

## Policy 1B: Board Operations

The board is entrusted to work on behalf of the stakeholders being the students, proprietor, parents, staff and board. The board emphasises strategic leadership rather than administrative detail and ensures that it complies with legal and policy requirements and emphasises the Catholic character of the school. The board's focus is the constant enhancement of student achievement.

### Board Roles & Responsibilities

The Board of Trustees key areas of contribution are:

- Representation
- Leadership
- Accountability

Board member accountability measure	Standard
1. Set strategic directions and long-term plans and monitor the board's progress against them	1.1 Board meets strategic goals
2. Protect the special character of the school	2.1 The special Catholic character is fundamental in board decisions
3. Monitor and evaluate student achievement	3.1 Reports from principal on progress against Annual Plan highlight risk/success  3.2 Meet targets in Annual Plan, implement Curriculum Policy and satisfactory performance of Curriculum Education Priorities
4. Monitor financial management of the school and approve the budget	4.1 Satisfactory performance of school against budget
5. Attend board meetings and take an active role as a trustee	5.1 Attend board meetings having read board papers and reports and ready to discuss them  5.2 Board meetings have a quorum  5.3 Attendance at 80% meetings (min.)  5.4 No unexplained absences at board meetings (More than 3 such absences result in immediate step down) Refer Education Act 1989  5.5 Ensure that individual trustees do not act independently of the board's decisions  5.6 Avoid any conflicts of interest with respect to their fiduciary responsibility
6. Approve major policies and programme initiatives	6.1 Approved and minuted.
7. Effective risk management	7.1 Remain briefed on internal/external risk environments and take action where necessary

	7.2 Identify 'trouble spots' in statements of audit and take action if necessary
8. Ensure the board is compliant with its legal requirements	8.1 New and continuing members have kept aware of any changes in legal and reporting requirements for the organisation.  8.2 Board has sought legal advice when necessary  8.3 New members have read and understood board induction pack and requirements of board members
9. Fulfil the intent of the Treaty of Waitangi by valuing and reflecting New Zealand's dual cultural heritage	9.1 The Treaty of Waitangi is to be considered in board decisions
10. Act as a good employer. Approve and monitor Personnel policy and procedure.	10.1 Become and remain familiar with employment conditions of organisation, staff contract and Award arrangements
11. Appoint, assess the performance of and nurture the Principal	11.1 Principal's Performance Management System in place & implemented
12. Deal with disputes and conflicts referred to the board	12.1 Successful resolution of any disputes and conflicts referred
13. Represent the school in a positive, appropriate manner	13.1 Code of Behaviour adhered to
14. Oversee, conserve and enhance the resource base	14.1 Property /resources meet the needs of the student achievement goals
15. Hand over governance to new board/trustees at election time	15.1 New trustees provided with Governance manual  15.2 New trustees fully briefed and able to participate following attendance at an orientation programme

## Trustee's Code of Conduct

The board is committed to ethical conduct in all areas of its responsibilities and authority. Trustees shall:

1. Ensure that the climate of the school reflects its Special Character of Catholic faith and values, and all requirements of the Integration act and Integration Agreement are honoured.
2. Ensure that the needs of the children and their education are given full consideration as required by the National Administrative Guidelines.
3. Ensure that all students are provided with an education which respects their individuality and which challenges them to reach the highest standards of personal achievement.
4. Serve their school and the school community to the best of their ability and be honest, reliable, trustworthy, loyal and fair.
5. Respect the integrity of staff, the principal, parents and students.
6. Maintain the confidentiality and trust vested in them.
7. Ensure strict confidentiality of papers and information related to the Board's position as employer.
8. Ensure that individual trustees do not act independently of the board and support its decisions.
9. Accept that the principal is the professional leader of the school who is responsible to the board.

## Chairperson's Role

The chairperson is the leader of the board and carries overall responsibility for the integrity of the board's processes. The role involves the following responsibilities:

<b>Chair accountability measure</b>	<b>Standard</b>
1. Oversee general performance of the board	1.1 Board performs against its forms of accountability and strategic goals
2. Ensure information about the financial performance of the organisation flows to the board	2.1 Board remains well-informed about financial performance of organisation
3. Establish and maintain systems for information flows to the board	3.1 Board receives information on time and has time to comment and have input 3.2 Board has adequate opportunities to have input and make decisions 3.3 Chair ensures accurate minutes are kept, approved by board and signed by Chair
4. Attend and chair board meetings	4.1 Attendance at all meetings (unless chairing responsibility delegated)

	4.2 Meeting procedures as outlined in the Standing Orders and Local Government Official Information and Meetings Act 1987 are observed except where the board has suspended them.
5. Make recommendations to board about prudent management of board matters	5.1 Recommendations made as necessary
6. Establish and maintain an ongoing working relationship with the Principal	6.1 Regular meetings are held in addition to ongoing liaison
7. Deal with disputes and conflicts referred to the Chair	7.1 As required by the board's Policy and Procedures
8. Act as Protected Disclosure Officer [see STA Link 2001/01]	8.1 Requirement met
9. Ensure the Principal's Performance Agreement and Appraisal are completed on an annual basis	9.1 Report of Principal's Performance Appraisal tabled at the board according to appraisal process

### **Meeting Process**

The board is committed to effective and efficient meetings.

- a) Meetings are based on a prepared agenda. The agenda preparation is the responsibility of the principal in consultation with the Board Chairperson. The agenda will be available prior to the meeting. Agenda items should be circulated to board members five days prior to the scheduled meeting.
- b) Meetings are held with the expectation that trustees have prepared for them and will participate in all discussions at all times within the principles of acceptable behaviour.
- c) The board has the right, by resolution, to exclude the public and news media from the whole or part of the proceedings in accordance with the Standing Orders and the Local Government Official Information and Meetings Act 1987. Decisions by the board are fully recorded but remain confidential. The board has the right by resolution to:
  - i. Make the reasons for excluding the public clear
  - ii. Reserve the right to include any non-board member it chooses.

### **Meeting Procedures**

#### General:

- Meetings are usually held once a month or as per the annual agenda.
- The quorum shall be more than half the members of the board currently holding office.
- The Chairperson shall be elected at the first meeting in any year, unless it is election year, in which case it must be at the first meeting after the election.
- The Chairperson may exercise a casting vote in the case of equality of votes, in addition to his/her deliberative vote.
- Any trustees with pecuniary interest in any issue shall not take part in any debate on such issues and may be asked to leave the meeting for the duration of the debate.
- Only trustees have automatic speaking rights.
- The board delegates [and minutes] authority to the Deputy Principal in the times of absence of the Principal.

#### Time of Meetings:

- Regular meetings commence at 7.30 pm.

Special meetings:

- A special meeting may be called by delivery of notice to the Chairperson signed by at least one third of trustees currently holding office.

Public Participation:

- Public participation is at the discretion of the Chairperson.
- Public attending the meeting are given a notice about their rights to participation in the meeting.

Motions/Amendments:

- All motions and amendments moved in debate must be seconded unless moved by the Chairperson.
- Motions and amendments once proposed and accepted may not be withdrawn without the consent of the meeting.
- No further amendments may be accepted until the first one is disposed of.
- The mover of a motion has a right of reply.
- A matter already discussed may not be reintroduced at the same meeting in any guise or by way of an amendment.

Termination of debate:

- All decisions are to be taken by open voting by all trustees present.

Suspension of Meeting Procedures:

- Standing Orders may be suspended by resolution of the meeting.

Agenda:

- The order of the Agenda may be varied by resolution at the meeting.

Minutes

- The minutes are distributed by email as soon as possible after the meeting.

*Chairperson: Aaron de Farias*

*Date: 21 February 2018*