Governance Policy

What guides us:

Living Te Tiriti o Waitangi
Ensuring ākonga are at the centre of everything we do
Delivering high-quality, future-focused teaching and learning

Poipoi – Kauawhi – Tāuteute – Pūnaha Auaha – Ārahi
Nurture – Include – Engage – Innovate – Lead

APPOINTMENTS

Date of approval	: 9 August 2023
Date first created/This version no.	: 2023/1
Next review date (1 year cycle)	: August 2024
Owner	: Manager, HR
Who does this policy apply to	: Kaimahi

Outcome statement

This policy guides the position management & development, recruitment, selection, and appointment of kaimahi for any vacancy and secondment opportunities that may arise in Te Kura. It supports Te Kura to deliver on its core values, strategic goals, and vision that our ākonga achieve their educational and personal goals.

Te Kura aims to have a kaimahi population reflective of the communities it serves and attract and appoint candidates that are best suited to meet the specific needs of the position and can competently and safely perform duties in the roles they are appointed to.

Te Tiriti o Waitangi

Te Kura is a major education provider, and both our leadership and organisational approach is focused on living Te Tiriti o Waitangi. This policy aligns with Te Tiriti o Waitangi Policy which recognises and upholds the obligations and commitments of Te Tiriti o Waitangi.

Te Kura recognises the unique status of Māori as tangata whenua, the indigenous people of Aotearoa/New Zealand, which gives rise to the expectation of equal treatment and equitable access for Māori. This policy enacts our commitment to actively foster Māori development, mātauranga Māori and te ao Māori through our appointments processes and as reflected in our kaimahi.

Cultural inclusivity

Cultural safety and responsiveness are paramount to Te Kura for kaimahi, ākonga and whānau. We recognise that people come from many different cultural contexts, and we will actively seek to ensure equitable opportunity is provided for all in our appointments process. Where Te Kura can enable better support and/or provide accommodations in the process to enable this, it will do so.

Definitions

Ākonga: Student (Māori).

Culture: Culture includes, but is not limited to, age or generation, gender, sexual orientation, occupation and socio-economic status, cultural and epistemological frame of reference, ethnic origin, or migrant experience, religious or spiritual belief, and disability.

Cultural safety and responsiveness: Effective delivery as applied to a person, family, or group from another culture, and as determined by that person, family, or group. The role delivering the service will understand and recognise the cultural origins, assumptions, and limitations of certain forms of delivery within some cultural contexts. They will also have undertaken a process of reflection on their own cultural identity and will recognise the impact that their personal culture as on delivery.

Kaimahi: Staff/worker (Māori).

Mātauranga Māori: Māori knowledge (Māori). Traditional knowledge or Māori cultural perspective.

Te Ao Māori: The Māori world (Māori).

Delegations

The Board delegates authority to the Chief Executive regarding recruitment decisions unless stated otherwise in the policy, the Chief Executive has authority to delegate in line with the Financial and Human Resources and Finance Delegation Policy. The appointment of the Chief Executive is the responsibility of the Board, who will determine the process and seek Human Resources advice.

Expectations

Board

The Board recognises the importance of diversity, equity and inclusion within the appointments process and are committed to ensuring all candidates experience a process that is free from biases.

In accordance with the regulatory requirements for safety checking under the Children's Act 2014**,** we demonstrate our commitment to the safety of ākonga by adopting appropriate safety checking practices when employing school kaimahi, whether core or non-core workers, as defined in the act, volunteers or other.

Chief Executive

The Chief Executive must ensure that:

- Te Kura has procedures in place for establishing new positions and disestablishing positions in a structured and consistent way in line with good practice, employment agreements and legislative requirements.
- All newly established positions, and positions that have changed significantly, have had a job sizing assessment completed prior to commencing recruitment. Roles that require external evaluation must be concurred by the Ministry of Education (MoE) before commencing recruitment.
- Established positions are reviewed regularly, are up to date and support Te Kura to deliver on its core values, strategic goals and vision.
- Te Kura has procedures in place to enable a fair and open recruitment, selection, and appointment process that complies with all relevant legislation, employment agreements and Te Kura policies and procedures.
- Te Kura kaimahi operate and champion equal employment opportunities that give effect to best-in-class equity, diversity, and inclusion practices, ensuring no one is discriminated against because of age, disability, gender, marital status, race, ethnicity, religious belief, political opinion, employment status (such as unemployment), family status or sexual orientation.
- All positions are scoped appropriately prior to commencing recruitment.
- For any fixed term position there is a genuine reason based on reasonable grounds for it being fixed term nature[1]

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[1] Where recruiting to = a position believed to be fixed-term, advice should be sought from Human Resources as to whether the appointment would meet the requirements for genuine fixed-term, based on reasonable ground

- Once the above actions are completed, appropriate approval to recruit for all vacancies is obtained.
- All procedures on advertising and the selection process are complied with prior to seeking approval to appoint.
- Requests to appoint are only approved by the manager with appropriate delegation, in accordance with the Financial and HR Delegations Policy.
- Appointments for second-tier management positions and/or positions with salary agreements over $175,000 must have prior approval of the Board before any offer is made, on the recommendation of the Chief Executive.
- All positions are remunerated according to Te Kura ranges, collective agreements and/or benchmarked against market assessments.
- All teachers hold a current practicing certificate from the Teaching Council before commencing employment.
- Safety checking is completed for all kaimahi prior to commencing employment, and relevant safety checking documentation are kept on the new employee's personal file in line with privacy and storage protocols.

Monitoring

The Chief Executive will keep The Board informed of any significant changes in staffing.

Strategic Plan Alignment (2023-2025)

This policy aligns with the following strategic aho:
- Becoming a bilingual school
- Focusing on Young Adults not in education, training, or employment
- Embedding Te Ara Pounamu - Big Picture inspired approach to authentic, inclusive, personalised learning
- Recruiting and developing kaimahi to deliver Te Ara Pounamu

Legislative Compliance

Employment Relations Act 2000
Education and Training Act 2020
Privacy Act 2020
Children's Act 2014
Public Services Act 2020
Human Rights Act 1993
Children's (Requirements for Safety Checks of Children's Workers) Regulations 2015
Immigration Act 2009

Procedures/supporting documentation

National Education Learning Priorities (NELPs) Employment agreements (Collective and Individual)
Police vetting
Safety checklist
Governance Policies: People and Wellbeing, Financial and HR Delegations
Hātepe Kaimahi: Storage of confidential information, Appointment of kaimahi, Acting up and secondments, Position Management and Development, Remuneration
Templates – Human Resource Change Form, kaimahi recruitment checklist, application form, shortlisting template, interview template, reference checking template, letter of offer of appointment etc.

Approved by Nicola Ngarewa, Chairperson, Te Kura Board of Trustees