



# LONG BAY COLLEGE

*Care, create, excel*

## PERSONNEL POLICY

### NAG 3

#### PURPOSES

To promote high levels of staff performance which improve the learning outcomes of our students, use educational resources **effectively** and recognise the needs of students.

To be a good employer as defined in the State Sector Act 1988 and comply with conditions contained in employment contracts applying to teaching and non-teaching staff. (State Sector Act currently undergoing a reform 26 June 2019)

#### POLICY

##### 1. STAFFING

- a Long Bay College is dedicated to staffing the school with the best possible leadership, teaching and support personnel available.

##### 2. EMPLOYMENT

- a The Board is committed to the equality of employment opportunities and will ensure that all personnel activities are conducted in a manner whereby all people are treated fairly and have equal prospects for appointment, job satisfaction and success as specified in the State Sector Act 1988 and the Human Rights Act 1993.
- b The Board is committed to ensuring the safety of students as specified in the Vulnerable Children Act 2014.
- c The Board is committed to ensuring personal information is collected, stored, used, accessed and disposed of in accordance with the principles of the Privacy Act and by the appointed Privacy Officer.

##### 3. STAFF CONDUCT AND PERFORMANCE

- a All teaching and non-teaching staff will comply with Long Bay College's policies and procedures.
- b All teaching and non-teaching staff will meet the expectations of their respective employment contracts.
- c All teaching staff will meet, or be working towards meeting, the criteria for Teacher Registration, as prescribed by the Teaching Council.
- d All teaching staff will meet the Professional Standards as determined in the STCA.
- e The Board requires the performance of all staff to be subject to annual review. The process will ensure on-going improvement to performance in order to provide the best possible opportunity for student success.
- f The Principal will have a Performance Review on an annual basis to ensure:
  - accountability for effective leadership and management and the delivery of quality teaching and learning in the school
  - the on-going personal and professional growth and development of the Principal.
- g Staff disciplinary and competency procedures will be carried out with regards to the relevant employment agreement.

#### 4 STAFF APPOINTMENTS

- a The Board is committed to employing the best person suited to the position.
- b All applicants are to be considered according to their skills, qualifications, abilities and aptitudes, without regard to any irrelevant conditions.
- c. The procedure for the appointment of a Principal will be developed and made known by the Board of Trustees as the need arises.
- d. The Board will abide by “good employment principles” when making an appointment according to:
  - State Sector Amendment Act 1988 s77A 2© - 2 (h) (Prior to June 2019 Reform and relating to this reform thereafter)
  - Human Rights Act 1993
  - Privacy Act 1993
  - The school’s EEO Policy
  - Employment Relations Act 2000
  - The current collective agreements covering staff at the school

#### 5 LEAVE

- a The Board and the Principal manage leave so the risk of financial liability is minimized, operational needs are met, and the needs of individual staff are considered.
- b Leave will be granted subject to the conditions set out in the relevant employment contract(s).
- c Short Term Leave (leave up to and including three school days) may be granted at the discretion of the Principal.
- d Board approval is sought for any requests of Long-Term Leave (leave for more than four school days).
- e The Board, at its discretion, may pay an allowance to staff who are requested to undergo professional development during school holidays and weekends or attend courses deemed to be important for the implementation of both school-wide and faculty objectives. (The allowance will be paid on the understanding that it is a discretionary amount, not part of any other collective or individual employment contract.)

#### 6 PROTECTED DISCLOSURES

- a The Board will ensure that procedures are in place to enable employees, past and present, and contractors to make protected disclosures. These procedures will be publicised to staff on a regular basis.

New/Reviewed	Tabled	Adopted	Signed
	22/8/95	26/9/95	
1/99, 2/99, 3/99, 4/99	5/99	1/6/99	
2000		1/2/2000	By Joan Titman, Chairperson
9/00		3/10/00	By John Brockliss, Chairman
16/2/01	16/3/01	3/4/01	By John Brockliss, Chairman
	4/05	3/3/05	By Andrew Stewart, Chairman
19/6/07	5/2/08	5/2/08	By Richard Griffin, Chairman
16/3/10	7/9/10	12/10/10	By Rob Gosling, Chairman
17/5/11	7/6/11	5/7/11	By Rob Gosling, Chairman
23/10/12	5/3/13	9/4/13	By Robyn van der Sande, Board Chairperson
12/4/16	24/5/16	14/6/16	By Robyn van der Sande, Board Chairperson
Under Review 12/2019	11/2019	12/2019	By Kevin de Jong, Board Chairperson

#### Procedures:

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## APPENDIX TO PERSONNEL POLICY

### *PROCEDURES*

#### **APPOINTMENTS PROCEDURES**

1. All permanent teaching positions whether full-time or part-time or long-term relieving positions will be advertised.
2. Job descriptions and selection procedures for all positions advertised will be available on request.
3. Deputy Principal and Business Manager appointments are to involve a Board member.
4. The Principal or delegated person will notify all applicants of the decision in writing, by email or by telephone call.
5. All papers and information related to an application remain confidential to the Board and:
  - a application forms of successful applicants will be retained in the applicant's personal records;
  - b unsuccessful applicants' papers and information will either be returned to them or destroyed once the position has been filled.
6. All appointments will be reported to the Board.
7. Reference reports for all employees must be collated, recorded and on file.

## **LEAVE GUIDELINES AND PROCEDURES**

Applications for leave will normally be considered under the provisions of the current Collective Employment Contract. However, in keeping with good employer principles the Board recognises that under certain circumstances staff may deserve special leave not covered under the CEC.

- 1 Discretionary leave with or without pay may be awarded for periods of up to one year. Where a teacher applies for extended leave (greater than one term) leave may be granted if the teacher has had at least three years continuous full-time service at Long Bay College at the time of application.
- 2 When considering an application, the Board must be reasonably satisfied that a suitable replacement teacher(s) can be found for the period of leave applied for.
- 3 In special circumstances leave may be granted for an extended period including a period greater than one year or to a teacher with less than three years' service at Long Bay College if the Board is satisfied that the circumstances warrant it.
- 4 The following will be taken into account when the application for leave is being considered (in no particular order):
  - a The reason for the leave applied for.
  - b Number of applications in any one year.
  - c Staff turnover and stability.
  - d Length and timing of leave applied for.
  - e Length of service of staff member applying for leave.
  - f Whether leave could reasonably have occurred during school vacation time.
  - g The cost to the Board if leave is granted.
  - H The teacher's commitment to the holistic nature of Long Bay College.
- 5 Notwithstanding paragraphs 1-4 above, the Board, before awarding leave, must be satisfied that the education of the students is not unduly affected by the leave applied for.
- 6 Sports and Cultural leave:  
Where the leave is approved, the following will apply:
  - maximum of two days' paid leave
  - extra days' leave may be granted without pay.
- 7 Short term leave:  
Leave for short periods of up to three days may be granted by the Principal in special circumstances.

### **PROCEDURES**

- 1 As much notice as possible should be given to the Board of Trustees when special leave is applied for.
- 2 Applications for leave should follow the memo available on x files, DP Templates, LBC Forms.

## **Evaluation of Professional Learning - PERFORMANCE APPRAISAL PROCEDURES**

### **GUIDING VALUES**

The **primary** purpose of this evaluation must be to improve the learning outcomes for our students.

Research on teacher effectiveness shows that teachers can significantly improve their students' academic achievement if they:

- Know and agree on what is expected of them.
- Collaborate and receive feedback on their work from their colleagues.
- Are able to discuss issues openly with colleagues.
- Receive support and guidance when needed.
- Have their many contributions recognised and valued.

Secondly, we must ensure that our professional development goals that staff are being evaluated against are aligned with our school's long term strategic goals.

This process must be about:

- A focus on the quality of teaching that effectively improves our students' learning. Starting with the strengths and experiences that this staff already have.
- Involving staff in discussing their own experiences: reflecting, thinking, analysing and planning with colleagues.
- Having a range of resources to provide support where and when it is necessary.
- Trust. All parties must maintain confidentiality in all matters relating to this process. This should be an open, honest and constructive experience.
- All staff are responsible for building trust and respecting confidentiality.
- The formal process should be followed consistently by all staff.

This evaluation process is NOT about managing unsatisfactory performance. The collective contract addresses this issue and there are competency procedures to deal with staff members who are unwilling or unable to make the changes to meet the professional Values, Codes and Standards.

### **GUIDELINES**

1. The Board of Trustees is responsible for appraisal of the Principal.
2. All staff are appraised annually by a mutually agreed Professional Learning Appraiser or Mentor.
3. The appraisal process is outlined in the Long Bay College Professional Learning Notebook Guide that is reviewed and updated annually.
4. The individual's completed Annual Summary Report and supporting evidence are stored in the relevant Professional Learning Notebook.
5. Agreed professional development objectives will be supported as appropriate and resourced through a professional development plan and budget.
6. The professional development budget will provide for time to be used for negotiated appraisal activity.
7. Procedures for data collection will be negotiated individually but will include a minimum of ~~one~~ two classroom observations and some evidence of student evaluation of their learning.
8. Training for appraisal will be provided as needed.
9. An appeal procedure will exist to deal with concerns about inappropriate appraisers or conclusions. The first point of contact will be the Senior Leader with responsibility for appraisal.  
The process will be in two parts:
  - a Discussion and if no resolution, then,
  - b An independent appraisal.
10. The appraisal process will be reviewed annually.

## **PROFESSIONAL DEVELOPMENT PROGRAMME PROCEDURES**

### **AIMS**

- To put into practice our vision of Personal Excellence for Global Success.
- To ensure that there is an expectation of success and personal excellence for every student by every teacher.
- To continue to develop and enhance the skills of high quality teachers who share an understanding of “how to learn”.
- To ensure that there is a visionary implementation of the New Zealand curriculum.
- To put into practice our Strategic Goals 1: Culture & 2: Exceptional Learning.

### **To ensure high quality staff the BOT will ensure:**

- Teachers with high expectations of student success.
- Teachers who are educators, coaches and mentors – facilitators of learning.
- Every teacher committed, skilled and inspiring.
- Practice that meets the needs of the student rather than meeting the needs of the “system”.
- Teachers at the cutting edge of excellent practice.
- Staff will maintain, a safe working environment (as required by the Health and Safety at Work Act 2015)
- One or more travel/study scholarships per year are awarded to deserving members of staff.
- Providing an appropriate programme of advice and guidance for provisionally registered teachers is provided which will be reviewed annually.
- An annual staff development programme based on student learning needs and identified needs of individual staff is implemented.
- Funds and resources to deliver the approved curriculum are allocated.

### **GUIDELINES**

1. The Professional Development programme and budget will be established annually and administered by the Senior Leader with responsibility for Professional Development, in consultation with the Principal and staff.
2. The programme will endeavour to meet school-wide and individual needs, including the provision of in-class support where necessary. Priority will be given to school wide implementation of strategic goals and to needs identified in the Evaluation of individuals Annual Summary Report.
3. Opportunities will be provided, as appropriate, to observe, visit and consult with teachers inside and outside Long Bay College.
4. The programme will provide for the needs of beginning teachers and the induction of all new staff to Long Bay College and there will be on-going support.
5. The annual budget will provide for:
  - Staff scholarships and exchanges.
  - Support for attendance at National and International Conferences. (2)
  - Curriculum specific training as agreed by Heads of Faculties
  - School-wide training needs.
6. The Professional Development programme will show a clear link to:
  - *School curriculum*
  - Needs identified through the Evaluation of Annual Summary Reports
  - School-wide goals identified in the Strategic Plan.
7. There will be an annual review, with input from staff members. The Senior Leader with responsibility for Professional Development will report to the Board annually.

## **APPRAISAL OF THE PRINCIPAL PROCEDURES**

The Principal's performance review can be conducted by an external appraiser, mutually acceptable to the Principal and the Board. Documentation relating to the Principal's appraisal interview will remain confidential to the Principal, the Board Chairperson and the appraisal sub-committee. However, performance agreement documents will be made available to the Board as confidential documents.

### **Dispute resolution:**

Any dispute related to the Principal's appraisal process or its results will be referred to an independent arbitrator agreed upon by the Principal and the Board Chairperson. (Note that in any dispute, the Board, as employer, has responsibility for the final decision.)

In the event of dispute, the principles of natural justice will apply. The Board will allow each party to seek the advice they desire and provide the evidence they deem relevant. In the end, the Board, as employer, will have responsibility for the final decision.

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## **PRIVACY PROCEDURES**

### **A *The Role of the Privacy Officer***

1. The Privacy Officer is appointed by the Board of Trustees to implement its Privacy Policy in regard to the collection, use and disclosure of information relating to individuals and the access by each individual to information relating to that individual held by the school.
2. The Privacy Officer shall be responsible for:
  - a Auditing information.
  - b Auditing forms.
  - c Reviewing school procedures.
  - d Checking new procedures and ensuring new practices are consistent with the Privacy Policy.
  - e Ensuring that complaints and requests for information are properly dealt with according to procedure.
  - f Ensuring that all staff are aware of the policy, its procedures and the implications.
3. The Privacy Officer may consult with others and may delegate some of these tasks.

**B** All information collected must be for a necessary and lawful purpose and in accordance with the Information Privacy Principles (as appended to those procedures).

**C** The school shall every three years conduct an information audit covering the following:

1. What information is presently held.
2. How personal information is collected.
3. What procedures are in place to protect that information.
4. For what purpose that information is used.
5. What information is disclosed to other persons and on what basis.
6. How information is stored.
7. Report to the Board after the audit is complete.

## **PROTECTED DISCLOSURES PROCEDURES**

### **WHAT IS A PROTECTED DISCLOSURE**

A protected disclosure is a declaration made by an employee where they believe serious wrongdoing has occurred. Employees making disclosures will be protected against retaliatory or disciplinary action and will not be liable for civil or criminal proceedings related to the disclosure.

### **DEFINITION OF SERIOUS WRONGDOING**

Serious wrongdoing for the purposes of this policy procedure includes any serious wrongdoing of the following type:

- the unlawful, corrupt or irregular use of funds or resources of a public sector agency;
- conduct that poses a serious risk to public health, safety or the environment;
- conduct that poses a serious risk to the maintenance of the law, including the prevention, investigation and detection of offences, and the right to a fair trial;
- an offence;
- conduct by a public official that is oppressive, improperly discriminatory, or grossly negligent, or that constitutes gross mismanagement.

### **CONDITIONS FOR DISCLOSURE**

Before making a disclosure, the employee should be sure the following conditions are met:

- The information is about serious wrongdoing in or by the school; and
- The employee believes on reasonable grounds the information to be true or is likely to be true; and
- The employee wishes the wrongdoing to be investigated; and
- The employee wishes the disclosure to be protected.

### **WHO CAN MAKE A DISCLOSURE**

Any employee of the school can make a disclosure. For the purposes of this policy procedure an employee includes:

- Current employees and principal.
- Former employees and principals.
- Contractors supplying services to the school.

### **PROTECTION OF EMPLOYEES MAKING DISCLOSURES**

An employee who makes a disclosure and who has acted in accordance with the procedure outlined in this policy:

- May bring a personal grievance in respect of retaliatory action from their employers;
- May access the anti-discrimination provisions of the Human Rights Act in respect of retaliatory action from their employers;
- Are not liable for any civil or criminal proceedings, or to a disciplinary hearing by reason of having made or referred to a disclosure;
- Will, subject to Clause 5 of the Procedure, have their disclosure treated with the utmost confidentiality.

The protections provided in this section will not be available to employees making allegations they know to be false or where they have acted in bad faith.



## PROCEDURE

Any employee of Long Bay College who wishes to make a protected disclosure should do so using the following procedure.

1. **How to submit a disclosure**

The employee should submit the disclosure in writing.

2. **Information to be contained**

The disclosure should contain detailed information including the following:

- the nature of the serious wrongdoing
- the name or names of the people involved
- surrounding facts including details relating to the time and/or place of the wrongdoing if known or relevant.

3. **Where to send disclosures**

A disclosure must be sent in writing to the Principal who has been nominated by the Board of Long Bay College under the provision of Section 11 of the Protected Disclosures Act 2000 for this purpose

OR

If you believe that the Principal is involved in the wrongdoing or has an association with the person committing the wrongdoing that would make it inappropriate to disclose to them, then you can make the disclosure to the Chairperson of the Long Bay College Board of Trustees.

4. **Decision to investigate**

On receipt of a disclosure the Principal or Board of Trustees Chairperson must within 20 working days examine seriously the allegations of wrongdoing made and decide whether a full investigation is warranted. If warranted a full investigation will be undertaken by the Principal or Board of Trustees Chairperson or arranged by him/her as quickly as practically possible, through an appropriate authority.

5. **Protection of disclosing employee's name**

All disclosures will be treated with the utmost confidence. When undertaking an investigation, and when writing the report the Principal or Board of Trustees Chairperson will make every endeavour possible not to reveal information that can identify the disclosing person, unless the person consents in writing or if the person receiving the protected disclosure reasonably believes that disclosure of identifying information is essential:

- To ensure an effective investigation
- To prevent serious risk to public health or public safety or the environment
- To have regard to the principles of natural justice.

6. **Report of investigation**

At the conclusion of the investigation the Principal or Board of Trustees Chairperson will prepare a report of the investigation with recommendations for action if appropriate, which will be presented to the Board of Trustees.

7. **Disclosure to an appropriate authority in certain circumstances**

A disclosure may be made to an appropriate authority (including those listed below) if the employee making the disclosure has reasonable grounds to believe:

- The Long Bay College Board of Trustees Chairperson is or may be involved in the wrongdoing; or
- Immediate reference to another authority is justified by urgency or exceptional circumstances; or
- There has been no action or recommended action within 20 working days of the date of disclosure.

Appropriate Authorities include (but are not limited to):

- Commissioner of Police.
- Controller and Auditor General.
- Director of the Serious Fraud Office.
- Inspector General of Intelligence and Security.
- Ombudsman.
- Parliamentary Commissioner for the Environment.
- Police Complaints Authority.
- Solicitor General.
- State Services Commissioner.
- Health and Disability Commissioner.
- The head of every public sector organisation.

#### 8. **Disclosure to Ministers and Ombudsman**

A disclosure may be made to a Minister or an Ombudsman if the employee making the disclosure:

- Has made the same disclosure according to the internal procedures and clauses of this policy.
- Reasonably believes that the person or authority to whom the disclosure was made:
  - has decided not to investigate; or
  - has decided to investigate but not made progress with the investigation within reasonable time; or
  - has investigated but has not taken or recommended any action; and
  - continues to believe on reasonable grounds that the information disclosed is true or is likely to be true.



## THE LONG BAY COLLEGE PROFESSIONAL LEARNING SCHOLARSHIP/EXCHANGE FOR STAFF POLICY

### **PURPOSE:**

1. To enable staff to take up professional learning opportunities that will enhance the learning, in its widest sense, of our students.

### **ELIGIBILITY AND APPLICATIONS:**

1. Applicants must be able to show how their professional learning will lead directly to the improvement of student outcomes.
2. All applications must be made on the designated form.
3. Applications are invited from any staff member(s) employed by Long Bay College.
4. Applications can be from an individual or a group of staff.
5. Applications are made in Term 3 each year and the announcement of the successful applicants in Term 4 (at Senior Prizegiving).

### **NUMBER AND VALUE:**

1. Two scholarships/exchanges can be awarded annually.
2. The number and value of the scholarships/exchanges may be adjusted at any time by the Board of Trustees up to the value of \$6,000 per annum.

### **CRITERIA:**

1. Successful applicants are required to give a presentation to staff and the Board of Trustees about what they did with their award and how it enhanced their professional learning.
2. Applications to be considered by the Senior Leadership Team who recommend to the Board of Trustees.
3. Short listed applicants may be required to attend an interview with a Board of Trustees Sub Committee to enable them to reach a decision.

This policy is intended to be consistent with the requirements of the Privacy Act, 1993.

<b>New/Reviewed</b>	<b>Tabled</b>	<b>Adopted</b>	<b>Signed</b>
New	28/4/09	5/5/09	By Richard Griffin
Under review 17 May 2011	7/6/11	5/7/11	By Rob Gosling
Under review 2013	5/3/13	9/4/13	By Robyn van der Sande, Board Chairperson
Under review 12/4/16	24/5/16	14/6/16	By Robyn van der Sande, Board Chairperson
Under review May 2019			
Under review December 2019			



# LONG BAY COLLEGE

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## APPLICATION FOR THE LONG BAY COLLEGE PROFESSIONAL LEARNING SCHOLARSHIP/EXCHANGE FOR STAFF

Name/s of applicants	
Current position at Long Bay College	
Briefly outline below what you propose to do with this award. <i>Please use additional pages if required</i>	
Please make clear the connections that this proposal has to student learning/whole school enhancement. <i>Please use additional pages if required</i>	
Please indicate how this award will enhance your professional learning. <i>Please use additional pages if required</i>	
Approximate costings – up to \$6,000.00 [please consider travel, relief, course costs, texts etc.]	
Have you been awarded a staff scholarship or exchange prior? If yes, please give brief details:	YES / NO
Signature of applicant(s)	