

Meeting Process

The Board is committed to effective and efficient meetings:

- Are based on a prepared agenda. The Board Chair circulates a draft agenda 7-10 days before a meeting calling for relevant agenda items to be added. In consultation with the Principal and agenda is formulated taking the draft into account.
- Are held with the expectation that the Trustees have prepared for them and will participate in all discussions at all times within the principles of reasonable behavior
- Have the right by resolution to exclude the Public or media from the whole or part of the proceedings in accordance with the Meeting Act. Decisions by the Board are fully recorded but remain confidential. The Board needs to:
 - Make the reasons for excluding the public clear
 - Reserve the right to include any non-board member if it chooses

Meeting Procedures

- Meetings are held as per the annual agenda
- The quorum shall be more than half the members of the Board currently holding office
- The Chair shall be elected at the first meeting of each calendar year and 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 their deliberate vote
- Any trustees with any pecuniary interest in any issue or conflict of interests shall not take part in any debate on such issues and may be asked to leave the meeting for the duration of the debate
- Only trustees have automatic speaking rights
- The Board delegates (and minutes) powers under Section 16 & 17 of the Education Act for the Disciplinary Committee
- The Disciplinary Committee operates under the principles of natural justice
- The Board delegates (and minutes) authority to a Deputy Principal in times of absence of the Principal.

Times of meetings

- Regular meetings commence between 6 and 7 pm and usually conclude by 9 – 10 pm
- Any business remaining on the agenda at the conclusion of the meeting is transferred to the following meeting

Special meeting

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

Exclusion of the public

- The meeting may, by resolution, exclude the public and news media from whole or part of the proceedings in accordance with the Local Government Official Information and Public Meeting s Act

Public Participation

- Is at the discretion of the Chair
- Public attending the meeting are given notice about their rights to participation in the meeting

Motions/Amendments

- All motions and amendments moved in debate must be seconded unless moved by the Chair
- 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 is disposed of
- The mover of a motion has the right of reply
- A matter already discussed may not be reintroduced at the same meeting in any guise of by way of an amendment

Termination

- All decision are to be taken by open voting of all trustees present

Suspension of Meeting Procedures

- Standing orders may be disposed of by resolution at the meeting

Agenda

- The order of the agenda may be varied by resolution at the meeting

Minutes

- Are distributed within a week of the meeting

Committees / Delegations

- Are set up to help carry out the Board's responsibilities and due process
- Are used sparingly to preserve the Board's functioning as a whole when other methods have been deemed inadequate
- May use non-trustees as a source of advice but only trustees can be part of the decision making process
- May not speak or act for the Board except when formally given authority for specific and time limited purposes

- Help the Board do its work
- Assist the Board chiefly by preparing policy alternatives and implications for Board deliberations
- Have terms of reference or agreed areas of responsibility
- Cannot make decisions to borrow money
- Can investigate and make recommendations based on those findings to the Board
- Are attended as much as practicable by the Chair
- Must take and circulate minutes/reports to the Board at the next meeting
- Delegations/committees must be specifically withdrawn once the need has concluded