



WOODLANDS PARK SCHOOL

www.woodlandspark.school.nz

BOARD GOVERNANCE AND OPERATIONS PROCEDURES

Rationale

The board is entrusted to work on behalf of the stakeholders of Woodlands Park School. It emphasises strategic leadership rather than operations and administration management, ensuring that it complies with legal and policy requirements. Enhancing student achievement in a nurturing and inclusive environment is its focus.

Purpose and Guiding Values

- To ensure that the Board fulfils its responsibility in regard to its **representation** of the Woodlands Park School community.
- To ensure the Board provides **strategic leadership** by determining the school vision and direction.
- To outline the Board's **accountability** through a policy framework that describes effective operational systems, procedures and processes which comply with the National Administration Guidelines.

Guidelines

1.1 BOARD ROLES AND RESPONSIBILITIES

Board members must have a clear description of their roles and responsibilities, which must include:

- Their key tasks, and expectations of the standard required to meet those tasks
- A Trustees Code of Behaviour
- The role of the Chairperson

1.2 DECISION MAKING PROCESS AND PROCEDURES

The process by which the Board reaches decisions must be transparent, with formal meeting process and procedures adhered to at all times.

1.3 BOARD REVIEW OF GOVERNANCE

The Board will review its performance annually.

Outcomes, Monitoring and Review

The expected outcome of the effective implementation of this policy is that Woodlands Park School will be effectively governed for the benefit of all its stakeholders. Progress in implementing this policy will be monitored and reviewed by the Board itself annually, and also by the Education Review Office as part of the usual review cycle mandated by the Ministry of Education.

Signed: _____ Date: _____

(Board of Trustees Chairperson)

APPENDIX: Associated Procedures and processes associated with Board Governance and Operations:

- 1.1 Board roles and responsibilities
- 1.2 Decision making process and procedures
- 1.3 Board Review of Governance

APPENDIX 1.1 Board of Trustees Roles and Responsibilities

KEY TASKS OF BOARD MEMBERS

KEY TASKS	REQUIRED STANDARD
1. Determine the vision for the school.	1.1 Board has a clearly articulated vision which is reflected in its strategic planning.
2. Set strategic directions and long-term plans and monitor the board's progress against them.	2.1 Board meets strategic goals.
3. Monitor financial management of the school and approve the budget.	3.1 Satisfactory performance of school against budget.
4. Monitor and evaluate student achievement.	4.1 Receive reports from principal on progress against Annual Plan which highlight risk/success 4.2 Approve setting of annual achievement targets.
5. Provide effective risk management.	5.1 Attend board meetings having read board papers and reports and ready to discuss them 5.2 Board meetings have a quorum 5.3 Remain briefed on internal/external risk environments and take action where necessary 5.4 Identify 'trouble spots' in statements of audit and take action if necessary.
6. Ensure the board is compliant with its legal requirements.	6.1 New members have read and understood: Board induction pack and requirements of board members 6.2 New and continuing members have kept aware of any changes in legal and reporting requirements for the organisation. Board has sought legal advice when necessary 6.3 Accurate minutes of all board meetings, approved by board and signed by Chair 6.4 Individual staff/student matters are always discussed in Public Excluded Session.
7. Attend board meetings and take an active role as a trustee.	7.1 Attendance at 80% meetings (minimum) 7.2 No unexplained absences at board meetings (more than three such absences result in immediate step down) Refer Education Act 1989 7.3 Board papers read prior to attending board meetings.
8. Approve major policies and programme initiatives.	8.1 Approved and minuted.
9. Fulfil the intent of the Treaty of Waitangi by valuing and reflecting New Zealand's dual cultural heritage.	9.1 The Treaty of Waitangi is obviously considered in board decisions.

10. Approve and monitor Personnel policy and procedures. Act as good employers.	10.1 Become and remain familiar with employment conditions of organisation, staff contract and Award arrangements.
11. Appoint, assess the performance of, and nurture the Principal.	11.1 Principal's Appraisal, Performance Management System in place and implemented.
12. Deal with disputes and conflicts referred to the board.	12.1 Successful resolution of any disputes and conflicts referred.
13. Represent the school in a positive, appropriate manner.	13.1 Code of Behaviour is adhered to.
14. Oversee, conserve and enhance the resource base.	14.1 Property /resources meet the needs of the student achievement goals.
15. Hand over governance to new board/trustees at election time.	15.1 New trustees provided with Governance Manual. 15.2 New trustees fully briefed and able to participate following attendance at an orientation programme.

TRUSTEES' CODE OF BEHAVIOUR

The board is committed to ethical conduct in all areas of its responsibilities and authority.

TRUSTEES SHALL:

- Maintain and understand the values and goals of the school
- Ensure the needs of all students and their achievement is paramount.
- Be loyal to the organisation and its mission statement
- Publicly represent the school in a positive manner
- Respect the integrity of the principal and staff
- Observe the confidentiality of non-public information acquired in their roles as trustees and not disclose to any other persons such information that might be harmful to the school
- Be diligent and attend board meetings **prepared** for full and appropriate participation in decision making
- Ensure that individual trustees do not act independently of the board's decisions
- Speak with one voice through its adopted policies and ensure that any disagreements with the board's stance are resolved within the board
- Avoid any conflicts of interest with respect to their fiduciary responsibility
- Recognise the lack of authority in any individual trustee or subgroup of the board in any interaction with the principal or staff
- Recognise that **only** the chairperson can speak for the board
- Continually self-monitor their individual performance as trustees against policies and against any other current board evaluation tools
- Be available to undertake appropriate training.

CHAIRPERSON'S ROLE:

The chairperson is the leader of the board and carries overall responsibility for the integrity of the board's processes. The role involves the following responsibilities:

CHAIR ACCOUNTABILITY MEASURE	STANDARD
1. Oversee general performance of the board.	1.1 Board performs against its forms of accountability and strategic goals.
2. Ensure information about the financial performance of the organisation flows to the board.	2.1 Board remains well-informed about financial performance of organization.
3. Establish and maintain systems for information flows to the board.	3.1 Board receives information on time and has time to comment and have input 3.2 Board has adequate opportunities to have input and make decisions 3.3 Chair ensures accurate minutes are kept, approved by board and signed by Chair.
4. Attend and chair board meetings	4.1 Attendance at all meetings (unless chairing responsibility delegated) 4.2 Meeting procedures as outlined in the Standing Orders and Local Government Official Information and Meetings Act 1987 are observed except where the board has suspended them. Information on meeting procedures is found in the section on meetings.
5. Make recommendations to board about prudent management of board matters	5.1 Recommendations made as necessary
6. Establish and maintain an ongoing working relationship with the Principal.	6.1 Regular meetings are held in addition to ongoing liaison.
7. Deal with disputes and conflicts referred to the Chair.	7.1 As required by the board's Policy and Procedures.
8. Act as Protected Disclosure Officer (see Personnel: Protected Disclosures Policy and Procedures)	8.1 Requirement met.
9. Ensure the Principal's Performance Agreement and Appraisal are completed on an annual basis.	9.1 Report of Principal's Performance Appraisal tabled at the board according to appraisal process.

APPENDIX 1.2 Board Decision-making Process and Procedures

MEETING PROCESS

The board is committed to effective and efficient meetings

Meetings are based on a prepared agenda. The agenda preparation is the responsibility of the chairperson. The agenda will be available prior to the meeting.

Meetings 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

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 Meetings Act. Decisions by the board are fully recorded but remain confidential. The board has the right by resolution to:

- Make the reasons for excluding the public clear
- Reserve the right to include any non-board member it chooses

MEETING PROCEDURES

General

- Meetings are held on a Wednesday termly on the second and eighth week as per the annual agenda.
- The quorum shall be more than half the members of the board currently holding office.
- The Chairperson shall be confirmed annually at the first Board meeting of the year, except in the general election year where it will be at the first meeting of the newly elected board.
- The Chairperson may exercise a casting vote in the case of equality of votes, in addition to his/her deliberative vote.
- Any trustees with 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.
- Only trustees have automatic speaking rights.
- The board delegates (and minutes) powers under Sections 16 and 17 of Education Act to the Disciplinary Committee
- The board delegates (and minutes) authority to the Deputy Principal in the times of absence of the Principal.

Time of Meetings

Regular meetings commence at 6.30 pm.

Special Meetings

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

Public Participation

- Public participation is at the discretion of the Chairperson.
- Public attending the meeting are given a 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 Chairperson.

- 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 a right of reply.
- A matter already discussed may not be reintroduced at the same meeting in any guise or by way of an amendment.

Termination of Debate

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

Suspension of Meeting Procedures

Standing Orders may be suspended by resolution of the meeting.

Agenda

The order of the Agenda may be varied by resolution at the meeting.

Minutes

The minutes are distributed within one week of the meeting.

APPENDIX 1.3 Board Review of Governance***Trustees***

Annually each trustee will evaluate their own contribution to the board and their individual effectiveness and use that evaluation as part of a Board discussion. The basis of this review shall be these Governance Policies (in particular the Roles and Responsibilities standards and the Code of Behaviour).

Chairperson

The board Chair will evaluate his/her effectiveness and performance in discussion with the Principal (in particular the Role of the Chair standards).

Board

Annually the Chairperson will co-ordinate a review of the effectiveness of the board of trustees. A report will be provided to the board on the outcomes, including a training plan for the board as a whole. The review will be based on the Strategic Plan and Policy Framework.