

Mission Heights Junior College Board of Trustees Operation Policies

The following policies form the basis for how the Board of Trustees will organise itself and conduct its business. All Trustees are accountable for the functions of the Board. The Board may delegate some Board functions to the Board chair and/or the Principal. Delegations of the Board are reviewed and approved annually.

Policy Statements

1. Role of Board of Trustees member

Trustees on the Mission Heights Junior College Board of Trustees agree to adhere to the following Code of Conduct. 'Trustee' refers to all elected, co-opted, Principal, staff and student trustees who make up the Board.

Code of Conduct

Trustees shall:

- Ensure that the Vision and Values of the school, as expressed in the Charter, are understood and are foremost when making decisions.
- Ensure that Board of Trustee decisions support the delivery of the Charter, as defined by the Vision and Values. Decisions will also reflect the MoE's, NAGs, NEG's, and any other relevant legislation.
- Ensure the needs and achievement of all students are the school's key priority.
- Serve the school and community to the best of their ability and be honest, reliable and trustworthy in all Board of Trustee matters.
- Positively promote the school in the community.
- Respect the integrity of staff and of the Principal as the professional leader of the school.
- Act as good employers.
- Regularly attend board meetings prepared for full and appropriate participation in decision making, (in accordance with NZSTA Board guidelines).
- Maintain the confidentiality of non-public information acquired in their roles as trustees and not disclose to any other person information that might be harmful to the school.
- Support the Board's adopted decisions and policies and ensure that any disagreement with these is resolved within the Board.
- Recognise that only the Chairperson can speak for the Board. The Principal may speak for the Board as provided for in the Board's schedule of delegations.
- Recognise the lack of authority of any individual trustee or subgroup of the Board to act independently of the full Board without appropriate delegation, or to interact with the Principal or staff on professional issues.
- Declare any potential conflicts of interests to the Board of Trustees, as and when they arise. Failure to disclose a conflict of interest could result in disciplinary action.
- Continually self-monitor their individual performance as trustees.

2. Role of Chair

The Chairperson is the leader of the Board of Trustees and carries overall responsibility for the integrity of the Board of Trustees processes. The role involves the following responsibilities;

- Ensure that all trustees understand and adhere to the Code of Conduct.
- Chair Board of Trustee meetings and ensure they run smoothly and democratically.
- Encourage full participation of all trustees in Board of Trustee meetings.
- Ensure an agenda is prepared for meetings in consultation with the Principal. Pass on to Board of Trustees secretary for distribution.
- Develop a good working relationship with the Principal through regular meetings.
- Develop a good working relationship with the Board secretary.
- Read all correspondence.
- Share all relevant information with the full Board of Trustees, as appropriate, if useful prior to the next full Board of Trustees meeting.
- Report to the Ministry of Education in consultation with the Principal.
- Be the public spokesperson for the Board of Trustees; another member can be delegated to be spokesperson on issues by the Chair.
- Ensure that the Principal's performance agreement and appraisal are completed on an annual basis.

3. Board of Trustees Meeting procedures

- The school is obliged to comply with the Local Government Official Information and Meetings Act 1987. This Act requires the following:
- All Board meetings should be open to the public with an agenda made available. Times and places of board meetings must be published with reasonable notice (s46).
- The public may be excluded from all or part of a meeting on passing of a resolution (s48).
- Bona fide journalists are deemed to be members of the public and are thus entitled to report on the Board's proceedings. They must withdraw from in-committee sessions.
- Meeting minutes are available at the college.
- Minutes may be inspected by any member of the public except a meeting or part of a meeting from which the public was excluded. Notes may be taken from minutes
- A member of the public may receive a copy of the minutes
- The secretary of the Board will take all necessary precaution to ensure that no member of the public shall inspect or see minutes of the part of the meeting from which the public was excluded.
- In addition the Board has procedures in place to ensure that there is no conflict of interest in the Boards' transactions or discussions.
- All trustees are accountable for the function of the Board. The Board may delegate some Board functions to the Board Chair and/or the Principal.
- Delegations are reviewed annually.

4. Procedures on Conflict of Interest

A conflict of interest could occur in (but is not limited to) the following situations:

- A trustee who has submitted a tender for a contract that the Board is in the process of awarding
- A staff member or the Principal could have a conflict of interest when the Board is considering a response to a document put out by NZSTA regarding teachers' pay and conditions.
- A staff member or the Principal could have a conflict of interest when the Board is considering pay or salary deductions following strike by staff.
- The Board is discussing the Principal's Performance Agreement and a consequential salary adjustment.
- A trustee who has a child who has been verified under ORS and resources for this student are being discussed at the meeting.

A trustee who identified a conflict of interest should:

- Publicly declare a conflict of interest, state the general nature of the interest and have the declaration recorded in the minutes.
- Withdraw from the meeting while the matter is discussed.
- Not vote on the matter, and
- Not discuss the matter with the Board or attempt to influence the vote.

5. Board of Trustees Sub-committees

The Board of Trustees will have three standing Sub-committees – Finance, Property and Discipline.

Finance Sub-committee:

- Will be chaired by a designated member of the Board of Trustees.
- The Principal will be on the Finance sub-committee.
- At least two Board of Trustees members will be on the sub-committee with the Principal (other Board of Trustee members may attend)
Quorum of any two members.

Sub-committee will review monthly financial reports:

The sub-committee is responsible for reviewing the reports provided and monitoring financial performance. The sub-committee should approve the monthly expenditure and the financial report.

Financial reports are to be sent to the Board of Trustees with the monthly meeting Agenda.

Property Sub-committee:

- Will be chaired by a designated member of the Board of Trustees.
- The Principal or delegated staff member will be on the Property sub-committee.
- At least two Board of Trustees members will be on the sub-committee (other Board of Trustee members may attend). Quorum of any two members.

Sub-committee will review reports on:

- Property and Health and Safety matters. This will include a review of the accident register at least once a term.
- Emergency Evacuations

The sub-committee is responsible for ensuring that all Property and Health & Safety issues are dealt with appropriately. A Property Report will be sent to the Board of Trustees with the monthly meeting Agenda.

Discipline Sub-committee:

All Board of Trustees members (excluding Student and Staff Rep, and Principal) are eligible to be on the Discipline sub-committee depending on availability.

There must be at least two Board of Trustees members present for each discipline meeting.

6. The Board approves the attendance without voting rights of the Associate Principal at meetings and welcomes his or her input where appropriate. It is important that the Associate Principal remains well informed about the Board's practice and strategic direction should he or she have to deputise for the Principal. It is also in keeping with the philosophy of growing great leaders to give the Associate Principal the opportunity to experience how Board of Trustees function as part of his or her Professional Development.

Board of Trustees 2018

Signed:

Date: _____