

## **SECTION B: EFFECTIVE TEACHING**

### **B1 DISCRETIONARY LEAVE OF ABSENCE**

1.0 Leave will be granted subject to the conditions set out in the relevant employment contract(s) and the procedural criteria.

Short Term Leave (leave up to and including four school days)

2.1 Leave up to and including four school days may be granted at the discretion of the Principal.

2.2 The Principal shall report to the Board all short term leave granted.

2.3 Any discretionary leave application by the Principal must go to the Board.

Long Term Leave (leave for one or more school weeks)

3.1 Leave for one or more school weeks may only be granted by the Board.

3.2 In emergency or extraordinary circumstances the Principal may, after consultation with the Board Chairperson, grant a period of Discretionary Leave with or without pay for a specific purpose. The Principal will provide an explanatory report to the next scheduled Board meeting explaining the circumstances and rationale for granting the Discretionary Leave.

Ratified 30/05/2013 (BoT)  
Updated/ratified 04/06/2015 (BoT)  
Reviewed/ratified 28/04/2016 (BoT)  
Reviewed/amended 26/03/2017(RCS)  
Reviewed/ratified 10/04/2017 (BOT)  
Reviewed/ratified 15/5/19 (BOT)

### **B2 STAFF DISCIPLINE**

1.0 Disciplinary procedures will be carried out as required with regard to the relevant employment agreement.

1.1 Where the Principal determines disciplinary procedures are warranted the Principal will immediately advise the Board Chair.

Ratified 30/05/2013 (BoT)  
Reviewed 26/03/2017 (RCS)  
Reviewed/amended/ratified 28/04/2016 (BoT)  
Reviewed/ratified 15/5/19 (BOT)

### **B3 PERFORMANCE REVIEW**

1.0 The Board of Trustees requires that all staff at Otamatea High School will participate in an annual performance review programme.

1.1 The process will:

- a) provide staff with opportunities for professional and personal growth to meet the learning needs of every student and
- b) ensure that the all teaching staff are meeting or working towards the practicing Teacher Criteria for continued registration and full certification as set by the New Zealand Education Council.

1.2 The results of all performance reviews are confidential to the staff member, his or her HELA or Appraiser and the Senior Leadership Team.

- 1.3** The Board of Trustees will ensure that sufficient funds are made available for an effective annual performance review process, and for appropriate professional learning and development identified by this process.
- 2.0** Principal's Performance Review
- 2.1** The Principal will have a Performance Review on an annual basis to ensure;
- a) accountability for effective leadership and management and the delivery of quality teaching and learning in the school.
  - b) the ongoing personal and professional growth and development of the Principal.
- 2.2** At least once every three years, the Principal's appraisal will be conducted by an external appraiser, mutually acceptable to the Principal and the Board.

**Ratified 30/05/2013 (BoT)**  
**Reviewed/ratified 04/06/2015 (BoT)**  
Reviewed 31/03/2017 (KG)  
**Reviewed/ratified 10/04/2017 (BoT)**

**B4 PROFESSIONAL LEARNING AND DEVELOPMENT**

- 1.0** Otamatea High School will provide all staff with ongoing Professional Learning and Development to link to the Strategic and Annual plans and to meet the learning needs of every student.

**Ratified 30/05/2013 (BoT)**  
**Reviewed/ratified 04/06/2015 (BoT)**  
Reviewed 31/03/2017 (KG)  
**Reviewed/ratified 10/04/2017 (BoT)**

**B5 REPORTING ON STUDENT ACHIEVEMENT**

- 1.0** Otamatea High School ensures that student achievement is systematically recorded and that reporting of student achievement is appropriate and regular.

**Ratified 30/05/2013 (BoT)**  
**Reviewed/ratified 18/12/2014 (BoT)**  
Renamed Sept 2016 (DS)  
**Reviewed/ratified 07/07/2017 (BoT)**  
**Reviewed/ratified 15/5/19 (BOT)**

**B6 PROTECTED DISCLOSURE**

- 1.0** Any employee of Otamatea High School may, in compliance with the Protected Disclosures Act 2009, report an alleged incidence of serious wrongdoing within the school without retaliatory or disciplinary action.

**Ratified 30/05/2013 (BoT)**  
**Reviewed/ratified 28/04/2016 (BoT)**  
Reviewed 26/03/2017 (RCS)  
Reviewed/amended/ratified 15/5/19 (BOT)