



HERIOT SCHOOL BOARD ROLES & RESPONSIBILITIES POLICY

The board of trustees key areas of contribution are:

Representation
Leadership
Accountability
Employer Role

The board	Standard
1. Sets the strategic direction and long-term plans and monitors the board's progress against them	1.1 The board leads the Charter review process 1.2 The board sets the strategic aims and approves the annual plan and targets in line with MOE expectations 1.3 Regular board meetings include a report on progress towards achieving strategic aims 1.4 The Charter is the basis for all board decision making
2. Protects the special character of the school	2.1 Special character is obviously considered in all board decisions 2.2 Special character report is included at every board meeting as part of the principal's report
3. Monitors financial management of the school and approves the budget	3.1 Satisfactory performance of school against budget 3.2 Budget approved by the first meeting each year
4. Monitors and evaluates student progress and achievement	4.1 Reports at each regular board meeting from principal on progress against annual plan highlight risk/success 4.2 Meet targets in annual plan, implement curriculum policy and satisfactory performance of curriculum education priorities 4.3 Board review schedule covering curriculum and student progress and achievement reports are followed

<p>5. Effectively manages risk</p>	<p>5.1 Attend board meetings having read board papers and reports and ready to discuss them</p> <p>5.2 Board meetings have a quorum</p> <p>5.3 Remain briefed on internal/external environments and take action when necessary</p> <p>5.4 Identify 'trouble spots' in statements of audit and take action if necessary</p> <p>5.5 Ensure that the principal reports on all potential and real risks when appropriate and take appropriate action</p>
<p>6. Ensures compliance with legal requirements</p>	<p>6.1 New members have read and understood: board induction pack; & requirements of board members</p> <p>6.2 New and continuing members have kept aware of any changes in legal and reporting requirements for the school. Board has sought appropriate advice when necessary</p> <p>6.3 Accurate minutes of all board meetings, approved by board and signed by chair</p> <p>6.4 Individual staff/student matters are always discussed in public excluded session</p>
<p>7. Attends board meetings and takes an active role as a trustee</p>	<p>7.1 Attendance at 80% of meetings (min.)</p> <p>7.2 No unexplained absences at board meetings (3 consecutive absences without prior leave result in immediate step down) Refer Education Act 1989, s104 (1) ©</p> <p>7.3 Board papers read prior to attending board meetings</p>
<p>8. Approves major policies and programme initiatives</p>	<p>8.1 Approved and minuted</p>



9. Fulfils the intent of the Treaty of Waitangi by valuing and reflecting New Zealand's dual cultural heritage	9.1 The Treaty of Waitangi is obviously considered in board decisions 9.2 The board is culturally responsive and inclusive
10. Approves and monitors personnel policy and procedures and acts as a good employer	10.1 Become and remain familiar with employment conditions of school, staff employment agreements and awards arrangements
11. Appoints, assesses the performance of and supports the principal	11.1 Principal's performance management system in place & implemented
12. Deals with disputes and conflicts referred to the board as per the school's concerns and complaints procedures	12.1 Successful resolution of any disputes and conflicts referred
13. Represents the school in a positive, professional manner	13.1 Code of behaviour adhered to
14. Oversees, conserves and enhances the resource base	14.1 Property/resources meet the needs of the student achievement aims
15. Effectively hands over governance to new board/trustees at election time	15.1 New trustees provided with governance manual 15.2 New trustees fully briefed and able to participate following attendance at an orientation programme

Review schedule: Triennially