**Statement**

Policy formulation and review is the responsibility of the Board, taking into account the Vision and Mission Statements and the needs and aspirations of the College community.

**Definition**

A policy is a guide for discretionary action - it indicates what the Board expects, but not how to accomplish it. Policies are broad, general and direction-setting statements which respond to or anticipate the needs of the College community and the Vision and Mission Statements.

**Rationale**

The role of policies is to direct College procedures.

**Guidelines**

- Policies should be written in clear, simple and non-technical language and dated. They are implemented by the College administration, approved by the Principal and Leadership Team.

- MacKillop Catholic College Statements may be developed to clarify significant areas associated with a policy. Such Statements will form an integral part of the policy.

- Policy development should include adequate consultation and input from members of the College community.

- Policy-making working parties, whenever possible, are to be representative of the total school community.

- Expertise from outside the College should be utilised as appropriate.

- Draft policies are to be circulated, as appropriate, for information and comment before approval by the Principal and ratified by the Board.

- A register of approved policies is to be maintained by the administration of the College.

- In extenuating circumstances, and with the approval of the Executive of the Board of Management, the Principal may request an urgent review of any policy. Any resultant change must be ratified at the next Board meeting.

- Policies will be reviewed at the instigation of the Board.

- The Board has delegated to the Principal its functions under clause 4.4 (d) of the Constitution. (Namely to: “evaluate the adequacy of its own specific policies and the effectiveness of their implementation”).

- Policies must comply with the appropriate law, TCEO and TCEC policies.