

G7. Proprietor Appointee Role Policy

Outcome statement

The proprietor interests are protected and preserved at governance level

Scoping

The proprietor appointee shall be a person nominated by the Proprietor

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

The proprietor appointee works closely with the Board and the Principal to preserve the special Seventh-day character of the school

The proprietor appointee provides two way communication between the Board and the proprietor

The proprietor appointee oversees the management of the school property

Delegations

The Proprietor appointee role cannot be delegated without the express permission of the Proprietor

Expectations and limitations

The proprietor appointee:

- Participates fully in Board activities, contributing to discussion and making decisions in the best interests of the school
- Ensures that the school remains true to its special character, working closely with the Principal and other Board members
- Ensures that the school fulfils its primary purpose of giving an education with a special character to the children and young people enrolled at the school
- Assists in preserving the special character by being aware of relevant policies of the Proprietor, and by acquiring knowledge and expertise in the areas which influence the special character, in particular, staff appointments, staff relationships, school programmes and student enrolments
- Seeks to ensure that the school strives for excellence in all of its endeavours

- Is sensitive to matters of equity and justice, and have respect for different cultural, ethnic and family backgrounds and circumstances
- Supports the Religious Education programme and the Head of Bible, and/or support educational programmes that foster the special character, and staff with a particular responsibility for special character
- Ensures the Proprietor's property is kept in good order
- Is a channel of regular communication between the school and Proprietor and communicates with the Proprietor about property issues
- Provides an annual written report to the Proprietor covering both strengths and weaknesses and contains the views of the Appointees even if these opinions are not shared by the remainder of the Board (as a matter of courtesy a copy of the report is shown to the Principal and presented to the Board). The report to the proprietor needs to include a statement about the amount of the Operations Grant which is allotted to repair and maintenance, and the amount actually spent on repair and maintenance
- Reports promptly to the Proprietor about issues that are the concern of the Proprietor. These include issues relating to the Proprietor's legal responsibility for special character and for property
- Liaises with the Proprietor, particularly if anything of a serious nature emerges or happens in the school, which could cause the school's effectiveness or reputation to be jeopardised
- Is conscious of the close relationship that needs to exist between the school and the community that ascribes to the special character of the school, and assist in fostering that relationship
- Ensures that there is at least one Proprietor's Appointee on any committee dealing with staff appointment matters. This includes direct involvement in the appointment process when the right to make particular appointments is delegated to the Principal
- Informs the proprietor of any intention of resigning from the position of Proprietor's Appointee, then informs the Chair of the Board

Procedures/supporting documentation

- Proprietors handbook for NZ Adventist School Board of Trustees
- School Governance Policies
- School Deed of Integration Agreement
- Special Character Policy

Monitoring

- Board minutes
- Annual report to proprietor

Legislative compliance

Implementation

1. Implementation and review of the Proprietor 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 Proprietor Appointee Policy will be reviewed every three years or earlier as necessary

Reviewed:	Next review:
-----------	--------------
