

# CLEVEDON SCHOOL

## POLICY STATEMENT

## BOARD OPERATIONS

The Board is entrusted to work on behalf of the stakeholders being the students, parents, staff and Board. The Board emphasises strategic leadership rather than administrative detail and ensures that it complies with legal and policy requirements. The Board's focus is the constant enhancement of student achievement.

### BOARD ROLES AND RESPONSIBILITIES

The Board of Trustees key areas of contribution are:

- Representation
- Leadership
- Accountability

<b>Board member accountability measure</b>	<b>Standard</b>
1. Set strategic directions and long-term plans and monitor the Board's progress against them.	1.1 Board meets strategic goals.
2. Monitor and evaluate student achievement.	2.1 Reports from Principal on progress against Annual Plan highlight risk / success. 2.2 Meet targets in Annual Plan and implement Curriculum Policy.
3. Monitor financial management of the school and approve the budget.	3.1 Satisfactory performance of school against budget.
4. Attend Board Meetings and take an active role as a Trustee.	4.1 Attend Board Meetings having read Board Papers and reports and ready to discuss them. 4.2 Board Meetings have a quorum. 4.3 Attendance at 80% meetings (minimum). 4.4 No unexplained absences at Board Meetings (more than 3 such absences result in immediate step down). Refer Education Act 1989. 4.5 Ensure that individual Trustees do not act independently of the Board's decision. 4.6 Avoid any conflicts of interest with respect to their fiduciary responsibility.
5. Approve major policies and	5.1 Approved and Minuted.

programme initiatives.	
6. Effective risk management.	6.1 Remain briefed on internal / external risk environments and take action where necessary. 6.2 Identify 'trouble spots' in statements of audit and take action if necessary.
7. Ensure the Board is compliant with its legal requirements.	7.1 New and continuing members are kept aware of any changes in legal and reporting requirements for the organisation. 7.2 Board has sought legal advice when necessary. 7.3 New members have read and understood Board induction pack and requirements of Board members.
8. Fulfil the intent of the Treaty of Waitangi by valuing and reflecting New Zealand's dual cultural heritage.	8.1 The Treaty of Waitangi is to be considered in Board decisions as appropriate.
9. Act as a good employer. Approve and monitor Personnel policy and procedure.	9.1 Become and remain familiar with employment conditions of organisation, Staff Contracts and all Collective Employment Awards.
10. Appoint, assess the performance of and nurture the Principal.	10.1 Principal's Performance Management System in place and implemented.
11. Deal with disputes and conflicts referred to the Board.	11.1 Successful resolution of any disputes and conflicts referred.
12. Represent the school in a positive, appropriate manner.	12.1 Code of Behaviour adhered to.
13. Oversee, conserve and enhance the resource base.	13.1 Property / resources meet the needs of the student achievement goals.
14. Hand over governance to new Board / Trustees at election time.	14.1 New Trustees provided with Governance Manual. 14.2 New Trustees fully briefed and able to participate following attendance at an orientation programme.