress and grooming.
2. Correct uniform is required when students are:
 - Attending the school for any purpose
 - Travelling to and from school
 - Attending school functions away from school, eg. Sport tours, cultural and social events.
3. Details of regulation uniform and grooming are detailed in the school prospectus pack.
4. Year 13 students will comply with the dress guidelines, or wear school uniform.
5. Parents/caregivers unable to comply with the uniform/dress code must communicate this with one of the school's leadership team.
6. The Board of Trustees will consult, when appropriate, with the school community when reviewing the school uniform.
7. Students/Caregivers will sign stating they will comply with the school uniform guidelines upon enrollment.