

Governance Policy

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

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

PEOPLE AND WELLBEING

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Owner	: DCE Systems and Support
Who does this policy apply to	: As outlined below

Outcome statement

The purpose of this policy is to ensure Te Aho o Te Kura Pounamu (Te Kura) meets its obligations and responsibilities of being a good employer, supported by New Zealand employment legislation, Te Kura policies, procedures, and modern wellbeing and employment practices. The Board will ensure, so far as reasonably practicable, the health (physical and mental health), safety and wellbeing of kaimahi, and that other kaimahi are not put at risk by its work.

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 constitutional status of Māori as the first inhabitants of New Zealand which gives rise to the expectation of tino-rangatiratanga/self-determination, equal treatment, equitable access and reciprocity. Te Kura is committed to actively fostering Māori development, mātauranga Māori, Te Whare Tapa Whā and te ao Māori within all aspects of the school, and will actively protect Māori knowledge, interests, values, and other tāonga. Te Kura encourages non-Māori kaimahi to engage with and develop an understanding of te ao Māori.

Cultural inclusivity

Cultural safety and responsiveness are paramount to Te Kura for kaimahi, ākonga and whānau. Te Kura is committed to knowing, respecting, and valuing who kaimahi are, where they come from and building on what they bring with them. Te Kura will ensure equitable access and opportunities through appropriate support and accommodations. We will seek to create space for different cultural contexts to speak to, and represent, their own needs as well as share their culture.

Who does this policy apply to?

This policy applies to Te Kura kaimahi. The Te Kura Board (The Board) recognises its responsibilities and accountabilities to Te Kura kaimahi, delegated through the Chief Executive.

The Board meets its responsibilities as a good employer by adhering to our policies, procedures, legislation, and regulations related to employment, health and safety. These contain provisions generally accepted as necessary for the fair and reasonable treatment of kaimahi in all aspects of their employment.

The Board commits to the principles of inclusion, equity, and the importance of diversity, seeking to provide a safe working environment that protects the mana and dignity of all kaimahi and prospective kaimahi.

Definitions

The following are defined as per the Health and Safety at Work Act 2015:

Health – [Section 16](#) references physical, and mental health

Worker – [Section 19](#) references *kaimahi* (employees), *kaikirimana* (contractors) / subcontractors.

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 has on delivery.

Delegations

The Board delegates responsibility to the Chief Executive on all matters relating to the day-to-day management of kaimahi in the expectation that they will be managed in a sound, fair, reasonable and respectful manner in line with their delegations. This is in accordance with the current terms of employment agreements, Te Kura policy, and procedures, relevant legislative requirements and identified good practice.

Wellbeing

Health at work includes physical, social and mental/psychological wellbeing.

Together, in collaboration with Te Kura leadership, we will work to create a healthy workplace and environment. We will achieve this through providing information and training, following our Health and Safety policy and procedures, modelling safe behaviours, reporting hazards and incidents, and participating in initiatives and activities.

Te Kura will take a proactive approach creating a safe, inclusive, positive working environment, while ensuring kaimahi can actively manage their own health and wellbeing. This includes:

- Promoting kaimahi social, physical, mental, and emotional wellbeing through workplace policy, strategy, procedures and practices.
- Providing access to information and resources that increase knowledge and awareness around key health areas.
- Recognising wider wellbeing support to whānau of kaimahi is beneficial.
- Promoting a smoke and vape free workplace environment and support to quit.
- Promoting psychological safety at work.

Flexible working

To manage the disruption caused by COVID-19 we were prompted to further develop flexible working so our people could continue working during different COVID-19 alert levels and the traffic light system and maintain engagement. In 2022 Te Kura commenced a review of flexible working through Ngā Huarahi Mahi programme. This included the technologies we use, office environments, a renewed focus on building and maintaining Te Kura culture, and the ability to apply to make application for flexible working digitally within the procedure parameters. Details in the Flexible Working Hātepe Kaimahi.

Kaimahi engagement and participation

Te Kura will continue to work with our people, to increase their engagement and participation in the organisation's culture, working environment, wellbeing initiatives and activities. We will increase engagement and participation through our Health Safety Representatives, leaders and kaimahi.

Equal Employment Opportunity statement

Te Kura is an equal opportunity employer for all kaimahi and prospective kaimahi, ensuring no one is discriminated against because of age, disability, gender, marital status, race, ethnicity, religious or ethical belief, political opinion, employment status (such as unemployment), family status or sexual orientation.

Recruitment is conducted impartially and based on suitable qualifications and/or experience in accordance with the Appointments Policy.

Under the governance of the Board, Te Kura's responsibilities and accountabilities under equal employment to its kaimahi are achieved through its Chief Executive.

Expectations and limitations

The Board:

The Board's direct employment relationship is the one they maintain with the Chief Executive. The Board commits to a board culture that is outlined in its Code of Conduct, responsibilities of the Board, and the relationship between the Board and Chief Executive, so the Chief Executive can implement the Board's employer responsibilities in relation to kaimahi.

The Chief Executive:

The Chief Executive will report annually to the Board on the extent of compliance with Te Kura's People and Wellbeing Policy.

Te Kura recognises its responsibilities and accountabilities to its kaimahi are achieved through its Chief Executive. Therefore, the Chief Executive will ensure the following ("what to achieve"):

- All kaimahi maintain proper standards of integrity, conduct, and concern for the public interest.
- A suitable professional development programme is implemented, which takes into consideration the requirements of Te Kura's strategic and annual plans, and is provided as part of performance agreements for each kaimahi.
- A fair and competitive remuneration approach that considers available remuneration data, recruitment, and retention considerations, and affordability.
- Equal Employment Opportunity (EEO) related matters are present.
- All policies, procedures, and processes reflect Equity, Diversity, and Inclusion.

- A recognition of the aims and aspirations of Māori, the employment requirements of Māori, and the need for greater involvement of Māori in the education service.
- A recognition of the aims and aspirations and employment requirements, and the cultural differences, for Pasifika and ethnic or minority groups.
- A recognition of the employment requirements of women.
- A recognition of the employment requirements of persons with disabilities.
- Compliance with the Health and Safety legislation, regulations and any other relevant legislation, codes of practice, safe operating procedures, and agency guidelines.
- All kaimahi work in a healthy and safe working environment and support kaimahi wellbeing.
- All kaimahi are considerate of individual wellbeing and the wellbeing of ākonga and colleagues.
- People and wellbeing is recognised in the Te Kura strategic objectives

To meet the accountabilities and responsibilities under this policy, the Chief Executive expects management processes and procedures in place that ensure (“how it is achieved”):

- Kaimahi are aware of the expectations of the conduct of their profession and Te Kura conduct standards.
- Kaimahi leave is effectively managed in line with legislation and employment agreements. All leave will be reported on, so the risk of financial liability is minimised, operational needs are met, and the needs of individual kaimahi are fairly considered. The He Hononga Aho, Personal Development Appraisal (PDA) process is being utilised for all kaimahi to support their development in their professional practice and its effect on outcomes for ākonga. This includes documenting professional learning and development activities for the purpose of maintaining professional registrations or practicing certifications.
- Delivery of a suitable professional development programme, which takes into consideration the requirements of the strategic and annual plans, and is provided as part of each employee’s performance agreement.
- Annual review of remuneration bands (ranges) are used to guide remuneration decisions, led by Human Resources and approved by the Board.
- All kaimahi are aware of how to act appropriately and be culturally sensitive in their interactions with each other, ākonga and whānau.
- All employment Health and Safety (Wellbeing) based legislative and employment agreement requirements are complied with.
- All kaimahi understand their rights to personal dignity, safety, and ensure that matters are resolved in an appropriate and fair manner.
- Strengthening our engagement and participation in our processes and practices, collaborating with the Health and Safety committee, and promoting wellbeing.
- The Human Resources team provides advice as necessary where employment issues arise, and the school’s insurer is notified as appropriate.

Monitoring

The Chief Executive will keep the Board informed of any significant changes in staffing, programmes, plans or processes that are under consideration and where employment situations pose a significant risk to Te Kura (e.g., high kaimahi absentee rate, significant conduct issues).

The Chief Executive will report to the Board regularly on Te Kura’s adherence to the People and Wellbeing Policy and consideration of equal employment and wellbeing opportunities. The Chief Executive’s information will contribute to the Board’s annual report.

The Board will monitor through their review schedule (Board Workplan) that this policy and related procedures continue to adhere to the principle of being a good employer, as indicated in Section 597, Education and Training Act 2020.

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
- Making Te Kura a great place to work
- Recruiting and developing kaimahi to deliver Te Ara Pounamu

Procedures/supporting documentation

[Flexible Working - Hātepe Kaimahi](#)

He Hohonga Aho (PDA)

[Kaiako professional practice](#), professional growth cycle

Kaiako Registration and Certification - Hātepe Kaimahi

Professional Learning and Development Applications - Hātepe Kaimahi

Joining and Leaving - Hātepe Kaimahi

Remuneration - Hātepe Kaimahi

Leave - Hātepe Kaimahi

Management Unit Allocation - Hātepe Kaimahi

Research - Hātepe Kaimahi

Storage of Confidential Information - Hātepe Kaimahi

Social Activities - Hātepe Kaimahi

Return to Work (link to [Health and Safety Policy](#))

Anti Bullying, Discrimination and Harassment (link to [Health and Safety Policy](#))

Legislative compliance with links

[Childrens Act 2014](#)

[Education and Training Act 2020, Part 6, Subpart 4 – Employment Matters](#)

[Employment agreements \(collective and individuals\)](#)

[Employment Relations Act 2000](#)

[Family Violence Act 2018](#)

[Health and Safety at Work Act 2015](#)

[Health and Safety at Work \(General Risk and Workplace Management\) Regulations 2016](#)

Health and Safety at Work (Worker Engagement, Participation and Representation) Regulations 2016

[Human Rights Act 1993](#)

[Parental Leave and Employment Protection Act 1987](#)

[Privacy Act 2020](#)

[Public Services Act 2020](#)

[Smokefree Environments and Regulated Products 1990](#)

[Wages Protection Act 1983](#)

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