

G1. School Board Roles and Responsibilities Policy

Outcome statement

The School Board is focused on governance that fosters and supports the ongoing improvement of student progress and achievement and ensures that the special Seventh-day Adventist character of the school is preserved and actively promoted.

Scoping

The School Board is a body corporate whose policies and decisions exist in perpetuity or until such time as they are rescinded or revoked. The School Board sets the strategic direction for the school and governs via its policies, which it entrusts to the principal to implement.

Delegations

Accountability rests with the whole School Board, with no individual School Board member or committee having decision-making authority unless it has been delegated and documented.

Expectations and limitations

Board actions		Standards
1. Sets the strategic direction and long-term plans and monitors the School Board's progress against them.	1.1	The School Board leads the annual charter/strategic plan review process.
	1.2	The School Board sets/reviews the strategic aims triennially.
	1.3	The School Board approves the annual plan and targets and ensures the charter/strategic plan is submitted to the Ministry of Education and the Proprietors by 1 March each year.
	1.4	Regular School Board meetings include a report on progress towards achieving strategic aims.
	1.5	The charter/strategic plan is the basis for all School Board decision making.

<p>2. Monitors and evaluates student progress and achievement.</p>	<p>2.1 2.2 2.3 2.4</p>	<p>The School Board approves an annual review schedule covering curriculum and student progress and achievement reports.</p> <p>Reports are received at each regular School Board meeting from the principal on progress against the annual plan, highlighting risk/success.</p> <p>Information reported to the School Board is thoughtfully discussed, critiqued and challenged.</p> <p>Targets in the annual plan are met, the curriculum policy is implemented and there is satisfactory performance of curriculum priorities.</p>
<p>3. Preserves the special character of the school</p>	<p>3.1 3.2 3.3</p>	<p>Special character is deliberately considered in all School Board decisions.</p> <p>The School Board ensures the special Seventh-day Adventist character of the school is upheld and monitored by the proprietor's appointees.</p> <p>Manifestation of the special character is included in the proprietor's report presented at School Board meetings once a term.</p>
<p>4. Appoints, assesses the performance of and supports the principal.</p>	<p>4.1</p>	<p>Principal's performance management system is in place and implemented.</p>
<p>5. Approves the budget and monitors financial management of the school.</p>	<p>5.1 5.2</p>	<p>Budget is approved by the first meeting each year.</p> <p>Satisfactory performance of financial management against budget is in evidence.</p>
<p>6. Effectively manages risk.</p>	<p>6.1 6.2</p>	<p>The School Board has an effective governance model in place.</p> <p>The School Board remains briefed on internal/external risk environments and takes action where necessary.</p>

	6.3	The School Board identifies trouble spots in statements of audit and takes action if necessary.
	6.4	The School Board ensures the Principal reports on all potential and real risks when appropriate and takes appropriate action.
7. Ensures compliance with legal requirements.	7.1	New members read and understand the governance framework including policies, the School's charter/strategic plan, School Board induction pack and requirements and expectations of School Board members.
	7.2	New and continuing members are kept aware of any changes in legal and reporting requirements for the school.
	7.3	The School Board seeks appropriate advice when necessary.
	7.4	Accurate minutes of all School Board meetings are approved by the School Board and signed by the Chair.
	7.5	Individual staff/student matters are always discussed in public-excluded sessions.
	7.6	School Board meetings have a quorum (more than half of the Board members presently holding office).
8. Ensures School Board members attend School Board meetings and take an active role.	8.1	School Board meetings are effectively run.
	8.2	School Board members attend School Board meetings having read School Board papers and reports and are ready to discuss them.
	8.3	Attendance at 80% of meetings (minimum).
	8.4	No unexplained absences at School Board meetings (three consecutive absences without prior leave results in immediate step-down – refer Education Act 1989 s104 (1) (c))
9. Approves major policies and programme initiatives.	9.1	The School Board approves programme initiatives as per policies.

	9.2	The School Board monitors implementation of programme initiatives.
10. Fulfils the intent of the Treaty of Waitangi by valuing and reflecting New Zealand's dual cultural heritage.	10.1	The Treaty of Waitangi is obviously considered in School Board decisions.
	10.2	The School Board, Principal and staff are culturally responsive and inclusive.
11. Approves and monitors human resource policy/procedure, which ensures effective practice and contributes to its responsibilities as a good employer.	11.1	The School Board becomes and remains familiar with the broad employment conditions that cover employees (staff employment agreements and arrangements).
	11.2	The School Board ensures there are personnel policies in place and they are adhered to (code of behaviour).
	11.3	The School Board ensures there is ongoing monitoring and review of all personnel policies.
12. Deals with disputes and conflicts referred to the School Board as per the school's concerns and complaints procedures.	12.1	Successful resolution of any disputes and conflicts referred is achieved.
13. Represents the school in a positive, professional manner.	13.1	Code of behaviour is adhered to.
14. Oversees, conserves and enhances the resource base.	14.1	Property/resources meet the needs of the student achievement aims.

15. Effectively hands over governance to new School Board/Board members at election time.	15.1	New Board members are provided with induction and a copy of the School Board's governance manual.
	15.2	New Board members are fully briefed and able to govern following attendance at an orientation programme.
	15.3	Appropriate delegations are in place as per Schedule 6 (17) of the Education Act.
	15.4	School Board and Board members participate in appropriate ongoing professional development.

Procedures/supporting documentation

- Strategic Plan
- Annual Plan
- Proprietors handbook for NZ Adventist School Board of Trustees
- School Governance Policies
- School Deed of Integration Agreement

Monitoring

- Analysis of Variance
- Audit Report
- Principal's Reports
- Proprietor's Reports

Legislative compliance

- [Education Act 1989](#)
- [Employment Relations Act 2000](#)
- [State Sector Act 1989](#)

Implementation

1. Implementation and review of the School Board Roles and Responsibilities Policy is the responsibility of the Chair
2. All School Board members will be introduced to this policy as part of their induction to the School Board
3. The School Board Roles and Responsibilities Policy will be reviewed every three years or earlier as necessary

Reviewed: 30 June 2020

Next review: 30 June 2023
