



STRATH TAIERI SCHOOL

Policies and Procedures

Adopted from the NZSTA Policy Framework - 2018

Reviewed August 2021

C1.1 Public attending board meetings

The board fosters open and transparent governance. It welcomes public attendance at and observation of board meetings. Members of the public include staff, students and parents' families and whānau of the school community who are not members of the board.

A copy of the following procedures will be provided to members of the public attending meetings so that they understand the rules that apply and are to be followed unless otherwise authorised by the board:

- Board meetings are not public meetings but meetings held in public
- If the meeting moves to exclude the public (usually to protect the privacy of individuals), members of the public will be asked to leave the meeting until this aspect of business has been concluded
- Members of the public may be given copies of the meeting agenda and associated reports
- Members of the public may request speaking rights on a particular item that is on the agenda. Preferably, this request will have been made in advance. Public participation is at the discretion of the board
- Speakers shall be restricted to a maximum of 3 minutes each per subject, with a time limit of 15 minutes per interest group
- Speakers are not to question the board and must speak to the agenda item
- Board members will not address questions or statements to speakers
- Speakers shall not be disrespectful or offensive or make malicious statements or claims
- If the person presiding over the meeting believes that any of these conditions have been breached or the speaker has gone over time, they may be asked to finish

C1.2 Meeting agenda

A typical agenda will be as follows:

| Board of trustees meeting agenda – date | | | |
|---|-------------------------------------|--------|------------|
| | Policy reference | Led by | Time |
| 1. Administration | | | 5 mins |
| 1.1 Present | | | |
| 1.2 Apologies | | | |
| 1.3 Declaration of interests | | | |
| 2. Strategic decisions | | | 30–45 mins |
| 2.1 Strategic decisions made if required | Operational/ governance policy xxxx | | |
| 3. Monitoring | | | 45–60 mins |
| 3.1 Ongoing summary of progress to date in relation to annual implementation plan | | | |
| 3.2 Expert presentation | | | |
| 3.3 Data analysis | | | |
| 3.4 Exploration of key result area (goals) | | | |
| 3.5 Finance and audit report | | | |
| 4. Strategic discussions | | | 30–45 mins |
| 4.1 Exploration of special issue or project (e.g principal performance review process, local curriculum consultation, delegations*) | | | |

| | | | |
|--|--|--|-----------|
| 4.2 Education Gazette | | | |
| 5. Identify agenda items for next meeting | | | 5–15 mins |
| 6. Administration | | | |
| 6.1 Confirmation of minutes | | | 5–15 mins |
| 6.2 Correspondence* | | | |
| 7. Meeting closure | | | |
| 7.1 Comments on meeting procedures and outcomes | | | 5–15 mins |
| 7.2 Preparation for next meeting | | | |

Notes:

- Correspondence is listed on the back of the agenda.
- List of current delegations and sub-delegations is attached to the agenda.

C1.3 Meeting checklist – 20xx template

| Term 1 20xx | |
|---------------|-------|
| 3 February | Notes |
| | |
| | |
| 3 March | Notes |
| | |
| | |
| Term 2 20xx | |
| 3 April | Notes |
| | |
| | |
| 3 May | Notes |
| | |
| | |
| 3 June | Notes |
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| | |
| Term 3 – 20xx | |
| 3 July | Notes |
| | |
| | |
| 3 August | Notes |
| | |
| | |
| 3 September | Notes |

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|----------------------|--------------|
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| Term 4 – 20xx | |
| 3 October | Notes |
| | |
| | |
| 3 November | Notes |
| | |
| | |
| 3 December | Notes |
| | |

Meeting checklist – 20xx example

Term 1 20xx

| 3 February | Notes |
|---|-------|
| Elect board chair | |
| Review analysis of variance /statement of variance (AoV/SoV) | |
| Approve annual plan | |
| Approve annual budget | |
| Confirm/sign principal performance agreement | |
| Review reporting to parents from previous year | |
| Sign financial attestation | |
| Review and update self-review schedule | |
| Teacher registration and Police vetting (non-teaching) report | |
| Property regularly audited | |
| Sign annual health and safety attestation | |
| Plan board professional development for year | |
| Confirm school year dates | |
| 3 March | Notes |
| March roll return | |
| Charter/strategic plan – aim 1 review | |
| Student achievement/progress report | |
| Sign off SUE reports (monthly) | |
| Monitor budget | |
| Review concerns and complaints procedure | |
| EEO policy report | |
| Management unit report | |
| Use of physical restraint report (as/when required) | |
| Hazard management report (termly) | |
| Report on international students | |

Term 2 – 20xx

| 3 April | Notes |
|--|-------|
| Charter/strategic plan – aim 2 review | |
| Monitor budget | |
| Student achievement/progress report | |
| Principal performance review report | |
| Governance policy review | |
| 3 May | Notes |
| Charter/strategic plan – aim 3 review | |
| Monitor budget | |
| Student achievement and progress report | |
| Emergency planning and procedures report | |
| 3 June | Notes |
| Religious education community consultation | |
| Charter/strategic plan – aim 1 review | |
| Priority groups report: <ul style="list-style-type: none"> - Māori students - Pasifika students - Students with special education needs | |
| Monitor budget – mid-year review | |

| | |
|--|--------------|
| Operational policy review | |
| Plan 10YP | |
| Evacuation procedure report | |
| Term 3 – 20xx | |
| 3 July | Notes |
| July roll return | |
| Charter/strategic plan – aim 2 review | |
| Reporting to parents mid-year review | |
| Monitor budget | |
| Student achievement/progress report | |
| Report on internet safety | |
| Principal performance review report | |
| Update on international students | |
| 3 August | Notes |
| Charter/strategic plan – aim 3 review | |
| Monitor budget | |
| Student achievement/progress report | |
| Employer responsibilities policy review | |
| Review planning and reporting processes | |
| 3 September | Notes |
| Health curriculum community consultation | |
| Charter/strategic plan – aim 1 review | |
| Community consultation ahead of planning for next year | |
| Monitor budget | |
| Student achievement/progress report | |
| Evacuation procedure report | |
| Term 4 – 20xx | |
| 3 October | Notes |
| Charter/strategic plan – aim 2 review | |
| Monitor budget | |
| Present draft planning for next year | |
| Student achievement/progress report | |
| Teaching and non-teaching staff performance review report | |
| 3 November | Notes |
| Charter/strategic plan – aim 3 review | |
| Monitor budget | |
| Develop budget for next year | |
| Confirm planning for next year | |
| Student achievement/progress report | |
| 3 December | Notes |
| Principal performance end of year report | |
| Draft AoV/SoV | |
| Student achievement/progress report | |
| Budget – end of year report and approve budget for next year | |
| Evacuation procedure report | |

C1.4 Evaluation of meeting on [date] chaired by [name]

Meeting discussion document to be referred to once a year.

1. Pre-meeting materials were timely, concise and helpful
2. Everyone arrived well prepared
3. The meeting agenda was well prepared and accurate
4. The issues covered today were trivial or important?
5. Today's discussions concerned Operations/Management or Policy/Strategy
6. We stayed focussed on the subject
7. In this meeting we are largely proactive or reactive?
8. Was there anything that hindered the productivity of this meeting?
9. Members feel happy to speak up and speak out
10. Members feel there is a sense of mutual respect with and between other members
11. There is a willingness to explore new ideas and changes
12. There is clarity when making decisions
13. The length of the meeting is too long, not long enough, or about right?
14. The meeting environment is comfortable and professional

: (Optional) _____

C1 Meeting protocols

The Strath Taieri School board is committed to effective and efficient meetings and, to this end, sets out the following guidelines for the conduct of board meetings.

Timing of meetings

- Dates and times of meetings will be set at the end of each board meeting. They are to be kept to a maximum of 2 hours long.
- 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

Agenda and meeting papers

- The presiding member is responsible, in liaison with the principal, for the preparation of an agenda prior to each meeting
- The board chair is to ensure that secretarial services are provided to the board
- Agenda items are to be notified to the presiding member 4 days prior to the meeting
- The agenda and board papers will be circulated to board members at least 3 days prior to the meeting
- 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 board members can read it if required
- The agenda for the part of each meeting that is open to the public will be available at the school office prior to the meeting and copies made available at the meeting place for any members of the public
- The agenda is to be collated with the items placed in order and marked with an agenda item number
- Agenda items will reference relevant strategic goals and board policies
- Late agenda items will only be accepted with the approval of the board and in rare circumstances where a decision is urgent
- All items in the agenda are to carry a recommended course of action and where appropriate be supplemented by supporting material in the meeting documentation.
- Papers requiring reading and consideration will not normally be accepted if tabled at the meeting.
- The order of the agenda may be varied by resolution at the meeting

Public participation

- The board meeting is a meeting open to the public rather than a public meeting
- Only members of the board have automatic speaking rights

- Public participation is at the discretion of the board
- Public attending the meeting, including staff members not elected as the staff representative, are given a notice about their rights regarding attendance at the meeting – see C1.1 Public attending board meetings

Exclusion of the public

- The meeting may, by resolution, exclude the public (going into committee) and news media from the whole or part of the proceedings in accordance with the Local Government Official Information and Meetings Act 1987 (LGOIMA).* The wording to be used in the motion to exclude the public is found in Schedule 2A of LGOIMA. The board must make the reasons for excluding the public clear. Excluding the public is most often used to ensure privacy of individuals or financially sensitive issues
- Persons may be asked to remain after the public has been excluded because they possess knowledge that will be of assistance in relation to the matter to be discussed. The board must pass a resolution that they may remain*

Conduct of meetings

- A quorum of more than half the members currently holding office is required for the board to be able to conduct any business*
- Meetings can be held via audio, audio and visual or electronic communication providing:
 - all board members who wish to participate in the meeting have access to the technology needed to participate, and
 - a quorum of members can simultaneously communicate with each other throughout the meeting*
- Board members will declare any conflict of interest at the beginning of the meeting
- Any board members with a conflict of interest or pecuniary interest in any issue shall not take part in any debate, deliberation or decision making on such issues. They must be excluded from the meeting for the duration of the debate, deliberation or decision making.* A pecuniary interest arises when a board member may be financially advantaged or disadvantaged as a result of decisions made by the board (contracts, pay and conditions). A conflict of interest is when an individual board member could have or could be thought to have a personal stake in matters to be considered by the board
- The presiding member shall be appointed by election at the first meeting of the year except in the triennial election year where it will be at the first meeting of the newly elected board*
- The elected presiding member (or, in their absence, a non-school-based board member) presides at meetings
- Only apologies received from those who cannot be present must be recorded. Members of the board 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 board member must request leave from the board at a board meeting, and the board must make a decision whether or not to grant it
- Points of order are questions directed to the presiding member that require an answer or a ruling. They are not open to debate and usually relate to the rules for the running of a meeting
- The board's normal meeting procedures may be suspended by resolution of the meeting

Decision-making process

- All board decisions are made in light of board policy and the board's primary objectives of ensuring that; every student at the school is able to attain their highest possible standard in educational achievement; the school is an inclusive and safe place for all students and staff; the school gives effect to relevant students' rights and gives effect to Te Tiriti o Waitangi
- All decisions are to be taken by open voting by all board members present
- In the event of tied voting on a resolution, the presiding member may exercise a casting vote in addition to their deliberative vote*
- A motion is a formal proposal for consideration. All motions and amendments moved in debate must be seconded unless moved by the presiding member 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
- 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

Minutes

- Board meeting minutes will be taken by a contracted, paid minute secretary who is not a member of the board
- The minutes are to clearly show resolutions and action points and who is to complete the action
- Minutes are sent to the presiding member for checking within 3 working days and distributed electronically to the board within seven working days. Requests for corrections or amendments should be submitted by email to the presiding member as soon

as possible to ensure accurate minutes can be confirmed at the next meeting

- Minutes to be tabled for approval should be included in documentation made available to all board members prior to the meeting

Once minutes are approved as true and correct, recordings of that meeting are to be deleted

Calling special meetings

- If the Board has adopted procedures regarding special (extraordinary) meetings, then those would apply
- In the absence of board procedures, a special meeting may be called by the presiding member. Otherwise, one third of board members currently holding office agreeing to call a special meeting would be good practice

* Legislative requirement

C2.1 Review committee terms of reference

Purpose

To monitor, on the board's behalf, compliance with board policies and external legislation. This includes:

- Supporting the board to review the effectiveness of the board's governance processes
- Reviewing the effectiveness of systems for the assessment and management of areas of risk
- Verifying that mechanisms are in place to ensure compliance with statutory requirements, financial and other
- Commissioning reviews of specific controls and procedures (financial or non-financial) where requested by the board
- Reporting any concerns or reservations arising from the external auditor's/reviewer's work and any other matters that the external auditor/ reviewer brings to the attention of the board
- Ensuring implementation of the triennial review programme.

Committee members

At least one board member who should not be either the presiding member of the board or principal.

Meets

As required. The person presiding over this committee will report to the board as appropriate on the areas covered by the terms of reference and the triennial review programme.

Delegated authority

The review committee is formally constituted as a committee of the board within these approved terms of reference and the delegated authority recorded in the board's delegations list.

The committee shall be appointed by the board. The board may co-opt additional board members to the committee as and when required.

Members of the management team shall attend meetings when requested.

A representative of the external auditor may be requested to attend meetings when appropriate.

The committee is authorised by the board to investigate any activity within its terms of reference. It is authorised to seek any information it requires from any board member or employee, and all members of the board and employees are requested to cooperate with any request made by the committee. The principal will be informed in advance of any such requests.

The committee may recommend that external and independent advice is sought. If the advice is likely to incur costs, prior approval must be sought from the board.

C2.2 Student behaviour management committee terms of reference

Purpose

To ensure that all processes relating to the suspension of students adhere to the requirements of the [Education and Training Act 2020](#), [Education \(Stand-down, Suspension, Exclusion and Expulsion\) Rules 1999](#) and [Ministry of Education guidelines](#).

Committee members

All members of the board excluding the principal.

The board's presiding member shall preside over student suspension meetings or, in their absence, another non-school based board member determined by the committee.

The quorum for the committee shall be three board members.

Delegated authority

Under Clause 8 of the Education (School Boards) Regulations 2020, certain powers of the board shall be delegated to the student behaviour management committee of the board. The committee will:

- Review the principal's decision to suspend
- If the principal's decision to suspend is upheld, make recommendations to the board or decide the outcome according to committee as delegated
- Uphold the principles of natural justice in suspension meeting procedures
- Act in fairness, without bias or prejudice and with confidentiality
- Act within legislation and the Ministry of Education guidelines and student (human) rights set out in the New Zealand Bill of rights Act 1990 and the Human Rights Act 1993
- Act only on written and agreed information, not hearsay

The board will be kept informed by the principal of the number of stand-downs, suspensions, exclusions and expulsions at each board meeting.

Threshold for notifying the Board of behavior incidents

- The principal shall notify the presiding member of any incidents relating to behaviour where emergency services are called in. The presiding member shall then notify the whole board.
- The principal shall notify the presiding member if a student is stood down or suspended. In the instance of a stand down presiding member shall then notify the whole board. In the instance of a suspension the board shall follow the suspension procedure as above.

Review schedule: Triennially

C2.3 Finance committee terms of reference and annual calendar

Purpose

The finance committee is formed to provide guidance to the principal in the financial management of the school.

Scoping

The school board has overall responsibility for the financial management of the school but delegates the day-to-day management of the school's finances and budget to the principal.

As a committee of the board, the finance committee is responsible for providing guidance to the principal on financial matters.

Delegated authority

The finance committee is responsible to the board for:

- Recommending, in association with the principal, an annual operating and capital budget, including professional development budget allocation for the principal and the staff
- Determining the level of budgetary discretion available to the principal
- Monitoring and reporting on the annual budget via the principal
- Reviewing on behalf of the board accounts passed for payment by the school
- Advising on additional funding sources
- Assisting, if appropriate, the principal's preparation of the financial report, presented by the principal at every board meeting
- Recommending changes to financial policy
- Overseeing the preparation of the annual accounts for board approval
- Assisting the principal in reporting financial performance to parents and the community
- Providing input into the school's strategic plan
- Preparing special reports for consideration by the board
- Annually reviewing the school's risk management needs and insurance cover
- Assessing and making recommendations to the board on requests for spending on individual items outside of budget

Finance committee annual calendar

| Date | Action required |
|--------------|---|
| 28 February | Finance committee self-review and plan for the year Annual budget approval |
| 31 March | Annual accounts prepared and forwarded to the auditors |
| 31 May | Community reporting on financial performance |
| 30 June | Ensure any issues raised by the auditor have been addressed Mid-year budget review |
| 31 August | Annual review of risk management needs and insurances |
| 30 September | Annual review of 10-year property plan completed, in accordance with the board's review plan, by the property committee and available as an input document for budgeting purposes. Note that this should also encompass normal cyclical maintenance and capital works Annual plan available as an input document for preparation of the budget |
| 31 October | Initial annual budget recommendations submitted to the board |
| 30 November | Revised annual budget (if required) submitted to the board for approval at start of next school year |

Review schedule: Triennially

C2 Delegations and committee principles

Regulation 9 of the Education (School Boards) [Regulations](#) 2020 allows the board to appoint committees/working parties to assist it to carry out its responsibilities and due process (e.g. staff appointments, finance, property, disciplinary).

Unless specified otherwise in the Education & Training [Act](#) 2020, Regulation 8 of the Education (School Boards) 2020 gives the board the authority to delegate any of its functions or powers to a person (as specified in the regulation) or committee, except the power to borrow money.

Delegations must be made by resolution of the board and should be notified to the delegate(s) in writing, along with terms of reference.

A person who has been delegated functions or powers of the board may not sub-delegate to another person without prior written consent of the board.

Anyone to whom a sub-delegation has been made, is subject to the same restrictions and terms of reference as the original delegate.

No one may exercise any of the board's functions or powers without delegation.

Board committees:

- Are to be used sparingly to preserve the board functioning as a whole when other methods have been deemed inadequate
- Can include non-board members but at least one committee member must be a member of the board
- May not speak or act for the board except when formally given such authority for specific and time-limited purposes – such authority will be carefully stated in order not to conflict with authority delegated to the principal or the presiding board member
- Assist the board chiefly by preparing policy alternatives and implications for board deliberation
- Are intended to assist the board and not to advise or carry out the work of staff
- Must act through the board and can only recommend courses of action unless they hold delegated authority to act on the board's behalf
- Are to have terms of reference drawn up as required, usually containing information as to their:
 - o purpose
 - o membership
 - o delegated authority

The board will maintain a record of current delegations.

The board of Strath Taieri School School currently has the following standing committees

- Finance Committee
- Project Control Group (Property)

Any other committees established for special purposes should conform to the above principles.

Date of approval:

C3 Board induction process

The board is committed to ensuring continuity of governance and a smooth transition when new members join the board.

New board members will receive a welcome letter on their joining the board which includes:

- Where and when they can access their governance folder
- A suggested date for induction
- An outline of what will be covered in the induction meeting
- The date of the next board meeting
- Board presiding member (chair) and principal contact details

New board members will be issued with a governance manual (either electronically or in hard copy) containing copies of the school's:

- strategic and annual implementation plans
- policies
- current budget
- last ERO report
- last annual report
- triennial board workplan
- minutes of the last three open board meetings
- any other relevant material

New board members will be invited to attend an induction, facilitated by the presiding member or delegate, which will include:

- Introduction to the board's strategic goals, strategic plan and an explanation of their importance
- Explanation of board policy and other material in the governance folder
- Summary of any opportunities or risks facing the board
- Overview of the requirements of the presiding member role with reference to policy
- Discussion of the board's code of conduct – board members to sign and agree to work within the board's code
- Outline of current board professional development
- Overview of first board meeting including delegations

The principal and presiding member or delegate will brief all new members on the organisational structure of the school.

The principal will conduct a site visit of the school.

New board members are to be advised of the professional development that is available from NZSTA and other relevant providers.

After 3 months on the board, the effectiveness of the induction process is to be reviewed by the presiding member with the new members. The review will include the following aspects:

- **Did you feel welcomed onto the board?**

| | | |
|--------------|---------|------------------|
| Very welcome | Welcome | Not very welcome |
|--------------|---------|------------------|

Comment:

- Did you receive all necessary information in a timely manner?

| | | |
|-------------|--------|-----------------|
| Very timely | Timely | Not very timely |
|-------------|--------|-----------------|

Comment:

- Did you find the induction with the principal and presiding member effective?

| | | |
|----------------|-----------|--------------------|
| Very effective | Effective | Not very effective |
|----------------|-----------|--------------------|

Comment:

Please comment on how we could improve this induction process:

C4.1 Board complaints checklist

Once a letter of complaint has been received, the board's presiding member (chair) should ensure the following process is followed:

| | Notes/date completed |
|--|--|
| 1. Presiding member ensures the process has been followed as outlined in the concerns and complaints procedure or is a genuine complaint against the principal or board. | |
| 2. Presiding member verifies with the principal that any staff (or others) identified in the complaint are aware of the situation and that there has been discussion and attempts to reconcile. | |
| 3. If the complaint or action is employment related or has potential industrial relations implications, presiding member contacts NZSTA employment advisory and support centre. For all other complaints, contact NZSTA governance advisory and support centre. | eradvice@nzsta.org.nz govadvice@nzsta.org.nz |
| 4. Presiding member alerts the school's insurance broker. | |
| 5. Presiding member acknowledges the letter of complaint within 7 days and advises the board process, or redirects the complainant to principal, syndicate leader or staff member as appropriate. Presiding member reports to the board without names or detail at the next meeting. | |
| 6. Once confirmed as a legitimate complaint to the board, presiding member forwards it confidentially to all board members for consideration. Any member who has a conflict of interest should declare and take no further part in the process around this matter. | |
| 7. Board requests principal to present full written report to the board outlining all actions taken, advice received, meetings held and justified decisions made. | |
| 8. Board determines if the principal's report fully satisfies it of full and fair process. If so, the board supports the principal and advises the complainant. | |

| | |
|--|--|
| <p>9. If not satisfied, the board meets and discusses in public excluded business, determines whether or not to formally meet the complainant and delegates responsibility to members of the board as deemed appropriate.</p> | |
| <p>10. Board delegates meet with the complainant and discuss the complaint more fully - clarifying, investigating and verifying. Support persons should be confirmed as welcome to attend this meeting.</p> | |
| <p>11. Board delegates report back to full board and recommend actions/decisions.</p> | |
| <p>12. Board considers recommendations, records and formally minutes decisions.</p> | |
| <p>13. Board advises complainant in writing of its provisional decisions and factors considered in reaching them, within 21 days of complaint receipt, unless otherwise agreed by all parties. Complainant is given opportunity to comment before the board's final decision is reached and given.</p> | |
| <p>14. Board advises complainant of their right to apply for dispute resolution if they are dissatisfied with the outcome.</p> | |
| <p>15. Board aims to convene follow-up meeting within 1 month of step 9.</p> | |

C4 Concerns and complaints process

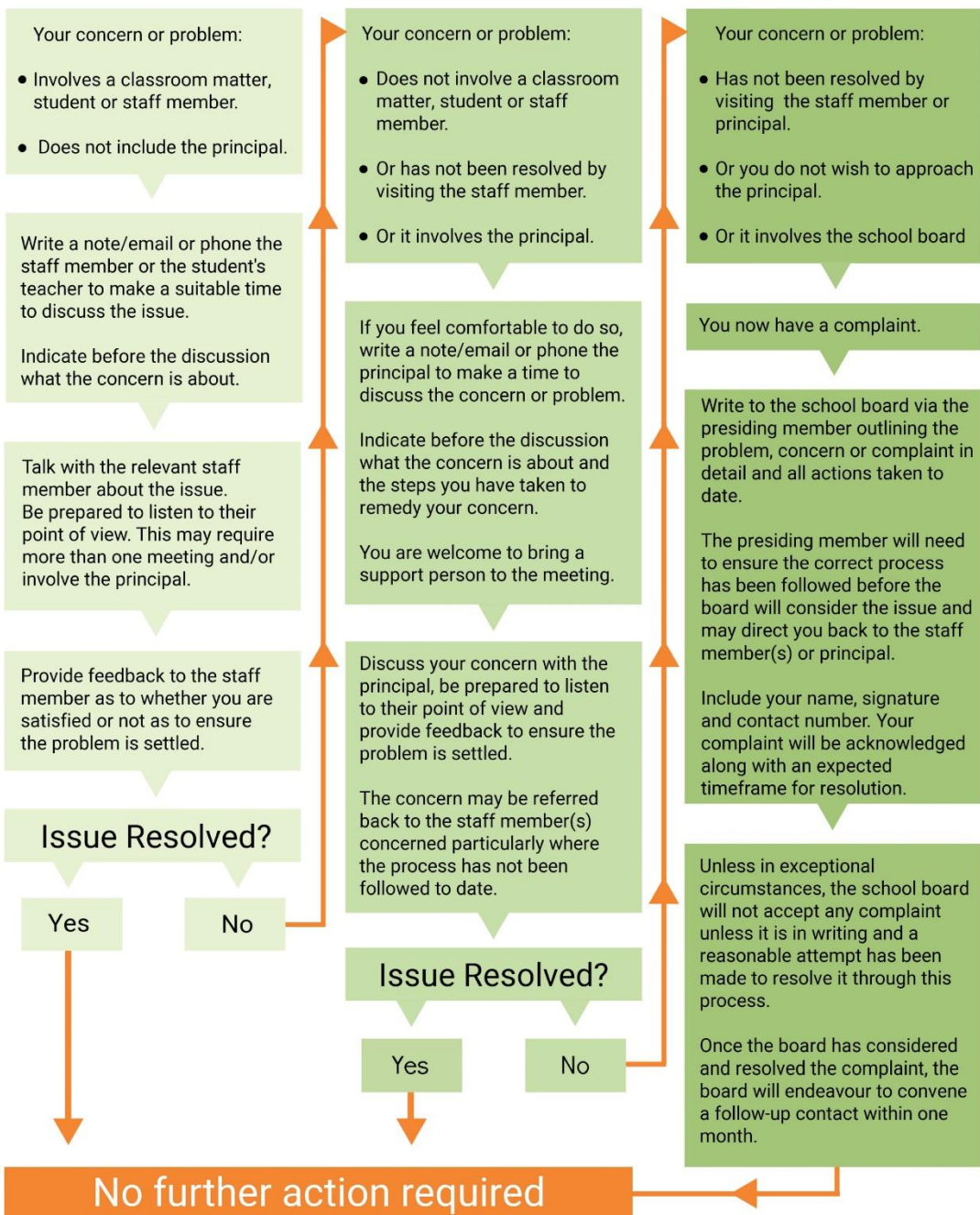
Advice for students, staff, parents, whanau and community



Strath Taieri School

Concerns and Complaints Process

Starting point



March 2021

C5 Internal evaluation process

A planned process for internal review enables continuous improvement in the governance and performance of the school.

The board's triennial review schedule is based on annually updated workplans.

A copy of the current workplan will be considered at each board meeting to ensure the evaluation cycle is on track.

Performance for each area itemised on the review schedule will be evaluated against evidence that includes but is not limited to:

- The annual report including the Analysis/Statement of Variance (AoV/SoV) and audited financial statements
- Student achievement data
- Staff and student wellbeing surveys
- Education Review Office (ERO) reports
- Board internal governance evaluation and performance review
- Feedback from parents, caregivers and staff
- Student voice
- Principal performance review
- Any other means deemed appropriate by the board.

Review schedule: Triennially
