

BOARD of TRUSTEES

The Board of Trustees is the body which ***governs*** the school.

Reviewed: 06.03.09 (Taz, Mark, Donal); Nov 2012 (BOT SubC); Nov/Dec 2013 (Tracy/Donal)
Reviewed 29.02.2016 (Richard White, Donal McLean)

ACTION

To enable the Board to carry out its duties effectively and efficiently and to ensure that well considered decisions are made in the governing of the school there are a number of areas that need guidelines. These include: committees, board training, co-option and meeting procedures.

GUIDELINES

1. Committees

- a. Sub Committees may be formed at the discretion of the Board for any specific need.
- b. Sub Committees will comprise members of the Board of Trustees. Other non-voting members may be co-opted for specific purposes.
- c. Sub Committees will meet when necessary and will report at monthly meetings.
- d. Where possible Sub Committee reports will be written and circulated prior to the Board meetings.
- e. Decisions of Sub Committees will generally be presented to the Board for ratification, without the need for a full re-examination or discussion on all the issues associated with the decision.
- f. No major decisions of sub committees will be acted upon unless ratified by the Board except where the Board has specifically delegated this authority, and the Chairperson and/or the Principal are in attendance at the meeting when the decision is made.
- g. Decisions by the Sub Committee shall require affirmation by a majority of the total Sub Committee.

2. Board Training

- a. The Chairperson will coordinate information via the Principal or Executive Officer on training on governance issues.
- b. The Executive Officer will record identified training needs relevant to individuals, subgroups, or the Board as a whole and will keep a record of available programmes.
- c. Shortly before the end of each calendar year, time will be set aside at a Board meeting to discuss training needs.
- d. The Board will include a provision for Trustee training in every annual budget, with all sources of training (paid, unpaid, group, individual) explored.

3. Co-option

- a. The Board may co-opt to improve its capacity to carry out its responsibilities, in accordance with Section 99 of the Education Act 1989.
- b. Co-option shall take account of community groups not represented by any elected members and the need for technical skills and information required for efficient and effective governance.
- c. The Board acknowledges its obligation to consult with the Maori community.
- d. The Board will recognise the need to ensure an acceptable gender and ethnic balance.
- e. The Board of Trustees will ultimately be responsible for co-options, which will formally be endorsed at full meetings of the Board.
- f. Co-option is deemed to confer full membership of the Board for the duration of its term, unless a term of office is specified that expires before the term of office of the Board (Section 102 (10) (a), Education Act 1989).

4. Meetings

- a. **Time** – Board of Trustees meetings will be held on a rotation (Full year) published at the end of each Principal report. They will begin at 6pm and finish at 8pm.
- b. **Karakia** – To be said at each meeting where appropriate.
- c. **Quorum** – 5
- d. **Material** – All material will be circulated to members of the Board on the Friday prior to the meeting. Any new information may be tabled at the Board Meeting but would not be expected to be 'acted upon' unless all members deem it appropriate.
- e. **Procedure** – The meeting will only deal with recommendations from reports; although the board will listen to, but not respond definitively to, any matter brought up during the "Open Forum" at the start of the board meeting. Other matters of topical/issues will be dealt with in General Business. When a formal motion is in place members of the Board will only speak to a motion once. The mover and seconder will be given an opportunity to speak again in answer to the responses of the Board to their given motion.
- f. **Visitors to Meetings** – All members of the school are welcome to all meetings. Visitors wishing to speak will be given the opportunity at the discretion of the Chairperson. If the board needs to be 'in committee' then visitors are required to leave.
- g. **Hours** – Any extension of time beyond 8:00pm must be agreed upon by the meeting or business be transferred to the next meeting time.