

Makarora School

Governance

guidelines

Administration

Makarora School complies with all general administration requirements.

In order to meet these requirements :-

The Board of Trustees will:

- Develop and implement a Governance Policy
- Ensure School Planning and Reporting requirements are met
- Follow guidelines to ensure the Board of Trustees is properly elected and constituted (*refer Education Amendment Act No. 4 1991*)
- Ensure Board meetings are run properly
- An ongoing programme of BOT operational review is carried out and reported to BOT
- An ongoing programme of policy/procedure review is planned carried out and reported to BOT

The Principal and Staff (*Management*) will

- Student achievement Annual Planning
- Keep accurate Attendance registers
- Keep accurate enrollment records for children
- Develop and implement General procedures for school administration
- Follow Stand-down and expulsion (MOE guidelines)
- Comply with length of school day, length of school year

Through the development and implementation of sound administrative practice Makarora School ensures all legal administrative requirements are met.

Resources

Makarora School allocates funds to reflect the school's priorities as outlined in the Strategic plan. We monitor and control school expenditure, and ensure that annual accounts are prepared and audited as required by the Public Finance Act 1989 and the Education Act 1989. We comply with the negotiated conditions of any current asset management agreement, and implement a maintenance programme to ensure that the school's buildings and facilities provide a safe, healthy learning environment for students.

In order to meet these requirements, the Board of Trustees :

Sets strategic directions and long term plans and monitors the boards progress against them

Monitors financial management of the school and approves the budget

Ensures the board is compliant with its legal requirements

Ensures there are procedures for monitoring and spending monies

Approves annual account auditing

Receives financial reports from the Principal at each meeting

Approves the 10 year property maintenance plan and 5 year property development

Receives property reporting at each meeting

The Board delegates to the Principal the responsibility to :

Manage the schools resources effectively on a day to day basis within the law and in line with board policies, ensuring documented procedures are in place

Implement the Boards operational plans and give priority to the schools annual targets,

Use resources efficiently and effectively

Preserve assets (both financial and property)

Develop and operate a budget that reflects the boards priorities

Comply with the Boards requirement of a balanced budget

Ensure an adequate working capital

Report to Board

The Principal must ensure that :

No unauthorized debt is occurred

Accepted accounting practices and principles are used

Tagged money is used only for the intended purpose unless agreed to by Board

Spending is kept within the budget

All money owed to the school is collected in a timely manner

Staff and creditors are paid in a timely manner

No property is sold without Board approval

Government returns are completed on time

Appropriate procedures are in place to protect school finances (separation of duties)

Purchase of goods over \$500 is done after comparison of prices and quality, and only if money has been allocated in the budget, unless approval from the Board to do otherwise.

Assets are insured, 10 year plan is implemented and there is a plan for asset replacement that is implemented and reviewed annually.

Through the development and implementation of sound resourcing procedures and programmes, the BOT ensures Makarora School has the highest possible quality of human and physical resources.

School Operations and Functions

The Principal shall not cause or allow any practice, activity or decision that is unethical, unlawful, and impudent or which violates the board's Strategic plan or expressed values or commonly held professional ethic. The key contribution is day to day management of the school.

Delegations to the Principal

Meet the requirements of the current job description and incorporated Principal professional standards

Act as education leader in the school

Maintain the culture of the school, reflecting the values and attitudes of the school's community.

Manage the school effectively on a day to day basis within the law and in line with Board policies

Implement the annual plan and operational plans giving priority to the school's targets/goals

Use resources efficiently

Put good employer policies into effect

Oversee teacher growth cycle and professional development

Hire, deploy and terminate part time and relieving teachers and support staff

Preserve, maintain and replace assets

Communicate with the community

Keep the Board informed of information important to their role

Report to the Board on compliance with their policies as in Schooldocs

Organise operations of the school within the boundaries of prudence and ethics established in board policies

Act as Protected Disclosure Officer

Appoint on behalf of the Board the Privacy officer

Only decisions made by the Board acting as Board members are binding on the Principal. Decisions of individual members, or committees are only binding if specifically authorised by the board. The relationship between the Principal and Board is one of trust and support.

Employer Responsibilities

Makarora School develops and implements personnel and industrial policies within policy and procedural frameworks set by Government from time to time promoting high levels of staff performance, using educational resources effectively and recognising the needs of students.

Makarora School acts as a good employer as defined in the State Sector Act 1988 and complies with the conditions contained in employment contracts for teaching and non-teaching staff.

In order to meet these requirements the BOT develops and implements:

An appointment procedure

A complaints procedure

A protected disclosure policy

Principal growth cycle and Job Description

An Equal Employment Opportunities Programme (*EEO*)

Police vetting procedure

The Principal and Staff (*Management*) develop and implement:

Growth cycle processes

Job Descriptions

Professional development programme

Staff induction programmes

Teacher Registration

The BOT in conjunction with the Principal and Staff (*Management*) develop and implement:

Growth cycle Programme (*see above*)

Employment Contracts

Through the development and implementation of Good Employer programmes and procedures, the BOT ensures staff of Makarora School enjoy employment conditions of the highest possible standards.



Health and Safety

Makarora School provides a safe, physical and emotional environment for students, employees, parents and visitors through complying with any legislation currently in force or that may be developed to ensure the safety of children, employees, parents and visitors.

In order to meet these requirements the Board of Trustees

- Receives regular reports from the Principal on Health and safety issues, including risk management when appropriate
- Ensures that procedures are in place to provide a safe physical and emotional environment for children
- Ensures that the school is smoke free environment
- Sets strategic goals and targets to address health and safety issues
- Keeps up to date on Health and Safety requirements
- Takes part in community consultation on health programmes delivered to children

The Principal and Staff develop and implement:

- Guidelines for Parents/volunteers in the classroom
- Dealing with Child Abuse procedures
- Personal Safety Procedures
- Dealing with Bullying/Victimisation
- Guidance and Counselling
- Education Outside the Classroom guidelines and Risk Management
- Custody and Guardianship of children procedures
- Internet safety procedure
- Administration and storage of medication procedures
- Infectious Diseases procedures
- Safety and Hygiene guidelines
- Visitors to the School

The BOT in conjunction with the principal and staff (management) develop and implement:

- Sun safe programme
- Attendance and Truancy procedure
- Privacy procedure
- Parents and Volunteers procedures
- Hazard identification procedure

Through the development of these Health and Safety procedures and practice, Makarora school provides a supportive challenging environment that encourages quality learning and behaviour.

Roles and responsibilities

What do we have to do?

Attend Board meetings and take an active role as a trustee

Hand over governance to new board/ trustees at election time

How will we know?

Attendance at 90% of meetings, with absences explained
Board papers/ reports read prior to attending board meetings

New trustees fully briefed and able to participate actively in board activities and decision making

What do we have to do?

Effective risk management

How will we know?

Attend board meetings having read papers/ reports and prepared to discuss them

Board meetings have a quorum

Remain aware of internal/ external risk areas and take action where necessary

Identify non-compliance in statements of audit and take action if necessary

What do we have to do?

Monitor and evaluate children's progress and achievement

How will we know?

Reports from Principal on progress against strategic goals and targets, and identify risks and successes

Meet targets of annual/ strategic plan, implement curriculum policy

What do we have to do?

Monitor financial management of the school and approve the budget

Oversee, conserve and enhance the school resources

How will we know?

Satisfactory performance of the school against the budget

Property/resources meet the needs of the student achievement goals

What do we have to do?

Ensure Board complies with its legal requirements

How will we know?

New members have read and understood their roles and responsibilities, and the schools policies and procedures.

Members have kept up to date with any changes in legal and reporting requirements. Board has sought legal advice when necessary.

Accurate minutes of all Board meetings are approved by board and signed by Presiding member.

Individual staff/ student matters are always discussed in Public Excluded Sessions (in committee)

What do we have to do?

Deal with disputes and conflicts referred to the school

Represent the school in a positive, appropriate manner

How will we know?

Successful resolution of any disputes and conflicts referred

Code of Behaviour adhered to

What do we have to do?

Set strategic directions and long term plans that reflect the uniqueness of the school and community, and monitor the boards progress against them. Local Curriculum developed in consultation with school community.

Approve major policies and programme initiatives

How will we know?

Board consults with community and parents when setting strategic goals.

What do we have to do?

Fulfil the intent of the Treaty of Waitangi by valuing and reflecting New Zealand's dual cultural heritage

How will we know?

The parents of Maori students are specifically consulted on strategic goals, and targets for student achievement as well other school issues.

The Treaty is considered/ reflected in board decisions

What do we have to do?

Approve and monitor personnel policy and procedures. Act as good employers

Appoint, assess the performance of and support the principal

How will we know?

Become familiar with employment conditions of the school, staff contracts and award arrangements

Principal's growth cycle system is in place and Implemented

Presiding Member's Role and responsibilities

What do you have to do?

Oversee general performance of the Board

Ensure the Board receives information about the financial performance of the school

Work with Board Minute secretary to establish and maintain systems for keeping the board informed

Attend and chair board meetings

Make recommendations to the Board about prudent management of Board matters

Establish and maintain an on going working relationship with the principal

Deal with disputes and conflicts referred to the Presiding Member

Act as protected Disclosure Officer if required (e.g. Principal's spouse/ family etc are employed by BOT)

Ensure Principal's growth Cycle is reviewed on an annual basis

Procedures/supporting documentation -

In order to meet these requirements the Board of Trustees will use the services of Schooldocs to:-

Develop and implement a Governance Policy

Ensure School Planning and Reporting requirements are met

Follow guidelines to ensure the Board of Trustees is properly elected and constituted (refer Education Amendment Act No. 4 1991)

Ensure Board meetings are run properly

Monitoring -An ongoing three year review schedule of policy/procedure is planned, carried out and reported to BOT. The Board is also given termly assurances from the Principal.

Legislative compliance

Education & Training Act 2020

Education (School Boards) Regulations 2020

Makarora Primary School Board code of conduct policy

Outcome statement

The board will act in an ethical and respectful manner.

Scoping

Every member of the board will have access to the code of conduct and opportunities to discuss its expectations of their behaviour. Board business will be conducted in an ethical and respectful manner, in accordance with legislation and board policy.

Expectations and limitations

As members of an effective governance team, each member of the board shall:

ensure the needs of all students and their achievement is paramount

uphold the principles of Te Tiriti o Waitangi

be loyal to the school and its mission

maintain and understand the values and goals of the school

protect the special character / different character / principles of Te Aho Matua and any special characteristics of the school

publicly represent the school in a positive manner

respect the integrity of the principal and staff

observe the confidentiality of non-public information acquired in their role as a member of the board and not disclose to any other persons such information that might be harmful to the school

be diligent and attend board meetings prepared for full and appropriate participation in decision making

ensure that individual board members do not act independently of the board's decisions

speak with one voice through board policies and ensure that any disagreements with the board's stance are resolved within the board

in the course of board meetings, disclose any interests in a transaction or decision where they, their family and/or partner, employer or close associate will receive a benefit or gain and leave the meeting for the duration of discussion and/or voting in relation to the matter

recognise the lack of authority in any individual board member or committee/working party of the board in any interaction with the principal or staff

recognise that only the presiding member (working within the board's agreed presiding member role description or delegation) or a delegate working under written delegation can speak for the board

continually self-monitor their individual performance as a member of the board against policies and any other current board evaluation tools

Board Meetings

The board is committed to effective and efficient meetings that

- Are based on prepared agenda

- Have right , by resolution , to exclude public and news media (under Meetings Act)

- Reserve the right to include non-board members if it chooses

- Held with the expectation that trustees are prepared, will participate in discussions and work toward consensus and work within acceptable levels of behaviour.

Meetings are usually held monthly. The meeting timing is set at each annual meeting.

The quorum shall be more than half the members of the board currently holding office.

The Presiding Member will be elected at the first meeting of the newly elected board. In case of the presiding member resigning before their term is up, a new presiding member will be elected at the first meeting that all new members attend.

The principal and/ or School administration staff in consultation with the presiding member will ensure an agenda is drawn up before each meeting.

Members of the public or school community who want items on the agenda must advise the presiding member at least 48 hours prior to the meeting. It is at the discretion of the presiding member whether the item be included.

Board meetings are chaired by the appointed Board presiding member. In the event of the presiding member being absent, the meeting is chaired by a person appointed by resolution of the members present.

All endeavours will be made to reach consensus on major issues, but if a tie vote occurs, the presiding member may have the casting vote to decide the issue.

Any trustee with pecuniary interest (e.g. appointments of staff, sale of goods or services, tendering for contracts, salary) in any issue should declare their interest, not take part in the debate (at the presiding member's discretion), and may be asked to leave the meeting for the duration of the discussion.

Any matters discussed "in committee" are minuted separately from the full minutes and not included for general circulation . They remain strictly confidential to Board members.

Only trustees have automatic speaking rights.

The Board delegates and minutes powers under section 16 and 17 of the Education Act to the Disciplinary Committee

Meetings times are set each year to suit most of the members, generally third week in the month , after school hours and should be not more than 2 hours duration. Outstanding matters should be transferred to the next meeting.

Special meetings may be called by request in writing to the presiding member signed by at least 2 trustees holding office.

All motions and amendments moved in debate must be seconded unless moved by the presiding member.

The order of the agenda may be varied by resolution at the meeting.

Minutes are distributed as soon as possible after the meeting and made available to others on request.

A Minute secretary may be used to record minutes at the meeting, and prepare agenda and other Board business as requested by the presiding member and or Principal

Procedures—BOT Meetings and Review

Makarora School Sample Agenda

Date

Start time

Apologies

Present

Minutes

Matters Arising

Correspondence

Principals report

Strategic goals -Curriculum

Finance

Policy

Property

Personnel

General

General/ Special issues

Closing

Sub –Committees

Where possible the Board will operate as a whole, but in certain circumstances sub committees may be required.

Committees may comprise non board members as sources of advice but only board members can be part of the decision making process (e.g. appointment of Principal)

A committee may not speak or act for the board unless formal delegated authority is given at a board meeting, and should not conflict with the authority delegated to the Principal.

Terms of reference will be written/ recorded for any committee to ensure its purpose, duties responsibilities reporting and budget are clearly set out.

Board review of governance

Annually each trustee will evaluate their own contribution to the board, as part of the review of board effectiveness. The board will review the governance policies, roles and responsibilities and code of behaviour and the school strategic plan. Over a three year period the strategic goals will be reviewed in depth.

The Board will take responsibility for the review—formulating questions/ areas for investigation, gathering information , and writing a report of findings with possible recommendations for future development .

Areas for review 2023:

Legislation and Administration Policy.

Curriculum and Student Achievement Policy

Board follows timetable for review from Schooldocs

Makarora School

Concerns and Complaints School

Starting point

You have a concern or problem about a class-room matter or a staff member

Send an email, write a note , or phone the staff member concerned to make a suitable time to talk about the issue., saying what the concern is about.

Talk with the staff member about the issue. Be prepared to listen to their point of view. This may require more than one meeting. Either person may like to have a support person with them.

Let the staff member know whether you were satisfied or not, to ensure the problem is settled.

Issue resolved ?

Yes

No

Your concern or problem does not involve a class matter , particular staff member, OR has not been resolved by visiting the staff member.

Send an email, write a note or phone the Principal and make a time to discuss the concern or problem, saying what the concern is about and steps you have taken to remedy the problem so far .

Discuss with the Principal, be prepared to listen to their point of view also, and let the Principal know if you are satisfied , to ensure the problem is settled. The concern may be referred back to the staff member particularly where this process has not been followed to date.

Issue resolved ?

Yes

No

Your concern or problem has not been resolved by visiting the staff member or Principal, OR it involves the Principal OR it involves the Principal or Board of Trustees,

Write to the Board of Trustees, via the Presiding Member outlining your complaint in detail, and all the actions taken to date. The Presiding Member will need to ensure the correct process has been followed before the board will consider your concern, and may direct you back to the staff member or Principal. Include your name, signature and contact information. Your complaint will be acknowledged along with an expected timeframe

Except in exceptional circumstances the Board of Trustees will not accept any complaint unless it is in writing and that a reasonable attempt has been made to resolve it through this process.

Once the Board has considered and resolved the complaint , the Board will endeavour to convene a follow up contact within one month.

Yes

No further action is required

Reporting

The Board of Trustees will report in the following ways

- Annual report prepared in conjunction with Principal
- Audited Annual financial reports
- Board minutes
- Self review reports
- Updates to parents and community as required

	February— March	March	April	May	June	October	December
Charter and Strategic Plan	Confirm Annual Variance report Upload annual report to MOE	Work with Accountant to get annual financial report completed	Confirm		Curriculum		Annual Report Update strategic plan as necessary
Curriculum review /strategic focus	Confirm target report						Literacy/ Numeracy Annual Plan
Special Topic						Budget Principal Growth cycle	Annual report to community
							Staff Growth cycle

Financial Information

The school has appointed Solutions and Services Christchurch to prepare monthly and annual accounts. The school auditors appointed by MOE for 2023 annual accounts are Deloitte

2 Signatures are required on all cheques, internet bill paying and banking. Usually presiding member and principal have signing rights. The principal reports to the BOT at Board meetings.

Monthly accounts are tabled at each BOT meeting .

Any conflicts of interest from any BOT member or staff must be declared at onset of any decision making process.

Board Composition

The membership of the Board of Trustees changes dependant on the number of parents willing to be elected to the BOT. At the beginning of 2023 there were 3 parents, a staff rep, principal and a paid minute taker. There will be a tri-annual election in 2025. Numbers and positions will be reviewed as a result of the elections.

Board of Trustee Members

Presiding Member Danyel Watson

Parent Members Charlene McIvor
Carmen Howell

Principal Nigel Nicholl

Staff Representative Careen Kemp

BOT Administrator Melanie Barlow

Co-opted member