

Section:	Governance & Organization
Policy:	2.01
Revised:	December 2021
Approval:	Motion #298

2.01 Policy Development Policy

1. Rationale

The policies of the Board will impact every area in the life of the school. Administration, staff, students, and parents will all be affected for good or ill by the policies of the Board. It is therefore important that policies be developed with due consideration of the impact upon these groups. Furthermore, the Board must take into account the public relations impact of their policies, the legal restrictions or requirements that might apply, and the requirements of the Department of Education. The practical requirements of these various groups must be addressed within the context of the requirements and restrictions imposed by the Word of God.

To ensure that policies are developed carefully, the Board has adopted the following:

- 1.1. The Board or the Administration, through their experience and observation or by request of other interested parties, will identify the need.
- 1.2. A designated individual or committee will write a draft. Usually this will be the Principal, the Staff, or a committee of the Board closest to the issue:
 - 1.2.1. Governance - Policy Review Committee
 - 1.2.2. Finance – Finance Committee
 - 1.2.3. Personnel – Human Resources Committee
 - 1.2.4. Education – Education Committee
 - 1.2.5. School operations - Principal
- 1.3. The drafted policy will be reviewed by those most directly affected such as the teaching Staff or selected representatives from the Parent body.
- 1.4. The policy draft will be presented to the Board for a First Reading. During the First Reading a policy will be reviewed, revised or tabled for further consideration or revision. As a rule, a policy will not be passed during the First Reading.
- 1.5. After following the decisions made at the First Reading, the policy will be presented at a subsequent meeting for a Second Reading. The Board may then pass the policy as presented, make revisions to the policy and pass it, or refer it back to committee for further revisions. In this case, the Board will entertain the finalized draft at a future meeting and pass it.
- 1.6. The Administration of the school is responsible to faithfully implement the policies of the Board and report to the Board regarding the need for further revisions.
- 1.7. Resource: [FISA's Procedural Fairness – Best Practice Guidelines for Independent Schools](#)