



## MANGAKAHIA AREA SCHOOL TE KURA TAKIWA O MANGAKAHIA

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### THEFT AND FRAUD PREVENTION POLICY

#### LEGISLATION

Public Finance Act (1985)  
Education Act (1989)  
National Education Goals (1993)  
Crown Entities Act (2004)

**Memorandum of Understanding** Ministry of Education with He Matariki Teen Parent Unit

#### FOCUS

Support student achievement through implementation of National Administration Guideline 4.

#### ADDITIONAL POLICIES

Finance, Employment, Fixed Assets, Property, TPU Host School, Town Bus,

#### REQUIREMENTS

- The Board accepts that it has a responsibility to protect the physical and financial resources of the School. The Board has agreed that through its chief executive, the Principal, the School has a responsibility to prevent and detect fraudulent actions by persons who are employed or contracted by the School or who are service recipients of the School.
- The Board accepts that any investigation into any theft or fraudulent actions will be conducted in a manner that conforms to the principles of natural justice and is procedurally just and fair.
- The Board requires the Principal to establish systems and procedures to guard against the actions of theft and fraud. The Principal is to report such actions to the Board Chairperson as prescribed in the procedures attached to this policy.

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The above policy was reviewed and mandated by the Board of Trustees on 14<sup>th</sup> February 2017.  
This policy is next to be reviewed during Term 1 2018

Chairman of the Board of Trustees: *Rachel Cocks* (signature)  
Rachel Cocks

Date signed: 14/2/17