

Terms of Reference for Carmel College Board of Trustees (“the Board”) committees:

*Refer to Appendix 1 of this document for STA explanation of this function.*

**The following committees are currently established:**

1. Student 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.

**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 Trustee. The committee will:

- Ø Act in fairness, without bias or prejudice and with confidentiality
- Ø Act within legislation and the MoE guidelines
- Ø Act only on written and agreed information, not verbal hearsay
- Ø Use processes of natural justice in discipline hearing procedures
- Ø 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 at each board meeting by the principal.

**Committee: Personnel Management**

**Purpose:**

To undertake, on behalf of the Board and in accordance with external legislation, specific human relations employment duties relating to:

- Facilitating exit interviews
- Appointments for teaching staff with additional management responsibilities

**Committee members:**

All members of the Board, the quorum will be 2 trustees, excluding the board chair and principal as appropriate.

**Duties and responsibilities:**

- To facilitate exit interviews for all employees to assist the Board’s review process. Upon tendering their notice, all employees shall be offered an exit interview with two members of the Board (including the principal unless the employee elects to exclude the principal) in accordance with the relevant

policy and procedures. Complaints and grievances shall be considered in accordance with the relevant policies and employment contract separately from the exit interviews.

- Make recommendations on any issues arising from the exit interview process.
- To attend appointment committees as required for the appointment of staff with additional management responsibilities (see Appointments policy and procedures)
- To provide a report on the above to the Board.

**Delegated Authority:**

To make recommendations to the Board.

To conduct its duties with regard to the Delegated Authorities

**Committee: Policy and Review**

**Purpose:**

To monitor, on the Board's behalf, compliance with board policies and external legislation by:

- Reviewing the effectiveness of the Board's governance processes and policies according to the review schedule.
- Reviewing the effectiveness of systems for the assessment and management of risk.
- Verifying that mechanisms are in place to ensure compliance with statutory and financial requirements.
- Commissioning reviews of specific controls and procedures at the Boards request.
- Reporting any problems, reservations or matters arising from the external auditors/reviewers work brought to the attention of the Board.

**Committee members:**

All the members of the Board, the quorum will be 2 trustees, excluding the board chair and principal as appropriate

**Duties and responsibilities:**

- To review all existing Board policies and recommend and develop new policies as required by the Board
- To ensure that all policies are underpinned by the values of the Carmel Charter and its Special Character together with its commitment to bi-culturalism.
- To ensure that all policies are meeting MOE and legislative requirements
- To ensure that management staff develop procedures to implement these policies and review the effectiveness of these procedures
- Facilitating consultation prior to implementation of all policies with staff, students and family/whanau and the wider community, as appropriate
- Recommend to the Board an appropriate review schedule
- To provide a biannual report on the above to the Board

**Delegated Authority:**

To make recommendations to the Board.  
To conduct its duties with regard to the Delegated Authorities.  
To require members of the management team to attend meetings as necessary and external auditors when appropriate.

### **Committee: Health and Safety**

#### **Purpose:**

- To review the current health and safety policies to ensure they adhere to the current legislation.

#### **Committee members:**

All members of the Board and the DP of Health & Safety. A quorum will be 2 trustees. It is intended that the committee is to be run in conjunction with the CCAL Health & Safety Committee to facilitate effective communication as a State Integrated Board.

#### **Duties and responsibilities:**

To review all existing Board policies and recommend and develop new policies as required by the Board.

- To ensure that all policies are underpinned by the values of the Carmel Charter and its Special Character together with its commitment to bi-culturalism.
- To ensure that all policies are in line with MOE and the all legislative requirements.
- To review procedures within the school are in line with MOE and the all legislative requirements.
- To ensure that management staff develop procedures to implement these policies and review the effectiveness of these procedures.
- Facilitating consultation prior to implementation of all policies with staff, students and family/whanau and the wider community, as appropriate.
- To review all EOTC overseas trips and/or high risk trips and recommend to the Board those trips for approval.
- Recommend to the Board an appropriate review schedule.
- To provide a monthly report on the above to the Board.

#### **Delegated Authority:**

To make recommendations to the Board.

### **Appendix 1: Exemplar from NZSTA document explaining Terms of Reference:**

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