Policy

Outcome statement

Wesley College School Board is committed to ensuring that it has and maintains School Policies and related resources to effectively govern the school and that policies and resources are managed in a manner that is compliant and consistent with legal and regulatory requirements, the Schools special character, culture and values.

Purpose

This policy defines a Wesley College Policy, explains the relationship to related resources, and describes the key expectations, requirements, and methodology throughout the policy lifecycle, including policy development, review, implementation and maintenance.

All Wesley college policies will as part of a standardised policy framework and process be based on the following guiding principles:

Policies align with and strengthen the College mission, vision, and values, and take account of secondary education leading practices

The policy process map creates clear ownership and accountability in the policy development, review, implementation and implementation process

The policy process map enables an efficient and collaborative policy management process and recognises the importance of engaging staff and stakeholders in the development and review process

Policies, procedures, and related resources are in a consistent and accessible format and written as clearly as possible

Policies are maintained in a user-friendly, organized, central repository to increase awareness and mitigate risk

Policies and related resources are kept up-to-date and compliant with relevant requirements

1. **Scope and Application**
This policy applies to the development, approval, implementation, and maintenance of Wesley College Policies, procedures and process. All staff, students, stakeholders and associated persons affected by Wesley College School Board Policies and related resources are expected to comply with this policy.

Final approval of all Wesley College School Board policies may only be approved by the School Board.

2. **Extra Ordinary Review procedure**
If a policy requires emergency creation, review and approval due to legal, regulatory, statutory, or other requirements then the School Board may review any policy earlier than the scheduled review date to meet school needs.

3. **Policy Details**
Policy and procedure development process

The policy framework policy should contain a trigger for a new policy and/or procedure, this is most commonly via the Policy review schedule maintained by the School Board Secretary.

Policy development stages

1. Needs analysis stage
2. Subcommittee as policy author stage
3. Draft policy stage
4. Circulation and consultation stage
5. Redraft stage, if necessary
6. Board approval stage
7. Confirmation stage
8. Training and induction stage
9. Maintenance and review stage

The Wesley College School Board approved this policy June 2023.
This policy will be reviewed on / before the June meeting 2026.

David McGeorge   22 June 2023
PRESIDING MEMBER   **DATE**

1. Needs Analysis Stage:

New or extra ordinary Policy need/review identified or Policy Review as per schedule.

Board secretary advises Policy subcommittee members of need.

2. Policy author and approver Stage:

The Policy Subcommittee of Board meets to review/design draft policy.
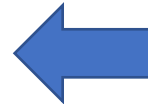
Board secretary arranges meeting of members.

4. Circulation and consultation stage:

Draft policy is circulated to stakeholders including staff, parents and trust board for feedback and input for no less than 15 working days.

Board secretary shares draft on school website, school fb page and via school emails

3. Policy draft stage

Policy subcommittee drafts policy using research and data.

All Policy subcommittee members at a formal minuted meeting of policy sub - subcommittee.

Policy is endorsed by Policy subcommittee and sent by secretary to Board for approval at next Board Meeting

Feedback - Yes

Feedback - No

5. Redraft Stage:

Policy is redrafted based on feedback received within the time and reviewed by Policy Subcommittee before sending to Board.
All policy subcommittee members

6. Board approval stage:

Board Approves new policy

9. Maintenance and review stage:

New policy placed in all holding spaces, including but not limited to website, staff room and at reception.

Secretary responsibility

8. Training and Implementation stage:

School management ensures that staff affected are inducted and trained into new policy.

Principal responsibility

7. Confirmation stage:

Communication and copy of approved policy circulated to stakeholders as per stage 4.

Board secretary