



SCHOOL BOARD MEETING PROCESS PROCEDURE

RATIONALE

The Board is committed to effective and efficient meetings.

GUIDELINES

Meetings are:

- Based on a prepared agenda. The agenda preparation is the responsibility of the Chairperson and Principal. Sufficient copies of the agenda of the open (public) session will be posted on the Board of Trustees notice board and available at the meeting place for the public.
- Are held with the expectation that Board members have prepared for them and will participate in all discussions at all times within the principles of acceptable behaviour
- Have the right, by resolution, to exclude the public and news media from the whole or part of the proceedings in accordance with the *Meetings Act*. Decisions by the Board are fully recorded but remain confidential. The Board needs to:
 - Make the reasons for excluding the public clear
 - Reserve the right to include any non-Board member it chooses

General

- Meetings are held twice a term (or monthly) as per the annual agenda.
- The quorum shall be more than half the members of the Board currently holding office.
- The Chair shall be elected at the first meeting after the Annual Meeting except in the general election year where it will be at the first meeting of the newly elected board.
- The Chairperson may exercise a casting vote in the case of equality of votes, in addition to his/her deliberative vote.
- Any Board members with pecuniary interest in any issue shall not take part in any debate on such issues and may be asked to leave the meeting for the duration of the debate.
- Only Board members have automatic speaking rights.
- The Board delegates [and minutes] powers under *Sections 16 & 17 of Education Act* to the Disciplinary Committee
- The Board delegates [and minutes] authority to the Acting Principal (or Deputy/Assistant Principal) in the times of absence of the Principal.

Time of Meetings

- Regular meetings commence at 5pm and conclude by 7pm.
- A resolution for an extension of time not exceeding half an hour may be moved.
- Any business remaining on the agenda at the conclusion of the meeting is transferred to the following meeting.

Special meetings

- A special meeting may be called by delivery of notice to the Chair signed by at least one third of Board members currently holding office.

Exclusion of the Public

- The meeting may, by resolution, exclude the public and news media from the whole or part of the proceedings in accordance with the *Meetings Act*.

Public Participation

- Public participation is at the discretion of the Chair.
- Public attending the meeting are given a notice about their rights to participate in the meeting.

Motions/Amendments

- All motions and amendments moved in debate must be seconded unless moved by the Chair.
- Motions and amendments once proposed and accepted may not be withdrawn without the consent of the meeting.
- No further amendments may be accepted until the first one is disposed of.
- The mover of a motion has the right of reply.
- A matter already discussed may not be reintroduced at the same meeting in any guise or by way of an amendment.

Termination of debate

- All decisions are to be taken by open voting by all Trustees present.

Suspension of Meeting Procedures:

- Standing Orders may be suspended by resolution of the meeting.

Agenda:

- The order of the Agenda may be varied by resolution at the meeting.
- The minutes must be distributed as soon as possible after the meeting (suggested 48 hrs.).

Specific Meetings of Wellington Seventh-day Adventist School Board

Meeting Process: The Board is committed to effective and efficient meetings. These shall be based on a prepared agenda, which is the responsibility of the Chair in consultation with the Principal. Meetings shall be held generally in accordance with the meeting procedures as set out in the *Handbook for Boards of Trustees of New Zealand Seventh-day Adventist Schools*. There is an expectation that Board members will prepare for these meetings and participate in discussions within the principles of acceptable behaviour.

1. Meetings of Wellington Seventh-day Adventist School Board are open to the public, with copies of the agenda available. Times and places of Board and committee meetings must be published with reasonable notice, in terms of section 46 of the *Local Government Official Information and Meetings Act*.
2. A resolution or motion may be passed to exclude the public from the whole or part of the proceedings of any meeting, in terms of Section 48 of the *Local Government official Information and Meetings Act*.
3. Bona fide reporters for any newspaper or news service are deemed to be members of the public and are entitled to attend any meeting or any part of a meeting for the purpose of reporting the proceedings for any newspaper or news service. They must withdraw with other members of the public when the Board goes into committee.
4. Minutes of meetings are available at the school's office ONCE THEY HAVE BEEN CONFIRMED as a true and correct record of the meeting.
5. Any member of the public may inspect the minutes of any meeting or part of any meeting of the Board of Trustees (not being a meeting or part of a meeting from which the public were excluded) and may take notes from these minutes.
6. Any member of the public inspecting any such minutes who requests a copy of any part and tenders the prescribed amount (if any) shall be given a copy.
7. The secretary of the Board is required to take such precautions as may be necessary to ensure that no person inspecting any such minutes shall inspect or see the minutes of the part of the meeting from which the public was excluded.
8. When necessary, the meeting will move into committee. Reasons for this might be:
 - To discuss matters possible coming before the courts
 - To discuss matters pertaining to sensitive areas
 - Individual student behaviour reports
 - Appointment processes
 - Staff management

Review Responsibility: *Board Chair and Principal*

Date Confirmed: 28 September 2021

Board Chairperson: