

## Governance Policy 6: Meeting Process

*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.*

The Board is committed to effective and efficient meetings that are focused at a governance level and provide the information the Board needs to be assured that all policies, plans and processes are being implemented effectively.

1. Meetings are based on a prepared agenda template. The monthly agenda preparation is the responsibility of the Chair. The date and time of each Board meeting will be posted on the school's website.
2. Meetings are held with the expectation that Trustees have prepared for them and will participate in all discussions at all times as detailed in the Trustees Code of Behaviour.
3. Meetings may, by resolution, exclude the public and news media from all or part of the proceedings in accordance with the Local Government Official Information and Meetings Act. Decisions by the Board are fully recorded but remain confidential. The Board shall:
  - ✦ Make the reasons for excluding the public clear.
  - ✦ Reserve the right to include any non-Board member it chooses.

## Meeting Procedures (an \* denotes legislative requirement)

Members of the school community are encouraged to take an active interest in the school and its performance and are welcome to attend all Board meetings within the *Public Attending Board Meetings Procedure*

### General:

- † Meetings are held as per the triennial review schedule with dates confirmed in February for the upcoming year.
- † The quorum shall be more than half the members of the Board currently holding office.\*
- † Meetings will open and close with a prayer.
- † Only apologies received from those who cannot be present will be recorded. Trustees who miss three consecutive meetings may be deemed by the Board to cease being a member. An apology does not meet the requirement of prior leave. To obtain prior leave a trustee must request leave from the Board at a Board meeting and the Board must make a decision.
- † The Chair shall be elected at the first meeting of the year except in the general election year where it will be at the first meeting of the newly elected Board.\*
- † The Chair may exercise a casting vote in the case of equality of votes, in addition to his/her deliberative vote.\*
- † Any Trustees with a conflict or pecuniary interest in any issue shall not take part in any debate on such issues and may be asked to leave the meeting for the duration of the debate.\*
- † Only Trustees have automatic speaking rights.
- † The Board delegates and minutes powers under Sections 15 & 17 of Education Act to the Professional Committee.
- † The Board delegates and minutes authority to the Associate Principal in the times of absence of the Principal.
- † Board members are paid for attendance at Board meetings. There is no payment for committee or working party meetings.
- † Board minutes will be taken by a non-trustee paid on a commercial basis on contract.

### Time of meetings:

- † A regular schedule of meetings will be agreed in February of each year.
- † 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.

### Special meetings:

- † A special meeting may be called by delivery of notice to the Chair signed by at least one third of trustees currently holding office.

### 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, unless specifically asked to stay. The wording to be used in the motion to exclude the public is found in Schedule 2A of that Act (appended). Excluding the public is most often used to ensure privacy of individuals or financially sensitive issues.\*

### Public participation:

- † The Board meeting is a meeting held in public rather than a public meeting.

- ✦ Public participation is at the discretion of the Board.
- ✦ Public attending the meeting are given a notice about their rights regarding attendance at the meeting. Governance Policy 7 - *Public Attending Board Meetings Procedure*

#### Motions/amendments:

- ✦ A motion is a formal proposal for consideration. .All motions and amendments moved in debate must be seconded unless moved by the Chair 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\*

#### Tabling documents

- ✦ When written information is used in support of a discussion, it should be tabled so that it can be examined by those present. It then forms part of the official record.

#### Correspondence

- ✦ The Board should have access to all correspondence. Correspondence that requires the Board to take some action shall be photocopied/scanned and distributed prior to the meeting. Other correspondence can be listed and tabled so that trustees can read it if required.

#### Termination of debate:

- ✦ All decisions are to be taken by open voting by all trustees present.

#### Lying on the table

- ✦ 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.

#### Points of order

- ✦ Points of order are questions directed to the Chair which require an answer or a ruling. They are not open to debate and usually relate to the rules for the running of a meeting.

#### Suspension of meeting procedures:

- ✦ The Board's normal meeting procedures may be suspended by resolution of the meeting.

#### Agenda:

- ✦ Agenda items are to be notified to the Chair 6 days prior to the meeting.
- ✦ Late items will only be accepted with the approval of the Board and in rare circumstances where a decision is urgent.
- ✦ The order of the Agenda may be varied by resolution at the meeting.
- ✦ All matters requiring a decision of the Board are to be agended as separate meeting items.
- ✦ All items in the agenda are to carry a recommended course of action and where appropriate supplemented by supporting material in the agended documentation.
- ✦ The agenda is to be collated with the agenda items placed in the agenda order and marked with the agenda number.
- ✦ Papers requiring reading and consideration will not normally be accepted if tabled at the meeting.
- ✦ Papers and reports are to be sent to the Board 4 working days before the meeting

### Minutes

- ✦ The Principal is to ensure that secretarial services are provided to the Board.
- ✦ The minutes are to clearly show resolutions and action points and who is to complete the action.
- ✦ Reports approved by the Board will be appended to the minutes.
- ✦ A draft set of minutes is to be completed and sent to the chair for approval within 5 working days of the Board meeting before being distributed to trustees within 10 working days of the meeting.

### **REVIEW:**

This policy will be reviewed by the Board of Trustees triennially

### **REFERENCES:**

1. NZSTA Policy Framework
2. NZSTA Trustee Handbook
3. Local Government Official Information and Meetings Act 1987 - see appendix
4. Sections 15 & 17 of Education Act
5. Key legislation contained in 'Guidelines for Board Assurance Statement and Self Audit Checklists', ERO, 2014.

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.

Appendix - Extract from Local Government Official Information and Meetings Act 1987

**Schedule 2A - Resolution to exclude the public s48(3), (4), (5), (6)**

- Schedule 2A: inserted, on 1 October 1991, by section 8 of the Local Government Official Information and Meetings Amendment Act 1991 (1991 No 54).

*Section 48, Local Government Official Information and Meetings Act 1987*

I move that the public be excluded from—

- \*(a) the whole of the proceedings of this meeting; or
- \*(b) the following parts of the proceedings of this meeting, namely,—

*[state agenda items]*

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
—	—	—
—	—	—
—	—	—
—	—	—

\*This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act or section 6 or section 7 or section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows:

*[give particulars]*

\*I also move that *[name of person or persons]* be permitted to remain at this meeting, after the public has been excluded, because of their knowledge of *[specify]*. This knowledge, which will be of assistance in relation to the matter to be discussed, is relevant to that matter because *[specify]*.

\*Delete if inapplicable.

9. Meeting Agenda

A typical agenda will be as follows.

Board of Trustees Meeting Agenda - date	
Present Apologies Declaration of interests	5 mins
<u>Strategic Decisions</u> Strategic decisions made if required.	30-45 mins

<u>Strategic Discussions</u> Ongoing summary of progress to date - Principal to report. Exploration of Special Issue or Project eg Budget, PPA, delegations.	45-60 mins
<u>Monitoring</u> Board discussion, expert presentation, data analysis. Exploration of Key Result Area eg goals Finance and Audit Report	30-45 mins
<u>Identify Agenda Items for Next Meeting</u>	5-15 mins
<u>Administration</u> Confirmation of minutes Correspondence	5-15 mins
<u>Meeting Closure</u> Comments on meeting procedures and outcomes Preparation for next meeting	5-15 mins
<p style="text-align: center;">Note 1: Correspondence is listed on the back of the Agenda  Note 2: List of current delegations attached to Agenda</p>	

## Template for a register of interests

Template proposal

Name	Position	Date advised of interest	Interest disclosed	Nature of potential conflict and estimated value (if known)	Action taken / recommendations	Date implemented	Review / comments
Case Study 1 Trevor	School Bursar	1 <sup>st</sup> June 2011	Brother-in-law is managing director of lead tender	<p>Trevor is running the tender process for a school canteen supply contract. His Brother-in-law is a managing director of one of the tenders and therefore can financially benefit from a successful tender.</p> <p>Canteen turnover \$20,000p.a (2010)</p>	Due to the close family connection and to remove any potential biased perception on decision-making, the management of this tender should be assigned to someone other than Trevor.	08 <sup>th</sup> June 2011	Trevor had no involvement in the decision making and a successful tender was chosen under a fair and transparent process Ref: BoT minutes 26 Aug 2011 Item 3
Case Study 2 Stephanie	School Principal	10 <sup>th</sup> August 2011	Stephanie's husband wishes to apply for the School's Finance Manager Position	Potential perceived bias and preferential treatment in the recruitment and selection process. Reporting lines and working relationships if her husband were successful could also be a source of further conflicts of interest	The Board is to ensure that the recruitment and appointment process is handled by others and Stephanie has no influence on any outcome. If the husband becomes the preferred candidate, the board are to discuss the ongoing potential for further conflicts and set process in place to manage this	10 <sup>th</sup> August 2011	Stephanie's husband was unsuccessful in the position after a process was followed assessing people on their merits of application. No further follow up required