

Rotorua Lakes High School

Te Hā o Te Manawa RTLB Cluster 20

POLICY: CLUSTER CHARTER

PROCEDURE: Community Consultation, Communication & Reporting

Consultation and communication will assist in building effective partnerships between Rotorua Lakes High School, cluster schools and Te Hā o Te Manawa RTLB Cluster 20.

Guidelines

RTLB Cluster Manager will ensure:

1. Consultation, communication and reporting meets the expectations outlined in the *Governing and Managing RTLB Clusters Toolkit - Version 1.0 January 2015*, and the Rotorua Lakes High School *Community Consultation, Communication and Reporting* policy.
2. Consultation and communication with key stakeholders in the RTLB service:
 - Rotorua Lakes High School Board of Trustees and Principal,
 - Cluster kura/schools who represent their communities, including:
 - their teachers and students,
 - their families and whānau,
 - their iwi and Māori parents/community,
 - their Pasifika parents/community.
 - RTLB.
 - The local Ministry of Education who represents:
 - Learning Support,
 - Early Childhood Education.
 - Other government and non-government/community agencies.
3. Timely reporting to key stakeholders:
 - Prepare the RTLB annual report, annual financial report, quarterly snapshot reports and the cluster kura/school reports for the Ministry of Education according to the Ministry's reporting requirements outlined in the *Governing and Managing RTLB Clusters Toolkit - Version 1.0 January 2015*.
 - All plans and reports will be approved by the Principal and/or Board of Trustees before being submitted or communicated to others.
 - Submit the cluster's Strategic and Annual Plans to the Ministry of Education by 1 March each year.
 - Prepare reports, twice yearly, for cluster school Boards of Trustees showing service patterns, service outputs and outcomes, allocation of student support (LSF and Y11-13) funds across cluster schools, and the level of RTLB staffing against the cluster's RTLB staffing entitlement.
 - Prepare reports for the lead school Principal and Board of Trustees at least once a term against the expectations of the RTLB Funding and Service Agreement.

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REVIEW: This policy will be reviewed according to Te Hā o Te Manawa's triennial programme of self-review November 2019, or as required.

DATE CONFIRMED: 29 November 2016