G5. Chair Role Policy

Outcome statement

The Board is effectively led.

Scoping

The Chair is the Board lead and works on behalf of the Board with the Principal on a day-to-day basis.

The Chair establishes and nurtures a positive professional working relationship with the Principal.

The Chair represents the Board of Trustees to the broader community and works in partnership with the Principal to safeguard the integrity of the Board's processes.

The Chair often represents the Board to the school and wider community and agencies such as the Ministry of Education and the Education Review Office and carries a responsibility to safeguard the integrity of the Board.

The Chair presides over Board meetings and ensures that each member has a full and fair opportunity to be heard and understood by the other members of the Board and that decisions that are in the best interest of the School, its students and staff are reached.

All Board members have responsibility for the special character of the school which is inscribed in the school's integration agreement and charter.

Delegations

The Board delegates management of the relationship between the Board and the Principal to the Chair.

Expectations and limitations

The Chair:

- is appointed by election at the first Board meeting of the year except in a triennial trustee election year where it shall be at the first meeting of the Board*

- acts within Board policy and delegations at all times and not independently of the Board

- leads the Board members and develops them as a cohesive and effective team

- welcomes new members, ensures that disclosure of any conflicts of interest is made and the Code of Conduct is understood (and signed) and leads new trustee induction

- assists board members' understanding of their role, responsibilities and accountability, including the need to comply with the Board Code of Conduct policy

- ensures the work of the Board is completed

- approves the Board's agenda and ensures that all Board members have the required information for informed discussion of the agenda items

- ensures the meeting agenda content is only about those issues that, according to Board policy, clearly belong to the Board to decide

- effectively organises and presides over Board meetings, ensuring that such meetings are conducted in accordance with the Education Act 1989, the relevant sections of the Local Government Official Information and Meetings Act 1987* and any Board protocols and policies

- ensures interactive participation by all board members

- 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

- is the official signatory for the Board, including for annual accounts*

- is responsible for promoting effective communication between the Board and wider community, including communicating appropriate Board decisions

- establishes and maintains a productive working relationship with the Principal

- ensures the Principal's performance agreement and review are completed on an annual basis

- ensures concerns and complaints are dealt with according to the School's concerns and complaints procedures

- ensures any potential or real risk to the School or its name is communicated to the Board. This includes any concern or complaint.

* Legislative requirement

Procedures/supporting documentation

- Proprietors handbook for NZ Adventist School Board of Trustees
- School Governance Policies

Monitoring

Annual Board appraisal (as per G3. Code of Conduct policy)

Legislative compliance

- Education Act 1989 Schedule 6
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- Local Government Official Information and Meetings Act 1987

Implementation

1. Implementation and review of the Chair Role Policy is the responsibility of the Chair, in conjunction with the Principal
2. All Board members will be introduced to this policy as part of their induction to the Board
3. The Board Chair Role Policy will be reviewed every three years or earlier as necessary

Reviewed: 30 June 2020	Next review: 30 June 2023