

14. Meeting Process Policy

The Winton School Board has a goal of achieving effective and efficient meetings that are focused at a governance level. The Board needs to be assured that all policies, plans and processes are being implemented and progressing as planned.

Meetings:

1. Are based on a prepared agenda, the preparation of which is the responsibility of the Presiding Member in consultation with the Principal.
2. Be held with the expectation that members have prepared for them and will participate in all discussion at all times within the boundaries of behaviour considered acceptable by the Board.
3. Have the right, via resolution, to exclude the public and news media from the whole or part of the proceedings in accordance with the Local Government Official Information and Meetings Act. Decisions by the Board are fully recorded but remain confidential. The Board needs to:
 - Make reasons for excluding the public clear
 - Reserve the right to include or exclude any non-Board member it so chooses
 - Make all efforts to look ahead and signal any such 'in committee' session in the agenda or at the beginning of the meeting
4. Can be held via audio, audio and visual, or electronic communication providing:
 - All members who wish to participate in the meeting have access to the technology needed to participate, and
 - A quorum of members can simultaneously communicate with each other throughout the meeting.

Review Schedule: Triennially

Last Reviewed: July 2021

Next Review: July 2024

Signed:

