

BOARD GOVERNANCE

PROCEDURE

**RATIONALE:**

The **Board of Trustees** is committed to Governance and ethical conduct in all areas of its responsibilities and authority.

## GUIDELINES

## GOVERNANCE FUNCTION

## *(Functions of Boards via the Acts, NAGS, NEGS, Code of Conduct, Trustee’s Roles)*

* The governance function of the Board of Trustees is to set policy direction for the school and to monitor how those policies or directions are being met.
* The Board is fundamentally responsible, through its Charter obligations and its policies, for ensuring that the school meets all statutory requirements as they relate to schools.
* The National Administration Guidelines direct Boards in how they are to implement the government goals (NEGs – National Education Goals) sets for schools.
* Planning how this governance is to be done, therefore, is a major task for Boards, in conjunction with the Principal and school staff.
* The Board, having established its mission statement in the Charter then needs to determine how it will set about deciding upon the goals to be aimed at and what actions it requires, in their operational functions, of the school’s management.
* The Board will monitor and review how its plans are being achieved.
* Throughout the whole Governance exercise it is the Board’s responsibility to maintain a level of understanding of its **governance (administration) role**.
* The Board **does not have to get involved in the management functions** of the school.
* The **day to day management is the responsibility of the Principal and staff.**
* Much of what is required of Boards in governance according to the NAGs may be readily dealt with by **setting policies and delegating procedures to the Principal** who would provide regular reports to the Board.

***It is common for a Board to use a facilitator who may be an outside consultant, or the school’s Principal to guide them.***

**BOARD GOVERNANCE and STRUCTURE**

There is no set structure a Board must follow to conduct its business and there are many approaches taken by Boards. Any structure in fact can work for an organisation. It is simply a device for carrying out that organisation’s functions as effectively as possible.

**The Board’s main Governance business is that outlined in the regulations which outline its responsibilities, namely through the *NAGs.***

**Below are the requirements of the *National Administration Guidelines. – NAGs:***

* **Ensuring quality curriculum delivery, assessment and reporting student achievement by the Principal or delegate(s) to both parents and the Board in a general perspective.**
* **planning, reviewing and reporting, meeting government priorities**
* **managing personnel i.e. Principal (and staff through the Principal) as a good employer**
* **ensuring property is safe, hygienic and conducive to teaching and learning**
* **making the most effective use of financial resources**
* **maintaining a healthy, safe, physical and emotional environment for all staff (including the Principal) and students. Adhering to the relative areas of the *Health& Safety in Employment Act***
* **complying with all general legislation**

These are the fundamentals facing Boards and have a bearing on how Boards will function, its appreciation of the concepts of governance and management and how Boards will be structured.

**SCHOOL MANAGEMENT – PRINCIPAL’S FUNCTION**

***The Board is not in a position either practically or legislatively to run things in the school on a day to day basis - this is the management function of the Principal.***

* **In essence the Board must have an understanding of what it is required to do in each of the areas and that to implement what is required the Board will need to work through the Principal and staff.**
* **Boards must ensure that by working through the Principal there is a mechanism for ensuring its reasonable wishes are complied with and that there is monitoring of how its wishes are being put into effect.**
* The main devices for forming its wishes in line with NAG requirements are the Charter, the vision, the Strategic Plan/Annual Plan and the policies and procedures. The Principal will guide the Board and Staff in the implementation and review of these.
* The main devices for monitoring how its wishes are being implemented are through reports heard at Board meetings , open discussion at meetings and reviews of school activities.
* Note: Board Member informal discussions amongst themselves and with parent/ community verbal/email conversations are not regarded as in any way official formal Board reports and do not constitute Board business.
* **Many Boards recognise the need to have an indirect involvement in key operational areas of the school and organise themselves into sub-committees to achieve this, basing such committees on the major core activities of the school roughly parallel with NAGs.**
* **The members must realise their involvement is of Governance and not Management of the day to day operations of the school in each of these areas:**

### Conclusion

**In acting as a Trustee the needs of the school come before those of the individual.**

**Review Responsibility: *BOT Chairperon,Deputy Chairperson, Staff Rep., DP & Principal***

**Date Confirmed: …………………………………………………………….**

**Board Chairperson: ………………………………………………………**

**CHAIRPERSON’S ROLE**

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| **Chairperson’s Responsibility** | **Expected Standards** |
| 1. Oversee the general performance and review of the Board  Conduct an annual evaluation of his/her effectiveness as Chair in discussion with individual Trustees and the Principal and in conjunction with the annual Board Evaluation | 1.1 Board performs against its forms of accountability and strategic goals |
| 2. Ensure information about the financial performance of the organisation flows to the Board | 2.1 Board remains well-informed about financial performance of organisation |
| 3. Establish and maintain systems for information flows to the Board | 3.1 Board receives information on time and has time to comment and have input  3.2 Board has adequate opportunities to have input and make decisions  3.3 Chair ensures accurate minutes are kept, approved by Board and signed by Chair |
| 4. Attend and chair Board meetings | 4.1 Attendance at all meetings (unless chairing responsibility delegated)  4.2 Meeting procedures as outlined in the *Standing Orders & Local Government Official Information* and *Meetings Act*  are observed except where the Board has suspended them. Refer to ***Meetings Procedure*** |
| 5. Make recommendations to the Board about prudent management of Board matters | 5.1 Recommendations made as necessary |
| 6. Establish and maintain an ongoing working relationship with the Principal | 6.1 Regular meetings are held in addition to ongoing liaison |
| 7. Deal with disputes and conflicts referred to the Chair | 7.1 As required by the Board's Policies and Procedures |
| 8. Act with the Principal as *Protected Disclosure Officer [see STA Link 2001/01]* | 8.1 Requirement met |
| 9 Ensure the Principal’s Performance Agreement and Performance Management is completed on an annual basis | 9.1 Completion of PPM **minuted and/or summary Report on Principal’s Performance** **Management** is tabled at the Board according to the PPM process. Confidentiality maintained. |

The Chairperson is the leader of the Board and carries overall responsibility for the integrity of the Board’s processes. The role involves the following responsibilities:

**OFFICE HOLDERS and THEIR RESPONSIBILITIES**

**Office holders are those members of the Board who hold positions which require them to carry out functions additional to meeting attendance. Normally the key office holders are:**

**Board Chairperson - Board Secretary (not Admin. Officer) - Chairs of committees**

**The Principal is not and should not be an office holder however it is common for the school’s Administration Officer to be employed as Board Secretary. The AO does not have any rights to discussion/speaking or voting.**

* **Each office holder should have a list of duties, expectations and deadlines**

**Generally the functions of each are:**

**CHAIRPERSON:**

* **Convene Board meetings**
* **Manage each meeting effectively in accordance with protocols**
* **Ensure that the Board functions in good order**
* **Ensure the Board operates a self-review programme**
* **Read all relevant correspondence and information**
* **Ensure accurate minutes are kept for each meeting**
* **Represent the Board at various occasions**
* **Write and present an Annual Report**
* **Organise the performance management of the Principal**
* **Participate as required in committees**
* **Lead the school’s discipline hearings**
* **Meet regularly with and support the Principal**
* **Ensure sub-committees meet and function effectively**
* **Lead the school’s Charter and Strategic Plan development processes**

**BOARD SECRETARY: (or School AO)**

* **Notification of all Board meetings**
* **Receiving inward correspondence**
* **Completing and sending outwards correspondence**
* **Distributing Board meeting agenda – formulate with Chair**
* **Taking and writing Board minutes**
* **Distributing prior to meeting relevant Board papers and reports**
* **Handling enquiries of the Board**
* **Maintaining all Board records and files**
* **Arranging functions, meetings as required**

**SUB – COMMITTEE CONVENORS – BOARD DELEGATIONS:**

* **Convene committee meetings effectively**
* **Manage each meeting in accordance with protocols**
* **Ensure good order**
* **Compile agenda**
* **Ensure committee deals with reports and relevant business**
* **Manage specific projects e.g. building development, budget**
* **Compile reports and decisions for passing to the full Board**
* **Maintain contact with the Principal**
* **Ensure accurate meeting minutes are kept**
* **Monitor relevant policies and procedures**