



1. Board roles and responsibilities policy

Outcome statement

The board of trustees is focused on governance that fosters and supports the ongoing improvement of student progress and achievement.

Scoping

The board is a body corporate whose policies and decisions exist in perpetuity or until such time as they are rescinded or revoked. The board sets the strategic direction for the school and governs via its policies, which it entrusts to the principal to implement.

Delegations

Accountability rests with the whole board, with no individual trustee or committee having decision-making authority unless it has been delegated and documented.

Expectations and limitations

The board actions		The Standards	
1.	Sets the strategic direction and long-term plans and monitors the board's progress against them	1.1 1.2 1.3 1.4 1.5	The board leads the annual charter review process The board sets/reviews the strategic aims by 1st March 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 Regular board meetings include a report on progress towards achieving strategic aims The Charter is the basis for all board decision making.
2.	Monitors and evaluates student progress and achievement	2.1 2.2 2.3	The board approves an annual review schedule covering curriculum and student progress and achievement reports. Reports at each regular board meeting, from principal, on progress against annual plan, highlight risk/success. Targets in the annual plan are met, the curriculum policy is implemented and there is satisfactory performance of curriculum priorities.
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 5.2	Budget approved by the first meeting each year. Satisfactory performance of school against budget.
6.	Effectively manages risk	6.1 6.2 6.3 6.3	The board has an effective governance model in place The board remains briefed on internal/external risk environments and takes action where necessary. The board identifies 'trouble spots' in statements of audit and takes action if necessary. 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



	<p>7.2 charter, board induction pack and requirements and expectations of board members. New and continuing members are kept aware of any changes in legal and reporting requirements for the school. Board has sought appropriate advice when necessary.</p> <p>7.3 Accurate minutes of all board meetings, approved by board and signed by chair.</p> <p>7.4 Individual staff/student matters are always discussed in public excluded sessions.</p> <p>7.5 Board meetings have a quorum.</p>
8. Ensures trustees attend board meetings and take an active role	<p>8.1 Board meetings are effectively run.</p> <p>8.2 Trustees attend board meetings having read board papers and reports and are ready to discuss them.</p> <p>8.3 Attendance at 80% of meetings (min.)</p> <p>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)</p>
9. Approves major policies and programme initiatives	<p>9.1 Approve programme initiatives as per policies.</p> <p>9.2 The board monitors implementation of programme initiatives.</p>
10. Fulfils the intent of the Treaty of Waitangi by valuing and reflecting New Zealand's dual cultural heritage	<p>10.1 The Treaty of Waitangi is obviously considered in board decisions.</p> <p>10.2 The board, principal and staff are culturally responsive and inclusive.</p>
11. Approves and monitors human resource policy/procedures which ensures effective practice and contribute to its responsibilities as a good employer	<p>11.1 Becomes and remains familiar with the broad employment conditions which cover employees (i.e. Staff employment agreements and arrangements).</p> <p>11.2 Ensures there are personnel policies in place and that they are adhered to e.g. Code of Conduct.</p> <p>11.3 Ensures there is ongoing monitoring and review of all personnel policies.</p>
12. Deals with disputes and conflicts referred to the board as per the school's concerns and complaints procedures	<p>12.1 Successful resolution of any disputes and conflicts referred.</p>
13. Represents the school in a positive, professional manner	<p>13.1 Code of behaviour adhered to.</p>
14. Oversees, conserves and enhances the resource base	<p>14.1 Property/resources meet the needs of the student achievement aims.</p>
15. Effectively hands over governance to new board/trustees at election time	<p>15.1 New trustees provided with governance manual and induction.</p> <p>15.2 New trustees fully briefed and able to participate following attendance at an orientation programme.</p> <p>15.3 Appropriate delegations are in place as per the s6 (17) Education Act.</p> <p>15.3 Board and trustees participate in appropriate professional development.</p>

Apiti School



Procedures/supporting documentation

The Charter and strategic plan.

Monitoring

The board will monitor triennially, or when there is a new chairperson .

Legislative compliance

[Education Act 1989](#)

[Employment Relations Act 2000](#)

[State Sector Act 1989](#)

Review schedule: Triennially

1st August 2016. Chairperson.....

23rd September 2019. Chairperson.....

23rd September 2022 Chairperson