



Board Roles and Responsibilities Policy

The board of trustees' key areas of contribution are focused on four outcome areas:

Representation
Leadership
Accountability
Employer Role

| The board | | The Standards | |
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| 1. | Sets the strategic direction and long-term plans and monitors the board's progress against them | 1.1 | The board leads the annual charter review process |
| | | 1.2 | The board sets/reviews the strategic aims by November |
| | | 1.3 | The board approves the annual plan and targets and ensures the Charter is submitted to the Ministry of Education (MoE) by 1 March each year |
| | | 1.4 | Regular board meetings include a report on progress towards achieving strategic aims |
| | | 1.5 | The Charter is the basis for all board decision making |
| 2. | Monitors and evaluates student progress and achievement | 2.1 | The board approves an annual review schedule covering curriculum and student progress and achievement reports |
| | | 2.2 | Reports at each regular board meeting, from principal, on progress against annual plan, highlight risk/success |
| | | 2.3 | Targets in the annual plan are met, the curriculum policy is implemented and there is satisfactory performance of curriculum priorities |
| 3. | Protects the special character of the school (Special character schools) | 3.1 | Special character is obviously considered in all board decisions |
| | | 3.2 | Special character report is included at every board meeting as part of the principal's report |
| 4. | Appoints, assesses the performance of and supports the principal | 4.1 | Principal's performance management system in place and implemented |
| 5. | Approves the budget and monitors financial management of the school | 5.1 | Budget approved by the first meeting each year |
| | | 5.2 | Satisfactory performance of school against |

Our children will leave our school continuing to be faithful, responsible and lifelong learners.

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| | | | budget |
| 6. | Effectively manages risk | 6.1 | The board has an effective governance model in place |
| | | 6.2 | The board remains briefed on internal/external risk environments and takes action where necessary |
| | | 6.3 | The board identifies 'trouble spots' in statements of audit and takes action if necessary |
| | | 6.3 | The board ensures the principal reports on all potential and real risks when appropriate and takes appropriate action |
| 7. | Ensures compliance with legal requirements | 7.1 | New members have read and understood the governance framework including policies, the school charter, board induction pack and requirements and expectations of board members |
| | | 7.2 | New and continuing members have kept aware of any changes in legal and reporting requirements for the school. Board has sought appropriate advice when necessary |
| | | 7.3 | Accurate minutes of all board meetings, approved by board and signed by chair |
| | | 7.4 | Individual staff/student matters are always discussed in public excluded session |
| | | 7.5 | Board meetings have a quorum |
| 8. | Ensures trustees attend board meetings and take an active role | 8.1 | Board meetings are effectively run |
| | | 8.2 | Trustees attend board meetings having read board papers and reports and are ready to discuss them |
| | | 8.3 | Attendance at 80% of meetings (min.) |
| | | 8.4 | No unexplained absences at board meetings (3 consecutive absences without prior leave result in immediate step down) Refer Education Act 1989, s104 (1) (c) |
| 9. | Approves major policies and programme initiatives | 9.1 | Approve programme initiatives as per policies |
| | | 9.2 | The board monitors implementation of programme initiatives |
| 10. | Fulfils the intent of the Treaty of Waitangi by valuing and reflecting New Zealand's dual cultural heritage | 10.1 | The Treaty of Waitangi is obviously considered in board decisions |
| | | 10.2 | The board, principal and staff are culturally responsive and inclusive |
| 11. | Approves and monitors human resource policy/procedures which ensures effective practice and contribute to its responsibilities as a good employer | 11.1 | Becomes and remains familiar with the broad employment conditions which cover employees (i.e. Staff employment agreements and arrangements) |
| | | 11.2 | Ensures there are personnel policies in place and that they are adhered to e.g. Code of Conduct |
| | | 11.3 | Ensures there is ongoing monitoring and review of all personnel policies |
| 12. | Deals with disputes and conflicts referred to the board as per the school's concerns and complaints procedures | 12.1 | Successful resolution of any disputes and conflicts referred |
| 13. | Represents the school in a positive, professional manner | 13.1 | Code of Ethics for Staff and Boards of NZ Catholic Schools adhered to |
| | | 14.1 | Property/resources meet the needs of the |

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| 14. | Oversees, conserves and enhances the resource base | | student achievement aims |
| 15. | Effectively hands over governance to new board/trustees at election time | 15.1 | New trustees provided with governance manual and induction |
| | | 15.2 | New trustees fully briefed and able to participate following attendance at an orientation programme |
| | | 15.3 | Appropriate delegations are in place as per s66 Education Act |
| | | 15.3 | Board and trustees participate in appropriate professional development |

Review schedule: Triennially