

Policy: Presiding Member's Role

Policy Statement

The Presiding Member of Jireh Christian School safeguards the integrity of the Board's processes and represents the Board to the broader community. The Presiding Member ensures that each Board member has a full and fair opportunity to be heard and understood by the other members of the Board in order that collective opinion can be developed and a Board decision reached. The Board's ability to meet its obligations and the plans and targets are enhanced by the leadership and guidance provided by the Presiding Member. In the absence of the Presiding Member, the Board delegates responsibility to the Acting Presiding Member to fulfil this function and role.

Procedural Guidelines:

The Presiding Member:

1. Is elected at the first Board meeting of the year except in a triennial Board election year where it shall be at the first meeting of the Board.
2. Welcomes new members, ensures that the conflict-of-interest disclosure is made, and the Code of Conduct is understood and signed, and leads new Board induction.
3. Will assist the Board members' understanding of their role, responsibilities and accountability including the need to comply with the Trustees' Code of Conduct policy.
4. Leads the Board members and develops them as a cohesive and effective team.
5. Ensures the work of the Board is completed.
6. Ensures he/she acts within Board policy and delegations at all times and does not act independently of the Board.
7. Prepares the Board's agenda and ensures that all Board members have the required information for informed discussion of the agenda items.
8. Ensures the meeting agenda content remains focused on matters within the Board's remit.
9. Effectively organises and presides over Board meetings, ensuring that such meetings are conducted in accordance with the Education and Training Act 2020 and any relevant Board policies.
10. Seeks interactive participation by all Board members.
11. Represents the Board to external parties as an official spokesperson for the school except for those matters where this has been delegated to another person/s and is the official signatory for the annual accounts.
12. Is responsible for promoting effective communication between the Board and wider community including communicating appropriate Board decisions.
13. Establishes and maintains a productive working relationship with the Principal.
14. Ensures the Principal's Professional Growth Cycle is completed on an annual basis.
15. Ensures concerns and complaints are dealt with according to the school's Concerns and Complaints policy.
16. Ensures any potential or real risk to the school or its name is communicated to the Board. This includes any concern or complaint.

Review Schedule: Annually

ADOPTED BY BOARD

Date	12 th September 2017	Presiding Member	R Thornton (Acting)
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Reviewed	30 th January 2018	Presiding Member	R Thornton
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Reviewed	2 nd April 2019	Presiding Member	G Budler
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Reviewed	31 st March 2020	Presiding Member	M Causley
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Reviewed	23 rd February 2021	Presiding Member	M Causley
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Reviewed	22 nd February 2022	Presiding Member	M Causley
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Reviewed	21 st February 2023	Presiding Member	A Coombridge
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