**PERSONNEL POLICY****OUTCOME STATEMENT**

Wesley College school board is committed to acting as a good employer and takes all reasonable steps to build working relationships based on trust, confidence, and good faith. The board treats employees fairly and properly in all aspects of their employment as required by the Public Service Act 2020, and complies with legislation on employment and personnel matters.

**SCOPING**

The board will:

- operate a personnel policy as required;
- be a “good employer” in its management of personnel, its personnel practices and its workplace practices;
- to ensure the proper standards of integrity and conduct are practiced by all employees;
- comply with all relevant staff collective and individual employment contracts;

**EXPECTATIONS and LIMITATIONS**

The board ensures strong leadership by recognising the principal as the educational leader of the school, the chief executive, and an employee of the board. The board:

- appoints the principal, through the appointment committee
- appraises the principal
- works transparently and positively with the principal
- ensures delegations to the principal are robust and regularly reviewed.

The board meets reporting and administrative requirements by:

- referring to our Equal Employment Opportunities policy in its annual report on the extent of its compliance as a good employer
- ensuring that systems are in place for keeping employee files safe and secure.

**Support for school employees**

The board:

- takes all steps, so far as is reasonably practicable, to meet its primary duty of care obligations to ensure good and safe working conditions for employees and responds to all reasonable concerns and requests made by employees
- considers staff health and wellbeing (hauora) and work-life balance, and will consider applications for flexible working arrangements
- ensures that all employees maintain proper standards of integrity and conduct, and a concern for the safety and wellbeing of students, colleagues, and public interest
- promotes high levels of staff performance through:
  - performance management and professional development (including budgeting for training and development programmes intended to enhance the abilities of individual employees)
  - acknowledgement of staff achievements
  - salary units.
- deals effectively and fairly with any concerns through the concerns and complaints and protected disclosure procedures.

**RECRUITMENT AND APPOINTMENTS**

The board may delegate the recruitment and appointment process to the principal and senior management, and may be represented in appointment committees. For the specific make up of appointment committees according to positions, see Appointment Committee. The board and delegate(s) endeavour to appoint

appropriately trained and qualified staff to all teaching and non-teaching positions, and to find the best person for the position.

### Safeguarding

The board recognises the need to ensure the safety of students and mitigates students being placed at risk by the actions of employees, through:

- proactive policies, procedures, and actions related to safeguarding
- robust recruitment (including reference checking), appointment, and induction processes, including complying with the Children's Act 2014
- annual reports from the principal on the registration, certification, attestation, and police vetting of staff, and reports on appointments and any support provided to teachers
- information, in committee, from the principal regarding concerns and complaints raised about staff, and the actions taken
- compliance with the [mandatory reporting requirements](#) to the Teaching Council under the Education and Training Act 2020 regarding staff dismissals, resignations, complaints, serious misconduct, and competence.

## PROCEDURES

### Appointment Committee

The appointment committee's responsibilities may include:

- creating a timeframe for advertising and filling the position
- creating the advertisement for the Education Gazette (and local newspapers, depending on the position)
- compiling the application package
- selecting candidates to interview
- conducting the interviews
- undertaking referee and other checks to verify the candidate's qualifications, identity, and suitability to work with students
- advising the board of the preferred candidate for their confirmation
- notifying the successful and unsuccessful applicants within the agreed timeframe
- completing and forwarding a New Appointment form to payroll
- initiating the staff induction process.

When appointing a principal, the board employs the services of an independent advisor to assist with the process where possible. [NZSBA](#) provides advice that the board considers carefully.

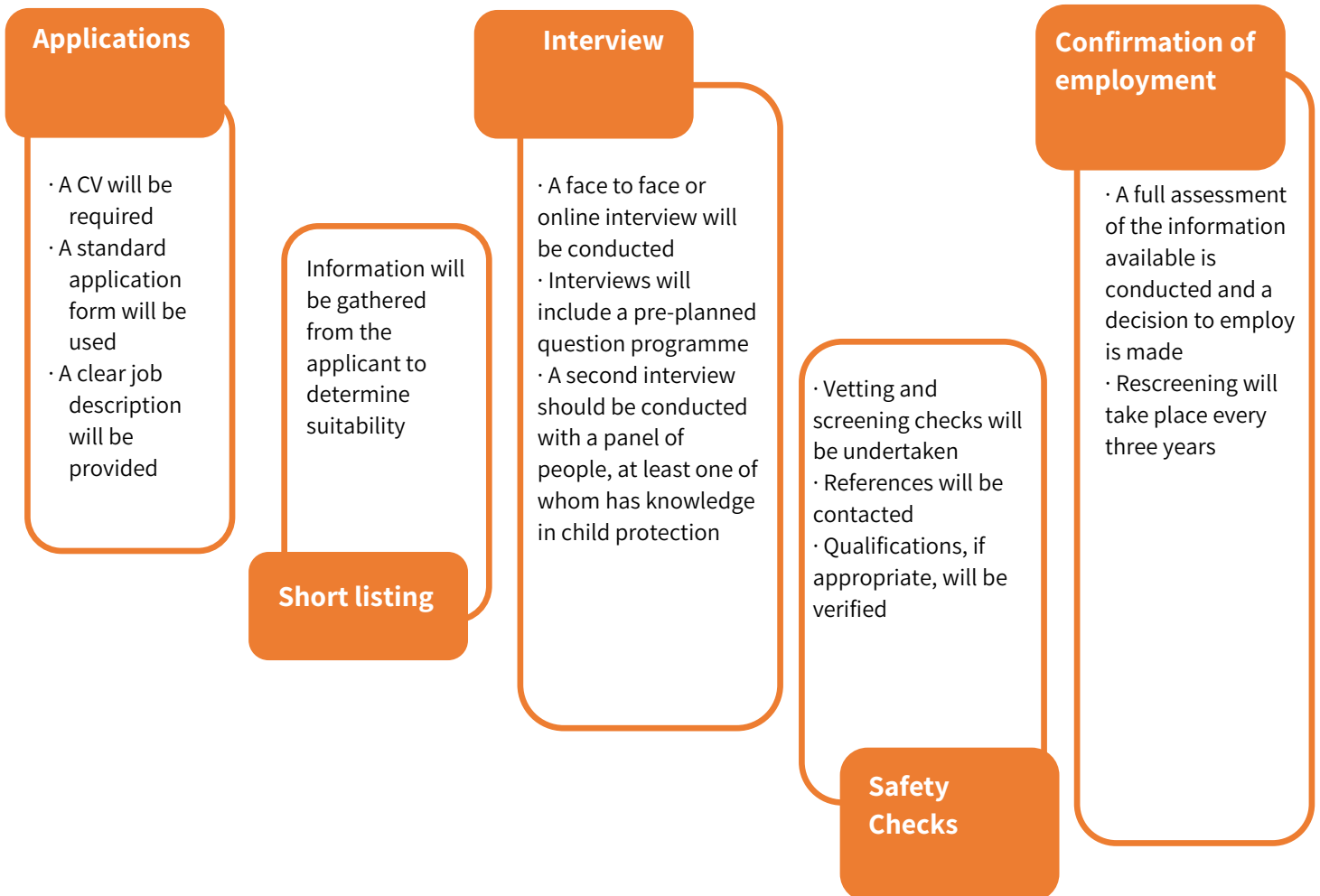
If the appointment is for a new principal, the board manages the recruitment and appointment process and may choose to review the job description and person specification for the role, which may include surveying the views of the school staff and community.

Each member of the appointment committee is expected to consider and declare any conflict of interest that might affect, or be seen to affect, the impartiality of their contribution to the process.

<b>Position</b>	<b>Appointment Committee</b>
Principal	A full board meeting considers and determines the make-up of the appointment committee.
Senior leadership position	A full board meeting considers and determines the make-up of the appointment committee.
Teaching staff (incl. part-time and fixed term)	Principal and/or member of the senior leadership team and at least one other staff member (HoD)
Support Staff (incl. part-time and fixed term)	Principal and/or member of the senior leadership team and at least one other staff member (e.g. SENCo, Lead Nurse)

## SAFE RECRUITMENT OF STAFF

All appointments (permanent, fixed term, student, casual or volunteer) to positions that have direct and/or frequent contact with children or young people will be conditional upon safety checks, including a police vetting check.



## LEGISLATION

- Public Service Act 2020
- Human Rights Act 1993
- Education and Training Act 2020
- Privacy Act 2020
- Children's Act 2014
- Health and Safety at Work Act 2015
- Employment Relations Act 2000
- Employment Relations Amendment Act 2018

The Wesley College School Board approved this Policy August 2024.  
This policy will be reviewed on / before the August meeting 2027.

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**PRESIDING MEMBER**

22 August 2024  
**DATE**