



## **BOARD ROLES AND RESPONSIBILITIES POLICY**

### **Outcome**

The board is focused on governance that fosters and supports the ongoing improvement of student progress and achievement.

### **Scoping**

- The board is a body corporate whose policies and procedures exist in perpetuity or until such time as they are rescinded or revoked.
- The board sets the strategic direction for the school and governs via its policies, which it entrusts to the tumuaki to implement.

### **Delegations**

Accountability rests with the whole board, with no individual member or committee having decision-making authority unless it has been delegated and documented.

### **Expectations and limitations**

#### **Sets the strategic direction and annual plans and monitors the school progress against them**

- The board leads the strategic plan review process.
- The board sets/reviews the strategic aims by 1 March each year.
- The board approves the annual plan and targets and ensures the strategic plan is submitted to the MOE by 31st March each year.
- Regular board meetings include a report on the progress towards achieving the strategic aims.
- The strategic plan is the basis for all board decision making.

#### **Monitors and evaluates student progress and achievement**

- The board approves an annual review schedule covering curriculum and student progress and achievement reports.
- Reports are received at each board meeting from the tumuaki on progress against the annual plan, evaluating actions.
- Information reported to the board is thoughtfully discussed, critiqued and challenged.
- Targets in the annual plan are met, the curriculum policy is implemented and there is satisfactory performance of curriculum priorities.

#### **Appoints, assesses the performance of and supports the tumuaki**

- Tumuaiki professional growth cycle is in place and implemented.

#### **Approves the budget and monitors financial management of the school**

- The budget is approved by the second meeting of the year.
- Satisfactory performance of financial management against budget is evident.

### **Effectively govern risk**

- The board has an effective governance model in place.
- The board remains briefed on internal/external risk environments and takes action where necessary.
- The board ensures the tumuaki reports on all potential and real risks when appropriate and takes appropriate action.

### **Ensures compliance with legal requirements**

- New members read the governance framework including policies, the school charter/strategic plan, board induction pack and requirements and expectations of board members.
- New and continuing members are kept aware of any changes in legal and reporting requirements for the school.
- The board seeks appropriate advice when necessary.
- Accurate minutes of all board meetings are approved by the board and signed by the presiding member.
- Individual staff/student matters are always discussed in public-excluded sessions.
- Board meetings have a quorum of more than half the board members.

### **Ensures trustees attend board meetings and take an active role**

- Board meetings are effectively run by the presiding member or deputy presiding member.
- Board members attend board meetings having read board papers and reports and are ready to discuss them.
- Board members must attend a minimum of 80% of meetings.
- No unexplained absences at board meetings (three consecutive absences without prior notice results in an immediate step-down - refer Education Act 1989).

### **Approves all policies and curriculum initiatives**

- The board approves curriculum initiatives as per policy.
- The board monitors implementation of curriculum initiatives.

### **Honours Te Tiriti o Waitangi by valuing and reflecting New Zealand's bicultural heritage**

- Te Tiriti o Waitangi is obviously considered in board decisions.
- The board, tumuaki and staff are culturally responsive and inclusive.

### **Approves and monitors personnel policy/procedures, which ensures effective practice and contributes to its responsibilities as an employer**

- The board becomes and remains familiar with the broad employment conditions that cover employees (staff employment agreements and arrangements).
- The board ensures there are personnel policies in place and they are adhered to (code of behaviour).
- The board ensures there is ongoing monitoring and review of all personnel policies.

### **Deals with disputes and conflicts referred to the board as per the school's concerns and complaints procedure**

- Successful resolution of any concerns and complaints is achieved.

### **Represents the school in a positive, professional manner**

- Board code of behaviour is adhered to at all times.

### **Oversees, conserves and enhances the resource base**

- Property/resources meet the needs of the student achievement aims.

### **Effectively hands over governance to new board members at election time**

- New board members will be supported to understand relevant documents and systems.
- New board members are fully briefed and able to govern.
- Appropriate delegations are in place as per Schedule 6 (17) of the Education Act.
- Board members participate in appropriate ongoing professional development.

### **Procedures that support this Policy**

Board Code of Behaviour

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Presiding Member

Date

Next review date: **March 2028**