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## Carmel College Governance Policy 07: Staff Trustee Role Description

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### Special Character statement

*Our college is the Catholic Church in action, an authentic expression of the Church's mission. Therefore, our role as a Catholic college, is, above all, to be a place where every member of this learning community can encounter the living God and our focus is on helping to form Christ in the lives of others. We do this through the Catholic and Mercy traditions.*

### Outcome statement

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

### Scoping

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

### Expectations and limitations

| Staff 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 trustee has a copy of the governance manual and is familiar with all Board policies.              |
| 3. The staff trustee is first and foremost a trustee and must act in the best interests of the students at the college at all times.            | 3.1<br>3.2 | The staff trustee is not a staff advocate.<br>The staff trustee does not bring staff concerns to the Board. |
| 4. The staff trustee is bound by the trustee Code of Behaviour.   | 4.1        | The staff trustee acts within the Code of Behaviour.  |
| 5. It is not necessary for the staff trustee 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

1. Governance policies
2. NZSTA Policy Framework
3. NZSTA Trustee Handbook
4. Key legislation contained in 'Guidelines for Board Assurance Statement and Self-Audit Checklists' ERO.

### Monitoring

*Board annual self review, report and recommendations for action.*

## Legislative compliance

State Sector Act 1998, Part 7A, Personnel Provisions in Relation to Education Service - for definition of general principles of good employer practice Education Act 1989

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| Date reviewed: | December, 2018 | Next Review: | November, 2019 |
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