



Pukekohe North School

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

Board of Trustees Meeting Policy:

Rationale:

The board is committed to effective and efficient meetings that are focused at a governance level and provide the information the board needs to be assured that all policies, plans and processes are being implemented and progressing as planned.

Guidelines:

1. Meetings are based on a prepared annual agenda. The agenda preparation is the responsibility of the chair in consultation with the Principal
2. Sufficient copies of the agenda of the open (public) session will be posted on the board of trustees' notice board, website and available at the meeting place for the public.
3. Are held with the expectation that trustees have prepared for them and will participate in all discussions at all times within the principles of acceptable behaviour.
4. Members of the school community are encouraged to take an active interest in the school and its performance and are welcome to attend all board meetings within the *Public Attending Board Meetings Procedure* (See p. 12).
5. The Board has the right, by resolution, to exclude the public and news media from the whole or part of the proceedings in accordance with the Local Government Official Information and Meetings 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 it chooses
6. Meetings can be held via audio (Zoom), audio and visual, or electronic communication providing; all trustees who wish to participate in the meeting have access to the technology needed to participate, and quorum of members can simultaneously communicate with each other throughout the meeting.

-The quorum shall be more than half the members of the board currently holding office
7. Meetings are held as per the triennial review schedule with dates confirmed each December for the following year.
8. Only apologies received from those who cannot be present must be recorded. Trustees who miss three consecutive meetings without the prior leave of the board cease to be members. An apology does not meet the requirement of prior leave. To obtain prior leave a trustee must request leave from the board at a board meeting and the board must make a decision.
9. The chair may exercise a casting vote in the case of equality of votes, in addition to his/her deliberative vote.

10. Any trustees with a conflict or pecuniary interest in any issue shall not take part in any debate on such issues and may be asked to leave the meeting for the duration of the debate. A pecuniary interest arises when a trustee may be financially advantaged or disadvantaged as a result of decisions made by the board. E.g. Contracts, pay and conditions etc. A conflict of interest is when an individual trustee could have, or could be thought to have, a personal stake in matters to be considered by the board.

11. Only trustees have automatic speaking rights.

12. The board delegates [and minutes] powers under Schedule 6, clause 17 of Education Act to the Disciplinary Committee.

13. The board delegates [and minutes] authority to the deputy principal in the times of absence of the principal.

General:

· Time of meetings:

- Regular meetings commence at 4.30.pm and conclude by 6.30. pm.
- A resolution for an extension of time may be moved but will not normally exceed 30 minutes.
- Any business remaining on the agenda at the conclusion of the meeting is transferred to the following meeting.

Special meetings:

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

Public participation:

- The board meeting is a meeting held in public rather than a public meeting.
- Public participation is at the discretion of the board.
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Attendance of the General Public:

In respect to meetings of the Board of Trustees or committees of the board,

members of the public are:

- **Entitled to know in advance when and where meetings are to be held.**

This information will be uploaded onto the school website.

- **Entitled to copies of the agenda in advance of the meeting** (this includes copies of all written reports and other documents that are relevant to matters to be discussed in open meeting. Documents will be placed on the Board of Trustees page on the Pukekohe North School Wbsite)

- **Entitled to attend the meeting to watch and listen.**

- **Entitled to take notes**

- **Not entitled to take part in the meeting by word or action** (the board can resolve to grant a member of the public speaking rights)

- **Required to leave the meeting if the chairperson believes, on reasonable grounds, that the member of the public's behaviour is likely to prejudice the orderly conduct of the meeting.**

>Whether its face to face meeting or by way of a Zoom meeting

> Two warnings will be issued for that person behaviour and will be recorded by the minute taker.
> If the person continues with behaviour issues and disrupts the meeting he/she will be disconnected and will no longer be able to take part of that meeting.

> The minute taker will be recording the reason as to why the person has been disconnected.

- Likely to be removed by a Police constable at the request of the chair if they are disruptive and do not comply with the chair's instructions when an effort is being made to maintain order in the meeting room.

This will only apply face to face.

- Not entitled to communicate with trustees during the meeting unless the trustee leaves the meeting (and preferably the room to cause the minimum disruption to the meeting)

Required to leave the meeting room when the meeting goes "in committee"; and entitled to return to the room when the meeting comes "out of committee"

(Prejudice) Harm or injury that results or may result from action or judgement.

Motions/amendments:

- A motion is a formal proposal for consideration. All motions and amendments moved in debate must be seconded unless moved by the chair and are then open for discussion.
- 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 one is disposed of
- The mover of a motion has right of reply
- A matter already discussed may not be reintroduced at the same meeting in any guise or by way of an amendment

Tabling documents

- When written information is used in support of a discussion, it should be tabled so that it can be examined by those present. It then forms part of the official record.

Correspondence

- The board should have access to all correspondence. Correspondence that requires the board to take some action should be photocopied/scanned and distributed prior to the meeting. Other correspondence can be listed and tabled so that trustees can read it if required.

Termination of debate:

- All decisions are to be taken by open voting by all trustees present.

Lying on the table

- When a matter cannot be resolved, or when further information is necessary before a decision can be made, the matter can be left unresolved for future discussion.

Points of order

- Points of order are questions directed to the chair which require an answer or a ruling. They are not open to debate and usually relate to the rules for the running of a meeting.

Suspension of meeting procedures:

- The board's normal meeting procedures may be suspended by resolution of the meeting.

Agenda:

- Agenda items are to be notified to the chair 5 days prior to the meeting
- Late items will only be accepted with the approval of the board and in rare circumstances where a decision is urgent
- The order of the agenda may be varied by resolution at the meeting.
- All matters requiring a decision of the board are to be agended as separate meeting items.
- All items in the agenda are to carry a recommended course of action and where appropriate be supplemented by supporting material in the agended documentation.
- The agenda is to be collated with the agenda items placed in the agenda order and marked with the agenda number.
- Papers requiring reading and consideration will not normally be accepted if tabled at the meeting.
- Papers and reports are to be sent to the board 3 working days before the meeting

Minutes

- The principal is to ensure that secretarial services are provided to the board.
- The minutes are to clearly show resolutions and action points and who is to complete the action.
- A draft set of minutes is to be completed and sent to the chair for approval within **5** working days of the board meeting before being distributed to trustees within **7** working days of the meeting.

Conclusion:

Clear procedures and policies lead to effective meetings and core business being attended to in an informed and timely manner with informed decisions being made.

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

April 2020

Next Review:

April 2022



Pukekohe North School

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

Principal's Report to the Board of Trustees:

#	Title	Content	Led By	Time
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	Administration	Welcome Apologies Karakia Declaration of Interests Action Points from Last Meeting	Chair	4.00.p.m.
1	NAG 4 Finance / Property		Finance Officer	4.10.p.m.
2	NAG 1 Curriculum		Principal	4.20.p.m.
3	NAG 2 Documentation		Principal	4.30.p.m.
4	NAG 3 Personnel		Principal	4.40.p.m.
5	NAG 5 Health and Safety		Principal	4.50.p.m.
6	NAG 6 Community		Principal	5.00.p.m.
7	Asset Management		Chair Principal	5.10.p.m.
8	Kahui Ako		Principal	5.20.p.m.
10	Reviews	In Committee Review of Previous Minutes Approval of Minutes Correspondence	Chair	5.30.p.m.
11	Strategic Decisions		Chair	5.40.p.m.
12	Meeting Closure	Meeting Evaluation Preparation for the next meeting Karakia	Chair	5.50.p.m.
13	Next Meeting			

