

---

## Carmel College Governance Policy 01: Board Roles and Responsibilities

---

### 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 Board of Trustees is focused on governance that fosters and supports the ongoing improvement of student progress and achievement.

### Scoping

The board is a body corporate whose policies and decisions exist in perpetuity or until such time as they are rescinded or revoked. The board sets the strategic direction for the school and governs via its policies, which it entrusts to the Principal to implement.

### Delegations

Accountability rests with the whole board, with no individual trustee or committee having decision-making authority unless it has been delegated and documented.

### Expectations and limitations

Board actions		Standards
1. Actively promotes and protects the Special Character of the school	1.1	Special Character is explicitly considered in all board decisions.
	1.2	A Special Character report is included at every board meeting as part of the Principal's report.
2. Sets the strategic direction and long-term plans and monitors the board's progress against them.	2.1	The board leads the annual charter/strategic plan review process.
	2.2	The board sets/reviews the strategic aims by the end of the first meeting of each year.
	2.3	The board approves the annual plan and targets and ensures the charter/strategic plan is submitted to the Ministry of Education by 1 March each year.
	2.4	Regular board meetings include a report on progress towards achieving strategic aims.
	2.5	The charter/strategic plan is the basis for all board decision making.
3. Monitors and evaluates student progress and achievement.	3.1	The board approves an annual review schedule covering curriculum and student progress and achievement reports.
	3.2	Reports are received at each regular board meeting from the Principal on progress against the annual plan, highlighting risk/success.
	3.3	Information reported to the board is thoughtfully discussed, critiqued and challenged.

01Gov - Carmel College Governance Policy 01: Board Roles and Responsibilities

	3.4	Targets in the annual plan are met, the curriculum policy is implemented and there is satisfactory performance of curriculum priorities.
4. Appoints, assesses the performance of and supports the Principal.	4.1	Principal's performance management system is in place and implemented.
	4.2	The Principal appointment procedure is agreed and followed by the Board.
	4.3	The Board provides appropriate support to the Principal to carry out her duties successfully.
5. Approves the budget and monitors financial management of the school.	5.1	Budget is approved by the first meeting each year.
	5.2	Satisfactory performance of financial management against budget is in evidence.
	5.3	Satisfactory performance of school to achieve strategic aims and against approved budget.
	5.4	Regular financial review with a financial report included at every Board meeting.
6. Effectively manages risk.	6.1	The board has an effective governance model in place.
	6.2	The board remains briefed on internal/external risk environments and takes action where necessary.
	6.3	The board identifies trouble spots in statements of audit and takes action if necessary.
	6.4	The board ensures the Principal reports on all potential and real risks when appropriate and takes appropriate action.
7. Ensures compliance with legal requirements.	7.1	New members read and understand the governance framework including policies, the school charter/strategic plan, board induction pack and requirements and expectations of board members
	7.2	New and continuing members are kept aware of any changes in legal and reporting requirements for the school.
	7.3	The board seeks appropriate advice when necessary
	7.4	Accurate minutes of all board meetings are approved by the board and signed by the chair.
	7.5	Individual staff/student matters are always discussed in public-excluded session.
	7.6	Board meetings have a quorum.
8. Ensures trustees attend board meetings and take an active role.	8.1	Board meetings are effectively run.
	8.2	Trustees attend board meetings having read board papers and reports and are ready to discuss them.
	8.3	Attendance at 80% of meetings (minimum).
	8.4	No unexplained absences at board meetings (three consecutive absences without prior leave results in immediate step-down - refer <a href="#">Education Act 1989 s104 (1) (c)</a> )
9. Approves major policies and programme initiatives.	9.1	The board approves programme initiatives as per policies.
	9.2	The board monitors implementation of programme initiatives.
10. Fulfils the intent of the Treaty of Waitangi by valuing and reflecting New Zealand's dual cultural heritage.	10.1	The Treaty of Waitangi is obviously considered in board decisions.
	10.2	The board, Principal and staff are culturally responsive and inclusive.
	10.3	The Board will operate in a culturally responsive and inclusive manner. Members of the Board will actively review their cultural practices.

## 01Gov - Carmel College Governance Policy 01: Board Roles and Responsibilities

11. Approves and monitors human resource policy/procedures, which ensures effective practice and contributes to its responsibilities as a good employer.	11.1	The board becomes and remains familiar with the broad employment conditions that cover employees (staff employment agreements and arrangements).
	11.2	The board ensures there are personnel policies in place and they are adhered to BOT Code of Behaviour.
	11.3	The board ensures there is ongoing monitoring and review of all personnel policies.
	11.4	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.
	11.5	The Principal reports on staff matters at each Board meeting.
12. Deals with disputes and conflicts referred to the board as per the school's concerns and complaints procedures.	12.1	Disputes and conflicts are managed with regard to the principles of natural justice and are consistent with the college's Special Character.
13. Represents the school in a positive, professional manner.	13.1	The BOT Code of Behaviour is adhered to by all Trustees at all times. Accountable to?? Trustees will hold each other accountable??
14. Oversees, conserves and enhances the resource base.	14.1	Property/resources meet the needs of the student achievement aims.
	14.2	Forward planning of resource management aligns with strategic goals
15. Effectively hands over governance to new board/trustees at election time.	15.1	New trustees are provided with an induction programme and a copy of the board's governance manual.
	15.2	New trustees are fully briefed and able to govern following attendance at an orientation programme.
	15.3	Appropriate delegations are in place as per <a href="#">Schedule 6 (17)</a> of the Education Act.
	15.4	Board and trustees participate in appropriate ongoing professional development.

### Procedures/supporting documentation

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' ERO

### Monitoring

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

### Legislative compliance

[Education Act 1989](#)

[Employment Relations Act 2000](#)

[State Sector Act 1989](#)

Date reviewed:	December, 2018	Next Review:	March, 2020
BOT chair signature:			