# Board of Trustees Policy: Personnel Management (NAG 3)

## Blind & Low Vision Education Network NZ

## Statement of Intent:

The Board of Trustees of the Blind & Low Vision Education Network NZ (BLENNZ) will act as a good employer according to all relevant legislation and amendments, including but not limited to:

* Education & Training Act 2020
* Employment Relations Act 2000
* Public Service Act 2020
* Human Rights Act 1993 and other relevant legislation
* Privacy Act 2020
* Protected Disclosures Act 2022
* NZ Bill of Rights Act 1990
* Employment Relations Act 2000
* Children’s Act 2014
* Health and Safety at Work Act 2015

The Board of Trustees will discharge its personnel management responsibilities in part by delegation to the Principal and others as appropriate or nominated, and in part by its own consultations and deliberations, and from time to time by those of its delegated personnel sub committee.

## Policy Requirements:

The Principal will be delegated the tasks of:

* Developing and implementing personnel and industrial policies, within policy and procedural frameworks set by the Government from time to time, which promote high levels of staff performance, use educational resources effectively and recognises the needs of ākonga. These include but are not limited to:

1. Concerns and Complaints
2. Code of Conduct
3. Leave for Teaching and Non Teaching Staff
4. Equal Employment Opportunities
5. Management Unit Allocation
6. Induction
7. Staff Recruitment and Appointment
8. Working from Home and Staff Ākonga in the Workplace
9. Succession Planning
10. Performance Appraisal
11. Classroom Release Time.

* Complying with the conditions contained in collective employment agreements for both teaching and non teaching staff.
* Complying with Ministry of Education promulgated Individual Employment Agreements for those staff not covered by collective agreements (i.e. staff who have chosen not to belong to their respective unions).
* Ensuring BLENNZ complies with:

1. NZ Education Council requirements
2. Education and Training Act 2020 vetting requirements
3. Children’s Act 2014.

## Supporting Documentation:

[Education Council website](http://www.educationcouncil.org.nz/)

[Education and Training Act 2020](https://www.legislation.govt.nz/act/public/2020/0038/latest/LMS170676.html)

[Ministry of Business Innovation and Employment Website](http://employment.govt.nz/)

[Government Legislation Website](http://www.legislation.govt.nz/)

[Ministry of Education Website: Collective Agreements](https://www.education.govt.nz/school/people-and-employment/employment-agreements/collective-agreements/)

[Ministry of Education Website: Guide to Children's Act](https://www.education.govt.nz/school/health-safety-and-wellbeing/pastoral-care-and-wellbeing/childrens-act-2014-requirements-for-schools-and-kura/#sh-vulnerable%20childrens%20act)

Approved: 

Date: 14 June 2024

Next Review Date: June 2027