

**Key Board Responsibilities**

Governance Area of Responsibility <sup>1</sup>	Trustees ask key questions:
Plans and Policies	What do we want for our students?
Student Achievement	How well are our students doing?
Student Engagement	How do we know if all our students are learning?
Learning Programmes	How do we know if the curriculum meets the needs of our students
Employment	How do we know our staff are doing a good job?
School Climate and Environment	How can we ensure our school is a safe and healthy place?
Asset Management – Finance	What evidence is there we are managing our assets wisely?
Asset Management – Property	
Community Consultation	How do we keep in touch with our community?

**School Charter, Guiding Documents and Areas of Delegation**

	Vision		
	Vision description		
	Values		
	Professional Learning Framework		
	Strategic Learning Groups		
	Enhancing Potential	Empowering Learning	Enriching the Environment
Co-leaders	Kay Wight Mark Hassall Jane Cavanagh-Eyre	Therese Bakker Pauline Munroe Jane Cavanagh-Eyre	Shelley Quinlivan Shawn Creamer Jane Cavanagh-Eyre
Trustee Portfolio	Lynley Sheweiry Gita Jayaram Michael Worth	Adrian Dale Matt Resiterer Michael Worth	Richard Adams Shona Harvey Michael Worth
Contains (not exhaustive, see complete document)	Personnel Professional Development	Curriculum Finance	Property Health and Safety
	Strategic Plan	Strategic Plan	Strategic Plan

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<sup>1</sup> Cognition Model

**Portfolios**      **The Board delegates tasks to subcommittees as follows. The only sub-committees with the power to act are Personnel (Appointment of Staff) and Disciplinary**

**Finance**      Oversee the financial management of the school. There will be monthly reports to the Board on the financial state of the school's accounts

**Membership**

As above plus the Financial Manager

**Terms of Reference**

- Review financial policy and internal office procedures annually
- Monitor and review annual budget and forecast monthly
- Ensure the timely preparation of monthly accounts
- Make recommendations on investment policies
- Seek sponsorship
- Liaise with the PTA and encourage participation in the budget setting process
- Develop the budget in accordance with the annual and strategic plans
- Oversee the school's insurance policies
- Review policies assigned to the Financial portfolio in accordance with the annual Policy Review Schedule
- Read all finance related correspondence and report to the Board on any matters arising

**Frequency of meetings**      Monthly, prior to the Board Meeting

**Property**      Oversee the management of the schools' property including the grounds, buildings, plant, capital assets and utility services (electrical, water, heating, sewage, drainage)

**Member ship**

As above plus Property Manager

**Terms of Reference**

- Develop and maintain a 10 year property plan. The plan will take into account new/proposed developments (eg classrooms, administration buildings, hall, swimming pool, playgrounds, asphalt, pathways, gardens, trees, shade) so sites can be developed without conflict with later developments
- Maintain a 10 year plan for the major maintenance and capital asset replacement
- Identify projects within the 10 year plan that are recommended for consideration in the next 3 years and initiate planning of these projects

- Prepare a schedule and budget of major maintenance and capital replacement (in October of each year) for expenditure in the following year
- Prepare a schedule for routine preventative maintenance and budget requirements
- Carry out routine health and safety audits and hazard identification
- Review policies assigned to the Property portfolio in accordance with the annual Policy Review Schedule
- Read all property related correspondence and report to the Board on any matters arising
- Ensure the Ministry of Education have their file on the school updated

**Frequency of Meetings**

Monthly, prior to the Board Meeting

**Personnel**

Oversee all matters relating to personnel

**Membership**

As above (includes staff representative)

**Terms of Reference**

- Conduct interviews and appoint senior staff to positions in the school
- Ratify the appraisal process for the Principal and for the staff
- Prepare the annual EEO plan
- Review policies assigned to the Personnel portfolio in accordance with the annual Policy Review Schedule
- Read all personnel related correspondence and report to the Board on any matters arising

**Frequency of meetings**

Monthly, prior to Board Meetings

and as and when the need arises

**Planning**

Responsibility of the Chairman. A subcommittee of BoT members will be responsible for the planning and organization of the Board

**Membership**

Chair, Principal and other BOT members as required

**Terms of Reference**

- Review, revise and rewrite the School's guiding documents including Charter and Strategic Development Plan, including consultation with the community, staff and other key stakeholders.
- Devise a calendar of key review events for the year
- Oversee the Board's self review processes
- Devise an ongoing Policy Review Schedule
- Allocate the portfolios for the Board's Operations
- Arrange and conduct BOT elections
- Oversee the BOT training programme
- Arrange an induction programme for new members (using NZSTA Checklist as a guideline)
- Review policies assigned to the planning portfolio in accordance with the annual Policy Review Schedule
- Read all relevant correspondence relating to the Board's functions and report to the Board on any matters arising

**Frequency of Meetings**

As and when the need arises.

**Disciplinary**

Staff Matters are dealt with by the Principal and the Personnel committee as per agreed ENPS Policy and Procedure and along accepted reporting lines.

Student discipline is handled by the Senior Management Team. Standdowns are notified to the Board as part of the regular Principal's reporting. Suspensions are handled as per MoE guidelines with seven days of the suspension (10 days out of term time)

**Membership**

For a suspension hearing a full meeting of the Board, unless the Board chooses to create a Discipline subcommittee.

**Terms of Reference**

- Observe all MoE Guidelines, Rules and NZ Government Acts in terms of suspensions and standowns (see MoE website)

**Frequency of Meetings**

As and when the need arises

**Chair**

**Terms of Reference**

- Ensure trustees adhere to the Code of Ethics
- Chair the monthly meeting and ensure it runs smoothly
- Prepare the Agenda in collaboration with the Principal for each meeting

- Hold regular meetings with the Principal
- Negotiate the Principal's performance agreement annually
- Preside over community meetings to address any Board issues
- Write the Board Annual report
- Know the procedure for going into Committee