

Te Whānau o Ōtūmatua Board of Trustees

Managing Policies and Procedures Policy

Purpose

To ensure the kura maintains a clear, consistent, and compliant framework for developing, implementing, reviewing, and updating policies and procedures. This framework supports effective governance, operational clarity, and compliance with legislative and regulatory requirements.

Policy

The Te Whānau o Ōtūmatua board is responsible for the governance of the kura, including setting policies for the control and management of the kura (Education and Training Act 2020, s 125). Policies guide the kura operations and ensure the board meets its paramount and supporting objectives under the Education and Training Act (s 127).

The board delegates the tumuaki to manage the kura policies and procedures and to ensure they are current, accessible, and implemented effectively.

Guidelines

1. Policy Development

- The board sets the overall policy direction and approves all policies.
- The tumuaki leads the development and drafting of policies and procedures, ensuring they reflect:
 - legislative and regulatory requirements
 - good practice
 - the kura strategic direction
 - cultural responsiveness and inclusion
 - Philosophy of Care
- Policies must clearly distinguish between governance responsibilities (board) and management responsibilities (tumuaki and staff).
- The tumuaki ensures kura-specific information is accurate and updated as needed.
- Policies and procedures must be accessible to kaiako, whānau, and the wider kura community.

2. Policy Implementation

- As the board's chief executive, the tumuaki is responsible for implementing all policies and procedures and following the board's general policy directions.
- The tumuaki has discretion to manage the day-to-day administration of the kura.
- The tumuaki ensures kaiako understand and follow relevant policies and procedures.
- The tumuaki reports regularly to the board on compliance matters requiring board assurance or oversight.

3. Policy Review

- The board and tumuaki share responsibility for the regular review of policies and procedures.
- Reviews follow an agreed annual assurance schedule and multi-year review cycle.
- The review process ensures policies are:
 - in place
 - up to date
 - implemented effectively
 - compliant with legislation and regulation
- The kura community may be invited to participate in policy reviews where appropriate.
- Feedback from kaiako, whānau, and community is considered by the board and tumuaki.
- The board may establish an audit committee or delegate a member to monitor policy compliance and implementation.
- The delegated member or committee reports findings to the board, and the board and tumuaki implement recommendations as appropriate.

4. Policy Updates

- The tumuaki monitors changes to legislation, regulation, and good practice and is guided on timeframes for policy assessment and review by board and ERO/ MoE expectations.
- Policy updates are recorded in board meeting minutes.
- The tumuaki communicates relevant policy and procedure changes to kaiako, ākonga, and the kura community.

5. Procedures

- Procedures are approved by the tumuaki and fit within policy.
- Procedures are reviewed following an approved review schedule; earlier review of a specific procedure may occur before the scheduled review if required.
- Feedback from kaiako, whānau and community is considered by the tumuaki in a procedure review.

Review Schedule

This policy will be reviewed according to the Board's Review Schedule or earlier if required due to legislative change or identified need.

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