



WESLEY COLLEGE TRUST BOARD

WRITING & REVIEWING POLICIES POLICY

RATIONALE

The Wesley College Trust Board wishes to establish policies for good governance and to put in place a review procedure for these policies once they are adopted by the Board.

PURPOSE

The purpose of this policy is to:

- Provide a clear and consistent process for the drafting, adoption, implementation, and review of Trust Board policies.
- Ensure that policies remain relevant, effective, and compliant with applicable legislation and educational standards.
- Facilitate community and stakeholder engagement in the policy review process.

POLICY GUIDELINES

1. The Policy Committee, at the request of the Wesley College Trust Board, shall be responsible for the preparation of draft Trust Board policies.
2. The Policy Committee may co-opt other Board members to assist in policy development.
3. The Principal shall be a member of the Policy Committee to provide educational leadership and operational insights.
4. Draft policies should be presented to the Board at least one month prior to the planned formal adoption of the policy to allow adequate time for review and feedback.
5. The Policy Committee shall be responsible for ensuring that policies are reviewed prior to their designated review date.
6. Policies will be reviewed to ensure compliance with relevant New Zealand school and hostel legislation and best practices in governance, education, and hostel management.
7. The Principal shall report on the implementation of policies as part of the review process.
8. To facilitate consultation with the community and stakeholders, all policies shall be posted on the College website; and parents/guardians will be advised when policies are due for review and given an opportunity to provide feedback.

9. Where appropriate the Wesley College Trust Board will work to establish common policies with other entities, such as the Wesley College School Board, to promote consistency and shared best practices.

This policy was adopted by the Wesley College Trust Board on 20 February 2025.
This policy will be reviewed on or before the Wesley College Trust Board meeting in February 2028.

Jan Tasker
Chairperson
20 February 2025