



## Meeting Procedure Policy

(an \* denotes legislative requirement)

Members of the school community are encouraged to take an active interest in the school and its performance and are welcome to attend all board meetings within the *Public Attending Board Meetings Procedure* (See p. 12).

Board meetings;

### General:

- Meetings are held as per the triennial review schedule with dates confirmed each December for the following year.
- Board minutes will be taken by a non trustee paid on a commercial basis on contract.
- The quorum shall be more than half the members of the board currently holding office.\*
- Only apologies received from those who cannot be present must be recorded. Trustees who miss three consecutive meetings without the prior leave of the board cease to be members. An apology does not meet the requirement of prior leave. To obtain prior leave a trustee must request leave from the board at a board meeting and the board must make a decision.\*
- The chair shall be elected at the first meeting of the year except in the general election year where it will be at the first meeting of the newly elected board.\*
- The chair may exercise a casting vote in the case of equality of votes, in addition to his/her deliberative vote.\*
- Any trustees with a conflict or pecuniary interest in any issue shall not take part in any debate on such issues and may be asked to leave the meeting for the duration of the debate.\* A pecuniary interest arises when a trustee may be financially advantaged or disadvantaged as a result of decisions made by the board. E.g. Contracts, pay and conditions etc. A conflict of interest is when an individual trustee could have, or could be thought to have, a personal stake in matters to be considered by the board.
- Only trustees have automatic speaking rights.
- The board delegates [and minutes] powers under Sections 15 and 17 of Education Act to the Disciplinary Committee.
- The board delegates [and minutes] authority to the deputy principal in the times of absence of the principal.
- The amount the chair and other board members are paid for attendance at board meetings is set by the board. Currently the chair receives \$xxxx per board meeting and board members receive \$xxx per board meeting. There is no payment for committee or working party meetings.
- Attendance fees are non-taxable within the agreed non-taxable amounts of \$605 annually for trustees and \$825 for the chair.

### Time of meetings:

- Regular meetings commence at xxxxpm and conclude by xxxxxpm.
- A resolution for an extension of time may be moved but will not normally exceed 30 minutes.

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

- Any business remaining on the agenda at the conclusion of the meeting is transferred to the following meeting.

**Special meetings:**

- A special meeting may be called by delivery of notice to the chair signed by at least one third of trustees currently holding office.

**Exclusion of the public:**

- The meeting may, by resolution, exclude the public (going into committee) and news media from the whole or part of the proceedings in accordance with the Local Government Official Information and Meetings Act unless specifically asked to stay. The wording to be used in the motion to exclude the public is found in Schedule 2A of that Act. Excluding the public is most often used to ensure privacy of individuals or financially sensitive issues.\*

**Public participation:**

- The board meeting is a meeting held in public rather than a public meeting.
- Public participation is at the discretion of the board.
- Public attending the meeting are given a notice about their rights regarding attendance at the meeting. *Public Attending Board Meetings Procedure* (See p. 12).

**Motions/amendments:**

- A motion is a formal proposal for consideration. All motions and amendments moved in debate must be seconded unless moved by the chair and are then open for discussion.
- Motions and amendments once proposed and accepted may not be withdrawn without the consent of the meeting
- No further amendments may be accepted until the first one is disposed of
- The mover of a motion has right of reply
- A matter already discussed may not be reintroduced at the same meeting in any guise or by way of an amendment

**Tabling documents**

- When written information is used in support of a discussion, it should be tabled so that it can be examined by those present. It then forms part of the official record.

**Correspondence**

- The board should have access to all correspondence. Correspondence that requires the board to take some action should be photocopied/scanned and distributed prior to the meeting. Other correspondence can be listed and tabled so that trustees can read it if required.

**Termination of debate:**

- All decisions are to be taken by open voting by all trustees present.

**Lying on the table**

- When a matter cannot be resolved, or when further information is necessary before a decision can be made, the matter can be left unresolved for future discussion.

**Points of order**

- Points of order are questions directed to the chair which require an answer or a ruling. They are not open to debate and usually relate to the rules for the running of a meeting.

**Suspension of meeting procedures:**

- The board's normal meeting procedures may be suspended by resolution of the meeting.

**Agenda:**

- Agenda items are to be notified to the chair five days prior to the meeting
- Late items will only be accepted with the approval of the board and in rare circumstances where a decision is urgent
- The order of the agenda may be varied by resolution at the meeting.

- All matters requiring a decision of the board are to be agended as separate meeting items.
- All items in the agenda are to carry a recommended course of action and where appropriate be supplemented by supporting material in the agended documentation.
- The agenda is to be collated with the agenda items placed in the agenda order and marked with the agenda number.
- Papers requiring reading and consideration will not normally be accepted if tabled at the meeting.
- Papers and reports are to be sent to the board five days before the meeting

### Minutes

- The principal is to ensure that secretarial services are provided to the board.
- The minutes are to clearly show resolutions and action points and who is to complete the action.
- A draft set of minutes is to be completed and distributed to trustees within three working days of the meeting.

Review schedule: Triennially

### 15.1 Public Attending Board Meetings Procedure

The board of trustees welcomes public presence at board meetings and hopes that members of the public enjoy their time observing board meetings.

In order that members of the public understand the rules that apply to then attending board meetings these procedures will be provided and followed unless otherwise authorised by the board.

1. Board meetings are not public meetings but meetings held in public.
2. If the meeting moves to exclude the public (usually this is to protect the privacy of individuals) then you will be asked to leave the meeting until this aspect of business has been concluded.
3. Members of the public may request speaking rights on a particular subject that is on the agenda. Preferably this request has been made in advance. Public participation is at the discretion of the board.
4. Speakers shall be restricted to a maximum of 3 minutes each per subject, with a time limit of fifteen minutes per interest group.
5. No more than three speakers on any one topic.
6. Speakers are not to question the board and must speak to the topic.
7. Board members will not address questions or statements to speakers.
8. Speakers shall not be disrespectful, offensive, or make malicious statements or claims.
9. If the chair believes that any of these have occurred or the speaker has gone over time they will be asked to finish.

**Please note:** Members of the public include staff, students and parents of the school who are not trustees on the board.

Review schedule: Triennially

### 15.2 Meeting Agenda

A typical agenda will be as follows.

| Board of Trustees Meeting Agenda – date |                   |         |       |
|---|-------------------|---------|-------|
|   | Policy Reference: | Led by: | Time: |
| 1. <u>Administration</u>                |                   |         |       |



|  |                  |  |  |
|--|------------------|--|--|
| 1. Present<br>2. Apologies<br>3. Declaration of interests  |                  |  |  |
| 2. <u>Decisions</u><br>2.1 Strategic decisions made if required  | Policy Reference |  |  |
| 3. <u>Discussions</u><br>3.1 Ongoing summary of progress to date in relation to annual plan<br>3.2 Exploration of special issue or project eg budget, principal performance agreement/appraisal, delegations |                  |  |  |
| 4. <u>Monitoring</u><br>4.1 Board discussion<br>4.2 Expert presentation<br>4.3 Data analysis<br>4.4 Exploration of key result area eg goals<br>4.5 Finance and Audit Report                                  |                  |  |  |
| 5. <u>Identify Agenda Items for Next Meeting</u>   |                  |  |  |
| 6. <u>Administration</u><br>6.1 Confirmation of minutes<br>6.2 Correspondence  |                  |  |  |
| 7. <u>Meeting Closure</u><br>7.1 Comments on meeting procedures and outcomes<br>7.2 Preparation for next meeting   |                  |  |  |
| Note 1: Correspondence is listed on the back of the agenda<br>Note 2: List of current delegations attached to agenda   |                  |  |  |

Review schedule: Triennially

### 15.3 Example of Evaluation of meeting on [date] chaired by [name]

1. How well did we accomplish the results we expected from this meeting based on the set agenda?

**Not at all**                      1      2      3      4      5                      **Very well**

**Comment:**

2. How satisfied are you with how the team worked as a group?

**Not at all**                      1      2      3      4      5                      **Very well**

**Comment:**

3. How satisfied are you with your participation and contribution as an individual?

**Not at all**                      1      2      3      4      5                      **Very well**

**Comment:**

4. Is there anything that you believe would improve our meeting process?

Name: (Optional).....

Review schedule: Triennially

