

1. Board Roles and Responsibilities Policy

The Boards' key areas of contribution is focused on 4 outcome areas:

- Representation
- Leadership
- Accountability
- Employer Role

Winton School Board will adopt as it's guiding principle a governing rather than management approach to its governance. It will make every effort to separate the twin roles of governance and management and maintain a focus on strategic or long term issues and those associated with the 'ends' rather than on day-to-day administration.

To achieve this, the Board will:

- Utilise its Terms of Reference documents
- Keep its focus on the strategic implementation of programmes and services
- Maintain an emphasis on the policy implication of all matters coming before it
- Maintain a commitment to excellence in all matters coming before it. It will establish after each Board election (held every 3 years) a Code of Conduct that is binding on all members. Included in this code will be statements regarding:
 - Loyalty to the Board and its policies
 - Commitment to attending meetings
 - Acceptance of accountability for all organisational matters
 - Commitment to representing a governing perspective
 - Commitment to representing the Board and the school in a manner befitting Board membership status
 - Commitment to a collective responsibility for all matters pertaining to the Board
- Accept the principle that the Board speaks with one voice, that no one member shall publicly express his/her own opinion should this deviate from an agreed Board position or decision.
- Accept a level of accountability that automatically accompanies Board membership. The Board is accountable to its clients and the school community for all its actions and decisions.
- Accept that there will be a process of Board effectiveness evaluation in which all members will participate.

To this end, the following table of roles and responsibilities and associated standards will create the basis for the Board to monitor and evaluate performance as part of its ongoing monitoring and review cycle (*See 3 year review programme*).



The Board roles & responsibilities	The Standards
1. Sets the strategic directions and long-term plans and monitor the Board's progress against them	<ul style="list-style-type: none"> ➤ The board leads the annual Charter review process ➤ The board sets/reviews the strategic aims by 23 December ➤ The Board approves the annual plan and targets and ensures the Charter is submitted to the Ministry of Education (MOE) by 1 March each year ➤ Regular Board meetings include a report on progress towards achieving strategic aims ➤ The Charter is the basis for all board decision making
2. Protect the special character of the school	<ul style="list-style-type: none"> ➤ Special Character is obviously considered in Board decisions
3. Approves the budget and monitors the financial management of the school	<ul style="list-style-type: none"> ➤ Budget approved by the first meeting each year ➤ Satisfactory performance of school against budget
4. Monitor and evaluate student progress and achievement	<ul style="list-style-type: none"> ➤ The Board approves an annual review schedule covering curriculum and student progress and achievement reports ➤ Reports from principal on progress against Annual Plan, highlight risk/success ➤ Meet targets in Annual Plan, implement Curriculum Policy and satisfactory performance of curriculum priorities
5. Effective risk management	<ul style="list-style-type: none"> ➤ The Board has an effective management system in place ➤ Members attending Board meetings having read Board papers and reports and ready to discuss them ➤ The Board remains briefed on internal/external risk environments and take action when necessary ➤ The Board identifies "trouble" spots in statements of audit and takes action if necessary ➤ The Board ensures the Principal reports on all potential and real risks when appropriate and takes appropriate action.
6. Ensure the Board is compliant with its legal requirements	<ul style="list-style-type: none"> ➤ New members have read and understood the Board induction pack and the requirements of Board members ➤ New and continuing members have kept aware of any changes in legal and reporting requirements for the organisation. The Board has sought legal advice when necessary ➤ Accurate minutes of all Board meetings, approved by Board and signed by Presiding member ➤ Individual staff/student matters are always discussed in public excluded sessions ➤ Board meetings have a quorum



<p>7. Ensures members attend Board meetings and take an active role</p>	<ul style="list-style-type: none"> ➤ Board meetings are effectively run ➤ Attendance at 80% of meetings (minimum) ➤ No unexplained absences at Board meetings. More than 3 such absences result in immediate step down – refer Education & Training Act 2020 ➤ Board papers to be read prior to attending Board meetings and are ready to discuss them
<p>8. Approves major policies and programme initiatives</p>	<ul style="list-style-type: none"> ➤ Approve programme initiatives as per policies ➤ The Board monitors implementation of programme initiatives
<p>9. Fulfills the intent of the Treaty of Waitangi by valuing and reflecting New Zealand’s dual cultural heritage</p>	<ul style="list-style-type: none"> ➤ The Treaty of Waitangi is obviously considered in Board decisions ➤ The Board, Principal and staff are culturally responsive and inclusive
<p>10. Approves and monitors human resource policy and procedures which ensures effective practice and contribute to its role as a good employer</p>	<ul style="list-style-type: none"> ➤ Becomes and remains familiar with employment conditions which cover employees ➤ Ensures there are personnel policies in place and that they are adhered to e.g. Code of Conduct ➤ Ensures there is ongoing monitoring and review of all personnel policies
<p>11. Appoint, assesses the performance of and supports the Principal</p>	<ul style="list-style-type: none"> ➤ Principal’s Performance Management System is in place and implemented
<p>12. Deals with disputes and conflicts referred to the Board as per the school’s Concerns and Complaints procedures.</p>	<ul style="list-style-type: none"> ➤ Successful resolution of any disputes and conflicts referred
<p>13. Represents the school in a positive, professional manner</p>	<ul style="list-style-type: none"> ➤ Code of Behaviour adhered to
<p>14. Oversees, conserves and enhances the resource base</p>	<ul style="list-style-type: none"> ➤ Property/resources meet the needs of student achievement goals
<p>15. Effectively hands over governance to new board/trustees at election time</p>	<ul style="list-style-type: none"> ➤ New trustees provided with Governance manual and induction ➤ New trustees fully briefed and able to participate following attendance at an orientation programme ➤ Appropriate delegations are in place as per s166 Education & Training Act ➤ Board and trustees participate in appropriate professional development

Review Schedule: Triennially

Last Reviewed: May 2022

Next Review: May 2025

Signed:

