



Pukekohe North School

Princes Street, Pukekohe. Phone 0-9-238-8552

Board Roles and Responsibilities Policy:

Rationale:

The board will operate and set standards and performance expectations that create the basis for the board to monitor and evaluate performance as part of its ongoing monitoring and review cycle.

Purposes:

The Board of Trustees' key areas of contribution are focused on four outcome areas:

*Representation *Leadership * Accountability * Employer Role

Guidelines:

The Board	The Standards
1.0 Sets the strategic direction and long-term plans and monitors the board's progress against them	1.1The board leads the annual strategic plan review process in November annually 1.2 The board sets/reviews the strategic aims by June and reviews the following year's plans by December 1.3The board approves the annual plan and targets and ensures the Strategic Plan is submitted to the Ministry of Education (MoE) by 1 March each year 1.4Regular board meetings include a report on progress towards achieving strategic aims 1.5 The Strategic Plan is the basis for all board decision making
2.0 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
3.0 Appoints, assesses the performance of and supports the principal	3.0 Principal's performance management system in place and implemented
4.0 Approves the budget and monitors financial management of the school	4.1 Budget approved by the first meeting each year 4.2 Satisfactory performance of school against budget
5.0 Effectively manages risk	5.1 The board has an effective governance model in place 5.2 The board remains briefed on internal/external risk environments and takes action where necessary 5.3 The board identifies 'trouble spots' in statements of audit and takes action if necessary 5.4 The board ensures the principal reports on all potential and real risks when appropriate and takes

	appropriate action
6.0 Ensures compliance with legal requirements	<p>6.1 New members have read and understood the governance framework including policies, the school Strategic Plan, board induction pack and requirements and expectations of board members</p> <p>6.2 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</p> <p>6.3 Accurate minutes of all board meetings, approved by board and signed by chair</p> <p>6.4 Individual staff/student matters are always discussed in public excluded session</p> <p>6.5 Board meetings have a quorum</p>
7.0 Ensures trustees attend board meetings and take an active role	<p>7.1 Board meetings are effectively run</p> <p>7.2 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>7.4 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>
8.0 Approves major policies and programme initiatives	<p>8.1 Approve programme initiatives as per policies</p> <p>8.2 The board monitors implementation of programme initiatives</p>
9.0 Fulfils the intent of the Treaty of Waitangi by valuing and reflecting New Zealand's dual cultural heritage	<p>9.1 The Treaty of Waitangi is obviously considered in board decisions</p> <p>9.2 The board, principal and staff are culturally responsive and inclusive</p>
10.0 Approves and monitors human resource policy/procedures which ensures effective practice and contribute to its responsibilities as a good employer	<p>10.1 Becomes and remains familiar with the broad employment conditions which cover employees (i.e. Staff employment agreements and arrangements)</p> <p>10.2 Ensures there are personnel policies in place and that they are adhered to e.g. Code of Conduct</p> <p>10.3 Ensures there is ongoing monitoring and review of all personnel policies</p>
11.0 Deals with disputes and conflicts referred to the board as per the school's concerns and complaints procedures	<p>11.1 Successful resolution of any disputes and conflicts referred</p>
12.0 Represents the school in a positive, professional manner	<p>12.1 Code of behaviour adhered to</p>
13.0 Oversees, conserves and enhances the resource base	<p>13.1 Property/resources meet the needs of the student achievement aims</p>
14.0 Effectively hands over governance to new board/trustees at election time	<p>14.1 New trustees provided with governance manual and induction</p> <p>14.2 New trustees fully briefed and able to participate following attendance at an orientation programme</p> <p>14.3 Appropriate delegations are in place as per Schedule 6 (17) of the Education Act</p> <p>14.4 Board and trustees participate in appropriate professional development</p>

Conclusion:

- (1) A board's primary objective in governing the school is to ensure that every student at the school is able to attain his or her highest possible standard in educational achievement.
- (2) To meet the primary objective, the board must—
 - (a) ensure that the school—
 - (i) is a physically and emotionally safe place for all students and staff; and
 - (ii) is inclusive of and caters for students with differing needs; and
 - (b) have particular regard to any statement of National Education and Learning Priorities issued under section 1A; and
 - (c) comply with its obligations under sections 60A (in relation to curriculum statements and national performance measures), 61 (in relation to teaching and learning programmes), and 62 (in relation to monitoring of student performance); and
 - (d) if the school is a member of a community of learning that has a Kahui Ako agreement under section 72, comply with its obligations under that agreement as a member of that community; and
 - (e) comply with all of its other obligations under this or any other Act.

Approved by the Pukekohe North School Board of Trustees at their meeting of:

August 2018

Next Review:

February 2021