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ADDENDUM B
Management of Policies

With the growing provincial control over schools' policies it is advisable to determine a policy management strategy in order not to be found wanting when an official arrives to check that a required policy has been correctly written and duly approved.

It is the principal's job to look after all school records and that would include policies approved by the SGB. However, without abrogating accountability, the responsibility for managing policies and their processes could be assigned to a particular person—the School Policy Manager.

DUTIES OF THE SCHOOL POLICY MANAGER

1. **Compile a policy register** (in Excel so that the contents can be sorted according to various headings as required and easily updated). A hard copy of the register should be printed at least once a year. The register should include the following headings:

Policy number	Short title of the policy	Approval date	Review history	Next review date	Person/ committee responsible

2. Keep a **hard copy with an original signature of every approved policy** in an easily accessible indexed system—**a master file.** When a policy is reviewed or withdrawn, the earlier version should be placed in a filing system in case someone wants to scrutinise earlier versions (a policy archive).

3. Maintain an **indexed resource folder/files** (electronic and/or hard copy format) that contains all legislation, regulations, and national and provincial policies that have been used when writing the various policies (this must be a comprehensive collection which will grow over time). Circulars would probably already have been filed in an appropriate manner.

4. In addition to the above, set up a **numbered and labelled folder** (in electronic format and, if required by the education department, in hard copy) **for each policy** which would contain the following:

- The most recently approved and signed version of the policy (with the date of the approval on the title page) and the records associated with its approval, including:
    - → Notice/correspondence inviting participation of the relevant stakeholders in consultations related to writing the policy;
    - → Notice of the SGB meeting at which the policy was to be approved;
    - → Attendance register of the SGB meeting at which the policy was approved;
    - → Minutes of the SGB meeting at which the policy was approved;
    - → Where relevant, the rationale for amendments can be written up in a separate document.

- Copies of previous versions of the policy, marked with the date that the version was superseded, and all the attendant records for those versions as listed above; and
- Copies of provincial circulars/manuals that were **specifically relevant** to that policy.

The purpose of the individual policy folders is to have a complete history of everything related to each policy in a folder for easy access for any person or committee that is involved in reviewing a particular policy.

See the GBF website for exemplars for school policies:

1. Log onto website with your school's login details
2. Go to **Members' Resources**
3. Click on **GBF exemplars – Policy documents**