

Policy: Board Roles and Responsibilities Policy

Policy Statement

The Board of Trustees' key areas of contribution are focused on four outcome areas: Representation, Employer Role, Accountability, Leadership

The Board	The Standards
1. Sets the strategic direction and long-term plans and monitors the Board's progress against them	1.1 The Board leads the annual Strategic Plan process 1.2 The Board sets/reviews the strategic aims by November each year 1.3 The Board approves the Annual Plan and targets and ensures the Strategic Plan is submitted to the Ministry of Education (MoE) by 1 March each year 1.4 Regular Board meetings include a report on progress towards achieving the Strategic Plan 1.5 The Strategic Plan is the basis for all Board decision making 1.6 All stakeholders will be consulted
2. Monitors and evaluates student progress and achievement	2.1 The Board approves an annual review schedule covering curriculum and student progress and achievement reports 2.2 The Principal is required to provide reports at each Board meeting on student progress against the Annual Plan, highlighting risk/success 2.3 The Board endeavours to meet the targets in the Annual Plan, ensures the curriculum policy is implemented and that there is satisfactory performance of curriculum priorities
3. Maintains and strengthens the special character of the school	3.1 Special character is at the centre of all Board decisions 3.2 Special character is included at every Board meeting in devotions and prayer and as part of the Principal's report
4. Appoints and supports the Principal	4.1 Principal's Professional Growth Cycle is in place and implemented
5. Approves the budget and monitors financial management of the school	5.1 The Board ratifies the Draft budget by the first meeting each year 5.2 The Board monitors satisfactory performance of the school against budget at every Board meeting

The Board	The Standards
6. Effectively manages risk	6.1 The Board has an effective governance model in place 6.2 The Board remains briefed on internal/external risk environments and takes action where necessary 6.3 The Board identifies 'trouble spots' in statements of audit and takes action if necessary 6.4 The Board ensures the Principal reports on all potential and real risks when appropriate and takes appropriate action
7. Ensures compliance with legal requirements	7.1 New members have read and understood the governance framework including policies, the Strategic Plan, Board induction pack and requirements and expectations of Board members 7.2 New and continuing members are kept aware of any changes in legal and reporting requirements for the school. Board has sought appropriate advice when necessary 7.3 Accurate minutes of all Board meetings are kept, approved by the Board and signed by the Presiding Member 7.4 Individual staff/student matters are discussed in public excluded session 7.5 Board meetings have a quorum
8. Ensures Board member attend Board meetings and take an active role	8.1 Board meetings are effectively run 8.2 Board members are expected to attend a minimum of 80% of meetings, having read Board papers and reports 8.3 No unexplained absences at Board meetings (3 consecutive absences without prior leave result in immediate step down)
9. Approves major policies and programme initiatives	9.1 The Board reviews programme initiatives against policies 9.2 The Board monitors implementation of programme initiatives
10. Fulfils the intent of the Treaty of Waitangi by valuing and reflecting New Zealand's bicultural heritage	10.1 The Treaty of Waitangi is considered in Board decisions 10.2 The Board, Principal and staff are culturally responsive and inclusive
11. Approves and monitors human resource policy/procedures which ensures effective practice and contribute to its responsibilities as a good employer	11.1 The Board becomes and remains familiar with the broad employment conditions which cover employees (i.e. Staff employment agreements and arrangements) 11.2 The Board ensures there are personnel

The Board	The Standards
	policies in place and that they are adhered to e.g. Code of Conduct 11.3 The Board ensures there is ongoing monitoring and reviewing of all personnel policies
12. Deals with disputes and conflicts referred to the Board as per the school's Concerns and Complaints procedures	12.1 The Board successfully resolves any disputes and conflicts referred to it
13. Represents the school in a positive, professional manner	13.1 Code of conduct is adhered to
14. Oversees, conserves and enhances the resource base	14.1 The Board resources the needs of the student achievement aims
15. Effectively hands over and inducts new Board governance to new Board at election time	15.1 New Board members provided with NZSTA Governance Manual and induction 15.2 New Board members fully briefed and able to participate following attendance at an orientation programme 15.3 Board members participate in appropriate professional development

Review Schedule: Triennially

ADOPTED BY BOARD			
Date	12 th September 2017	Presiding Member	R Thornton (Acting)

Reviewed	30 th January 2018	Presiding Member	R Thornton
Reviewed	2 nd April 2019	Presiding Member	G Budler
Reviewed	25 th February 2020	Presiding Member	M Causley
Reviewed	21 st February 2023	Presiding Member	A Coombridge