



POLICY ON MAKING POLICY

RATIONALE

A policy is a general rule of principle or a statement of intent that provides the Board of Trustees with guidance in its Governance role.

PURPOSE

The purpose of this policy is:

- To ensure that all Board policies are relevant and presented in a uniform format;
- To establish a process through which the Board can fulfil its governance role in the school;
- To ensure the effective implementation of the Charter and Mission Statement in to the daily programmes and operations of the School;
- To promote and foster the Special Character of the School;
- To promote consultation with all employees of the Board, parents & caregivers, and the Wesley College Community;
- To ensure consultation and uniformity with the Wesley College Trust Board, where policy affects, or has the potential to affect, both Boards;
- To ensure that all policies comply with current legislation.

GUIDELINES

1. The Compliance Committee will provide draft policy for Board consideration.
2. Once approved, draft policy will be circulated for comment via the Principal's Newsletter and the website.
3. Feedback will inform the Compliance Committee, who may amend the draft and then present the policy to the Board for adoption.
4. All policies adopted by the Board shall include, where applicable:
 - a. The rationale for the policy;
 - b. A statement of general purpose;
 - c. Relevant guidelines for the Board and those employees in positions of responsibility;
 - d. A definition;
 - e. The allocation of responsibility for implementation of the policy;
 - f. The requirements for reporting to the Board after implementation of the policy.
5. Unless a date for review is specified, all policies shall be reviewed at least three (3) years after the date of approval by the Board.
6. All policies shall be approved by the Board and signed and dated by the Chairperson upon adoption.

This policy was adopted by the Wesley College Board of Trustees 8 November 2007. It will be reviewed on or before the November meeting 2011.

N Johnston
Chairperson

8 November 2007
Date