

# Pakuranga College Board Operation Policies

Date reviewed: August 2023  
Next Review Date: February 2026

The following policies form the basis for how the Board will organise itself and conduct its business. All Board members are accountable for the functions of the Board. The Board may delegate some Board functions to the Presiding Member/Board Chair and/or the Principal. Delegations of the Board are reviewed and approved annually.

## Policy Statements

### 1. Role of Board members

The purpose of all school boards is to govern the school. Board members should share the common objectives, as outlined in section 127 of the Education and Training Act 2020, including ensuring the school gives effect to Te Tiriti o Waitangi.

Board members must act and behave in a manner that demonstrates and promotes these common objectives.

Board members of the Pakuranga College Board agree to adhere to the following Code of Conduct. 'Board members' refers to all elected, co-opted, Principal, staff and student members who make up the Board.

All Board Members must abide by the Code of Conduct issued by the Minister of Education under sections 166-169 of The Education and Training Act 2020.

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|---|--|
| 1. I act with integrity                         | I act with high standards of professional and personal integrity, including being honest, open, transparent, and trustworthy.  |
| 2. I am culturally responsive and fair          | I do not act or advocate in a way that discriminates against, nor act in a way that unjustifiably favours, individuals, groups, identities or interests.                       |
| 3. I actively promote a safe school environment | I speak up when I see unethical behaviour. I treat all concerns raised seriously. I encourage an open culture where all staff, communities and students feel safe speaking up. |
| 4. I am respectful of my fellow board members   | I follow the board's policies and procedures. I work with my fellow board members in a respectful way, even when we disagree.  |

5. I respect the process of collective decision-making	I recognise that only a member authorised by the board to do so may speak on behalf of the board. I do not act independently of the board's decisions.
6. I treat school staff, students and members of the school community with respect	I treat the principal, staff, students, and school volunteers, and members of the school community with courtesy and respect.
7. I take responsibility for ongoing development in my role	I make myself available to undertake appropriate professional development, including a focus on Te Tiriti o Waitangi and good governance.
8. I engage with our community in sensitive and appropriate ways	I work with my fellow board members to authentically engage with all people in our school community, including whānau, local Māori communities, iwi and hapū, fairly, impartially, promptly, and sensitively to help inform the decisions we make.
9. I speak up for all students	I put students' wellbeing, progress and achievement first and foremost, unaffected by my personal beliefs or interests.
10. I come prepared	I come to board meetings prepared to fully participate in decision-making.
11. I use my position responsibly	I maintain confidentiality when I receive non-public information gained in the course of my duties and use it only for its intended purpose. I publicly represent the school in a positive manner and do not publicly disclose information that may be harmful to the school. I do not pursue my own interests at the expense of the school or community's interests.
12. I do not seek gifts or favours	I follow our board policy procedures in relation to any offers of gifts or hospitality. I never seek gifts, hospitality or favours for myself, members of my family or other close associates.
13. I am politically impartial in my role as a board member	I do not endorse or campaign for a political party or candidate in my capacity as a school board member.
14. I meet statutory and administrative requirements	I act in accordance with all statutory and administrative requirements relevant to the role of the school board (including as an employer) and will seek guidance and support if and where required.
15. I identify and manage conflicts of interest	I identify, disclose, manage and regularly review all interests. I become familiar with, and follow, all conflicts of interest requirements, including those of the board, the school, and all statutory requirements.

In addition to this

**Pakuranga College Board members shall:**

- i. Ensure that the Vision, Mission and Guiding Principles are foremost when making decisions.
- ii. Defer to the Presiding Member/Board Chair as the public spokesperson for the Board or to the Principal if the Presiding Member/Board Chair is unavailable.
- iii. Act as good employers.
- iv. Serve the college and community to the best of their ability and be honest, reliable, and trustworthy in all Board matters.
- v. Positively promote the college in the community.
- vi. Keep the Board informed about community perspective as relevant through the Chair.

**2. Role of Presiding Member/Board Chair**

The Presiding Member/Board Chair is the leader of the Board and carries overall responsibility for the integrity of the Board processes. The role involves the following responsibilities:

- i. Ensure that all Board members understand and adhere to the Code of Conduct.
- ii. Chair Board meetings and ensure they run smoothly and democratically.
- iii. Encourage full participation of all Board members in Board meetings.
- iv. Ensure an agenda is prepared for meetings in consultation with the Principal. Pass on to Board Secretary for distribution.
- v. Develop a good working relationship with the Principal through regular meetings.
- vi. Develop a good working relationship with the Board Secretary.
- vii. Read all correspondence.
- viii. Share all relevant information with the full Board, as appropriate, if useful prior to the next full Board meeting.
- ix. Write a Board contribution for the college newsletter when required.
- x. Preparation of the Board Annual Report for inclusion in the school's Annual Report to the Ministry of Education and for the college magazine in consultation with the Principal.
- xi. Be the public spokesperson for the Board; another member can be delegated to be spokesperson on issues by the Presiding Member/Board Chair.
- xii. Ensure that the Principal's performance agreement and appraisal are completed on an annual basis.
- xiii. Approve the Principal's leave and Professional Development (see Delegations).
- xiv. Approve the Principal's credit card expenditure and other employment-related expenses (see Delegations).

**3. Board Meeting procedures**

The college is obliged to comply with the Local Government Official Information and Meetings Act 1987. This Act requires the following:

- i. All Board meetings should be open to the public with an agenda made available. Times and places of Board and Committee meetings must be published with reasonable notice (s46).
- ii. The public may be excluded from all or part of a meeting on passing of a resolution (s48).
- iii. Bona fide journalists are deemed to be members of the public and are thus entitled to report on the Board's proceedings. They must withdraw from in-committee sessions.
- iv. Meeting minutes are available at the college.
- v. Minutes may be inspected by any member of the public except a meeting or part of a meeting from which the public was excluded. Notes may be taken from minutes.



- vi. A member of the public may receive a copy of the minutes provided they tender the prescribed amount of payment (if required)
- vii. The Board Secretary will take all necessary precaution to ensure that no member of the public shall inspect or see minutes of the part of the meeting from which the public was excluded.
- viii. In addition, the Board has procedures in place to ensure that there is no conflict of interest in the Boards' transactions or discussions.
- ix. All Board Members are accountable for the function of the Board. The Board may delegate some Board functions to the Presiding Member/Board Chair and/or the Principal. Delegations are reviewed and approved annually.

#### **4. Procedures on Conflict of Interest**

A conflict of interest could occur in (but is not limited to) the following situations:

- A Board member who has submitted a tender for a contract that the Board is in the process of awarding
- A staff member or the Principal could have a conflict of interest when the Board is considering a response to a document put out by NZSTA regarding teachers' pay and conditions.
- A staff member or the Principal could have a conflict of interest when the Board is considering pay or salary deductions following strike by staff.
- The Board is discussing the Principal's Performance Agreement and a consequential salary adjustment.
- A Board member who has a child who has been verified under ORS and resources for this student are being discussed at the meeting.

A trustee who identified a conflict of interest should:

- Publicly declare a conflict of interest, state the general nature of the interest, and have the declaration recorded in the minutes.
- Withdraw from the meeting while the matter is discussed.
- Not vote on the matter, and
- Not discuss the matter with the Board or attempt to influence the vote.

#### **5. Board Sub-committees**

##### **Finance and Property Sub-committee:**

- Will be chaired by a designated member of the Board.
- The Principal will be on the Finance and Property Sub-Committee.
- At least two Board members will be on the sub-committee with the Principal (other Board members may attend). Quorum of any two members.
- Sub-committee will review financial reports from the Executive Officer on:
  - Financial Reports
    - i) Budget Variance
    - ii) Balance Sheet
  - The Executive Officer's Finance Report
  - Monthly payments
  - Monthly receipts
  - Bank Summary
  - Term Deposit Summary

The sub-committee is responsible for reviewing the reports provided and monitoring financial performance. The sub-committee should query a small random sample of payments and should approve the monthly expenditure and the financial report.

#### Property

The sub-committee is responsible for ensuring that all property issues are dealt with appropriately.

- sub-committee will review the property reports from the Executive Officer on

The Minutes of the meeting, the Executive Officer's Finance Report, Budget Variance, Balance Sheet and the Executive Officer's Property Report are to be sent to the Board for inclusion and ratification at the next Board meeting.

#### **Health and Safety Sub-committee:**

The committee will only meet formally on an as-needs basis, the chair of the committee will review the management Health and Safety Committee minutes and liaise with the Executive Officer as needed. The management meeting minutes will be presented at the Finance and Property Sub-Committee.

If needed the Health and Safety Sub-Committee will convene to address any issues.

The Sub-Committee:

- Will be chaired by a designated member of the Board.
- The Principal will be on the Health and Safety Sub-Committee.
- At least two Board members will be on the Sub-Committee with the Principal (other Board members may attend). Quorum of any two members

The sub-committee is responsible for ensuring that all Health and Safety systems are robust, and any issues are dealt with appropriately.

The Minutes of meetings are to be sent to the Board with the monthly meeting Agenda.

#### **Discipline Sub-Committee:**

- All Board members (excluding Student and Staff Board Members, and Principal) are on the Discipline Sub-Committee depending on availability.
- There must be at least two Board members present for each discipline meeting.

Signed: \_\_\_\_\_

Presiding Member/Board Chair

Date: \_\_\_\_\_

18/09/2023