

G6. Staff Appointee Role Policy

Outcome statement

The school staff is effectively represented at the governance level

Scoping

The staff appointee shall be a person (other than the Principal) who, on the day on which the role for the election (or by-election) is a member of the school staff, elected by people (other than the Principal) who are members of the school staff on that day.

Elections for the staff appointee is triennial with expectations that the same person will hold the position for the three year term, however should the incumbent step down then a replacement is to be appointed

The staff appointee is a full member of the Board with all the same rights and obligations of other Board members

The staff appointee is a member of the Board and represents the 'voice' of the school staff and interests

The staff appointee provides two way communication between the school staff and the Board

The staff appointee works closely with the Principal to support Board sponsored activities within the school community

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 staff appointee to the Principal

Expectations and limitations

The Staff appointee:

- contributes fully to board discussions and decision making on the basis of his/her knowledge and experience
- represents the interests of school staff in Board discussions
- reports to the Board the views of staff on issues of Board discussions

- discusses with the Principal prior to board of trustee meetings any issues that are to be raised at the meeting
- reports back to the staff after each Board meeting in conjunction with the Principal
- ensures that staff needs with respect to EEO and Equity are being met and respected
- discusses with all staff, policy and procedures as they are reviewed to ensure that staff have a voice on the management of these procedures in the school
- has accountability to the Chairperson and Principal
- abides by Board of Trustees code of conduct

Procedures/supporting documentation

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

Monitoring

- Board minutes

Legislative compliance

- [Education Act 1989 No 80, section 97 \(1\)](#)
- [Local Government Official Information and Meetings Act 1987](#)

Implementation

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

Reviewed:	Next review:
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