



## Policy: Board Roles and Responsibilities

### Policy Statement

The Board is focused on governance that maintains and upholds the Special Character of Jireh Christian School (“the School”); fosters and supports the ongoing improvement of student progress and achievement; ensures that the School is a safe and inclusive place for all students and staff; gives effect to Te Tiriti o Waitangi.

The Board is a body corporate whose policies and decisions exist in perpetuity or until such time as they are rescinded or revoked. The Board sets the strategic direction for the School reflecting its special character and governs via its policies, which it entrusts to the Principal to implement.

Accountability rests with the whole Board, with no individual Board member or committee having decision-making authority unless it has been delegated and documented. All sub-delegations are approved by the Board, as are revocations.

The Boards’ 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 1.2 1.3 1.4 1.5 1.6 1.7	The School’s strategic plan, policies and processes reflect and uphold the School’s Special Character. The Board leads the annual Strategic Plan process. The Board sets/reviews the strategic aims by November each year. 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. Regular Board meetings include a report on progress towards achieving the Strategic Plan. The Strategic Plan is the basis for all Board decision-making. All stakeholders will be consulted.
2. Monitors and evaluates student progress and achievement	2.1 2.2 2.3 2.4	The Board approves an annual review schedule covering curriculum and student progress and achievement reports . The Principal is required to provide reports at each Board meeting on student progress against the Annual Plan, highlighting risk/success. 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. Information reported to the Board is thoughtfully discussed, challenged and critiqued.
3. Maintains and strengthens the special character of the School	3.1 3.2	Special Character is at the centre of all Board decisions. Special Character is included at every Board meeting in devotions and prayer and as part of the Principal’s report.



The Board		The Standards
4. Ensures that the School is a safe place for all students and staff	4.1 4.2	All reasonable steps are taken to eliminate racism, stigma, bullying and any other forms of unlawful discrimination. Students' rights under the Education Training Act 2020, New Zealand Bill of Rights Act 1990 and the Human Rights Act 1993 are honoured.
5. Appoints, assesses the performance of and supports the Principal	5.1	Principal's Professional Growth Cycle and performance management system is in place and implemented.
6. Approves the budget and monitors financial management of the School	6.1 6.2	The Board approves the draft budget by November of the previous year. The Board monitors satisfactory performance of the School against budget at every Board meeting.
7. Effectively manages risk	7.1 7.2 7.3 7.4	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 identifies 'trouble spots' in statements of audit and takes action if necessary The Board ensures the Principal reports on all potential and real risks when appropriate and takes appropriate action in response
8. Ensures compliance with legal requirements	8.1 8.2 8.3 8.4 8.5 8.6	New members have read and understood the governance framework including policies, the 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 kept, approved by the Board and signed by the Presiding Member. Individual staff/student matters are discussed 'in committee'. Board meetings have a quorum.
9. Ensures Board members attend Board meetings and take an active role	9.1 9.2 9.3	Board meetings are effectively run. Board members are expected to attend a minimum of 80% of meetings, having read Board papers and reports and come ready to discuss. No unexplained absences at Board meetings (3 consecutive absences without prior leave result in immediate step down: Education & Training Act 2020, schedule 23, clause 12 (1) (c))
10. Approves major policies and programme initiatives	10.1 10.2	The Board reviews programme initiatives against policies. The Board monitors implementation of programme initiatives.
11. Fulfils the intent of the Treaty of Waitangi by valuing and reflecting New Zealand's bicultural heritage	11.1 11.2 11.3 11.4	The Treaty of Waitangi is considered in Board decisions. The Board, Principal and staff are culturally responsive and inclusive. Plans, policies and local curriculum reflect local tikanga Māori, mātauranga Māori and te ao Māori. All reasonable steps are taken to make instruction available in tikanga Māori and te reo Māori.



The Board		The Standards
	11.5	Māori students achieve equitable outcomes.
12. Approves and monitors human resource policy/procedures which ensures effective practice and contributes to its responsibilities as a good employer	12.1 12.2 12.3 12.4	12.1 The Board becomes and remains familiar with the broad employment conditions which cover employees (i.e. staff employment agreements and arrangements). 12.2 The Board ensures there are personnel policies in place and that they are adhered to. 12.3 The Board ensures there is ongoing monitoring and reviewing of all personnel policies. The Board reports annually on compliance with its personnel policy on being a good employer (including the equal employment opportunities programme). 12.4
13. Deals with disputes and conflicts referred to the Board as per the School's Concerns and Complaints procedures	13.1	13.1 The Board seeks fair, just and restorative resolution of any disputes and conflicts referred to it.
14. Represents the School in a positive, professional manner	14.1	14.1 Code of conduct is adhered to.
15. Oversees, conserves and enhances the resource base	15.1 15.2	15.1 The Board meets its property obligations as set out by the Proprietor. 15.2 Resources safeguard and preserve the special character and seek to fulfil the needs of the student achievement aims.
16. Effectively hands over and inducts new Board members at election time	16.1 16.2 16.3 16.4	16.1 New Board members are provided with NZSTA Governance Manual and induction. 16.2 New Board members are fully briefed and able to participate following attendance at an orientation programme. Board members participate in appropriate professional development. 16.3 16.4 Appropriate delegations are in place as per the Education (School Boards) Regulations 2020, clause 8.

## Legislative Compliance

Education & Training Act 2020  
 Education (School Boards) Regulations 2020  
 Human Rights Act 1993  
 New Zealand Bill of Rights Act 1990  
 Employment Relations Act 2000  
 Public Service Act 2020  
 Privacy Act 2020



## Review Schedule: Triennially

**ADOPTED BY BOARD**

Date 12<sup>th</sup> September 2017      Chairperson **R Thornton (Acting)**

Reviewed Date	30 <sup>th</sup> January 2018	Chairperson <b>R Thornton</b>
Reviewed Date	2 <sup>nd</sup> April 2019	Chairperson <b>G Budler</b>
Reviewed Date	25 <sup>th</sup> February 2020	Chairperson <b>M Causley</b>
Reviewed Date	21 <sup>st</sup> February 2023	Presiding Member <b>A Coombridge</b>
Reviewed Date	26 <sup>th</sup> March 2024	Presiding Member <b>A Coombridge</b>