

SECTION D. RESOURCING

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1. FINANCIAL POLICIES

POLICY

D01A. RGHS will follow generally accepted financial reporting procedures.

PROCEDURES

D01A The Principal will ensure that all financial transactions are reported accurately.

- In order to prepare the Annual Financial Report proper accounting records will be kept by the Executive Officer in consultation with Education Services.
- Accounts will be handed to the auditor within three months of the end of the financial year.
- The draft accounts will be presented to the Board of Trustees as soon as possible.
- Due regard will be taken of the guidelines set out in the Annual Financial Reporting Requirements of the Ministry of Education.
- The Annual Financial Report will cover all financial activities for which the RGHS Board of Trustees has responsibility.

Merge of OLD 100, 106A



POLICY

D01B RGHS annual budgets will be prepared by the Executive Officer.

PROCEDURES

D01B The Principal will follow Board requirements with regards to budgeting.

- All staff responsible for budgets must submit their requirements for funding to the Executive Officer for the following year at the end of October.
- The Principal and allocated staff will work with the Resources sub-committee to implement Board financial requirements.
- After consultation the budget will be compiled by the Principal and the Executive Officer and Education Services and presented to the Resource sub-committee at the end of October. The budget request is to be tabled at the November meeting of the Board of Trustees.
- The short-term (one year) plan for the school budget will be processed to enable a final school budget to be approved by the December meeting of the RGHS Board of Trustees.
- Where appropriate there will be a five-year plan for the replacement of major items.

OLD 110

POLICY

D01C RGHS will follow set procedures in the purchase of goods and services.

PROCEDURES

D01C The Principal will ensure that set procedures are followed in the purchasing of goods and services.

- Heads of Faculty have delegated authority for up to \$1,000 for any single purchase approved in their budget. The purchase of an item over \$1,000 must be discussed with the Executive Officer so that best value can be determined and cash flows monitored.
- The Principal has delegated authority to approve all budgeted items and unbudgeted purchases up to \$5,000.
- Unbudgeted expenditure items over \$5,000 will be referred by the Principal to the Resource Committee for approval prior to submission to the RGHS Board of Trustees.
- Official RGHS order books are to be used for all expenditure. The pink copy of the order together with the tax invoice account is to go to the Accounts Office after the goods and services have been checked as received.
- All invoices must be signed by the staff member responsible for the Budget, as indicating a satisfactory receipt of goods, before payment is made.
- Invoices and covering payment slips are to be checked for coding and correctness by the Accounts Office and signed **prior** to the processing of payments.
- Cheques are processed and then signed by any two of: the Executive Officer, the Principal, a specified Deputy Principal. Automatic Direct Credit is to be signed by any two of: the Executive Officer, the Principal, or a specified Deputy Principal.
- Staff responsible for a budget will be given a monthly printout of their current financial situation. They are required to remain within their approved budget.

OLD 105



POLICY

D01D RGHS will follow set procedures in the collection of school fees.

PROCEDURES

D01D The Principal will implement collection of fees guidelines.

- Subject fees, which are charged to cover costs of take-home materials, shall be published in the curriculum guide along with a statement regarding the use to which these fees are put.
- At the beginning of each year, each student will be given a statement of subject fees (compulsory), fixed stationery costs (compulsory) and school fees (donation). Information on payment methods will be included. The expectation is that compulsory fees will be paid within the first six weeks of the term.
- During Term 1 a statement of fees is posted to each family with the RGHS newsletter.
- Refunds of school fees will be at the discretion of the Executive Officer and the Principal.
- During the year families with unpaid fees will be posted each term a statement. Families will be advised to contact the Executive Officer in cases of financial hardship.
- Families will be encouraged to use automatic payments to facilitate payment of all fees.
- Families with outstanding fees will be identified and a debt collection agency considered.

OLD 109

POLICY

D01E RGHS has a set structure for international students' fees and refunds.

PROCEDURES

D01E The Principal will ensure that legislative requirements are met in regards to the payment and refunding of international students' fees.

- **Tuition Fees** will be reviewed in September of each year for the following year.
- The full amount of fees must be received on or before the date for acceptance stated on the "Offer of Place" form. If it is not paid by that day, the offer lapses and the place may be given to another student. Immigration data is dependent on "offer of place" and tuition fees have been paid.
- **If a student withdraws** from her course of study before the agreed completion date she may be eligible for a refund of school fees.
- An application for **refund of fees** must be made in writing. The student or her parents must write to the Board of Trustees explaining why she has withdrawn from the course and her reasons for seeking a refund. A refund directly to the student can only be made with written parental consent.
- On request RGHS will put the student in touch with a translator if the student is in New Zealand. The student must pay for any cost of the translator's services.
- If the application is made before the start of a course, fees will be refunded in full less an administration charge of \$500 to cover costs incurred by the school.
- If the application is made after the start of the course, but before it has entered its second half, fees will be refunded less:



- Costs to the school already incurred for tuition. This will be calculated in whole weeks as a proportion of the total time the student was originally intending to study at RGHS. For example, a student who leaves in the 9th week of a 39-week course would be entitled to a refund of 30/39 of her tuition fees. Further reductions, as shown below, would be subtracted from this figure.
- An administration charge of \$500
- Components of the fee already committed for the duration of the course, including appropriate proportions of salaries of teachers and support staff. This deduction will not apply to those students whose intended period of enrolment is two terms or less.
- A calculation will be made at the start of the year to arrive at a total figure for the salaries and support staff committed to the International Student Programme. This should be the sum of the salaries of all staff members involved in the International Student Programme.
- An amount of the salary of each staff member involved with the International Students Programme, in proportion to the amount of their time devoted to the Programme, should be totalled. The total will be divided by the number of international students enrolled for two terms or more. The resulting figure should be multiplied by this fraction: Number of weeks of the student's programme remaining at the time of termination / Total number of weeks of a student's programme. This figure will be deducted from any refund.
- Costs already incurred for the use of facilities and resources. To be calculated in the same way as the deduction for salaries.
- The proportion of the Government Levy the school is required to pay.
- Any other costs already incurred.
- If the application is made after the second half of the course has begun, no refund will be granted other than in exceptional circumstances. These might include:
 - The student suffering serious injury or illness.
 - A member of the student's close family suffering serious injury, illness or death.
 - Circumstances in which it is advisable for a refund to be given in order that RGHS meets its legal obligations.
- No refund will be made to a student who is expelled from the school by the Board of Trustees.
- If the student moves out of her **homestay** before the end of her contract the portion of her homestay fees not already used will be refunded.
- To have homestay fees returned the student must write to the Board of Trustees giving two weeks' notice, or pay two weeks' fees in lieu of notice.
- If the homestay contract is cancelled before the student moves into the homestay, fees will be refunded in full less the Homestay Arrangement Fee of \$200.
- Refunds can be paid directly into a bank account if parental consent is given.

Merger of OLD 117 and 354



POLICY

D01F RGHS staff and authorised persons will be reimbursed for approve expenses.

PROCEDURES

D01F The Principal shall reimburse staff where expense claims are legitimate.

- Staff and staffing expenses shall be deemed to include legitimate travel, accommodation, costs of relief teachers, entrance fees to events or venues and daily allowances as set out in the appropriate Collective Employment Agreement. (NZEI, PPTA)
- Where the activity is a recognised part of the EOTC programme legitimate expenses shall be met by the RGHS Board of Trustees.
- Appropriate claim forms are available from the Executive Officer.
- Payments to staff will be made after receipt of the completed claim form and relevant receipts and documentation.

OLD 114

POLICY

D01G RGHS School Blazers

PROCEDURES

D01G

- School Blazers are hired through the school at an annual fee
- Blazers are required to be returned in an acceptable condition before the end of the school end.

POLICY

DOIH RGHS management will comply with Board guidelines relating to fund-raising and sponsorship.

PROCEDURES

D01H

The Principal will ensure that sponsorship and fund-raising activities meet Board requirements.

- The RGHS Board of Trustees is legally responsible for all fund-raising projects.
- All fund-raising projects purposes and methods require the approval of the RGHS Board of Trustees through the Principal and must be stated clearly when requesting approval.
- All fund-raising methods must comply with the relevant legislation (e.g. Gaming and Lotteries Act, Sale of Liquor Act, Local Body by-laws) and relevant school policies.
- In the event that the original purpose for a fund-raising project is cancelled after funds have been raised, the fund-raising group must choose some other purpose that resembles as closely as possible the original purpose and disperse the funds accordingly. This will require RGHS Board of Trustees approval.
- Student fund-raising for amounts under \$1,000 will be forwarded to the Student Council by the Principal for approval.



- Monies raised must be accounted for by presenting a final statement of income and expenditure to the Resource sub-committee through the RGHS Board Secretary.
- All funding document copies kept by Senior Leadership Team / Executive Officer

OLD 107

2. TIMETABLE POLICIES

POLICY

D02A. The RGHS Principal will provide an annual timetable that meets student academic needs.

PROCEDURES

D02A The Principal will ensure that the school timetable enables the delivery of the curriculum and meets the needs of students and the 2013-16 STCA.

- The needs of students within the school will be reviewed annually.
- The range of classes and academic pathways within a level will reflect these needs and the availability of staffing resources.
- Information regarding the range of classes in a particular year will be available to parents and students.
- The Principal, after consultation with the staff, determines the allocation of staffing for the school annually using the GMFS, which is confirmed in March and any Board of Trustee staffing contributions.
- The Principal, after consultation with the staff, determines the number of classes that will operate at each level and in each subject using student enrolment data, subject choice information gathered from students and available staffing resources.
- Heads of Faculties (HOF), in consultation with their faculty, other HOFs and the Principal, will allocate classes to individual staff members.
- A timetable is produced by the Timetable Committee (DP) in readiness for the start of the New School Year.
- The Timetable Committee consults with HOFs and the Principal should changes have to be made with allocations originally given.
- The non-contact requirements as described in the STCA for full-time teachers, part-time teachers and those with permanent MU's must form part of the timetable. There are also additional provisions that apply to beginning teachers in their first and second year and their Heads of Faculties (HOFs). (See Part 5 of the STCA for further clarification.)
- In special circumstances and where a genuine reason exists, teachers may be asked to temporarily forego their minimum entitlement to non-contact. These would be in times of emergency when no day reliever can be found and teachers holding more than the minimum non-contacts are unavailable.
- When in special circumstances a teacher is asked to forgo their minimum non-contact one of the following compensatory mechanisms will apply:
 - A teacher may not be assigned relief or minimal relief cover may be assigned to that teacher.
 - A teacher may not have a whanau allocated or a
 - Reduction in other duties.
 - A financial arrangement may be made in extreme cases.



- All such arrangements are to be negotiated between the Principal and the teacher concerned and should be recorded to avoid dispute.
- In allocating classes to teachers, the Principal will use reasonable endeavour to achieve, for each teacher an average class size of 26 students or fewer.
- To allow for a settling down period, to cater for new student enrolments and student option changes, the average class size for teachers will be based on 1st March numbers. Any teacher whose average class size has been exceeding in the period prior to 1 March shall be compensated in accordance with special circumstances above.
- Teaching is a profession that requires mentoring and ongoing development, for this reason it is important to ensure that when allocating classes' beginning and classroom teachers (as defined by Supplement 1 of the STCA) receive an equitable number of junior and senior classes.
- The school timetable should also include the dates when teachers are expected to carry out "Duties when the school is not open for instruction." (see clause 5.4.1 and 5.4.2) These dates should be set in consultation with staff and in the case of 5.4.2 take into account individual teacher needs.

NEW 347

POLICY

D02B The RGHS Principal will establish daily school routines for students and staff.

PROCEDURES

D02B The Principal will establish daily routines.

- Each Deputy Principal shall take responsibility for day-to-day operations for one and half terms of each year, and the Principal responsible for the first six weeks of Term 4 including producing a weekly diary for each staff member.
- The Principal shall take responsibility for producing an annual individualised student diary.
- Each student and staff member will be provided with a timetable of classes.
- Each student and staff member shall have access daily to information about school activities (weekly planner and daily notices).
- Each family shall receive with their first newsletter an annual RGHS school calendar of events.
- Necessary changes to regular programmes will be notified through daily notices and, where appropriate, to parents through a letter.
- 90 minutes a week will be set aside for staff/professional development meetings.
- Five mornings per week before Period 1, time will be set aside for staff briefings or House Meeting, Principals or Faculty Meetings with the specific staff members.
- Whanau time will be held daily after Period 2. Assemblies may be held in this time.
- One afternoon a month will be set aside for Heads of Faculty to meet with Senior Management.
- From time to time staff will review the length of school day, staff duty, the number of periods per day per week and lunchtime organisation. Students will be notified at the beginning of each year of daily organisation.
- A record of absentees will be kept period-by-period, and collated daily. (See Policy on Whanau Teachers)
- The 2016 timetable is a five period day run on a six day rotating timetable.

OLD 305



3. PROPERTY AND MAINTENANCE POLICIES

POLICY

D03A. The Principal will ensure that a tidy and hygienic environment is provided.

PROCEDURES

D03A A tidy and hygienic environment is required.

- All school rooms will be cleaned daily, and in the school holidays according to the guidelines laid down by the Caretaker.
- Sufficient chemicals and utensils of a standard to achieve this will be provided.
- School rubbish will be disposed of each school day.
- Cleaning standards will be monitored regularly by the Caretaker.
- Sufficient bins will be provided in appropriate locations to minimise litter in the grounds.
- School grounds will be monitored daily to prevent build up of litter.
- Students will be encouraged by staff to help keep the school litter free.
- **Everyone will work to** ensure that litter is kept to a minimum.
- Students and staff will be encouraged to report potential hygiene hazards to their Deputy Principal.
- Hygiene hazards will receive urgent attention.

OLD 101

POLICY

D03B The Principal will ensure that grounds and buildings are maintained in a cost-effective manner.

PROCEDURES

D03B Grounds and buildings will be maintained.

- A ten-year plan for maintenance of buildings and grounds will be set out including a contingency for unforeseen circumstances. This will be reviewed annually.
- Buildings will be maintained in good condition subject to adequate finance.
- Sports fields will be maintained in good condition.
- Grassed and planted areas of the school will be maintained and developed as appropriate.
- Boundary fences will be maintained to a tidy and adequate standard.

OLD 108



POLICY

D03C The Principal will ensure that energy used for heating and lighting is efficient and effective.

PROCEDURES

D03C Energy for light and heat will be used efficiently.

- The cost of energy used will be reported as a separate cost centre.
- Annual maintenance of the boiler will be carried out by a suitably qualified tradesman.
- Maintenance of electrical and gas fittings as per the School Building Assistance and Feature Manual will occur.
- A regular survey of energy use within the school will be conducted and presented to the Board of Trustees Resource Sub Committee.
- Subject to the availability of funds, up-to-date energy control devices will be used.
- Staff and students will be encouraged to participate in energy saving projects, both at the planning and implementation stages.
- Alternative energy technology will be reviewed when appropriate.
- Regular reports presented by the caretaker to the Board of Trustees Sub Committee,

OLD 103

POLICY

D03D The Principal is responsible for the equipment maintenance programme.

PROCEDURES

D03D Equipment will be maintained in good order.

- Equipment is defined as items exceeding \$1000 in value.
- All school **faculties** using equipment will be required to have a medium term (5 year) plan for the replacement of major items. This needs to be costed one year in advance
- Where possible used items will be sold off by the Executive Officer, in order to offset the cost of replacements.
- When equipment is purchased, at least three competitive quotes will be obtained on items over a value of \$1,000.
- An item is defined as capital if it will last longer than one year and costs more than \$1000. Items of lesser value are classified as resources.
- Requests for equipment and capital purchases applied for through the budget can be purchased in that financial year once approval is given. Where the amount exceeds the budgeted price, approval must be sought from the Board by the Principal.
- Other requests must be approved through the Principal.
- The cost of general maintenance will be covered by the school and that budget is administered by the Executive Officer.
- All items over \$1000 will be entered on the School Asset Register.
- Heads of **faculties** keep a record of all **faculty** equipment, and check stockpile each year.
- The Annual Budget will reflect the needs of the above plans.
- Adequate insurance of equipment will be carried.
- Equipment will be stored securely.
- If staff wish to take equipment off site permission must first be granted by the Executive Officer. Insurance during this time must be carried by the staff member. Equipment must be returned in the same condition in which it was borrowed.



POLICY

D03E The Principal is responsible for ensuring that school vehicles are in a safe condition and have clear guidelines for use.

PROCEDURES

D03E The Principal is required to ensure that all school vehicles used by staff and nominated drivers are in a safe condition.

- Booking of school vehicles is through the school computer system.
- All drivers must leave a copy of their current licence at the main reception.
- First-time drivers will need to read and sign the Authorised Driver's Registration Form (Appendix) and authorise a Police vetting (if applicable). As well as complete a driver orientation programme.
- Keys must be collected and returned to the school office. With an "after hours" return, keys are returned to the key box situated by the main door of the administration block.
- All vehicles will be cleaned and checked once a week for oil, water, fuel and tyre pressure by the Site Manager. Vehicles are stored on the northern side of C Block beside the Site Manager's House in Old Taupo Road.
- At the completion of journey, the date, reason, journey details, mileage are all written into the van log book.
- Vehicles are left in a clean and tidy condition when returned to the main van garage.
- A folder with all EOTC documentation is left in the front office before departing school.
- Each teacher taking an EOTC must carry a copy of all documentation with them.
- Road worthiness of vehicles should be part of the school yearly maintenance, repair and replacement programme.
- When driving a school vehicle you are responsible for the following:
 - Inspecting the Vehicle before you leave and when you return, and complete a vehicle inspection form if you notice any damage. Forms are found on the wall inside the vehicle garage and can be left on the same clipboard. Also note if you have any problem while using the van so that these can be attended to.
 - In the event of an accident / emergency, notify the Caretaker (021 973 804 / 07 347 2339), or Principal (021 973 890 / 07 357 5214) or Executive Officer (021 973 948 / 07 345 4775) as soon as possible. DO NOT admit responsibility / fault or sign any type of release form. Complete an incident form (found on the reverse side of the vehicle inspection form) with the other party's details i.e. name of driver, vehicle registration number, address, contact numbers and where / how accident happened. This needs to be handed to the Caretaker or Executive Officer within 24 hours.
 - Each vehicle is covered by a 24-hour emergency breakdown service for Fleetcard Holders. The 0800 655176 can be found on the back of the Fleetcard. (Mobile *2273). Under no circumstances are repairs or service to vehicles to be authorised by the driver. You must first contact the Site Manager (see condition 20).
 - The vehicle must be refuelled before being returned to the garage. Fleetcard is in the glove box and can be used at any service station. There is no PI number or code. Tell the attendant that you need to give the mileage and sign the receipt. Ensure the correct fuel is used. Oil and water levels should be checked when refuelling vehicles



if away for more than a day trip. Please check with the Site Manager or in his absence the Caretaker, if you are unsure how to do this.

- The vehicle garage door must be closed when leaving and returning. There is other school property stored in this area.
- All passengers are wearing seatbelts correctly.
- The vehicle is locked when unattended
- Smoking and consumption of alcohol are not permitted in vehicles.
- Rubbish bins / bags and cleaning equipment are available in the garage for this purpose.
- At the completion of the journey, the date, reason, journey details, mileage and staff code are all written in the van log book.

OLD 355

Appendix 1

Authorised Driver's Registration Form

Please complete and return to the Site Manager. (Tray in main office)

Name: _____

Drivers Licence Number:
(Full License Only)

Drivers Licence Expiry Date :

"I have read and understand the School Vehicle Use Policy, and the Terms and Conditions of driving a school vehicle, attached to this registration form. I agree to abide by my obligations specified in these documents."

Signature:

Date:



TERMS AND CONDITIONS OF DRIVING A SCHOOL VEHICLE

When driving a school vehicle you are responsible for the following:

1. Inspect the vehicle before you leave and when you return, and complete a vehicle inspection form if you notice any damage. Forms are found on the wall inside the vehicle garage and can be left on the same clipboard. Also note if you have any problem while using the van so that these can be attended to.
2. In the event of an accident/emergency, notify the Site Manager (021 973804/ 07 3472339), or Principal (021 973890/ 07 3575214), or Executive Officer Executive Officer (021 973 948 / 07 345 4775) as soon as possible. DO NOT admit responsibility/fault or sign any type of release form. Complete an incident form (found on the reverse side of the vehicle inspection form) with the other party's details i.e. name of driver, vehicle registration number, address, contact numbers and where/how accident happened. This needs to be handed to the Site Manager or Executive Officer within 24 hours.
3. The vehicle garage door must be closed when leaving and returning. There is other school property stored in this area.
4. All passengers are wearing seatbelts correctly.
5. Vehicle is locked when unattended.
6. Smoking and consumption of alcohol is not permitted in vehicles.
7. The vehicle must be refueled before being returned to the garage. Fleetcard is in the glovebox and can be used at any service station. There is no PIN number or code. Tell the attendant you need to give the mileage and sign the receipt. All vehicles use 91 unleaded fuel. Oil and water levels should be checked when refueling vehicles if away for more than a day trip. Please check with the Site Manager or in his absence the Caretaker, if you are unsure how to do this.
8. Completion of journey log book: date, reason, journey details (where travelling to), mileage, clearly printed name (and staff code if applicable).
9. Vehicles are left in a clean and tidy condition when returned. Rubbish bins/bags and cleaning equipment is available in the garage for this purpose.
10. Each vehicle is covered by a 24 hour emergency breakdown service for Fleetcard holders. The 0800 helpline number can be found on the back of the Fleetcard. Under no circumstances are repairs or services to vehicles to be authorized by the driver. You must first contact the Site Manager (see condition 2).
11. Vehicles are stored in the garage on the northern side of C Block, beside the Site Manager's house on Old Taupo Rd. The large white button on the key ring opens the garage door.



4. SPECIAL RESOURCES POLICIES

POLICY

D04A. RGHS will ensure that any animals used for curriculum purposes are handled humanely.

PROCEDURES

D04A Any animals that form part of a teaching lesson will be handled appropriately.

- Animal” is defined as any living creature with a backbone, including land based and aquatic mammals, birds, fish, amphibians and reptiles.
- It is generally accepted that other living creatures such as snails, worms and insects must also be treated with care.
- If the appropriate care cannot be provided, the animals should not be kept in school.
- Creatures kept in laboratories for observation must be housed and fed properly and returned to their natural habitat on completion of the study.
- Creatures captured on field trips must be returned to their habitat prior to leaving the area unless their proper care in school can be guaranteed.
- Responsibility for the welfare of animals rests with the teacher involved. The following conditions apply:
 - Animals must have an appropriate diet, including access to water. Provision must be made for care at weekends and over holidays
 - Animals must have cages/containers of an appropriate size and be ventilated and hygienic. Animals must not be subjected to extremes of noise, draught or sunlight.
 - Animals should be free from injury and disease before entering the school premises.
 - Staff who choose to have vertebrates in the classroom will be responsible for their care and treatment if necessary.
 - If students bring their own animals into school their care is totally their responsibility.
 - Animals must be handled/kept in such a way that they are not subjected to stress or fear.
 - Animals should be able to express normal behaviour.
- Where any activity is planned which may cause distress or suffering to the animal, approval must be obtained from an Animal Ethics committee. A record must be kept of procedures followed as set out in the act. (ERO Handbook 1994 p A72 R5)

OLD 300



POLICY

D04B The RGHS library is an especial learning resource for students and staff.

PROCEDURES

D04B The Principal will take steps to ensure that the RGHS Library is a useful learning resource.

- The Librarian and Library Committee should regularly consult with all HOFs and classroom teachers regarding the needs and interests of the pupils.
- The library should maintain links with the wider community.
- Displays and book selection should stimulate imagination and encourage the enthusiasm of the student for learning.
- Book promotions should be done regularly.
- Displays should be attractive and changed regularly.
- Students should help with book selection and the running of the library.
- Information should be easily accessible.
- Library texts are regularly updated and upgraded.
- The Library Committee will help with planning and resources for library lessons.
- The Librarian and Library Committee will have joint responsibility for selection of texts.
- Selection criteria will be set.
- Purchasing will be done according to an agreed plan.
- A cross-section of periodicals will be purchased to complement the information available in book resources.
- The Librarian and Library Committee reserve the right to reject donated resources if they do not meet the selection criteria.
- Priority will be given to appropriate New Zealand publications.
- Weeding of the collection is on-going according to set criteria.
- A procedure will be put in place where a complaint against a specific library resource cannot be resolved through informal discussion with the Librarian
- Security in the Library when students are using computer will be under the ICT coverage.

MERGER OF OLD 319 AND 320



POLICY

D04C The Principal will ensure that appropriate school records are retained in accordance with Ministry guidelines and that there is a proper process for their disposal.

PROCEDURES

D04C The preservation and destruction of school records will meet set requirements.

- The following records are kept permanently and filed according to year generated:

○ Board of Trustees meeting minutes	Board of Trustees annual report
○ Education Review reports	Prospectus
○ School Magazine	Prizegiving awards
○ NZQA examination results	Attendance registers
○ Building plans	School Newspaper
○ Agency regulatory circulars	Ministry of Education returns
○ Newspaper Clipping File	Staff Profile (record of teaching)
○ Enrolment record (MOE)	Student Record of Achievement computer disks
- The following records are to be kept for seven years:
 - Student Enrolment form, leaving form, record of achievements and relevant correspondence – according to the year they commenced.
 - Staff: CV, relevant correspondence (filed alphabetically)
 - Board of Trustees correspondence
 - Accounts
 - Student reports
- Wherever possible, permanent paper records should be scanned and reduced to Read Only Memory (ROM)
- The International **Records** Management Standard ISO15489-1 defines records as “information created, received, and maintained as evidence and information by an organisation or person, in pursuance of legal obligations or in the transaction of business.”
- The following criteria determine a record:
 - It relates to the carrying out of your work
 - It has triggered an action or been used to make a decision
 - It has status as evidence
 - It contains substantive and significant information about school business
 - It has been communicated beyond the person or workgroup that created it
 - Another staff member or your successor would need to refer to it to carry out their work.
- **Electronic Records** are records that are stored in a medium which requires electronic or computer equipment to retrieve them, including e-mails, word processed documents, spreadsheets, digital images, web pages, etc.
- **Destruction** is the physical disposal of records by incineration, shredding or pulping.



Before destroying a record:

- List the files to be destroyed on a spreadsheet containing the following information:
 - File number
 - Volume number
 - Title/ Description
 - Description line
 - Date Opened
 - Date Closed
 - Year of destruction
 - Destruction Authority Number
- Print out a list of the files and attach them behind a Destruction Authority Form. This is the form that needs to be signed by the Board of Trustees, before destruction of the files can occur. The Destruction Authority needs to have the following information.
 - Destruction Authority Number
 - Explanatory Note
 - Name of the signer
 - Position
 - Date
 - Signature
- In the RGHS file classification two files should be created under Records Management called *Records Destruction Authorities* and *Certificates of Destruction*.
- The destruction authority form should be tabled at a Board Meeting with the list of files to be destroyed attached. The signer should sign the form, and initial and date the following pages. This is very important, otherwise anything could be attached to the form after they have signed it.
- Give each Destruction Authority form a number. Keep a list on the inside cover of the file, with the number of the form, and who signed it off. Each time you create a new form, make sure you write the number on the list at the same time as you number the form.
- The destruction form should be signed by the Board of Trustees Chairperson and the original should be returned to the Records clerk. A photocopy may be taken for inclusion in the Board minutes. The original should be filed on the Records Destruction file (which is archival). It must be recorded in the Board Minutes that authority was given for destruction – e.g. Files detailed in Destruction Authority 5, in file RM-01 etc. Once the form is signed off, you will need to arrange for destruction. You may want to use a secure destruction bin, or have a destruction company pick up the records. The level of security you use depends on the confidentiality of the files. The Archives New Zealand factsheet F9 (Methods of Destruction) states that destruction should be irreversible, secure and documented. Therefore you may want to consider such as methods as shredding, pulping or incineration. Before making an order to a destruction company, check that they will provide a certificate of destruction, which certifies that the records have in fact been destroyed.



- In the “Certificates of Destruction” file, file the certificates, and any supporting documentation, such as purchase orders to the destruction company, or packing slips received from the company. Number each certificate in running number order, and cross reference to the Destruction Authorities by noting on each certificate which Destruction Authorities it relates to, and vice versa. If some destruction is carried out onsite, create a file note with details, and this can stand in place of the Certificate.
- **Destruction should be carried out annually**, at the beginning of the year. All of those records that have come up for destruction in the previous year should be included. Therefore, a file due to be destroyed in 2014 should be destroyed in January 2015. (This approach means that a whole year’s destruction may be carried out at once and individual dates of the files don’t have to be checked to see if they have passed the month they may be destroyed.)
- Associated Documents – Public Records Act 2005, School Records Retention & Disposal Schedule, RGHS File Classification & Retention & Disposal Schedule, Destruction Authority Form.

MERGE OF OLD 349 AND 352

