



SJ BOT



Welcome and congratulations on your success of becoming a member of our Board of Trustees at St Joseph's Primary School, Taihape.

As an integrated school, our Board is made up of 5 Parent Elected Representatives, 4 Proprietor's Representatives, Principal and 1 Staff Elected Representative.

Here is an outline of what makes a Catholic School and our requirements as a Board of Trustees.

Our School

“Founded Feb 14th 1916”

INTEGRATED SCHOOL - HOW IS IT DIFFERENT?

Founding principles - Catholic Proprietors base their relationships with the Crown on six fundamental principles (developed in 1973)

- The right to teach, develop and implement the Catholic programme in Christian faith and living and to follow those religious customs that are normal in the Catholic school
- The right to administer staff appointments and arrange staff composition in a manner that recognises the Catholic Character of the school
- The right to enrol children of Catholic parents in the first place, and in the second place, enrol children of other parents seeking a Christian environment for the education of their children
- The right to extend existing schools and build new ones to meet the demands of legitimate expansion and proven need, including schools with special purposes; e.g. catering for special educational, physical or emotional problems
- The right to own the land, school buildings, ancillary educational building and facilities, which make up the Catholic school system
- The right of their Catholic community to make a tangible financial contribution towards the cost of maintaining its schools by way of fees

By integrating their schools with the State system of education, the Proprietors of Catholic Schools entered into a partnership with the Crown. This partnership imposes obligations and confers mutual rights on both parties. For the partnership to work well rights must be upheld and obligations observed.

HOW DO WE DIFFER FROM A STATE SCHOOL?

There are some fundamental differences:

1. Catholic Schools were funded with the primary purpose of giving a Catholic education to Catholic Children. This is their primary objective. Various

Church documents focusing on the Catholic school, elaborate on the mission of the school.

2. They were founded by Dioceses, Parishes or Religious Institutes, under the authority of the Bishop who, as chief pastor of the Church in his diocese, continues to exercise his canonical authority over the Catholicity of the school.
3. Because the Bishop or Religious Institute or Trust Board, as Proprietor, holds in trust for the Catholic community that originally established the school, the Proprietor continues to be the legal owner of the property that constitutes the Integrated school.

FUNDING DIFFERENCES

We receive directly from the Ministry of Education:

- Maintenance work - we receive regular maintenance (based on integrated square metres) and a furniture and equipment grant.

Proprietors receive directly from the Ministry of Education:

- Capital works through quarterly funding (per pupil based). This funding is sometimes called major maintenance. Proprietors are responsible for funding other capital works from attendance dues.
- Discretionary Basis for the capital cost of expanding existing schools and the establishment of new schools. Funds the capital cost of growth that the Ministry would otherwise have to fund in full state schools. Demand is based on the Ministry's own area strategies which include demand projections relative to accommodation capacity in both the state and state integrated school sectors.

LEGAL REQUIREMENTS - WHAT DO WE NEED TO MEET?

- Integration Act
- Integration Agreement
- National Education Guidelines
- School's Charter, Strategic Plan and Annual Plan
- Annual Proprietors Report

SPECIAL CHARACTER - WHAT IS IT?

This is defined in the Integration Agreement as:

"The school is a Roman Catholic school in which the whole school community, through the general school programme and in its religious instruction and observations exercises the right to live and teach the values of Jesus Christ. These values are as expressed in the Scriptures and in the practices, worship and doctrine of the Roman Catholic Church, as

determined from time to time by the Roman Catholic Bishop of the diocese.”

The following phrases help make up and are included in our Catholic Character

- Roman Catholic
- School Community
- Values
- Bishops Determination
- Evangelization
- Spiritual Guidance
- Pastoral Care
- Social Justice
- Our Unique Charism (booklet available for you to read)
- Drug/Sexuality Courses
- External Health Educators
- Church Festival & Feast Days
- Board Planning & Policies
- Religious Education
- Duties of Proprietor Reps
- Reviewing/Auditing Special Character
- Internal Self Reviews
- External Reviews
- Education Review Office
- Professional Development on Special Character
- Code of Ethics for Catholic Schools

ENROLMENT

The Integration Agreement for Catholic Schools states:

“Preference of enrolment at the school under Section 29 (1) of the Private Schools Conditional Integration Act 1975 shall be given only to those children whose parents have established a particular or general religious connection with the Special Character of the school and the controlling authority shall not give preference of enrolment to the parents of any child unless the Proprietor has stated that those parents have established such a particular or general religious connection with the Special Character of the School.”

Maximum Roll: 180 students

Non Preference: 5%

STAFFING - TAGGED POSITIONS

As part of the Integration Agreement we are required to have Staff members filling Tagged Positions (ie: must be Catholic).

In a 5 teacher school – 3 must be tagged

The Principal MUST be a Catholic and is also tagged.

PROPERTY

The property obligations of the Proprietor and the Crown are set out in the Private Schools Conditional Integration Act and the Integration Agreement.

The Board of Trustees is responsible for:

- all repairs to the contents of buildings
- replacing worn out furniture and equipment
- buying new furniture and equipment
- insuring the contents of the school
- keeping grounds and environment in good order
- all maintenance of buildings and fixtures, which is expected to recur within a ten year period (Board is obliged to have a ten year property plan, and to provide an adequate budget to ensure that money is set aside to pay for maintenance when it comes due)

The Board of Trustees has no authority to make structural changes to the buildings or grounds, without first consulting the Proprietors Property Office and obtaining the Proprietors written permission.

The Board is required to bring to the attention of the Proprietor any items, which are in the major maintenance category.

Governance

Definition of Governance

The Board's key areas of contribution are to:

- Monitor and evaluate student learning outcomes
- Set and as needed, modify the Vision, Mission and Values of the school
- Protect the Special Character/Values of the school
- Ensure a sensible and feasible strategic plan
- Approve and monitor the annual plan
- Develop and review the general policy direction
- Appoint, assess the performance of and support the Principal
- Act as a good employer
- Provide financial stewardship
- Oversee, converse and enhance the resource base
- Approve major policies and programme initiatives
- Manage risk
- Commit to a programme of professional development that includes new trustee induction
- Build a broad base of community support
- Exercise governance in a way that fulfils the intent of the Treaty of Waitangi by valuing and reflecting New Zealand's dual cultural heritage

GOVERNANCE VS MANAGEMENT	
HANDS OFF	HANDS ON
THINKING	DOING
LONG-TERM	DAY-TO-DAY
STRATEGIC	OPERATIONAL
INFORMED	INFORMING

GOVERNANCE AND MANAGEMENT

**BOARDS OF TRUSTEES ARE RESPONSIBLE FOR
ORGANISATIONAL OUTCOMES
&
PRINCIPALS FOR ORGANISATIONAL PROCESSES TO ACHIEVE
THOSE OUTCOMES**

BOARDS

Legal Obligations - Boards have been given power under Section 75 of the Education Act 1989 to control management of the school. They are the legal bodies (body corporate), with the legal obligations to govern the school in accordance with the Acts and Regulations of Parliament and within their own schools Charter.

The legal responsibilities of the Board and Principal are determined in the Education Act 1989.

First and foremost Boards are accountable for student achievement. They exercise this prime accountability by providing an environment for and monitoring the delivery of quality educational outcomes. They are responsible for ensuring that they focus their strategic planning on improving student achievement and teaching and learning programmes.

The changes to board planning and reporting brought through the Education Standards Act 2001 means that boards make sound strategies to ensure that all students achieve to a high standard - requiring the board to:

- Use up-to-date information
- Use both internal and external data to identify strengths and weaknesses
- Set challenging targets for achievement
- Analyse closely, continually monitoring progress towards targets

- Make adjustments as necessary

The essence of trusteeship is that all trustees on a board hold in trust for the community the successful education of all students enrolled at the school. Trusteeship involves the acceptance and responsibility to ensure our school runs well for the benefit of the students' education - to accomplish this, boards need to ensure that correct and adequate resources are available to staff to enable them to teach the students to the very best of their ability.

**THE ESTABLISHMENT OF AN EFFECTIVE & PRODUCTIVE WORKING RELATIONSHIP
BETWEEN THE BOARD & THE PRINCIPAL IS CRITICAL TO THE SUCCESS OF THE SELF
GOVERNING/MANAGING SCHOOL.**

BOARD PROCESS POLICY

The Board's policies are its guiding principles, its statement of intent, the rules and boundaries that provide direction for the Board and Principal to work within. All policies must be consistent with good practice, legislation, regulations, the school charter and relevant employment agreements.

As board policies are the board's rules, every trustee should have a copy of them and take them to every board meeting.

BOARD OPERATING STRUCTURE

The makeup, or constitution, of a Board of Trustees is set out in Section 94 of the Education Act 1989.

In Integrated Schools there are three groups:

1. Parents Representative – 5 for our school
2. School based Trustees - Principal & Staff Representatives
3. Proprietors Representatives – 4 for our school
4. Boards can also co-opt people onto the board for expertise

Although people can be trustees in different ways it is important to remember that all trustees have:

<ul style="list-style-type: none"> • Equal Standing • Equal Voice 	<ul style="list-style-type: none"> • Equal Vote • Equal Responsibility
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WHO CAN BE A PARENT TRUSTEE?

With a few exceptions, anyone may stand for election to be a parent representative. A trustee does not need to be a parent/caregiver of a student.

WHO CAN NOT BE A PARENT TRUSTEE?

Certain persons may not become elected, appointed or co-opted - these are:

- Are an un-discharged bankrupt

- Prohibited from being a director or promoter of, or are concerned or taking part in the management of an incorporated or unincorporated body under the Companies Act 1993, the Securities Act 1978, the Securities Markets Act 1988 or the Takeovers Act 1993
- Subject to a property order under the Protection of Personal and Property Rights Act 1968 (unless it is a temporary order under Section 30)
- A person in respect of whom a personal order has been made under the Act that either the person is not competent to manage his or her own property affairs, or does not have the capacity to communicate/make decisions relating to his/her welfare/personal care
- A person who has been convicted of an offence punishable by imprisonment for 2 years or more, or who has been sentenced to imprisonment for an offence, unless they have obtained a pardon, served the sentence, or otherwise suffered the penalty
- Not a New Zealand citizen, and are either
 - A person to whom Section 7 of the Immigration Act 1987 applies
 - A person obliged, by or pursuant to that Act or any other enactment, to leave New Zealand immediately or within a specified time (being a time that, when specified, was less than 12 months); or
 - Deemed for the purposes of that Act to be in New Zealand unlawfully
- A contractor or subcontractor with the Board without the approval of the Secretary for Education and receiving payments exceeding \$25,000 in any financial year (see Section 103A Education Act 1989 - this would also cover situations where a person has a 10% or more shareholding in the contractors company or a company that controls the contracting company).

ROLE OF THE PRINCIPAL

1. The Principal is a Trustee, Professional Leader of the School, the Chief Executive of the Board and has overall responsibility in relation to the school's control and day to day management, within the policies and delegations established and approved by the Board.
2. Except to the extent that any enactment or the general law of New Zealand provides otherwise, the Principal;
 - a. Shall comply with the Boards General Policy directions
 - b. Subject to paragraph (a) of this subsection, has complete discretion to manage as the Principal thinks fit the school's day to day administration.

The functions of the Principal include:

- Managing the School
- Implementing the School Charter
- Providing the Educational Leadership of the School
- Carrying out Performance Appraisal of all Staff
- Enabling Staff Professional Development
- Is a Full Member of the Board

- Is the Board's Chief Executive & Chief Advisor
- Is the School's Professional Leader
- Makes recommendations to the Board on the appointment of Staff or may, with delegated authority appoint Staff
- Provides Information, feedback and advice to the Board, enabling it to meet the requirements of the National Education Goals

The Principal is an employee of the Board and a delegated employer (of Board Staff) as well as member of the employing body (the Board of Trustees).

ROLE OF THE BOARD CHAIR

One Trustee to preside (Chair) at meetings:

1. Every Board must appoint a Trustee (not being the Principal or Staff Representative) to preside at meetings.
2. The appointment must be made:
 - a. At the Board's first meeting in any year unless it is an election year, in which case it must be at the first meeting held after the election; and
 - b. When the Board has resolved that it has no confidence in the person for the time being appointed; and
 - c. When the person for the time being appointed ceases to be a Trustee, or resigns the task by notice in writing to the Board.

The Chair is responsible for ensuring that the work of the Board gets done and for overseeing the activities of the other Trustees. Any Trustee other than the Principal, the Staff Representative can appoint the Chair.

The Chair should maintain a productive working relationship with the Principal to ensure the smooth and efficient running of the school. The position of the Chair is always open to review and the Board can change the Chair at any meeting of the Board if the majority of Trustees present agree by voting on it.

The Chair may not act independently of the Board in areas that affect the future of the school. There may be times, such as in the term breaks, when the Board delegates its power to an executive committee (eg: the Chair, the Principal and another Board Member) to deal with urgent matters.

ROLE OF THE TRUSTEES

The Board is responsible for Student Achievement by:

- Overseeing the development of the Charter defining the schools purpose
- Setting policies within the school after consultation, where appropriate, with the community and staff
- Being the legal employer of all staff in the school
- Appointing the Principal and assessing their performance in meeting the educational goals of the Board
- Supporting the Principal in managing the school correctly

- Ensuring the staff and the Board are communicating effectively with the community
- No elected trustee will act independently of the Board.

ROLES OF CO-OPTED TRUSTEES

The Board may also choose to co-opt members for a particular reason. Co-opted Trustees are full members of the Board and when making a co-option the Board should consider;

- the ethnic and socio-economic diversity of the students
- the balance of male and female Trustees
- the character of the school and its community
- the expertise required by the Board

Co-opted Trustees are usually co-opted for either a specified time or purpose. These times or purposes have to be stated at the time of co-option, otherwise the person remains on the Board for 3 years from date of co-option. No co-opted trustees will act independently of the Board.

ROLE OF STAFF REPRESENTATIVE

First and foremost is a Trustee, making decisions on behalf of the stakeholders of the school using all the information available. They are elected to bring Staff perspective, in the same way that Parents Trustees bring a parent view. They are bound by the same roles, responsibilities and Code of Conduct as other Trustees and must aim to be part of the Board team rather than a single representational focus. This primary understanding is vital to the success of this role within the Board.

ROLE OF PROPRIETOR APPOINTED TRUSTEE

They are appointed by the Bishop of Palmerston North Diocesan to look after the Proprietor's particular interests and especially to ensure that the Special Character of the school is retained and that appropriate people are appointed to specific (tagged) positions on the staff. They take full part in the Board endeavours like all other Trustees. In addition, these Trustees are expected to ensure that the buildings and grounds are maintained to an appropriate standard. No Proprietor Rep will work independently of the Board.

PARENT ELECTED REPRESENTATIVES

The Board is responsible for Student Achievement by:

- overseeing the development of the Charter defining the schools purpose
- setting policies within the school after consultation, where appropriate, with the community and staff
- being the legal employer of all staff in the school
- appointing the Principal and assessing their performance in meeting the educational goals of the Board

- supporting the Principal in managing the school correctly
- ensuring the staff and the Board are communicating effectively with the community

MANAGING RELATIONSHIPS

Code Of Conduct - every Trustee will sign annually

Conflict is a natural by-product of people working together, and the conflict is often ignored in the hope it will go away.

Avoiding conflict may work for some time, but can also lead to major problems.

Early Warning

Conflict is much easier and cheaper to resolve if addressed earlier rather than later.

Watch out for the following behaviours and act on them early to prevent a possible escalation of conflict:

- Continuing split votes
- Ongoing confusion about roles
- Confused lengthy discussions are stressful and frustrating
- Making mountains out of molehills
- Non-participation
- Personality differences
- Community pressure/disagreement

By being alert for the early warning signs of conflict and acting on them right away, most disputes need never arise. Remember that in an exceptional working relationship, conflict is used as an opportunity not a threat - when parties get into conflict, they resolve it in such a way that new strategies are learned.

Signs of Conflict - Actions/Attitudes

They are listed below from most to the least serious

- **Extreme behaviour** - Dealing with private issues in public, physical/emotional violence, intentional hurts
- **Withdrawal** - No commitment to relationship
- **Threats** - If you don't do this, I will
- **Stored Up Hurts** - Refusing to forgive and forget and to move on
- **Forming Sides** - Picking sides and lobbying for support
- **Labelling** - Name calling, either publicly or privately
- **Distrust** - Acting as if other person is not telling the truth
- **Side Tracking** - Bringing unrelated issues to make a point
- **Rigidity/inflexibility** - "My way is the right way"

Board Admin Structure

Administrative Structure & Responsibilities

Note: Chairperson & Principal serve on all Board Committees

PRINCIPAL

- Professional Leader
- Advisor to BOT
- Community/BOT Liaison

DELEGATIONS

- Day to day Operations & Management of school
- Implementation of School Policy & Procedures
- Reporting to the Board / School Communications
- Agency Liaison
- Strategic & Operational Planning
- Day to day management of school's finance & budget
- Suspending & Stand-down of Students
- Financial expenditure within budget limitations
- Ensure School Budget
- Reflects Annual Plan
- Reflects the results sought by the Board
- Reflects the priorities established by the Board
- Ensure adequate working capital
- Demonstrates an appropriate degree of conservation in all estimates
- Includes Professional Development allocation for Principal & Staff
- Employment of staff - teacher & support
- Allocation of salary units
- Suspension of staff
- Managing the banked staffing provisions
- Staff Appraisals
- Initial investigations relating to a complaint against a staff member
- In the absence of the Principal, the Deputy Principal and then the Assistant Principal are delegated these authorities

The Principal shall not:

- Incur unauthorised debt
- Violate generally accepted accounting practices or principles
- Use tagged funds for purposes other than those approved
- Spend more funds than have been allocated in the fiscal year with our prior Board approval
- Fail to ensure all money owed to the school is collected in a timely manner
- Fail to make timely payment to staff and other creditors
- Sell or purchase unauthorised property
- Fail to ensure that all relevant government returns are completed on time

- Fail to ensure that no one person has complete authority over the school's financial transactions
- Make any purchase:
 - of over \$1000 without having obtained comparative prices and quality
 - of over \$1000 without an adequate review on on-going costs, value and reliability
 - of over \$1000 on a single item without first seeking Board approval

CHAIRPERSON - One Board Member-Elected or Proprietor

- **Elected Community Leader**
- **Assist & Support Principal/BOT/Staff**
- **Community/BOT Liaison**

DELEGATIONS

- Leading Board, BOT delegations
- BOT Spokesperson & Media Rep
- Annual BOT Reporting
- Annual Report to Parish Council
- Principal Performance Appraisal
- Chairing BOT meetings
- Assisting with School Budget

VICE CHAIRPERSON - One Board Member - Elected or Proprietor

- **Liaise with Chairperson**
- **Fill in for Chairperson when unavailable**
- **Support Chairperson**
- **Communicate with Chairperson regularly**

FINANCE - One Board Member, Principal & Office Administrator

- **Financial Liaison with BOT/Principal and related agencies**

DELEGATIONS

- Liaison with BOT/Principal on financial matters
- Leading review of Financial Policy
- Assisting in the implementation of Financial Procedures
- Assisting with Annual Budget & ensuring budget:
 - Reflects the results sought by Board
 - Reflects the priorities as established by the Board
 - Comply with Board's requirements of a balanced budget
 - Ensure adequate working capital
 - Demonstrate an appropriate degree of conservation in all estimates
 - Aligned with Annual Plan
 - Shall not risk financial jeopardy

- Shall not fail to show a general level of foresight
- Includes Professional Development Allocation for Principal & Staff
- Financial reports to BOT
- Applying for grants
- School accounts and general finances with Accounting and Audit providers
- Prepare Strategic Plans regarding replacement of ICT and other assets

SECRETARY School Administrator and Minutes Secretary

- **Minutes Secretary**

DELEGATIONS

- Distribution of BOT information/communications
- Distribution of Board Meetings Agenda & Minutes (no less than 2 business days before meeting) and place copy on Notice Board
- Distribution of relevant BOT correspondence to Portfolio Holders
- Distribution of Board Reports for meetings - ensuring late reports not accepted unless approved by Board Chair
- Liaise with Board Members to ensure all committee reports are received by Secretary no later than 3 working days before due meeting
- Ensure written minutes are sent to Board Chair within days 10 days from date of meeting
- Inform Board Chair of mail received

PROPRIETOR'S REPRESENTATIVES

- **Liaison with BOT/Principal**
- **Liaison with Proprietor/Catholic Education Office**
- **Liaison with DRS**
- **Liaison with Parish Community**
- **Members of the Parish Enrolment Committee**

DELEGATIONS

- Support the DRS & RE Programme
- Ensure Catholic Community's Property is kept in good order
- Report to the Proprietor in writing annually or when required
- Be conscious of the close relationship that needs to exist between school and Parish Church community, by assisting in fostering that relationship
- Work with Parish Council and attend meetings if possible
- Assist in preserving the Catholic Special Character by being aware of the relevant Proprietors Policies and Procedures and by acquiring knowledge and expertise in the areas which influence Catholic Character, in particular, staff appointments, staff relationships, school programs and pupil/student enrolments
- Work alongside Parish Enrolment Committee and help set up new enrolment process for our school - to work alongside the Principal and Parish Priest - in regard of processing preferential status of all new students

- Keep in mind and promote the Catholicity and the particular Charism of the school
- Develop personal understanding of the significance of Catholicity within Catholic schooling, and the nature of RE and evangelising function of the school
- Attend Catholic Character PD
- Encourage other Board members to attend Catholic PD
- Ensure the Principal's Performance agreement and appraisal include Special Character Goals
- Work with Principal to ensure appropriate linkage in relation with Special Character review and development
- Ensure good communication with Proprietor
- Ensure that the school carries out annual self review of Catholic Character
- When speaking on behalf of the Board, reflect the Catholic Dimension of the Board and the school

PROPERTY	- One to Two Board Members (must have at least One Proprietors Representative)
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- **Property operations and Liaison with BOT/Principal and related agencies**

DELEGATIONS

- Liaison with BOT/Principal regarding property matters
- Leading review of Property Policies
- Assisting in the implementation of Property Procedures
- Assisting with Annual Budget
- Property reports to BOT
- Liaison with Proprietor on Property matters
- Liaison with Caretaker

PERSONNEL	- Principal, Chairperson, Staff Rep (Optional) One Proprietors Representative
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- **Personnel Appointment and Liaison**
- **Staff Appointment**

DELEGATIONS

- Liaison with BOT/Principal on Personnel matters
- Leading review of Personnel Policy
- Assisting in the implementation of Personnel Procedures
- Assisting in the appointment of permanent staffing
- Assisting with the induction of new employees

HEALTH & SAFETY	- Principal, Chairperson, Staff Rep & at least One Proprietors Representative
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- **Health & Safety Operations liaison with BOT/Principal and related agencies**

DELEGATIONS

- Liaison with BOT/Principal on Health & Safety matters
- Leading review of Health & Safety Policy
- Assisting in the implementation of Health & Safety Procedures
- Health & Safety reports to BOT
- Report any Health & Safety issues in regard to Property, Equipment, Student & Staff Welfare & Education Outside the Classroom

TRANSPORT

- Principal, Chairperson, Staff Rep & at least One Proprietors Representative

- **Liaison with BOT/Principal**

DELEGATIONS

- Report in writing when required
- Attend Coastal Transport Meetings when required
- Ensure school travel Policy adhered to
- Lead Review of School Transport Policy
- Assist with implementation of School Transport Procedures
- Working with Catholic School's Office regarding transport boundaries

STAFF REPRESENTATIVE

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- **Employee Rep**
- **Assist & Support Principal/Staff/BOT School Liaison**

DELEGATIONS

- Representing Staff issues at BOT level
- Liaison between BOT/Staff
- Assisting in the implementation of BOT Policy & Procedures
- Communicating and supporting the decisions of the BOT at Staff level

MAORI

- Principal, Chairperson, Staff Rep & at least One Proprietors Representative

- **Liaison with BOT/Principal/Maori Community**
- **Liaison with BOT/Staff and School Community on Maori Issues**

PTA

- All Board Members automatically part of PTA

- **PTA Liaison with BOT**

CURRICULUM**- Principal- Staff Representative –Lead teachers**

- Curriculum Liaison BOT/School

DELEGATIONS

- Liaison between BOT and School Management regarding NAG 1 requirement

COMMUNICATION**- Staff Representative**

- Community/BOT Liaison

DELEGATIONS

- Assist with a report to School and Parish communities on all issues regarding the BOT
- Lead review of communication
- Represent community issues at BOT level

These above delegations are a true and correct record of delegations passed at St Joseph's Board of Trustees meeting.

Signed:

Board Job Descriptions

PRINCIPAL JOB DESCRIPTION

RESPONSIBLE TO: BOARD CHAIR

Functional relationships with:

- Principal and Staff
- Other trustees
- Parents and Wider Community
- Government and Support agencies

Primary Objectives:

- To contribute to the effective governance of the school
- To assist and support the Chairperson, the Principal and the staff
- To accept the charter as the guiding document for the Boards activities
- To assist in development of the schools strategic plan
- To accept responsibilities within the Board
- To participate in relevant, ongoing development opportunities for trustees
- To adhere to the " Trustees Code of Conduct"

Key Tasks Responsibilities related to the Principal's Role:

- Is a full member of the board
- Is the boards Chief Executive and Chief Advisor
- Is the schools Professional Leader
- Makes recommendations to the board on the appointment of staff or may, with delegated authority, appoint staff
- Abide by all relevant requirements of the school's Integration Agreement and the School Charter and Plan.
- Accept and recognise the primary day to day responsibility of developing, maintaining and preserving the Special Character of the school.
- Provides information, feedback and advice to the board, enabling it to meet the requirements of the National Education Goals.
- The principal is an employee of the board and a delegated employer (of board staff) as well as a member of the employing body (the board of trustees)
- Participate fully in Board activities, contributing to discussion and making decisions in the best interests of the school
- Ensure that the school remains a Catholic School by ensuring that the significance of Catholicity within school and the nature of Religious Education are the evangelizing functions of the school. Help the Chair to report to community.
- Assist in the preparation of the annual budgets & Property 10 year plan
- Seek to ensure that the school strives for excellence in all of its endeavours
- Be sensitive to matters of equity and justice, and have respect for different cultures, ethnic and family backgrounds and circumstances
- Report annually to Ministry of Education and Catholic Diocesan Education
- Liaise closely with the Chairperson.
- Attend Catholic Character BOT professional development on a regular basis
- Reflect on the Catholic dimension of the board and school.
- Accountable to the Board for school performance.
- Implement the strategic plan and oversee policy writing and review.
- Report monthly to the board.
- Working with the finance committee Report annually after an audit.
- Appoint and monitor the performance of staff.
- Monitor and report on student achievement.
- Prepare the annual report and the annual plan (including specific achievement goals).
- Represent the school.
- Liaise with all agencies working in and for the school.

Signed _____

Dated _____

CHAIRPERSON JOB DESCRIPTION

**RESPONSIBLE TO: BISHOP/FR BERNARD/MINISTRY OF EDUCATION/ CATHOLIC EDUCATION
OFFICE/PRINCIPAL**

The Role of Board Chairperson

The Board Chairperson has a key role in a Catholic school. As well as the qualities and responsibilities of Chairperson of Boards of Trustees outlined by NZSTA there is more that is necessary for a Chairperson in a Catholic school. The Catholic school is an evangelising faith community, and therefore the Board Chairperson would be expected to be capable of leading such a community. The Chairperson of the Catholic school BOT is required, at the governance level, to understand, contribute to, and lead the Catholic Character of the school.

The chairperson of St. Joseph's Catholic School safeguards the integrity of the Board's processes and represents the Board of Trustees to the broader community. The chair ensures that each trustee has a full and fair opportunity to be heard and understood by the other members of the Board in order that collective opinion can be developed and a Board decision reached. The Board's ability to meet its obligations and the plans and targets it has set, are enhanced by the leadership and guidance provided by the chair.

Person Specifications:

- Can be an Elected Board Member or a Proprietors Appointee
- Has a key role in a Catholic School
- As well as qualities and responsibilities of Chairpersons of Board of Trustees outlined by NZSTA there is more that is necessary for a Chairperson in a Catholic School
- The Catholic School is an evangelising faith community and therefore the Board Chairperson would be expected to be capable of leading such a community. The Chairperson of a Catholic School BOT is required, at the governance level, to understand, contribute to, and lead the Catholic Character of the school and to be an active member of the parish.

Trustee Responsibilities:

- Provide Leadership in focussing the Board on sustaining and developing the Catholic Character of the School
- Attend Board meetings and events
- Accept responsibility for ensuring the Catholic Special Character of the school
- Accept responsibility within the Board
- Participate in training for trustees
- Abide by the Trustees' Code of Conduct & Code of Ethics

Responsibilities:

Participate fully in Board activities, contributing to discussion and making decisions in the best interest of the school

- Ensure that the school remains a Catholic School, working closely with the Principal, Proprietors Appointees and other Board Members
- Ensure Board meets its obligations as a good employer
- Lead Board in the process of staff appointments
- Lead the Board and Board delegations
- Assist in the preparation of the annual budget

- Convene, manage and Chair Board meetings
- Represent the Board at functions and meetings and be the Board spokesperson and media representative
- Lead the Principal Performance Appraisal and ensure that the Principals Performance agreement and appraisal include Special Character goals
- Meet regularly with and support the Principal
- Keep in mind and promote the Catholicity and the particular charism of the school
- Seek to ensure that the school strives for excellence in all of its endeavours
- Be sensitive to matters of equity and justice, and have respect for different cultures, ethnic and family backgrounds and circumstances
- Ensure portfolio sub-committees meet and function effectively
- Report annually to Ministry of Education and Catholic Diocesan Education Office
- Attend Catholic Character Board of Trustee Professional Development on a regular basis and encourage all Board Members to attend Catholic Character Professional Development
- Ensure that the Teacher Certification System (Special Character & Religious Education) is implemented
- Ensure Catholic Character is treated as a separate and important agenda item at each Board Meeting. Catholic Special Character also needs to be part of any discussion and development work on the Strategic Development Plan
- Work with Proprietor Appointees to ensure appropriate linkage with the Principal in relation to Special Character review and development
- Work with Proprietor Appointees to ensure good communication with the Proprietor
- Ensure that the school carries out annual self review of Catholic Character
- When speaking on behalf of the Board, reflect Catholic dimension of the Board and the school

The Chairperson may well choose to call on the strengths of particular Board Members in fulfilling these tasks.

(Signature)..... (Date)

VICE CHAIRPERSON JOB DESCRIPTION

RESPONSIBLE TO: BOARD CHAIR/PRINCIPAL

Trustee responsibilities:

- Attend Board meetings and events
- Accept responsibility for ensuring the Catholic Special Character Catholic Character of the school
- Accept responsibility within the Board
- Participate in training for trustees
- Abide by the Trustees' Code of Conduct

Responsibilities:

- Participate fully in Board activities, contributing to discussion and making decisions in the best interests of the school
- Ensure that the school remains a Catholic School, working closely with the Principal, Chairperson, Proprietors Appointees and other Board Members
- Liaise and support Board Chairperson
- Ensure Board meets its obligations as a good employer
- Assist in the preparation of the annual budget
- Convene, manage and chair Board meetings in the absence of the Chairperson
- Represent the Board at functions and meetings and be the Board spokesperson and media Representative in the absence of the Chairperson
- Seek to ensure that the school strives for excellence in all of its endeavours
- Be sensitive to matters of equity and justice, and have respect for different cultures, ethnic and family backgrounds and circumstances
- Attend Catholic Character Board of Trustees Professional Development on a regular basis
- Help ensure portfolio sub-committees meet and function effectively
- Work with Proprietor Appointees to ensure appropriate linkage with the Principal in relation to Special Character review and development
- Work with Proprietor Appointees to ensure good communication with the Proprietor

(Signature)..... (Date)

Parent Elected Trustees Job Description

RESPONSIBLE TO: BOARD CHAIR/PRINCIPAL

OVERVIEW: The parent trustees are to ensure the best possible outcomes for all students at St. Joseph's Catholic School. They are to bring a parent perspective to the board table.

Functional Relationships with:

- The Principal & Staff
- The School Community
- The Ministry of Education
- The Proprietor

Trustee Responsibilities:

- Attend Board meetings and events
- Accept responsibility for ensuring the Catholic Special Character Catholic Character of the school
- Accept responsibility within the Board
- Participate in training for trustees
- Abide by the Trustees' Code of Conduct

Key tasks and responsibilities:

- Contribute to the effective governance of the school
- Attend regularly all meetings of the Board
- Serve the school and its community to the best of your ability and is bound by the Trustee Code of Behaviour
- To be loyal to the school, its motto, vision, values and its charter
- Maintain the confidentiality of the position
- Aim to have contact with the school at least once a week
- Keep the Principal informed on all relevant matters
- Attend to all matters promptly to which you have responsibility
- Be a good employer
- Respect the dual cultural heritage of New Zealand
- Participate fully in Board activities, contributing to discussion and making decisions in the best interests of the school.
- Ensure that the school remains a Catholic school, working closely with the Principal and other Board members.
- Ensure that the school fulfils its primary purpose of giving a Catholic education to Catholic children and young people.

REVIEW SCHEDULE: Triennially

I understand and accept these responsibilities:

(Signature)..... (Date)

PROPRIETOR'S APPOINTEE JOB DESCRIPTION

Proprietor Appointees on the Board are full members of the Board with all the rights and obligations of other Board Members. All Board Members have responsibility for the Catholic Special Character of the school inscribed in the school's integration Agreement and Charter.

Overview: This group of trustees are on boards of integrated schools. They have been appointed to the board to look after the proprietor's particular interests and especially to ensure the preservation of the special character and property of the school and that appropriate people are appointed to specific (tagged) positions on the staff. They take a full part in board endeavours like all other trustees.

RESPONSIBLE TO: BISHOP/FR BERNARD/CHAIRPERSON/PRINCIPAL/CATHOLIC EDUCATION OFFICE

Functional relationships with:

- Principal and Staff
- Other trustees
- Bishop rep/proprietor
- Parents and Wider Community
- Government and Support agencies

Primary Objectives:

- Assist the Board to carry out its obligations to ensure that the school remains a Catholic School and it fulfils the primary objective for which it was founded.
- Be an important channel of communication between the school and the Bishop and/or Proprietor (through Diocesan Education Office)
- Assist the Board in ensuring that the Proprietor's property is kept in good order, repair and condition. They need to ensure that the proportion of the Operations Grant which is designed to cover the repair and maintenance of buildings is used for this purpose.
- To assist the BOT in ensuring that the proprietors property is kept in good order, repair and condition.
- To assist and support the Chairperson, the Principal and the staff.
- To accept the charter as the guiding document for the Boards activities.
- To assist in development of the schools strategic plan.
- Report to the Proprietor on the progress of the school annually or as often as requested.
- To accept responsibilities within the Board.
- To participate in relevant, ongoing development opportunities for trustees.
- To adhere to the " Trustees Code of Conduct"

Key Tasks Related to the Proprietor's Role:

- Participate fully in Board activities contributing to discussion and making decisions in the best interest of the school
- Ensure that the school remains a Catholic school, while working closely with the principal and other board members.
- Ensure that the school fulfills its primary purpose of giving a Catholic education to Catholic children and young people.
- Assist in preserving the catholic character by being aware of relevant Proprietors policies and by acquiring knowledge and expertise in the areas which influence Catholic Character, in particular, staff appointments, staff relationships, school programmes and pupil student enrolments.
- Seek to ensure that the school strives for excellence in all of its endeavours.
- Be sensitive to matters of equity and justice, and have respect for different cultural, ethnic and family backgrounds and circumstances.
- Support the Religious Education programmes and the DRS.
- Be the channel of communication between the school and the proprietor.
- Ensure the Catholic Community's property is kept in good order.
- Communicate with the proprietors on a regular basis about property issues.
- Include in annual report to the Proprietor a statement about the amount of the Operation Grant which is allocated to repair and maintenance, and the amount spent.
- Be conscious of the close relationship that needs to exist between the school and the parish community and assist in fostering that relationship.
- Attend Catholic Character BOT professional development on a regular basis and encourage other board members to attend.

I understand and accept these responsibilities:

Signed _____

Dated _____

PROPERTY JOB DESCRIPTION- Inclusive in the committee-Proprietor Appointee

RESPONSIBLE TO: BOARD CHAIR/PRINCIPAL

Functional relationships with:

- Principal and Staff
- Other trustees
- Parents and Wider Community
- Government and Support agencies

Trustee Responsibilities:

- Attend Board meetings and events
- Accept responsibility for ensuring the Catholic Special Character Catholic Character of the school

Primary Objectives:

- To contribute to the effective governance of the school.
- To assist and support the Chairperson, the Principal and the staff.
- To accept the charter as the guiding document for the Boards activities.
- To assist in development of the schools strategic plan.
- To accept responsibilities within the Board.
- To participate in relevant, ongoing development opportunities for trustees.
- To adhere to the "Trustees Code of Conduct"

Key Tasks Related to the Property Manager's Role:

- Attend Catholic Character BOT professional development on a regular basis.
- To assist the BOT in ensuring that the proprietors property is kept in good order, repair and condition.
- Contribute to the development and monitoring of the property development plan.
- Ensure that the proportion of the operations grant which is designed to cover, repair and maintenance is used for this purpose.
- Liaise with the board members responsible for capital (property) works.
- Liaise with the Administration Manager.
- Implement and supervise the maintenance plan.
- Monitor site developments and liaise with trades-people as required.
- Oversee cleaning and caretaking and garden maintenance.
- Attend Board meetings and events
- Accept responsibility for ensuring the Catholic Special Character Catholic Character of the school.
- Assist the Board in ensuring that the Proprietor's property is kept in good order, repair and condition. They need to ensure that the proportion of the Operations Grant which is designed to cover the repair and maintenance of buildings is used for this purpose.
- Ensure property reflects Health and Safety requirements
- The Property Committee has discretionary powers to approve expenditure on emergency property matters.
- Facilitate building programmes, work with Catholic Management Office to complete upgrade plans and help monitor & maintain school grounds and buildings.

Responsibilities:

- Participate fully in Board activities, contributing and making decisions in the best interests of the school
- Seek to ensure that the school strives for excellence in all of its endeavors
- Be sensitive to matters of equity and justice, and have respect for different cultures, ethnic and family backgrounds and circumstances
- Ensure all buildings and facilities are maintained to the Ministry's and Proprietor's standards.
- Inspect all buildings and facilities each term.
- Furnish a monthly written Report to the Board.
- Review 10 year maintenance programme every 6 months.
- Update furnishing and equipment register yearly.
- Annually make submissions for consideration in annual budget for replacement of furnishings and equipment, and buildings and grounds.
- Ensure property reflects Health and Safety requirements
- The Property Committee has discretionary powers to approve expenditure on emergency property matters.
- Facilitate building programmes, work with Catholic Management Office to complete upgrade plans and help monitor & maintain school grounds and buildings.
- Include in Proprietor's Appointee's Annual report to the Proprietor a statement about the amount of the Operation Grant, which is allocated to repair and maintenance, and the amount spent.
- Property Operations and liaison with Board, Principal and related agencies.
- Ensure property obligations of the Proprietor and the Crown as set out in the Private Schools Conditional Integration Act and the Integration Agreement are met.
- To bring to the attention of the Proprietor any items which are in the major maintenance category
- Ensure that the school has adequate insurance cover
- Ensure that there is at least one Proprietor's Appointee on any committee dealing with Property.

Signed _____

Dated _____

PROPERTY (Capital Works) JOB DESCRIPTION- Inclusive in the committee-Proprietor Appointee

Responsible to: Board Chairperson/Principal

Functional relationships with:

- Principal and Staff
- Other trustees
- Parents and Wider Community
- Government and Support agencies

Primary Objectives:

- To contribute to the effective governance of the school.
- To assist and support the Chairperson, the Principal and the staff.
- To accept the charter as the guiding document for the Boards activities.
- To assist the BOT in ensuring that the proprietors property is kept in good order, repair and condition.
- To assist in development of the schools strategic plan.
- To accept responsibilities within the Board.
- To participate in relevant, ongoing development opportunities for trustees.
- To adhere to the “Trustees Code of Conduct”

Key Tasks Related to the Property Manager’s Role:

- Attend Catholic Character BOT professional development on a regular basis.
- Ensure that the proportion of the operations grant which is designed to cover repair and maintenance is used for this purpose.
- Lead in the development and monitoring of the property development plan.
- Arrange for the planning and oversight of capital work.
- Liaise with Education agencies and trades-people as required.
- Consult the principal and Staff about proposed developments.
- Liaise with the Board Member responsible for school maintenance.
- Monitor all school policies related to property.
- Organize property sub committees meetings as and when required.

I understand and accept these responsibilities:

Signed _____

Dated _____

PERSONNEL JOB DESCRIPTION

RESPONSIBLE TO: BOARD CHAIR/PRINCIPAL

Functional relationships with:

- Principal and Staff
- Other trustees
- Parents and Wider Community
- Government and Support agencies

Trustee Responsibilities:

- To contribute to the effective governance of the school
- To assist and support the Chairperson, the Principal and the staff
- To accept the charter as the guiding document for the Boards activities
- To assist in development of the schools strategic plan
- To accept responsibilities within the Board
- To participate in relevant, ongoing development opportunities for trustees.
- To adhere to the “Trustees Code of Conduct”
- Attend Board meetings and events
- Accept responsibility for ensuring the Catholic Special Character Catholic Character of the school

Key Tasks Related to the Personnel Trustee's Role:

- Assist in the development of a structure for the board showing delegated responsibilities.
- Monitor all school policies related to personnel Management.
- Attend Catholic Character BOT professional development on a regular basis.
- Be a member of the panel responsible for appointing new members of staff.
- Visit and meet regularly with the principal and school staff.
- Facilitate in professional development and training opportunities for trustees.
- Liaise with employer unions.
- Participate fully in Board activities, contributing to discussion and making decisions in the best interests of the school
- Seek to ensure that the school strives for excellence in all of its endeavours
- Be sensitive to matters of equity and justice, and have respect for different cultures, ethnic and family backgrounds and circumstances
- Fulfill responsibilities as a good and fair employer
- Keep appropriate personnel information in a staff data base
- Support staff as they model the ‘special character’ aspect of the school
- May act in urgent personnel matters without immediate reference to the whole board
- Guidelines from the Catholic Education Office need to be observed and care taken regarding appointments to the ‘tagged’ position.
- The Board of Trustees Chairperson will manage matters relating to the Principals salary and performance contract & lead appraisal
- Manage, according to policy and collective or individual employment contracts, any referred complaints relating to staff
- Monitor, through the Principal, the staff appraisal process
- Ensure staff have opportunities for appropriate professional development
- Undertake requirements of EEO programme
- Assist in preserving the Catholic Character by being aware of relevant policies of the Proprietor, and by acquiring knowledge and expertise in the areas which influence Catholic Character, in particular, staff appointments, staff relationships.
- Ensure that there is at least one Proprietor’s Appointee on any committee dealing with staff appointments. This includes direct involvement in the appointment process when the right to make a particular appointments is delegated to the Principal.
- Lead review of Personnel Policy
- Assist in the implementing of Personnel Procedures
- Assist with the induction of new employees
- **Principal & Board Chair are the only people officially allowed to appoint/offer employment on behalf of the Board - with the only exception being when appointing a new Principal.**

I understand and accept these responsibilities:

Signed _____

Dated _____

FINANCE JOB DESCRIPTION

Provide quality accurate & up to date financial information to the Board

RESPONSIBLE TO: BOARD CHAIR/PRINCIPAL

Trustee Responsibilities:

- Attend Board meetings and events
- Accept responsibility for ensuring the Catholic Special Character Catholic Character of the school
- Accept responsibility within the Board
- Participate in training for trustees
- Abide by the Trustees' Code of Conduct
- To contribute to the effective governance of the school.
- To assist and support the Chairperson, the Principal and the staff.
- To accept the charter as the guiding document for the Boards activities.
- To assist in development of the schools strategic plan.

Responsibilities: Treasurer, Finance Committee**Key Tasks Related to the Finance Officer's Role:**

- Accept responsibility for ensuring the Catholic Special Character Catholic Character of the school.
- Reports monthly/as required to the Board.
- Attend Catholic Character BOT professional development on a regular basis.
- Work with the Principal and accountant to establish an annual Budget.
- Liaise closely with the principal, Board of Trustees and the BOT accountant regarding monthly accounts.
- To assist the BOT in ensuring that the proprietors property is kept in good order, repair and condition by prudent use of funds.
- Ensure that the proportion of the operations grant which is designed to cover repair and maintenance is used for this purpose.
- Oversee investments.
- Endorse all financial transactions.
- Assist with the strategic plan.
- Monitor all school policies related to financial matters.
- Meet regularly with the Principal to ensure the smooth financial running of the school.

➤ *Responsibilities: Treasurer, Finance Committee*

- Produce an annual budget which reflects the needs of the Charter and the School Development Plan
- Participate fully in the Boards activities, contributing and making decisions in the best interests of the school
- Monitor budget process throughout the year
- Seek to ensure that the school strives for excellence in all of its endeavours
- Be sensitive to matters of equity and justice, and have respect for different cultures, ethnic and family backgrounds and circumstances
- Function in accordance with the Policy on Internal Control of Finance
- Ensure allocation of long term maintenance funds are achieved annually
- Liaise with all sub-committees regarding financial requirements
- Ensure annual financial reports are made available to Auditor
- Lead review of Financial Policy
- Assist in the implementation of Financial Procedures
- Link resource use to Charter objectives allocating funds to reflect the school's priorities
- Meet each month to prepare financial reports for the Board
- Work alongside and meet regularly with School Administrator to ensure accurate financial information is received
- Reconcile monthly Bank Statements
- Monitor Bank Staffing alongside Principal
- Advise Board Chair immediately of any issues including fraudulent activity which may cause a risk to the Board

I understand and accept these responsibilities:

Signed _____

Dated _____

HEALTH AND SAFETY JOB DESCRIPTION

RESPONSIBLE TO: BOARD CHAIR/PRINCIPAL

Functional relationships with:

- Principal and Staff
- Other trustees
- Parents and Wider Community
- Government and Support agencies

Trustee responsibilities:

- Attend Board meetings and events
- Accept responsibility for ensuring the Catholic Special Character Catholic Character of the school
- Accept responsibility within the Board
- Participate in training for trustees
- To contribute to the effective governance of the school.
- To assist and support the Chairperson, the Principal and the staff.
- To accept the charter as the guiding document for the Boards activities.
- To assist in development of the schools strategic plan.
- To participate in relevant, ongoing development opportunities for trustees.
- Abide by the Trustees' Code of Conduct

Key Tasks Related to the Health and Safety Role.

- Ensure that the Board has provided safe working conditions.
- Attend Catholic Character BOT professional development on a regular basis
- Monitor Health and Safety Policies in line with NZ Safety Standards
- Oversee the School Hazards Register
- Promote enhancements of the school environment
- Liaise with the Property Sub Committee if and when required.

Responsibilities:

- Participate fully in Board activities, contributing and making decisions in the best interests of the school
- Seek to ensure that the school strives for excellence in all of its endeavours
- Be sensitive to matters of equity and justice, and have respect for different cultures, ethnic and family backgrounds and circumstances
- Ensure all buildings and facilities are maintained to the Ministry's and Proprietor's standards
- Inspect all buildings and facilities (including playgrounds) and complete Health & Safety Check list each month
- Furnish a monthly Report to the Board
- Review 10 year maintenance programme every 6 months
- Update furnishing and equipment register yearly
- Annually make submissions for consideration in annual budget for replacement of furnishings and equipment, and buildings and grounds. Ensure sufficient finances available to reflect requirements
- Ensure Health and Safety requirements are met ensuring that there is a healthy, safe environment for teaching and learning
- The property committee has discretionary powers to approve expenditure on emery property matters
- Assist the Board in ensuring that the Proprietor's property is kept in good order, repair and condition
- Be responsible for Risk Management
- Lead review of Health & Safety Policy
- Liaise with Principal and Board on Health & Safety matters
- Assist in the implementing of Health & Safety Procedures
- Monitor Accident Register to identify possible trends
- Monitor welfare of all staff, Principal and Board
- Assist in consulting the school community regarding Health initiatives
- Ensure that the school is safe, that all actual and potential hazards are identified and all practical steps taken to eliminate, isolate or minimise them
- When aware of an actual or potential hazard or a situation, where the standard of the Code are not being met, take all practical steps to remedy the situation in order to protect all employees and students.
- If work required to remedy the situation involves capital work, inform the Proprietor Property Rep immediately so steps can be taken to inform the Proprietor. The proprietor will then do what is necessary to eliminate, isolate or minimise the hazard

Signed _____

Dated _____

TRANSPORT JOB DESCRIPTION

RESPONSIBLE TO: BOARD CHAIR/PRINCIPAL

Trustee Responsibilities:

- Attend Board meetings and events
- Accept responsibility for ensuring the Catholic Special Character Catholic Character of the school
- Accept responsibility within the Board
- Participate in training for trustees
- Abide by the Trustees' Code of Conduct

Responsibilities:

- Participate fully in Board activities, contributing and making decisions in the best interests of the school
- Seek to ensure that the school strives for excellence in all of its endeavours
- Be sensitive to matters of equity and justice, and have respect for different cultures, ethnic and family backgrounds and circumstances
- Attend any Transport Meetings, required by school
- Be a voice for our school bus students & parents/caregivers
- Be the supporter representative of the school for any Bus Route planning and answer any questions as required by local company.
- Be responsible for self-review documentation
- Co-ordinate the review of policies and procedures in line with the Self Review Plan
- Organise training programme for Board as required
- Ensure school Travel Policy is being met and reviewed
- Present a written report for the Board if needed or requested.
- Work alongside Principal on all matters involving students transport safety

Signed _____

Dated _____

BOARD SELF REVIEW JOB DESCRIPTION

RESPONSIBLE TO: BOARD CHAIR/PRINCIPAL

Trustee responsibilities:

- Attend Board meetings and events
- Accept responsibility for ensuring the Catholic Special Character Catholic Character of the school
- Accept responsibility within the Board
- Participate in training for trustees
- Abide by the Trustees' Code of Conduct

Responsibilities:

- Ensure the Board has met its obligations to ensure that the school remains a Catholic School and it fulfils the primary objective for which it was founded.
- Ensure that the school remains a Catholic school, by reviewing the working relationship closely with the Principal and other Board members
- Ensure that the school fulfils its primary purpose of giving a Catholic Education to Catholic children
- Assist in preserving the Catholic Character by being aware of relevant policies of the Proprietor, and by acquiring knowledge and expertise in the areas which influence Catholic Character.
- Review the support given to the Religious Education programme and the Director of Religious Studies.
- Be conscious of the close relationship that needs to exist between the school and the parish Church community, and assist in fostering that relationship
- Oversee strategic planning
- Be responsible for self-review documentation
- Undertake any necessary interaction with ERO
- Co-ordinate the review of policies and procedures in line with the Self Review Plan
- Organise training programme for Board as required
- Inform Board on such documentation as changes to National Education Guidelines
- Ensure Annual Catholic Evaluation Review is undertaken
- Ensure Annual Evaluation Review completed on Board Chair
- Ensure Annual Evaluation Review completed on Portfolio Sub Committees
- Ensure Annual Evaluation Personal Review completed by all Board Members
- Ensure Annual Board Plan is followed and amended when needed.

(Signature)..... (Date)

MAORI LIAISON JOB DESCRIPTION

RESPONSIBLE TO: BOARD CHAIR/PRINCIPAL

Trustee Responsibilities:

- Attend Board meetings and events
- Accept responsibility for ensuring the Catholic Special Character Catholic Character of the school
- Accept responsibility within the Board
- Participate in training for trustees
- Abide by the Trustees' Code of Conduct & Code of Ethics

Responsibilities:

- Participate fully in Board activities, contributing and making decisions in the best interests of the school
- Seek to ensure that the school strives for excellence in all of its endeavours
- Be sensitive to matters of equity and justice, and have respect for different cultures, ethnic and family backgrounds and circumstances
- Liaise with Board, Principal and local Maori Community
- Liaise with Board, Staff and School community on any Maori Issues
- Be responsible for self-review documentation
- Co-ordinate the review of policies and procedures in line with the Self Review Plan
- Organise training programme for Board as required
- Present a written report for the Board if needed or requested
- Ensure School's Charter & Strategic Plan caters for the needs of our Maori Students and that it is in line with Ministry of Education Guidelines and the Treaty of Waitangi

(Signature)..... (Date)

COMMUNICATION JOB DESCRIPTION

RESPONSIBLE TO: BOARD CHAIR/PRINCIPAL

Trustee Responsibilities:

- Attend Board meetings and events
- Accept responsibility for ensuring the Catholic Special Character Catholic Character of the school
- Accept responsibility within the Board
- Participate in training for trustees
- Abide by the Trustees' Code of Conduct & Code of Ethics

Responsibilities:

- Participate fully in Board activities, contributing to discussion and making decisions in the best interests of the school
- Seek to ensure that the school strives for excellence in all of its endeavours
- Be sensitive to matters of equity and justice, and have respect for different cultures, ethnic and family backgrounds and circumstances
- Work alongside Principal to help implement communication goals
- Liaise with Board Chairperson on all aspects regarding communication
- Be responsible for a Communication Review
- Communicate and consult with parents, caregivers, parish and wider school community alongside Principal
- Ensure "News from the Board" is sent to parents, caregivers, parish and wider school community at least once per term
- Actively arrange information for "News from the Board" alongside Principal and Chairperson

(Signature)..... (Date)

STAFF REPRESENTATIVE JOB DESCRIPTION

RESPONSIBLE TO: PRINCIPAL/BOARD CHAIR

Overview: The staff trustee is first and foremost a trustee, making decisions on behalf of the stakeholders at the school using all the information available. They are elected to bring a staff perspective to the board in the same way that parent trustees bring a parent view. They are bound by the same roles, responsibilities and codes of conduct as other trustees and must aim to be part of the board team rather than hold a single representational focus. This primary understanding is vital to the success of this role.

The relationship between the staff trustee and the principal is very important. They need to ensure that there are "no surprises" at board meetings and that a clear process is in place for reporting decisions to the staff.

Functional relationships with:

- Principal and Staff
- Other trustees
- Parents and Wider Community
- Government and Support agencies

Trustee Responsibilities:

- Attend Board meetings and events
- Accept responsibility for ensuring the Catholic Special Character Catholic Character of the school
- Accept responsibility within the Board
- Participate in training for trustees
- Abide by the Trustees' Code of Conduct

Responsibilities:

- Participate fully in Board activities, contributing and making decisions in the best interests of the school
- Seek to ensure that the school strives for excellence in all of its endeavours
- To participate in relevant, ongoing development opportunities for trustees
- Serve the school and its community to the best of your ability and is bound by the Trustee Code of Behaviour
- There will be a close relationship with Principal, no surprises.
- To be loyal to the school, its motto, vision values and its charter
- Maintain the confidentiality of the position, be sensitive to matters of equity and justice, and have respect for different cultures, ethnic and family backgrounds and circumstances
- To contribute to the effective governance of the school
- To assist and support the Chairperson, the Principal and the staff
- To accept the charter as the guiding document for the Boards activities. Help to work within the Boards Charter.
- Respect the dual cultural heritage of New Zealand
- Act in the best interests of the school at all times
- Fairly and accurately present staff views to the Board
- Report to staff, after Board meetings, in conjunction with the Principal, on non-management related decisions as per the Minutes

- Present a verbal or written report for the Board if needed or requested
- Assist in preserving the Catholic Character by being aware of relevant policies of the Proprietor, and by acquiring knowledge and expertise in the areas which influence Catholic Character, in particular staff relationships and school programmes.
- Liaise with St Josephs PTA (Parent Teachers Association)
- Assist & Support Principal, Staff and Board School Liaison

Key Tasks Related to the Staff Representative's Role:

- Attend Catholic Character BOT professional development on a regular basis
- To fairly and accurately help the principal present staff views to the board.
- To fairly, accurately and promptly report on the board meeting to the staff, in conjunction with the principal.
- The staff trustee is first and foremost a trustee and must act in the best interests of the students of the school at all times.
- Monitor Good Employer Conditions.
- Reports as required staff matters to the Board.
- Provide additional curricula and extra curricula information to the Board.

Staff Trustee accountability measure	Standard
1. To work within the board's Charter	1.1 The Charter is obviously considered in board decisions
2. To abide by the board's governance and operational policies	2.1 The staff trustee has a copy of the Governance Manual and is familiar with all board policies
3. The staff/student trustee is first and foremost a trustee and must act in the best interests of the students at the school at all times.	3.1 The staff trustee is not a staff/student advocate 3.2 The staff trustee does not bring staff/student concerns to the board
4. The staff/student trustee is bound by the Trustee Code of Behaviour	4.1 The staff trustee acts within the code of behaviour
5. It is not expected that the staff trustee act as a union delegate	5.1 The staff trustee does not bring staff issues to the board
6. The staff trustee will prepare verbal or written report for the board when needed for curriculum areas they may be in charge of.	6.1 No regular reports received unless a request has been made by the board on a specific topic.

I understand and accept these responsibilities:

Signed_____

Dated_____

BOARD SECRETARY JOB DESCRIPTION

Provide administrative support to Board & Principal through organising administrative duties and activities including the receiving and handling of information

RESPONSIBLE TO: BOARD CHAIR/PRINCIPAL

Trustee Responsibilities:

- Attend Board meetings and events
- Accept responsibility for ensuring the Catholic Special Character Catholic Character of the school
- Accept responsibility within the Board
- Participate in training for trustees
- Abide by the Trustees' Code of Conduct

Responsibilities:

- Seek to ensure that the school strives for excellence in all of its endeavours
- Be sensitive to matters of equity and justice, and have respect for different cultures, ethnic and family backgrounds and circumstances
- Organise and coordinate meetings or functions as required
- Liaise with Board Members to ensure all committee reports are received by you - no later than 3 full business days before due meeting
- Do not accept any late reports unless agreed by Board Chairperson
- Setting Board meeting agenda in consultation with Principal and Board Chairperson
- Taking and writing of accurate Board minutes
- Maintaining all board records and files
- Arranging meetings and functions as required
- Receiving Inwards Correspondence and completing and sending Outwards Correspondence
- Participate fully in Board activities, contributing and making decisions in the best interests of the school
- Seek to ensure that the school strives for excellence in all of its endeavours
- Distribution of relevant Board correspondence to relevant portfolio holders
- Distribution of Board Information and Communications

Key Tasks Related to the Secretary's Role

- To help write/publish Board news to the community.
- Keep community copy of the minutes.
- Keep record of community consultation.
- Keep confidential in committee minutes separate.
- Copy letters and information for all members of the board.
- Distribute all material to Board members at least 4 days before a meeting.
- Draft letters and correspondence. Then discuss these at Board meetings.
- Send letters and outward correspondence after BOT has approved.
- Attend Catholic Character BOT professional development on a regular basis and encourage other board members to attend.

I understand and accept these responsibilities:

Signed _____

Dated _____

COMMUNITY CONSULTATION JOB DESCRIPTION

RESPONSIBLE TO: BOARD CHAIR/PRINCIPAL

Trustee Responsibilities:

- Attend Board meetings and events
- Accept responsibility for ensuring the Catholic Special Character Catholic Character of the school
- Accept responsibility within the Board
- Participate in training for trustees
- Abide by the Trustees' Code of Conduct

Responsibilities:

Participate fully in Board activities, contributing and making decisions in the best interests of the school

Seek to ensure that the school strives for excellence in all of its endeavours

Be sensitive to matters of equity and justice, and have respect for different cultures, ethnic and family backgrounds and circumstances

UNDER THE GUIDANCE OF THE PRINCIPAL

- Liasise with and work with Principal to gain feedback on new initiatives from school community
- Liasise with Board, Staff, Parents, Parish & School Communities to enhance and encourage good communication practices.
- Be responsible for Self Review Documentation
- Co-ordinate and review the policies and procedures in line with the Self Review Plan
- Present written reports to the Board if needed or requested

(Signature)..... (Date)

Saint Mary's Parish, Taihape
GENERAL GUIDELINES: ENROLMENT

Objective:

Help Parish Priest & School Principal with all preferential enrolments to a Catholic School (especially St Joseph's Primary School, Taihape) and thus enabling a smooth and consistent pathway.

Process for St Joseph's Taihape

- Family visit with School Principal - forms and fees explained and given out for completion.
- Parents fill out 'Preferential Form'.
- If child qualifies via **5.1** - Proprietor Rep can sign off 'Committee Enrolment Form' - parents will then be asked to contact Parish Priest to sign off 'Preferential Form'.
- If child is either **5.2, 5.3 or 5.4** - these 'Enrolment Forms' will need to go through committee first before parents told to visit Parish Priest.
- Once Enrolment Committee is satisfied that child meets **5.2, 5.3 or 5.4** then parents are notified to ring and make an appointment with Parish Priest.
- Should the Enrolment Committee decide that the child does not meet **5.2, 5.3 or 5.4** - discussions will be held with the Parish Priest. Should the Parish Priest agree then the parents will be notified of that decision.
- Parish Priest will be given 'Committee Enrolment Form & Preferential Form' before parents meet him by Enrolment Committee.
- Parish Priest will return 'Committee Enrolment Form & Preferential Form' once completed, DIRECTLY to the school.

School to File:

Preferential Form - to be filed in the Individual Child's File.

Enrolment File - to be filed in Enrolment Committee File.

Any Catholic Secondary School Enrolments:

Father to be supplied 'Committee Enrolment Forms'. At this stage he is happy to complete them - however may call upon Enrolment Committee for any help needed.

Committee Delegations:

5.1 - children who qualify as this, may have the 'Committee Enrolment Form' signed off by the Proprietor Reps and do not need to go through the Enrolment Committee.

Should there be no priest in residence; the enrolment committee has the power to make a decision. However it is encouraged that parents are made aware of when the Parish Priest is away and try to get enrolments done before Priest is away. Father will supply dates to School Office and these to be published in School Newsletter and Parish Newsletter.

Committee can contact Catholic Education Office for further guidance - if needed.

Board Meetings

Board Members ARE NOT Volunteers.

They ARE ACCOUNTABLE.

Schedule 6 of the Education Act 1989 sets out the framework for the way a board will conduct its meetings. The framework is general and allows the board flexibility to implement its own policies and practices to ensure an orderly, productive meeting.

Boards set the date, time and location and how meetings will be structured.

WHEN monthly meeting (generally somewhere in third week of the month (February – December)

WHERE School Staff Room

TIME As advised (Generally Evening)

Legislation requires a board to hold a meeting not later than 3 months after previous meeting.

Remember that it is not the regularity of the meetings that is important, but what you do at them!

Boards may also hold electronic meetings.

Notice of Meetings:

‘Boards shall take all reasonable steps to ensure that parents ... of students enrolled at schools that the board administers can readily find out, within reasonable time before those meetings, where and when meetings of the Board are to be held’.

A notice stating date, time and location of the meeting should be sent to all Board Members, and be available publicly. It should be sent with the agenda and other Board papers to all Trustees at least 2 days before meeting.

Agenda and all Board reports or papers must be available to the public at the School Office 2 clear working days before the meeting. These publicly available papers should not include any documents that are going to be, or likely to be, considered while the public is excluded from the meeting.

Anyone can take notes from or ask for copies of the agenda or reports, and they should be given such copies as soon as practicable. If minutes are requested prior to being confirmed these must be marked ‘draft’, ‘unconfirmed’ or ‘subject to confirmation’.

Meeting Structure:

This is entirely up to each Board to determine, but Boards need to be mindful that the meeting is a time for the Board to monitor results and make strategic decisions about achieving the Vision and Charter Goals for the School.

Brief Outline is:

1.	Welcome/Prayer	
2.	Meeting Protocol (Present/Apologies/Declaration of Interest)	10 mins
3.	Strategic Decisions	25mins
4.	Principal’s Report/Strategic Discussions	35mins
5.	Chair/Finance/Personnel/Property Discussions	20mins

6.	Correspondence/Previous Minutes	10mins
7.	Agenda Items for next meeting/meeting evaluation	10mins
8.	Setting next Board Meeting Date	

Board Decision Making

All matters to be decided by the Board will be decided by way of a vote. This is usually done on 'the voices'. However, if that is challenged, the Chair will call for a show of hands.

Under some circumstances, such as where a decision involves contentious issues and strong personalities, it may be appropriate to hold a secret ballot so that Trustees may vote freely.

On all matters dealing with the decision making process, Boards have their own rules of order. This order should be standardised and followed at each meeting. At all meetings applying common sense and courtesy is a good rule of thumb.

Rule of Order Guidelines:

- A Board's primary means of making decisions is through motions, which are moved, seconded, debated and put to the vote. The Chair or members may ask the mover to write down the motion before it is acted upon. The Chair may assist the mover with wording for clarity.
- Each motion deals with only one matter or issue. Debate must be limited to the issue at hand. Speakers who stray from the issue or attempt to introduce new matters should be ruled out of order.
- Each Trustee should be allowed to speak once on a subject under debate. The Chair may refuse to allow a Trustee to speak again until everyone has had a chance to speak.
- A member may raise a point of order at any time. After the point has been stated, the Chair issues a ruling. The Chair's ruling is final unless challenged at the time (the common law position is that the meeting can disagree with the Chair).
- Only one motion at a time will be considered by the Board. That motion may be amended. Votes on amendments must be taken before the motion is further considered.
- If the amendment is agreed to, it becomes part of the motion.
- Further amendments may be made to the motion but only one at a time can be proposed, discussed and decided on.
- After a motion has been passed or rejected, no further discussion on the same issue should be allowed at the same meeting, other than a motion to reconsider.

Voting:

The following rules apply;

- voting to decide a motion requires a single majority
- a Trustee can request that their vote be recorded
- the Chair has a vote on every matter, and where a vote is tied they have a casting vote. It is convention, and only a convention, that a casting vote is used to maintain the status quo, because there is no clear indication that the majority of the Board want change.

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They ARE ACCOUNTABLE.**

The board may from time to time decide that for efficient and effective decision asking or information gathering a committee is required. There is legislation surrounding the makeup and decision making powers of this committee, and board should ensure that the use of a committee is in the best interests of the board before delegating any authority.

Standing Committee – this is the most common and can be most contentious. It provides specialised assistance and advice to the board. Boards need to be particularly vigilant that these committees are focused at a governance level and not doing management work. Examples are discipline, property, finance and review.

Ad Hoc Committee – This committee handles a specific situation or issue that does not fall within the responsibilities of the standing committee.

DELEGATIONS:

The Education Act 1989 (section 66) contains the provisions for board delegations.

Changes were made in 2005 were:

- Non Trustees
Boards can delegate its powers/functions to committee consisting of non trustees.
Committees must have a minimum number of TWO persons with at least ONE of whom must be a trustee.
- Resolution and in writing
Section 66 explicitly states that delegations must be by way of resolution (that is at board meeting) and written notice to the person or persons. It also states that the delegate must not sub-delegate without written consent of the board. The board is not able to delegate the general power of delegation or the power to borrow money. The delegation may be revoked at any time by resolution and written notice to the delegates.
- Existing committees
If a board has an existing committee which is dealing with matters such as personnel or student discipline (suspensions and expulsions etc) it should ensure there is a clear written delegation by way of resolution to the committee. Delegation of powers and functions may be general or specific. This would minimise risk of any legal action being brought against the board or committee for acting without authority.
- Renewal of delegations
Delegations DO NOT have to be renewed annually. They continue in force until revoked. However, it is good practice for a schedule of all delegations made by the board to be tabled at the first meeting of the board each year, or following an election. This will ensure that all trustees are aware of them and any changes, if necessary, can be made.