

Rotorua Lakes High School

Te Hā o Te Manawa RTLB Cluster 20

POLICY: CLUSTER CHARTER

RTLB Cluster Manager, in conjunction with the lead school Principal, is responsible for the strategic direction of the cluster and service provision to cluster schools, including the development and ongoing review of the Te Hā o Te Manawa RTLB Cluster 20 Charter. On behalf of the Rotorua Lakes High School Board of Trustees, the RTLB Cluster Manager will:

1. Develop, review and maintain, in consultation and collaboration with the Principal and other key stakeholders, the Te Hā o Te Manawa RTLB Cluster 20 Charter:
 - Te Hā o Te Manawa vision, mission and values,
 - Structure of Te Hā o Te Manawa RTLB Cluster 20,
 - Ideal RTLB Profile,
 - Roles of key personnel in Te Hā o Te Manawa RTLB Cluster 20,
 - Cluster policies, procedures, processes and systems,
 - Cluster Strategic Plan,
 - Cluster Annual Plan.
2. Ensure a continuing and regular planning and review cycle as outlined in the *Governing and Managing RTLB Clusters Toolkit - Version 1.0 January 2015* that leads to RTLB service improvement, including:
 - developing and preparing a three to five year cluster strategic plan, and annual implementation and action plan, that are approved by the lead school Principal and/or Board of Trustees,
 - developing and implementing effective processes to identify and analyse cluster trends and cluster needs, and to ensure equitable access to the RTLB service for kura/wharekura,
 - developing and implementing effective processes to gain stakeholder feedback on RTLB service provision,
 - ensuring RTLB policies and procedures are current, and support effective RTLB management and practice.
3. Ensure ongoing consultation and communication with key stakeholders in the RTLB service.
4. Ensure timely reporting to key stakeholders in the RTLB service.

REVIEW: This policy will be reviewed according to the Board of Trustees' triennial Programme of self-review November 2019

DATE CONFIRMED: 29 November 2016