

Agenda

1. Welcome
2. Karakia

1. What is a Board of Trustees?
2. What is its purpose?
3. Who can be a trustee?
4. How do I nominate someone?
5. Who can vote?
6. What happens at a Board meeting?
7. How much time is involved in being a Board member?
8. Election timeline.

1. Question and answers.

Make a difference! Ki Te Whakapiki!

School boards play a critically important role in New Zealand's schools and by extension, New Zealand's future.

Our boards need people who have the skills to ask the right questions and make the necessary decisions to influence and support educational opportunities for each and every student in our schools.

Being a school trustee is an important role that needs people with a range of skills and experiences, who can make a positive difference to our children's learning.

It is important that the board reflects its community therefore we need a good balance of gender, ethnicity and skills around the board table.

We therefore encourage people to put their names forward to be nominated for election to a school board.

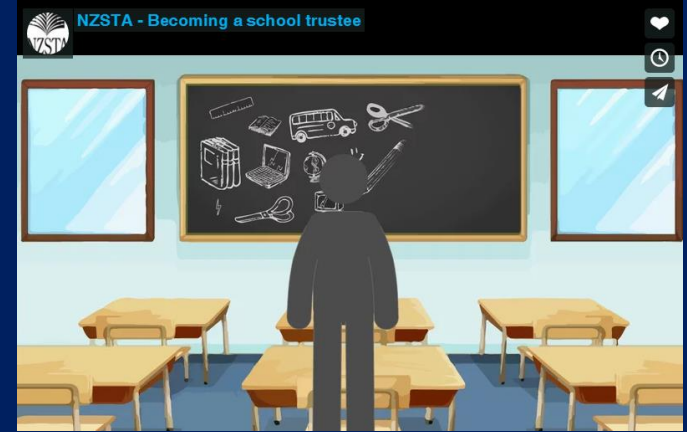
What is a Board of Trustees?

1

All of New Zealand's state and state-integrated schools have a board of trustees. The board of trustees is the Crown entity responsible for the governance of the school. The board is the employer of all staff in the school and is responsible for setting the school's strategic direction in consultation with parents, staff and students, and for ensuring that its school provides a safe environment and quality education for all its students. Boards are also responsible for overseeing the management of personnel, curriculum, property, finance and administration.

2

[NZSTA video](#)



What is a Board of Trustees?

1

A Board of Trustees membership includes:

Parent elected representatives - normally five (between three and seven);

the Principal of the school;

one staff-elected representative.

The board can also co-opt additional trustees for gender, skill or ethnic balance. Boards of trustees must hold elections for parent and staff trustees every three years.

2

Trustees are elected by the parent community, staff members and, in the case of schools with students above Year 9, the students. The principal is also a member of the board. The board can also co-opt additional trustees.

3

Boards of trustees must hold elections for parent and staff trustees every three years.

Who can be a trustee?

1

Before anyone is elected, or selected to a casual vacancy as a school trustee or co-opted, they are required to confirm that, to the best of their knowledge, they are eligible to be a trustee.

2

These people cannot be elected to a BOT:

1. An undischarged **bankrupt**.
2. A person prohibited from being a director or promoter of, or being concerned or taking part in the management of, an incorporated or unincorporated body is subject to a property order under the [Protection of Personal and Property Rights Act 1988](#); or
3. A person in respect of whom a personal order has been made under that Act that reflects adversely on the person's—
 - a. competence to manage his or her own affairs in relation to his or her property; or
 - b. capacity to make or to communicate decisions relating to any particular aspect or aspects of his or her personal care and welfare; or
4. Is a person who has been **convicted of an offence** punishable by imprisonment for a term of 2 years or more, or who has been sentenced to imprisonment for any other offence, unless that person has obtained a **pardon, served the sentence**, or otherwise suffered the penalty imposed on the person;
5. Is **not a New Zealand citizen**, and is—
 - a. a person to whom [section 15](#) or [16](#) of the Immigration Act 2009 applies; or
 - b. a person obliged by or under that Act or any other enactment to leave New Zealand immediately by or within a specified time (being a time that, when specified, was less than 12 months); or
 - c. treated for the purposes of that Act as being unlawfully in New Zealand—may not become an elected, appointed, or co-opted trustee.
1. No permanently appointed member of the board staff may be otherwise elected to the board or be appointed or co-opted on to the board.

Meetings and Time

1

1. Two or three Board meetings are held each term; about 8 each year.
2. Meetings last about 1.5-2 hours.
3. Currently meetings are held on the fourth Monday of each month (not in holidays).

2

Time commitment each month:

1. Meeting preparation (reading) - 2 hours.
2. Meeting: maximum of 2 hours.

Depending on each trustee's role (finances, property, staffing) there may be another commitment of up to an hour.

Occasional meetings: staff appointments, suspension meetings, etc.

Monthly Meeting

1. Karakia
2. Apologies.
3. Confirmation of Agenda.
4. Declaration of conflicts of interest.
5. Welcome to member of the public (please refer to attachment).
6. Confirmation of the Minutes of the Meeting held [February 2016](#).
7. Matters Arising from the Minutes – **Task list**.
8. Reports and discussion:

	<u>Items</u>	<u>Actions/Discussions/ Motions</u>
b. NAG 1 Curriculum, Student Learning	<ul style="list-style-type: none"> Principal's Report Assessment data: <ul style="list-style-type: none"> TBC 	
c. NAG 2 Documentation, Strategic Plan, Policy	<ul style="list-style-type: none"> Strategic Plan 	
d. NAG 3 Personnel	<ul style="list-style-type: none"> Policy Review - ratify 	•
e. NAG 4 Finance	<ul style="list-style-type: none"> Annual Financial Report 	Move that the BoT applies to The Trusts Community Foundation for 30 x Chromebooks to a value of \$22,200.00.
f. NAG 4 Property	<ul style="list-style-type: none"> Block remodel design Review - read 	
g. NAG 5 Health & Safety	<ul style="list-style-type: none"> Police Vetting Policy 	
h. NAG 6 Administration, Legal Requirements	<ul style="list-style-type: none"> 	
i. PTA	<ul style="list-style-type: none"> 	
k. General Business	<ul style="list-style-type: none"> ICT user agreement 	•
l. Correspondence		

Next Meeting:

6:00 PM

Nominations and Voting

1

Nominations

1. A candidate in a parent representative election DOES NOT need to be a parent of a student enrolled at the school.
2. You can nominate yourself.

2

Who can vote?

1. Parents of students at our school are eligible to vote.
2. Parents of Year 6 students can vote at the Intermediate School as well.

Note:

"Parent", in relation to any person, means a person who is the person's father, mother, guardian, or immediate caregiver.

"Partner", in the phrase "spouse or partner" and in related contexts, means civil union partner or de facto partner.

Election Timeline

Call for Nominations by	May 6th, 2016
Close supplementary roll	May 18th, 2016
Nominations Close	May 20th, 2016
Voting Papers Sent by	May 25th, 2016
Voting Day	June 3, 2016
Count Votes	June 9th, 2016
Board Takes Office	June 10th, 2016