

**DANNEVIRKE HIGH SCHOOL
GOVERNANCE STATEMENT
NAG 4**

According to legislation on finance and property matters, each Board of Trustees is also required in particular to:

1. Allocate funds to reflect the school's priorities as stated in the Charter;
2. Monitor and control school expenditure, and ensure that annual accounts are prepared and audited as required by the Public Finance Act 1989 and the Education Act 1989; and
3. Comply with the negotiated conditions of any current asset management agreement, and implement a maintenance programme to ensure that the school's buildings and facilities provide a safe, healthy learning environment for students.

A. GOVERNANCE STATEMENT

According to legislation on financial and property matters, National Administration Guidelines Nag 4 (Finance and Property Management) each Board of Trustees is also required to:

- a) Allocate funds to reflect the school's priorities as stated in the charter
- b) Monitor and control school expenditure and ensure that annual accounts are prepared and audited as required by the Public Finance Amendment Act 2004 and the Education Act 1989 and the Education Amendment Act 2013.
- c) Comply with the negotiated conditions of any current asset management agreement, and implement a programme to ensure that the school's buildings and facilities provide a safe, healthy learning environment for students and staff.

B. GOVERNANCE POLICIES AND MANAGEMENT PROCEDURES

Dannevirke High School meets its obligations to NAG 4 and to current legislation by ensuring that the following documentation is developed, implemented and reviewed as part of the Board's self-review process.

C. RELEVANT DOCUMENTS

- Canteen Policy
- Finance Policy
- Property Management Policy
- Sponsorship/Fundraising Policy
- Sensitive Expenditure Policy
- Policy for Refunds to International Fee Paying Students
- Five and Ten Year Property Plans
- Resources and Finance Management Procedures
- Replacement of Capital Items Procedure
- Property Management Procedures
- Building Maintenance Procedure
- Sponsorship Procedures
- Overseas Fee Paying Students Procedure

D. REVIEW

Nag 4 policies, procedures and guidelines will be reviewed according to the Board of Trustees triennial programme of self-review.

Dannevirke High School Chairman: _____

Principal: _____

Date: _____

**DANNEVIRKE HIGH SCHOOL BOARD OF TRUSTEES
FINANCE – TRADING ENTERPRISE
CANTEEN POLICY
NAG 4**

RATIONALE:

The Board of Trustees will contract Canteen services to an outside provider.

PURPOSES:

1. Through the contractor the Board of Trustees will endeavour to provide a canteen that provides a pleasant environment with healthy food options and a place where students can buy a range of healthy food and drink choices.
2. The Board of Trustees will strive to maintain this facility as an attractive and welcoming place where students may eat and socialise and where litter can be contained.

GUIDELINES:

1. The service provider will pay an annual lease.
2. The service provider will meet all health and safety regulations and any healthy eating requirements.
3. The Board of Trustees will supply the facility and pay the cost of electricity.

CONCLUSION:

The Canteen is an integral part of the school.

Board of Trustees Chairman: _____

Principal: Alister B. A. [Signature]

Date: 29/8/18

**DANNEVIRKE HIGH SCHOOL
FINANCE POLICY
NAG 4**

RATIONALE:

The Board of Trustees is required to ensure adequate resources are available for the effective delivery of education to students.

PURPOSES:

1. To allocate funds to reflect educational priorities
2. To ensure effective management of the school's finances
3. To meet legislative requirements

GUIDELINES:

- 1.1 The Board of Trustees is required to prepare an annual budget which aligns financial resources with educational goals and priorities as documented in the school's Strategic and Annual Plans.
- 1.2 The Principal has delegated authority to approve non-budgeted expenditure up to \$5000.00.
- 1.3 The Finance Committee will hold a mid-year review to consider approving items for expenditure outside the annual budget.
- 2.1 The Board of Trustees Finance Committee is required to meet monthly to:
 - Approve accounts for payment
 - Interpret financial reports and track actual performance against budget
 - Ensure financial management procedures are adhered to
 - Address financial issues and make recommendations to the Board of Trustees with regard to financial management
 - Present a monthly report to the Board of Trustees
- 2.2 The Board of Trustees will ensure that community sponsorship and fundraising will adhere to the principles of equity, community involvement and increased educational experiences for all students.
- 2.3 The Board of Trustees will ensure that the use of the school's credit card is appropriately managed.
- 3.1 Delegations of authority and areas of financial responsibility are to be clearly known, understood and in place.
- 3.2 The Board of Trustees Finance Committee will ensure internal control systems, including purchasing procedures are in place and meet audit requirements.
- 3.3 The Board of Trustees Finance Committee will ensure financial recording, accounting and reporting procedures are effective and meet audit requirements.
- 3.4 Annual financial statements will be prepared to meet Ministry Audit requirements.
- 3.5 The Board of Trustees is required to have in place a policy for refunds to International Fee Paying students.

REVIEW

This policy will be reviewed according to the Board of Trustees triennial programme of self-review.

Board of Trustees Chairman: _____

Principal: _____

Date: _____

**DANNEVIRKE HIGH SCHOOL
PROPERTY MANAGEMENT POLICY
NAG 4**

RATIONALE:

To ensure that the Dannevirke High School grounds, buildings and facilities are safe, well maintained and managed in a sustainable way, so that students and staff enjoy a safe, and well-presented learning and working environment.

PURPOSE:

To provide guidelines for the effective administration of the property management and maintenance of Dannevirke High School grounds, buildings and facilities.

GUIDELINES:

- 1.1 The Board maintains a 10 year building programme as required by the Ministry of Education. In addition to this programme the Board has a 5-Year Plan which identifies property maintenance and development projects in accordance with in the property section of the school's strategic plan and allocates funding on an annual basis in accordance with the plan. The plan is approved by the Ministry and as amended from time to time.
- 1.2 Dannevirke High School is an Enviroschool. As such, the Board expects management to operate in accordance with Enviroschool and sustainable programmes while also adhering to Ministry of Education requirements.
- 1.3 Regular checks are undertaken by the Principal (or delegated representative) of fencing, buildings, grounds, hazards and faults and these are recorded for action by the Finance and Administration Manager.
- 1.4 The Board does all things practicable to ensure that the relevant legislation affecting property matters is complied with and that the working environment is safe.
- 1.5 The Board annually reviews maintenance including cyclical maintenance and costs are included in the annual budget.
- 1.6 There is a register of fixed assets and a workable system for renewal and replacement of furniture and equipment.
- 1.7 Property related work authorised by the Board is undertaken and monitored by the Principal, Finance and Administration Manager and the caretaker. To assist the Board, a School Project Manager is contracted to oversee the completion of building projects and to ensure that the Ministry of Education and any Local Authority requirements are met to carry out the tendering process. This assistance is assessed by the Board from time to time.
- 1.8 The Board complies with both the Property Occupancy Agreement and the Property Warrant of Fitness requirements.
- 1.9 The Board of Trustees may delegate parts of the programme to a property sub-committee or consultant, who should report to the Board at each meeting.
- 1.10 The Principal has delegated responsibility from the Board for Property Programmes and works closely with the Finance and Administration Manager and the Property representative from the Board of Trustees.
- 1.11 The day-to-day administration of property maintenance programme is the responsibility of the Finance and Administration Manager and the caretaker.
- 1.12 Police Vetting Policy is followed to check applications re any contractors working at the school.
- 1.13 The Finance and Administration Manager and the caretaker arrange for cleaning and care taking services, the grounds maintenance programme and a security system to operate.

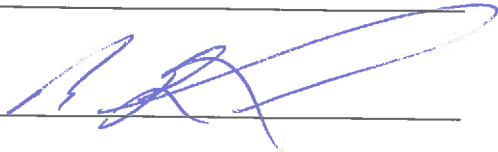
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- 1.14 A formal Licence to Occupy will be required by outside parties which operate from the school buildings. This Licence to Occupy will be signed in accordance with the requirements set out by the Ministry of Education. Outside parties will liaise with the school through the Principal (or delegated representative) and will be responsible for any ongoing costs associated with the running of their operation.
- 1.15 The Board, through the Principal, will endeavour to allow local contractors to participate in tendering for work undertaken at the school.

REVIEW

This policy will be reviewed according to the Board of Trustees triennial programme of self-review.

Board of Trustees Chairman: _____

Principal: _____
Paula 

Date: _____
29/8/18

**DANNEVIRKE HIGH SCHOOL
FOR REFUNDS TO INTERNATIONAL FEE PAYING
STUDENTS POLICY
NAG 4**

RATIONALE:

The Board of Trustees is required to have in place a policy for refunds to international fee paying students (Education Amendment Act, 4B(7), 1991. (Finance Policy 3.5)

PURPOSE:

To provide guidelines for refunds to international fee paying students in the event of the student withdrawing from a subject, course or programme.

GUIDELINES:

1. In order to be eligible for any refund, the student must apply in writing to the Board of Trustees, setting out the special circumstances of the claim for refund of fees.
2. In deciding the amount of the refund, the Board of Trustees will take into consideration the Board's best estimate of the costs to the Board already incurred with regard to the student including:
 - a) Administrative and other general initial costs
 - b) Salaries of teachers and support staff or any other components of the fee already committed for the duration of the students programme of learning
 - c) The use of the facilities and resources to date of withdrawal
 - d) Any refund of the international student's fee from the Ministry of Education
 - e) Any activity or other fees incurred by a student during enrolment and unpaid at the time of withdrawal, will be refunded into a nominated bank account.
3. In normal circumstances, no refunds will be made to students who return home for any other reasons other than the student's serious illness or death or serious illness of a close family member of the family.
4. Exceptional circumstances include returning home because of a student's serious illness and returning home because of death or serious illness of a close member of the student's family. In these circumstances, medical evidence must be provided upon which the school will retain an amount to cover costs already incurred; the balance will be returned. Note that students who are insured with UNICARE or similar may have the balance of their fees reimbursed by that company.
5. Except in exceptional circumstances, no refund is payable to a student who withdraws in the second half of the course. In the case of a full year student, the second half of the course commences on the first day of Term Three.
6. If a student withdraws from the course before coming to New Zealand, full fees are refunded minus a \$500.00 administration fee.
7. No refunds will be made to students who are required to leave the school because of gross misconduct including poor attendance, violation of rules pertaining to motor vehicles or suspension or exclusion.
8. No refunds will be made to students who wish to transfer to another school for whatever reason.
9. No refunds will be made to students who acquire Permanent Residence after having enrolled at the school.
10. If the School fails to provide the agreed course of education or is no longer a signatory to the Code of Practice for International Students or no longer operates as an international education provider, the school will negotiate with the student or their family to either:
 - Refund the unused portion of international student tuition fees or other fees paid for services not delivered or
 - Transfer the amount of any eligible refund to another provider

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REFUND OF ACCOMMODATION FEES

11. If the student is residing in a homestay situation when they choose to leave the school voluntarily, then the normal homestay notice period as stipulated in the homestay agreement shall be enforced after which the balance of pre-paid homestay fees and bond fees shall be reimbursed, minus any outstanding charges.
12. An International Fee Paying Student who is expelled or excluded from Dannevirke High School will receive no refund of tuition fees for the current school year. Accommodation refunds will apply as per the relevant policy.
13. Should Dannevirke High School cease to be a provider for International Student Education, the student shall receive a refund of the balance of any tuition and accommodation fees paid for, less any costs incurred.

INTERNATIONAL STUDENTS FEES PROTECTION POLICY

RATIONALE

International Students who pay fees in advance should not be financially disadvantaged in the event that Dannevirke High School is unable to continue to offer tuition, or in the event that the student is required to cease tuition for reasons beyond their control.

GUIDELINES

1. Students are required to pay tuition and accommodation fees in advance. The financial reporting policies of the school:
 - a) Recognise income from these fees only at the conclusion of each academic term
 - b) Recognise and record the liability associated with fees paid in advance in the statement of financial position.
2. All International Students attending Dannevirke High School must have insurance policies in place, with guarantees under:

Section 1 B Additional Expenses, Number 1: Loss of Deposits; 1(C), cover for students due to “unforeseen insolvency and Regulatory closure or withdrawal of accreditation of any education provider”. The insurance must also provide extensive travel and medical cover.

REVIEW

This policy will be reviewed according to the Board of Trustees triennial programme of self-review.

Board of Trustees Chairman: _____

Principal:  

Date: 29/8/18

**DANNEVIRKE HIGH SCHOOL
SENSITIVE EXPENDITURE POLICY
NAG 4**

RATIONALE:

The Board of Trustees is required to ensure that all expenditure is clearly linked to the business of the school, does not provide private benefit to an individual staff member and can withstand audit, parliamentary and public scrutiny.

PURPOSE:

To provide guidelines for sensitive expenditure including expenses relating to travel, hospitality, communications technology and expenditure on gifts.

GUIDELINES:

1. Sensitive expenditure decisions should:
 - ❖ Be subject to high standards of probity and financial prudence
 - ❖ Be able to withstand audit, parliamentary and public scrutiny
 - ❖ Have a justifiable business purpose as opposed to personal gain
 - ❖ Be approved for in the budget
 - ❖ Preserve impartiality
 - ❖ Be moderate and conservative, having regard to the circumstances
 - ❖ Be transparent
 - ❖ Be appropriate in all respects
2. No individual staff member is to gain personal benefit from school transactions.
3. Legitimate and reasonable staff reimbursements, allowances and expenses will be paid as per the Secondary Teachers Collective Agreement.
4. Spending on travel must be economic, efficient and having regard to purpose, distance, time urgency, personal health, security and safety.
5. Accommodation must be cost effective taking into account the geographic location of the accommodation relative to the working venue.
6. Meals purchased when out of town on school business must not be extravagant. Alcohol expenses will not be reimbursed.
7. Catering and other costs incurred in connection with stakeholder liaison must be appropriate to its business purpose such as:
 - ❖ Building relationships that are important to the school
 - ❖ Representation of the school
 - ❖ Reciprocity of hospitality where this has a clear business purpose and is modest
 - ❖ Recognising significant achievement
 - ❖ Supporting internal organisational or skills development
8. All communications technology including cell phones, telephone, email and internet must have a justifiable business purpose. Modest personal use of this technology is accepted, as long as any costs incurred are recovered, where practicable.
9. A Koha or gift is a modest token of recognition of something provided by the recipient such as long service or speaking at a school event. All significant gifts received become the property of the school.
10. The school credit card is not to be used for personal expenses and will be managed according to the Credit Card Management guidelines.

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**DANNEVIRKE HIGH SCHOOL
SPONSORSHIP/FUNDRAISING POLICY
NAG 4**

RATIONALE:

The Board of Trustees will ensure that community sponsorship and fundraising will adhere to the principles of equity, community involvement and increased educational experiences for all students. (Finance Policy 2.2)

PURPOSE:

To provide guidelines for the effective administration of sponsorship and fundraising for school purposes.

GUIDELINES:

- 1.1 Sponsorship applications and grants will adhere to the principles of equity, community involvement and relationships and increased educational experiences for all students.
- 1.2 All forms of sponsorship and fundraising must be consistent with other Board of Trustees policies and school guidelines.
- 1.3 The Principal has delegated authority for sponsorship and fundraising activities up to the value of \$60,000.00.
- 1.4 Any school groups considering sponsorship and fundraising must in the first instance seek approval from the Principal.
- 1.5 All sponsorship and fundraising packages must be approved by the Principal.
- 1.6 A record will be kept of all sponsorship and fundraising activities and presented annually or as required to the Board of Trustees.
- 1.7 Advertising within the school grounds must be inoffensive, culturally appropriate and in harmony with the environment.

REVIEW

This policy will be reviewed according to the Board of Trustees triennial programme of self-review.

Board of Trustees Chairman: _____

Principal: *Mark* *[Signature]*

Date: 29/8/18

**DANNEVIRKE HIGH SCHOOL BOARD OF TRUSTEES
THEFT AND FRAUD PREVENTION POLICY
NAG 4**

RATIONAL

To ensure that Dannevirke High School theft and fraud prevention policy is adhered to, to ensure that the schools physical resources are kept secure and accounted for and that the financial systems are designed to prevent and detect occurrence of fraud.

PURPOSE

To provide the guidelines for the effective administration of the theft and fraud prevention policy.

INTRODUCTION

1. The Board accepts that it has a responsibility to protect the physical and financial resources of the School. The Board has agreed that through the Principal, DHS has a responsibility to prevent and detect theft and fraudulent actions by persons who are employed or contracted by the School or who are service recipients of the School. The Board accepts that any investigation into any theft or fraudulent actions will be conducted in a manner that conforms to the principles of natural justice and is procedurally just and fair.
2. The Board, therefore, requires the Principal to establish systems and procedures to guard against the actions of theft and fraud. The Principal is to report such actions to the Board Chairperson as prescribed in the procedures set out below.

GENERAL

As preventative measures against theft and fraud the Board requires the Principal to ensure that:

- a. The School's physical resources are kept secure and accounted for.
 - b. The School's financial systems are designed to prevent and detect the occurrence of fraud. All such systems must meet the requirements and standards as set out in the Crown Entities Act 2004 and of generally accepted accounting practice promulgated and supported by the Institute of Chartered Accountants of New Zealand.
 - c. Staff members who are formally delegated responsibility for the custody of physical and financial resources by the Principal are proven competent to carry out such responsibilities and that such persons are held accountable for the proper execution of their responsibilities.
 - d. All staff members are aware of their responsibility to immediately inform the Principal should they suspect or become aware of any improper or fraudulent actions by staff, suppliers, contractors, students or other persons associated with the School.
3. In the event of an allegation of theft or fraud the Principal shall act in accordance with the following procedures:
 - a. Decide to either immediately report the matter to the New Zealand Police or proceed as outlined in this paragraph.
 - b. So far as it is possible and within 24 hours:
 - i Record the details of the allegation, the person or persons allegedly involved, and the quantity and/or value of the theft or fraud.
 - ii Request a *written statement* from the person who has informed the Principal, with details as to the nature of the theft or fraud, the time and circumstances in which this occurred, and the quantity and/or value of the theft.
 - iii Decide on the initial actions to be taken including consulting with the person who provided the information and, if appropriate, confidentially consulting with other senior members of staff about the person who is the subject of the allegation.
 - iv Inform the Board Chairperson of the information received and consult with them as appropriate.


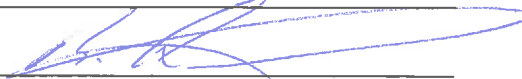
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- c. On the basis of advice received and after consultation with the Board Chairperson, the Principal shall decide whether or not a prima facie case of theft or fraud exists, and if not, to document this decision and record that no further action is to be taken.
 - d. The Principal shall then carry out the following procedures:
 - i Investigate the matter further;
 - ii If a prima facie case is thought to exist to continue with their investigation;
 - iii Invoke any disciplinary procedures contained in the contract of employment should the person be a staff member;
 - iv Lay a complaint with the New Zealand Police;
 - v If necessary, commission an independent expert investigation;
 - vi In the case of fraud, require a search for written evidence of the possible fraudulent action to determine the likelihood or not of such evidence;
 - vii Seek legal advice; or
 - viii Inform the Manager, National Operations, Ministry of Education local office and/or the school's auditors.
 - e. Once all available evidence is obtained the Principal shall consult the Board Chairperson. The Board Chairperson may, if they consider it necessary, seek legal or other advice as to what further action should be taken.
 - f. If a case is considered to exist the Principal or a person designated by them shall, unless another course of action is more appropriate:
 - i Inform the person in writing of the allegation that has been received and request a meeting with them at which their representative or representatives are invited to be present.
 - ii Meet with the person who is the subject of the allegation of theft or fraud and their representatives to explain the complaint against them.
 - iii Obtain a verbal or preferably a written response (all verbal responses must be recorded as minutes of that meeting, and the accuracy of those minutes should be attested by all persons present).
 - iv Advise the person in writing of the processes to be involved from this point on.
4. The Board recognises that supposed or actual instances of theft or fraud can affect the rights and reputation of the person or persons implicated. All matters related to the case shall remain strictly confidential with all written information kept secure. Should any delegated staff member or any other staff member improperly disclose information the Principal shall consider if that person or persons are in breach of confidence and if further action is required. Any action the Principal considers must be in terms of the applicable conditions contained in their contract of employment and any code of ethics or code of responsibility by which the staff member is bound.
5. The Board affirms that any allegation of theft or fraud must be subject to due process, equity and fairness. Should a case be deemed to be answerable then the due process of the law shall apply to the person or persons implicated.
6. Any intimation or written statement made on behalf of the School and related to any instance of supposed or actual theft or fraud shall be made by the Board Chairperson who shall do so after consultation with the Principal and if considered appropriate after taking expert advice.

ALLEGATIONS CONCERNING THE PRINCIPAL OR A TRUSTEE

- 7. Any allegation concerning the Principal should be made to the Board Chairperson. The Chairperson will then investigate in accordance with the requirements of paragraph 4 of this Policy.
- 8. Any allegation concerning a member of the Board of Trustees should be made to the Principal. The Principal will then advise the manager of the local office of the Ministry of Education and commence an investigation in accordance with the requirements of paragraph 4 of this Policy.

Board of Trustees Chairman: _____

Principal:  

Date: 29/8/18