



Board Roles and Responsibilities Policy

Expectations and Limitations:

The Board	The Standards
1. Sets the strategic direction and long-term plans and monitors the Board's progress against them	1.1 The Board leads the strategic planning process. 1.2 The Board sets the mission, vision, values and strategic aims 1.3 The Board approves the annual implementation plan and targets. 1.4 The strategic plan, annual plan and analysis of variance are submitted to the Ministry of Education. 1.5 Regular Board meetings include a report on progress towards achieving strategic aims and targets 1.6 The Board leads an annual review and uses the AoV to inform next year's strategic outcomes.
The Board	The Standards
2. Monitors and evaluates student progress and achievement	2.1 The Board approves an annual review schedule covering curriculum and student progress and achievement reports, priority groups, engagement and well-being 2.2 Reports at each regular Board meeting, from principal, on progress against annual plan, highlight risk/success 2.3 Well analysed information is reported to the Board where it is discussed, critiqued and challenged. 2.4 Progress and achievement targets are regularly monitored and adapted as appropriate. 2.5 The Board sets the expectation of an inclusive environment through planning, programmes and policy.
3. Appoints, assesses the performance of and supports the principal	3.1 Principal's performance management system in place and implemented as per the policy

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4. Approves the budget and monitors financial management of the school	<p>4.1 Budget approved before or at last meeting of the year, and/or prior to the first meeting of the year and is reflective of the annual implementation plan</p> <p>4.2 The budget is monitored at each Board meeting</p> <p>4.3 Financial management of the school is monitored as per the financial policies</p>
5. Effectively manages risk	<p>5.1 The Board operates to its defined governance model</p> <p>5.2 The Board remains briefed on internal/external risk environments and takes action where necessary</p> <p>5.3 The Board identifies 'trouble spots' in statements of review and audit and takes action if necessary</p> <p>5.4 The principal reports on all potential and real risks and any action taken</p>
6. Ensures compliance with legal requirements	<p>6.1 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</p> <p>6.2 New and continuing members are kept aware of any changes in legal and reporting requirements for the school.</p> <p>6.3 The Board seeks appropriate advice where necessary</p> <p>6.4 Accurate minutes of all Board meetings are approved by the Board and signed by the Presiding Member.</p> <p>6.5 Individual staff/student matters are always discussed in public-excluded session.</p> <p>6.6 Board meetings have a quorum.</p>
7. Ensures members attend Board meetings and take an active role	<p>7.1 Board meetings are effectively run</p> <p>7.2 Members attend Board meetings having read Board papers and reports and are ready to discuss them</p> <p>7.3 Attendance at 80% of meetings (min.)</p> <p>7.4 No unexplained absences at Board meetings (3 consecutive absences without prior leave result in immediate step down) Refer Education Act 1989, s104 (1) (c)</p>
8. Approves major policies and programme initiatives.	<p>8.1 The Board approves programme initiatives as per policies.</p> <p>8.2 The Board monitors implementation of programme initiatives.</p>
9. Fulfils the intent of the Treaty of Waitangi by valuing and reflecting New Zealand's dual cultural heritage.	<p>9.1 Te tiriti o Waitangi sits at the forefront of Board decisions.</p> <p>9.2 The Board, principal and staff are culturally responsive and inclusive.</p>
10. Approves and monitors human resource policy/ procedures, which ensures effective practice	<p>10.1 The Board becomes and remains familiar with the broad employment conditions that cover the employees (staff employment agreements and</p>

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and contributes to its responsibilities as a good employer.	<p>arrangements).</p> <p>10.2 The Board ensures there are personnel policies in place and they are adhered to (code of behaviour).</p> <p>10.3 The Board ensures there is ongoing monitoring and review of all personnel policies.</p>
11. Deals with disputes and conflicts referred to the Board as per the school's concerns and complaints procedures	11.1 Successful resolution of any disputes and conflicts referred is achieved.
12. Represents the school in a positive, professional manner.	12.1 Code of Conduct for State School Board Members is adhered to.
13. Oversees, conserves and enhances the resource base.	13.1 Property/resources meet the needs of the student achievement aims.
14. Effectively hands over governance to new board/members at election time	<p>14.1 New members are provided with induction and a copy of the Board's governance manual.</p> <p>14.2 New members are fully briefed and able to govern following attendance at an orientation programme.</p> <p>14.3 Appropriate delegations are in place as per Schedule 6 (17) of the Education Act.</p> <p>14.4 Board and members participate in appropriate ongoing professional development.</p>

Approved (Name): Melanie morris

Signature: 

Designation: Presiding member

Date Approved: 29 / 8 / 23

Review date: Aug 2025

