

Governance Policy 1: Board Roles & Responsibilities

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.

These governance policies outline how the Board will operate and set standards and performance expectations that create the basis for the Board to monitor and evaluate performance as part of its ongoing monitoring and review cycle. (See 3 year review programme appendix).

A. The Board of Trustees key areas of contribution are:

Representation

Leadership

Accountability

Employer Role

Board member accountability measure	What this looks like
1. Sets strategic directions and long-term plans and monitors the Board's progress against them	<p>1.1 The Board leads the Charter development and review process.</p> <p>1.2 The Board sets the strategic aims and approves the annual plan and targets in line with MoE expectations.</p> <p>1.3 Regular Board meetings include a report on progress towards achieving strategic aims.</p> <p>1.4 The Charter is the basis for all Board decision making.</p>
2. Lives and makes known/ Role models and actively promotes the Special Character of Carmel College	2.1 Special character is considered in all Board decisions.
3. Sets strategic financial goals, approves the budget, and monitors financial management of the school	<p>3.1 Satisfactory performance of school to achieve strategic aims and against approved budget.</p> <p>3.2 Regular financial review with a financial report included at every Board meeting.</p>
4. Monitors and evaluates student progress and achievement	<p>4.1 Reports from Principal on progress against Annual Plan that highlights risks/successes.</p> <p>4.2 Meet targets in Annual Plan, implementation of the Board's Curriculum Policy and satisfactory performance of Curriculum Education Priorities as set by the Ministry of Education.</p>
5. Effectively manages risk	<p>5.1 Board meetings have a quorum.</p> <p>5.2 Remain briefed on internal/external risk environments and take action where necessary.</p> <p>5.3 Acknowledge 'trouble spots' in statements of audit and take action if necessary.</p> <p>5.4 Ensure that the Principal reports on all known potential and real risks and take appropriate action.</p>
6. Ensures the Board is compliant with its legal requirements	<p>6.1 Remain briefed on relevant legislative changes and requirements (noted in Policy References) as notified by NZSTA.</p> <p>6.2 The Principal ensures that the Board is kept aware of any changes in legal and reporting requirements for the organisation. The Board may seek appropriate</p>

	<p>advice when necessary.</p> <p>6.3 Accurate minutes of all Board meetings, approved by Board and signed by Chair.</p> <p>6.4 Individual staff/student matters are always discussed in Public Excluded Session.</p>
7. Approves major policies and programme initiatives	7.1 Approved and minuted.
8. Fulfils the intent of the Treaty of Waitangi by valuing and reflecting New Zealand's dual cultural heritage	<p>8.1 The Board will respect the intent and principles of the Treaty of Waitangi in all Board decisions.</p> <p>8.2 The Board will operate in a culturally responsive and inclusive manner. Members of the Board will actively review their cultural practices.</p>
9. Approves and monitors Personnel policy and procedures and acts as a good employer.	<p>9.1 The Board's policy expectations are that the staff are managed in a professional, fair and respectful manner and that Carmel College follows recognised good practice.</p> <p>9.2 The Principal reports on staff matters at each Board meeting.</p>
10. Appoints, supports and assesses the performance of the Principal	<p>10.1 The Principal appointment procedure is agreed and followed by the Board.</p> <p>10.2 A Principal's performance management system is in place and implemented.</p> <p>10.3 The Board provides appropriate support to the Principal to carry out her duties successfully.</p>
11. Deals with disputes and conflicts referred to the Board as per the school's concerns and complaints procedures.	11.1 Disputes and conflicts are managed with regard to the principles of natural justice and are consistent with the college's Special Character.
12. Oversees, conserves and enhances the resource base	<p>12.1 Property /resources meet the needs of the student achievement aims.</p> <p>12.2 Forward planning of resource management aligns with strategic goals.</p>
13. Effectively hands over governance to new Board/trustees at election time	<p>13.1 New trustees provided with Governance manual.</p> <p>13.2 New trustees are fully briefed and able to participate following induction.</p>

B. Chair's Role

The Board's ability to meet its obligations and achieve its strategic goals is enhanced by the leadership and guidance provided by the Chair. This role has particular responsibilities to:

- † Safeguard the integrity of the Board's processes.
- † Represent the Board in the school community.
- † Ensure that each Trustee has a full and fair opportunity to be heard and understood by the other members of the Board, in order that collective opinion can be developed and a Board decision reached.

Procedural Tasks for the Chair:

1. Welcomes new members and ensures that new Trustees are provided with an effective induction.
2. Assists Trustees understanding of their role, responsibilities and accountability including the need to comply with the Trustees' Code of Behaviour policy.
3. Leads the Board members and develops them as a cohesive and effective team.
4. Ensures that the work of the Board is clearly presented and completed.
5. Ensures that all Trustees act within Board policy and delegations at all times and do not act independently of the board.
6. Manages the Board's agenda and ensures that Trustee's receive effective information to allow informed discussion of the agenda items.
7. Leads Board meetings in accordance with the Education Act 1989, the relevant sections of the Local Government Official Information and Meetings Act 1987 and any relevant Board policies.
8. Encourages participation by all Trustees and manages discussions to arrive at an agreed outcome
9. Represents the Board as an official spokesperson for the school.
10. Is responsible for promoting effective communication between the Board and wider community including communicating Board decisions.
11. Establishes and maintains a productive working relationship with the Principal.
12. Ensures that the Principal's performance agreement and appraisal are completed on an annual basis.
13. Ensures that concerns and complaints are dealt with according to the school's concerns and complaints procedures.
14. Ensures that any potential or real risk to the school or its name is communicated to the Board.
15. Establishes and maintains a productive working relationship with Carmel College Auckland Limited.

C. Staff / Student Trustee Role

The Staff and Student Trustees serve the broader interests of the school and its students, and they have an equal voice and role as all Trustees. While they offer a staff or student perspective to the Board's decision making, they are not advocates and it is not their role to bring staff or student issues to the Board.

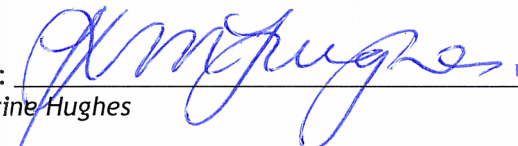
REVIEW:

This policy will be reviewed by the Board of Trustees triennially

REFERENCES:

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