

Governance Policy 9: Board Review of Governance

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.

Trustee Review

Annually each trustee will evaluate their own contribution to the Board and their individual effectiveness in discussion with the chairperson. The basis of this review shall be these Governance Policies [in particular the Roles & Responsibilities standards and the Code of Behaviour]

Chair Review

The Board chair will evaluate his/her effectiveness and performance in discussion with individual trustees and the principal [in particular the Role of the Chair standards]

Board Review

Annually, the chairperson will co-ordinate a review of the effectiveness of the Board of Trustees. A report will be provided to the Board on the outcomes, including a training plan for the Board as a whole. The review will be based on the Strategic Plan and Policy Framework.

Subcommittees:

1. Committee Principles

The Board may set up committees to help carry out its responsibilities and due process (eg. Staff appointments, internal audit, disciplinary).

Education Act 1989, section 66

-gives the Board the authority to delegate any of its powers to a special committee except the power to borrow money.

The Board must spell out in the Board minutes and in a letter to each committee member the precise powers that are delegated to a committee. In addition the same delegation motion must name the members or how the committee will be constituted. For example, the committee can:

- A) investigate and report their findings to the Board.
- B) investigate and make any recommendations based on those findings to the Board.
- C) investigate, come to conclusions based on what they have discovered and have the power to act upon those conclusions then report to the Board what they did.

Board committees:

1. Are to be used sparingly to preserve the Board functioning as a whole when other methods have been deemed inadequate.
2. Can consist of non-trustees. Committees must have a minimum number of 2 persons, at least one of whom must be a trustee.
3. 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.
4. Help the Board (not the management) do its work.
5. All committees may only recommend courses of action to the Board.
6. All have the Chair and Principal as ex officio members.
7. Are to have terms of reference drawn up as required. It is suggested that these contain information about the following:
 - Purpose
 - Committee members
 - Duties and responsibilities
 - Delegated Authority

The following committees are currently established:

1. Disciplinary Committee

Purpose:

To ensure that all processes relating to the suspensions of students adhere to the requirements of Education Act 1989, and its amendments, Education Rules 1999 and Ministry of Education Guidelines.

Committee members:

All members of the Board excluding the principal. The chair of the committee is the Board chairperson or in the chairperson's absence will be determined by the committee. The quorum for the committee shall be two trustees.

Duties and responsibilities:

The committee will:

- Act in fairness, without bias or prejudice and with confidentiality
- Act within legislation and the MoE guidelines
- Act only on written and agreed information, not verbal hearsay
- Use processes of natural justice in discipline hearing procedures
- Make recommendations on discipline matters to the Board as necessary.

The Board will be kept informed of the number of stand-downs, suspensions, exclusions and expulsions on a per meeting basis.

Delegated Authority:

That the powers conferred on the Board under Sections 15 and 17 of The Education Act 1989 be delegated to the Discipline Committee of the Board of Trustees

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- Act within legislation and the MoE guidelines
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2 Finance Committee

Responsibility of the Board

The Board of Trustees has overall responsibility for the financial management of the school. The day-to-day management of the school's finance and budget rests with the principal. The Finance Committee as a committee of the Board is responsible for providing guidance to the principal for financial matters

Purpose of the Finance Committee

The Finance Committee was formed to provide guidance to the principal in the financial management of the school.

Terms of Reference

The Finance Committee is responsible to the Board for:

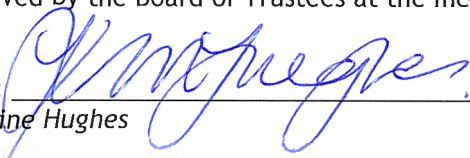
1. In association with the principal, recommending an annual operating and capital budget, including professional development budget allocation for the principal and the staff.
2. Determining the level of budgetary discretion available to the principal.
3. Monitoring and reporting on the annual budget via the principal

4. Review on behalf of the Board accounts passed for payment by the school. Advising on additional funding sources
5. Where appropriate, assisting the principal to prepare a financial results report, which is to be provided to the Board by the principal at every Board meeting.
6. Recommending changes to financial policy.
7. Overseeing the preparation of the annual accounts for Board approval.
8. Assisting the principal in reporting financial performance to parents and the community.
9. Providing input into the school's strategic plan.
10. Preparing special reports for consideration by the Board.
11. Annually reviewing the school's risk management needs and insurance cover.
12. Assessing and making recommendations to the Board on requests for spending on individual items outside of budget.

Compliance Reporting

The principal (BOT finance committee) is responsible for financial reporting and demonstrating budget compliance. Where there is non-compliance, variances are to be reported to the Board, with recommendations on the actions required to meet compliance.

Approved by the Board of Trustees at the meeting held on 12 March 2018.

Chair: 
Kathrine Hughes

NEXT REVIEW SCHEDULED: no later than March, 2021.