

B6. Staff representative role description policy

Outcome statement

The staff representative brings a staff perspective to board discussion and decision making.

Scoping

As a member of the school board, the staff representative is elected by their peers to serve the interests of the school at governance level. They have equal voice, vote, standing and accountability to any other board member.

Expectations and limitations

| Staff/Student representative accountability measures | | Standard |
|--|------------|---|
| 1. To work within the board's charter/strategic plan. | 1.1 | The charter/strategic plan is obviously considered in board decisions. |
| 2. To abide by the board's governance and operational policies. | 2.1 | The staff representative has a copy of the governance manual and is familiar with all board policies. |
| 3. The staff representative is first and foremost a board member and must act in the best interests of the students at the school at all times. | 3.1 3.2 | The staff representative is not a staff advocate. The staff representative does not bring staff concerns to the board. |
| 4. The staff representative is bound by the board code of conduct. | 4.1 | The staff representative acts within the code of conduct. |
| 5. It is not necessary for the staff representative to prepare a verbal or written report for the board unless specifically requested to by the board. | 5.1 | No regular reports are received unless a request has been made by the board on a specific topic. |

Procedures/supporting documentation

- Proprietor's handbook for NZ Adventist School Board
- School governance policies

Monitoring

School board minutes

Legislative compliance

[Education & Training Act 2020](#)

[Education \(School boards\) Regulations 2020](#)

[Local Government Official Information and Meetings Act 1987](#)

[Official Information Act 1982](#)

[Privacy Act 2020](#)