



Pukekohe North School

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

The Role of the Board Chair Policy:

Rationale:

The chair of Pukekohe North School safeguards the integrity of the board's processes and represents the board of trustees to the broader community.

Purposes:

The chair ensures that each trustee has a full and fair opportunity to be heard and understood by the other members of the board in order that collective opinion can be developed and a board decision reached.

Guidelines:

The Chair:

1. Is elected at the first board meeting of the year except in a triennial trustee election year where it shall be at the first meeting of the board
2. Welcomes new members, ensures that the conflict of interest disclosure is made and the code of behaviour is understood and signed, and leads new trustee induction
3. Assists board members' understanding of their role, responsibilities and accountability including the need to comply with the Trustees' Code of Behaviour policy
4. Leads the board members and develops them as a cohesive and effective team
5. Ensures the work of the board is completed
6. Ensures they act within board policy and delegations at all times and do not act independently of the board
7. Sets the board's agenda with the Principal and ensures that all board members have the required information for informed discussion of the agenda items at least 5 days ahead of the scheduled meeting
8. Ensures the meeting agenda content is only about those issues which according to board policy clearly belong to the board to decide
9. Effectively organises and presides over board meetings ensuring that such meetings are conducted in accordance with the Education Act 1989, the relevant sections of the Local Government Official Information and Meetings Act 1987 and any relevant board policies
10. Ensures interactive participation by all board members
11. Represents the board to external parties as an official spokesperson for the school except for those matters where this has been delegated to another person/s and is the official signatory for the annual accounts
12. Is responsible for promoting effective communication between the board and wider community including communicating appropriate board decisions
13. Establishes and maintains a productive working relationship with the principal

14.Ensures the principal’s performance agreement and review are completed on an annual basis

15.Ensures concerns and complaints are dealt with according to the school’s concerns and complaints procedures

16.Ensures any potential or real risk to the school or its name is communicated to the board. This includes any concern or complaint

Conclusion:

The board’s ability to meet its obligations and the plans and targets it has set are enhanced by the leadership and guidance provided by the chair.

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

October 2018

Next Review:

February 2021